

JOB ROLE – UNARMED SECURITY GUARD

Sector – Security
(Qualification Pack Code: MEP/Q7101)



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UNIT 1 : INTRODUCTION TO SECURITY SERVICES

Session 1 : Roles and Responsibilities of Security Personnel

Content

Title	Slide No.
Session Objectives	04
Introduction	05
Types of Security	06-07
Private Security	08
Roles and Functions of Public and Private Security Personnel	09
Private Security Agency	10
Private Security Agencies (Regulation) Act (PSARA), 2005	11
Roles and Responsibilities of an Unarmed Security Guard	12-21
Summary	22

Session Objectives

The students will be able to:

- ❑ Identify the types and purpose of security;
- ❑ Differentiate between the roles and responsibilities of Public and Private Security Personnel; and
- ❑ Describe the roles and functions of an Unarmed Security Guard.

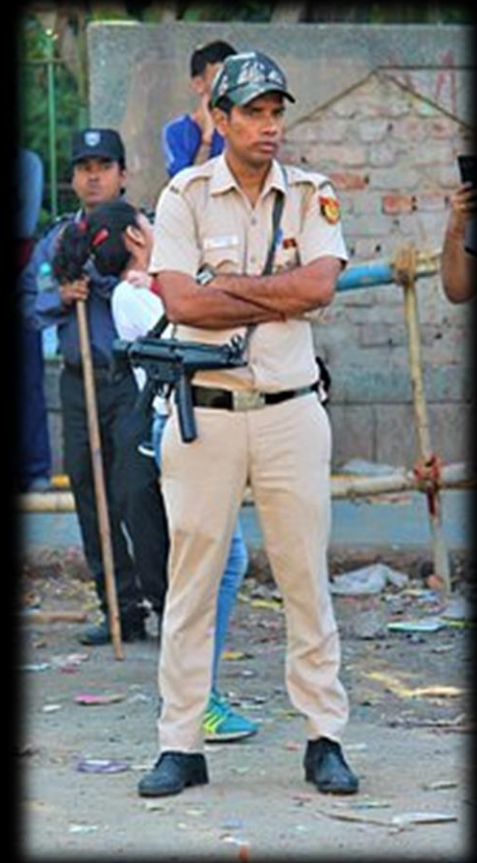
Introduction

‘Security’ is derived from the Latin word securas, which means ‘free from danger’ or ‘safe’. Security can be defined as freedom from exposure to danger; a feeling of safety and certainty; freedom from anxiety; a means of protection or arrangement to secure (safeguard) a property against theft, intrusion, pilferage or damage; and rendering living beings safe. Private security industry provides services for protection from potential harm, threat, damage to persons and property.

Types of Security

There are two main security divisions — **Public and Private.**

Public Security: It is the responsibility of the government to ensure the protection of citizens, organisations and institutions against threats to their well-being and productivity. The police, for example, protect public properties and citizens, and enforce laws and administrative regulations.



Types of Security

Public Security: Public security refers to the welfare and protection of the general public and it is usually the government's responsibility. For example, the Central Industrial Security Force (CISF) protects public and private properties, such as airports. The Railway Protection Force (RPF) protects the Indian Railways and ensures the safety of citizens travelling in trains and those present at railway stations. The Home Guard is a paramilitary police force in India, which is tasked as an auxiliary to the State police and helps in the maintenance of law and order, and ensures internal security and community service in emergency situations, such as fire, cyclone, earthquake, epidemic, etc.

Private Security

Private security means security provided by a person, other than a public servant, to protect or guard people or property or both, and includes provision of armoured car service. A private security guard is hired by people and private organisations for their personal security and safeguarding their properties.

Roles and Functions of Public and Private Security Personnel

The role and functions of public and private security personnel is (i) Protective and (ii) Preventive and (iii) Detective.

Protective Role	The role of a security personnel, in general, is to protect people, property and information from internal, as well as, external threats and aggression.
Preventive Role	The preventive nature of security seeks to prevent disruptive activities against persons, property and information.
Detective Role	Detective security is said to be at its best when a crime is detected in the planning stage itself. An early detection of the presence of people with criminal intent, arms, ammunition, explosives and weapons may prevent a major hazard.

