***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

**Reduce the Security Risks**

A good way to reduce security risks is to make our offices unattractive to the criminal. A good place to start is outside of our buildings. Have we made the area surrounding our buildings an open area that is easy to see if anyone is loitering nearby? This is not that difficult to do.

There are a few simple things that we can do. Be sure that flowers and shrubbery are trimmed low to the ground. A four-foot high shrub could easily hide a person waiting for someone to approach the building. Is there enough lighting and is it all working properly? ATMs require a minimum candle power of light as per PULSE member regulations. Is the light over your external ATM working? In the winter months, be sure that the snow is plowed to a location away from the building.

It is important to take a walk around the outside of your facility on a regular basis to check on these simple things. Don’t forget to also check during the summer months when the lights go on much later than the winter months.