

2010

The Security Function

NEW PROGRAM

One-Site, One-Date Only

March 22 – Nashville
Barrett Training Center

Sponsored by *Elite Financial Products, Clarksville, TN*

SEMINAR DESCRIPTION

The security function is one of the most potentially political functions within the organization. Used appropriately, it can become a pivotal and powerful force in averting losses and recovering missing funds and property. Used inappropriately, however, it can ruin the organization, its employees, and its customers. Understanding the myths and misconceptions about the security function – and about what those involved in security should actually do for the organization – is as important as understanding the governing regulations themselves.

For those who handle security issues for your institution, your primary duty is to develop and administer a written security program and policies. However, “security” isn’t just about alarms, robbery procedures, and filing Suspicious Activity Reports any longer. “Security” has become the term that defines the evolutionary process that provides a safe and secure environment for employees to work – and for customers to do business. “Security” is also a control function that’s often described as the act of providing protection and defense against real or anticipated threats. Security has evolved rapidly from a minimal function into a business unit that covers many facets both within and outside of the security process.

This workshop provides a logical and strategic model designed to help the institution’s security personnel, board of directors, senior managers, and those involved in the security of the institution understand the true scope of security-related regulations and industry-standard security practices. By understanding the cause and effect relationships involving the creation of an effective security function and risk reduction, those involved in the security process may use this model to design and implement a standardized, institution-wide security program that meets or exceeds regulatory requirements.

WHO SHOULD ATTEND

Security officers, security assistants, boards of directors, auditors, human resources managers, training managers, and compliance officers.

DELIVERY METHOD & PROGRAM LEVEL

This group-live, overview program will focus on the many questions surrounding the security process. The speaker’s experience and knowledge in this area will provide answers to questions in evaluating and developing your institution’s plan or model. The manual and materials covered in this program contain valuable information which will serve as a great reference tool and model.

PROGRAM INSTRUCTOR



Dana Turner is a security practitioner with Security Education Systems – a research, consulting, and training firm located near San Antonio, TX. Combining the knowledge gained in a successful law enforcement career with tactical business operations procedures, Turner

has created unique security and loss-prevention programs for governmental agencies—and for the retail, service, and financial industries. These programs consist of loss-prevention techniques, security policy and procedures, and disaster recovery and business resumption strategies designed for use as training tools, planning mechanisms, and reference guides.

He has served as a law enforcement officer in several capacities—including the investigation of business and banking crimes; as a community college instructor and administrator in both the law enforcement and business management fields; and as a program development specialist and trainer for private businesses, governmental agencies, and professional associations. He is celebrating his 37th year of crime.

As a speaker and conference facilitator, Turner has delivered thousands of platform, telephone, and Internet presentations. He has designed and participated in continuing education programs offered by state and national banking associations; state and federal examining and law enforcement agencies; and state and national security, audit, and human resources organizations. As a consultant, he has participated in or led hundreds of projects and assisted in the development and delivery of components of various seminars, schools, and conferences. As a writer, Turner has written many manuals and books and numerous newspaper, trade publication, and magazine articles.



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DATE AND LOCATION

March 22 – Nashville

Barrett Training Center

211 Athens Way – 800/964-5525 or 615/244-4871



The meeting location is a designated nonsmoking facility and property

SEMINAR TOPICS/OBJECTIVES

- What is security?
- What are the recognized security basics?
- What are the security function's primary responsibilities?
- What are the most common types of security-related events?
- What types of crimes involve security?
- What are the most common types of offenders?
- What are the employees' responsibilities?
- What are the potential costs to the institution?
- What will affect the institution's security & loss prevention efforts?
- What are industry-standard security practices?
- What security regulations affect the institution?
- How should the relationship between the security function & the board of directors work?
- What issues must the institution's security program address?
- What does the Bank Protection Act really mean?
- What other safety and security regulations may be applicable?
- How should the security department fulfill regulatory requirements?
- When did the security department become a business unit?
- What is a security environment?
- Who manages the security department?
- What should the annual security program report contain?
- What other responsibilities should be given to the security department?
- Why the institution's needs determine the security officer's duties?
- What common security practices should be applied?
- What are the security officer's most common problems?
- Who else has security responsibilities?