Private Security Agency

A private security agency is engaged in the business of providing security services, including training to private security guards or their supervisor or providing security guards to an industrial or business undertaking or a company or any other person or property. Private security is provided by private agencies to clients for a fee. The private security industry includes all type of private organisations and individuals providing all type of security-related services, such as investigation, guard, patrol, lie detection, alarm and armoured transportation.

Private Security Agencies (Regulation) Act (PSARA), 2005

The private security industry in India is governed by the Private Security Agencies (Regulation) Act (PSARA), 2005. The Act provides for the regulation of private security agencies and matters connected or incidental to the same.

Roles and Responsibilities of an Unarmed Security Guard

The Unarmed Security Guard's duties and responsibilities are clearly communicated by the superior or supervisor at the time of joining an organisation. S/he should be aware of the company's Standard Operating Procedures (SOPs), which refer to the organisation's policies and ways of doing things. These may include expectations related to grooming, such as dressing, punctuality and treating the public. Other than SOPs, there are area-specific instructions, known as 'post orders', which may vary from area-to-area within the organisation.

Role and Responsibilities of an Unarmed Security Guard

An Unarmed Security Guard is expected to secure life and property from risks and threats by following basic guarding practices, which could be done with or without the help of security equipment. The main role is to 'observe', 'deter' and 'report' any security breach or crime.



Roles and Responsibilities of an Unarmed Security Guard

Protection of People, Property and Information: Security is the protection of a person from violence, threats, damage or intentional harm to the property; and the protection of information from unauthorised disclosure. Threat, risk and hazard identification, followed by quick reporting, helps in preventing harm or damage to the people and property and keeping 'confidentiality' of information.

Roles and Responsibilities of an Unarmed Security Guard

Observing and Reporting:

Security guards are required to prepare written reports of occurrences, duties performed and descriptions of their tasks and observations. Unusual incidents, as well as, violation of rules should be reported by them to their supervisors.



Roles and Responsibilities of an Unarmed Security Guard

Preventing and Detecting Crime: The presence of an Unarmed Security Guard at a site acts as a deterrent to anti-social elements. The person is expected to identify potential risks and threats, take counter measures, operate security equipment, carry out basic documentation, report incidents to get assistance from the concerned agencies and communicate effectively with people and police.

Roles and Responsibilities of an Unarmed Security Guard

Responding to emergencies: In case of an emergency, people may first seek help from the security guard. The private security guard needs to respond to emergencies in an appropriate way. Every site must have an emergency response and a fire safety plan that provides a step-by-step procedure in the event of an emergency. If the security guard knows what to do and is able to act in time, the public will have more trust in her/him.

Roles and Responsibilities of an Unarmed Security Guard

Access control: Unarmed Security Guard is required to control the entry and exit of people, vehicles and material in an organisation. This may require checking the identity cards of employees and visitors, inspecting packages and vehicles.



Roles and Responsibilities of an Unarmed Security Guard

Patrolling: Keeping a watch over an area by taking rounds at regular intervals by walking or driving is called 'patrolling'. Patrolling often prevents anti-social elements and criminals from engaging in illegal activities within and around the site.

Roles and Responsibilities of an Unarmed Security Guard

Controlling Traffic: Pedestrian and traffic control are critical for the safety of the public. Controlling pedestrians and traffic are one of the main duties of the Unarmed Security Guard. They use signal flags (a small or large flag in red or orange colour) or signal baton (that lights up or reflects a red light).

Roles and Responsibilities of an Unarmed Security Guard

Finding and Reporting Safety Hazards: A hazard refers to a danger or risk. Security hazard identification is the process of identifying all situations, procedures, events or factors in the workplace and during the course of work that could potentially cause injury or illness to people and property. Carrying out safety inspections on the site and reporting about risks or threats immediately or quickly can help avert a disaster.

Summary

In this session, you have learnt about the types and purpose of security, difference between public and private security and regulation of private agencies by the Private Security Agencies (Regulation) Act (PSARA), 2005. You have also learnt that the roles and responsibilities of an Unarmed Security Guard include protection of people, property and information, observing and reporting, preventing and detecting crime, responding to emergencies, access control, and controlling traffic.

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