

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** Campus Safety

**Section** Currency Escort Service

### I. Purpose

The Campus Safety Department has established procedures and guidelines for the protection of University employees, who within the scope of their employment, are required to carry large amounts of currency.

### II. Policy

The Campus Safety Department will provide an escort service to any University employee who, within the scope of employment, is required to carry University funds from one location to another off-campus location, such as: ticket booth cashier, account cashier, etc. The assigned Officer will remain with the funds and in close proximity to the University employee in possession of the funds during the escort.

As a general rule, Officers, will have no contact with the actual currency, however, they may carry locked money containers to facilitate the escort.

Please call 562-1254 for this service.