



# 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



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# 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
- Cordon off area where robbery occurred, retain witnesses, and suspend business at that location until police have instructed otherwise





# 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](http://www.treas.gov/education/faq/currency)

# NYS Penal Law 165.30, Fraudulent Accosting

- Money switching to obtain a larger sum-asking 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
- 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)

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