

Cash Handling

Cornell University Police (607) 255-1111

Responsibility

- Safeguarding and accounting for money
- Know and adhere to procedures

Responsibility

- One cashier per drawer – log out even if gone for a short while
- Keep drawer closed between transactions – do not make change
- Don't duck down or turn away during transactions
- End of Day do your final cash count behind locked doors, not on the counter



Proper Cash Handling

- Keep denominations separate
- Keep bills in standard positions(largest to the left, descending, all facing same direction)
- Open new coin rolls only as needed

Keep tendered bills separate until change

has been counted and received



Credit Cards

Always check ID and signatures

Check expiration date

Inspect card for alterations

Melted numbers

Signature changed/erased

Damaged magnetic strip



Credit Cards

- Beware of:
 - Unusually talkative/chatty person
 - Person who tries to hurry you
 - Excessively nervous
- If card is stolen
 - Stall
 - Call police
 - Get descriptions
 - Keep card if possible



(607) 255-1111

Accountability

- Two people count cash drawer prior to logging into register
- Two people count cash at end of shift



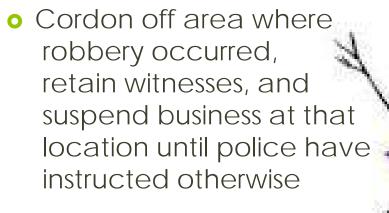
Safety First

•You are more important than money!!!



Robbery NYS Penal Law 160.00

- Do exactly as you are told
- Take no action that may endanger yourself or others
- Expedite the robbery transaction
- Make a mental note of the robber's appearance and mannerisms
- Alert Cornell Police as soon as it is safe to do so





Forgery/Counterfeit NYS Penal Law 170.15



- Politely delay person
- Notify supervisor and Cornell Police immediately Retain evidence, do not return forged/counterfeit document to customer
- If individual insists on leaving, note scars/marks/tattoos, clothing, weapons, direction fled, on foot/vehicle, estimated height/weight, and mannerisms
- www.treas.gov/education/faq/currency

NYS Penal Law 165.30, Fraudulent Accosting

- Money switching to obtain a larger sumasking for change several times (always complete one change action before starting another)
- Demanding change after a purchase for a higher denomination than was given ("I gave you a \$20 not \$10", keep tendered bills in site)
- Clipping/pasting corners of a higher denomination bill onto one of lower value
- Coin wrappers filled with coins of a lesser value



When and How to Report a Crime or Suspicious Incident

- Call police as soon as it is safe to do so.
- Your supervisor should be notified after police.
- Land line vs. cell phone
- o 911 vs. (607) 255-1111



Emergency Phone Calls



- Remain calm
- State exactly what the problem is
- State exactly where the problem is
- State when it occurred
- Stay on the line until police arrive unless directed otherwise
- Cooperate with the dispatcher
- If it is not possible to talk, keep an open line

Bystander Intervention

- Be a good witness
- Take no action to jeopardize your safety or others
- Intervene only if there is imminent danger of serious physical injury or death, and if you are mentally/physically capable



Crime Alert vs. Emergency Mass Notification

- Crime Alert sent out via email alerting the community that a crime has occurred, and when the crime may pose a continuing risk (a reported robbery when the suspect has not been apprehend)
- Emergency Mass Notification sent out via voice and text messaging, sirens/public address system, and email notification; alerting community of an ongoing immediate threat (active shooter)

Cornell University Crime Prevention Unit

Lisa Van Horn

<u>Imv46@cornell.edu</u>

607-255-7404

Bev Van Cleef

bjh35@cornell.edu

607-255-7305