HOTEL INFORMATION

The TBA has not blocked rooms for this program. For those who need overnight accommodations, the Millennium Maxwell House Hotel offers a Tennessee Bankers Association preferred corporate rate of \$99 per night. Club level rooms are also reduced by \$20 to a rate of \$159/single \$169/double. These are space-available rates. Call 615/259-4343 to reserve accommodations and remember to ask for the TBA corporate rate.

PROGRAM FEES

TBA must receive minimum number of registrations by March 1 for program to meet.

	TBA Members / Associate Members	Nonmembers
Early Registration	\$205	\$410
Early registration deadline is March 1, 2010		
Registration	\$230	\$435
At-the-door	\$255	\$460

Fee covers instruction, instructional materials and reference manual, refreshment breaks, and lunch. Please register early. At-the-door registrants will be assessed an additional \$25 late registration fee.

No written confirmation of seminar registration will be sent from the TBA.

Participation in TBA programs is limited to members, associate members, and nonmembers from an eligible membership category at applicable member or nonmember rates.

CONTINUING EDUCATION CREDIT

Attendants qualify for 6.5 hours of Continuing Professional Education (CPE) credit in the area of Specialized Knowledge and Application. No advanced preparation required for this program. For more information regarding administrative policies or complaints, please contact our offices at 615/244-4871.

Tennessee Bankers Association is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org

Submitted for 6.5 hours of credit from the Institute of Certified Bankers (ICB); area to be determined. Please make application directly with ICB.

For additional continuing education credit information, call the TBA education department at 800/964-5525 or 615/244-4871.

SCHEDULE

8:30 am	Registration
9:00 am	Program begins
Noon	Lunch
1:00 pm	Program resumes
4:00 pm	Adjourn

GENERAL INFORMATION

Attire: Business casual attire is appropriate for all TBA programs. Because of temperature variations in meeting rooms, please bring a sweater or jacket for your comfort.

Special Needs: If you have a disability that may affect your participation in this program, please send TBA a statement regarding any special needs at least 10 days before the program. We will contact you to discuss accommodations.

Cancellation Policy: Cancellations received in the TBA office 7 business days prior to the scheduled program will be refunded in full. Due to commitments, cancellations received less than 7 business days prior to the scheduled program are not refundable. Substitutions are welcome. Registrants who do not attend the program or send a substitute will be responsible for the entire registration fee.

Inclement Weather Policy: Cancellations due to inclement weather are refundable, minus a late cancellation fee of \$50 for a one-day program and \$75 for a two-day program. If you have questions concerning the status of a TBA program due to inclement weather, please call the TBA office at 615/244-4871 or 800/964-5525, x150. The TBA number will provide information concerning program status, cancellation fee, and refund requests. You may call the site where the program is being held to check the status of the program in your area. The site phone number is listed in this brochure.



For more information about this program, contact:

Debbie Brickles - dbrickles@TNBankers.org
Vice President and Director of Training and Development
Tennessee Bankers Association
211 Athens Way, Ste 100 • Nashville, TN 37228-1381
800/964-5525 or 615/244-4871 or www.TNBankers.org.



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Please print or type. Copy this form for additional registrations.

Name _____ E-mail _____ SS# _____

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Name _____ E-mail _____ SS# _____

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Company _____

Address _____

City _____ State _____ Zip _____

Contact _____

Phone _____ E-mail _____

**Must be included.
For educational tracking only.**

SS# _____

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TOTAL ENCLOSED \$ _____

Method of payment VISA MasterCard Check

CK# _____ (Make checks payable to Tennessee Bankers Association)

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Name as appears on card (please print) _____

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Signature of cardholder _____

RETURN COMPLETED FORM AND PAYMENT TO:

Tennessee Bankers Association
 ATTN: Monique Jenkins
 211 Athens Way, Ste 100
 Nashville, TN 37228-1381
 Phone: 615/244-4871 or 800/964-5525 Fax: 615/324-1990