

JOB ROLE – UNARMED SECURITY GUARD

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



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UNIT 4: ACCESS CONTROL

Session 1: Search and Seizure

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Session Objectives

The students will be able to:

- ❑ Describe the purpose and procedure for patrolling an area or premises;
- ❑ Identify the risks, threats and hazards during patrolling;
- ❑ Describe the purpose and procedure of security search;
- ❑ Demonstrate the procedure of searching a person;
- ❑ Describe the purpose of equipment used for searches; and
- ❑ Identify and report the risks, threats and hazards during searching.

Introduction

The main duty of an Unarmed Security Guard is to observe, deter (prevent the occurrence of an undesirable event) and report. Patrolling helps in better observation and acts as a deterrent. Access control, which include baggage and vehicles searching, with or without the help of equipment, ensures the safety and security of people and material. There are policies, norms, regulations and procedures for performing security searches. These are to be strictly followed by the security guards.

Patrolling

A patrol is a group of personnel who are assigned to monitor a specific geographic area and look out for signs of security breach. The duties of a patrol personnel include responding to calls for service, resolving disputes, taking incident reports, implementing security enforcement guidelines, and adopting crime prevention measures. Patrolling helps in better observation and acts as a deterrent.



Patrolling

During patrolling, an Unarmed Security Guard should

- ❑ Identify housekeeping and maintenance hazards, for example, piled up garbage and water pipe or tank leakage
- ❑ Identify safety hazards like sparking electrical wires, etc.
- ❑ Detect people engaging in crimes, such as vandalism, trespassing, shoplifting, etc.



Patrolling

- ❑ Check for damage to a property ensure access control in order to secure a premises by checking that only authorised people are allowed in controlled areas
- ❑ Improve public relations
- ❑ Help the public



Patrolling

While preparing for a patrol, the guard must do the following:

Study the Post Orders: Post orders give clear orders about what a security guard is expected to do. They contain important information, such as the purpose of the patrol, routes to be taken, timings, major checkpoints in the route, what to do in case of an emergency, reporting procedures, areas that may have risks and precautions to be taken.

Patrolling

Talk to colleagues: Arrive a little early to get information from the security guard, who has worked in the previous shift. Read the normal occurrence and incident report from the previous shift.

Know the place: Have an idea of the layout of the buildings in an area. Try to visit the site during daytime so as to know what areas could be risky at night.

Patrolling

Check the vehicle: Inspect the patrol vehicle prior to the patrol. Make sure that the fuel levels are sufficient, the patrol vehicle and communication equipment are in a working condition. Be aware of the patrol area and all emergency routes and roads for easy and quick entry or exit to different regions of the area.

Check the equipment: Check whether all equipment are available for patrolling, including charged cell phone, walkie-talkie, torch with spare batteries, water bottle, baton, etc.

Patrolling

Develop and execute the plan: List the activities that need to be done during each patrol. Plan the route, which shall include major checkpoints. Keep changing the route plan and timing every time so that it is not predictable for criminals or anti-social elements. Do not rush during patrol as one can miss things in hurry. Remain in constant touch with other patrol parties in the premises. This shall help in quick identification of security breach and location of miscreants. It shall also help in getting immediate backup and ensuring personal safety.

Security Search

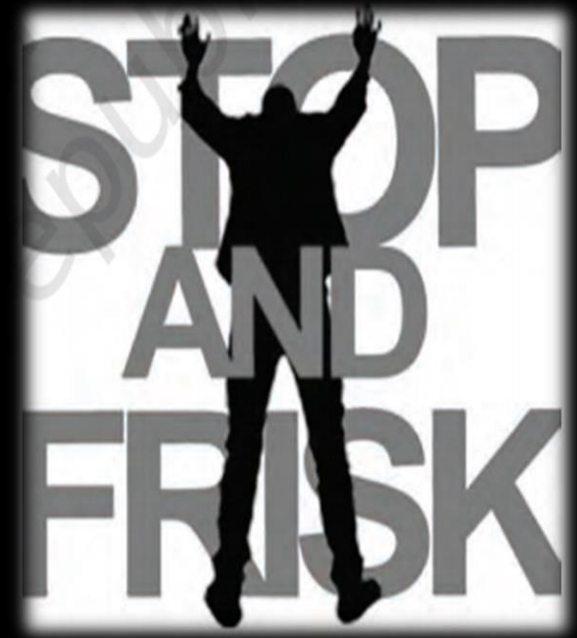
Frisking: 'Frisking' is the search of a person's outer clothing. The Unarmed Security Guard runs hands along the person's outer garments to detect concealed weapons, if any. Personal search must be carried out carefully in line with the laid down procedures.

Security Search

Frisking may be done during entry and exit of the premises

During entry into premises:

For instance, people, who come to a stadium to watch a live cricket match, have to be searched before being allowed entry to the premises. If they refuse to be searched, the security guard can refuse to let them in.



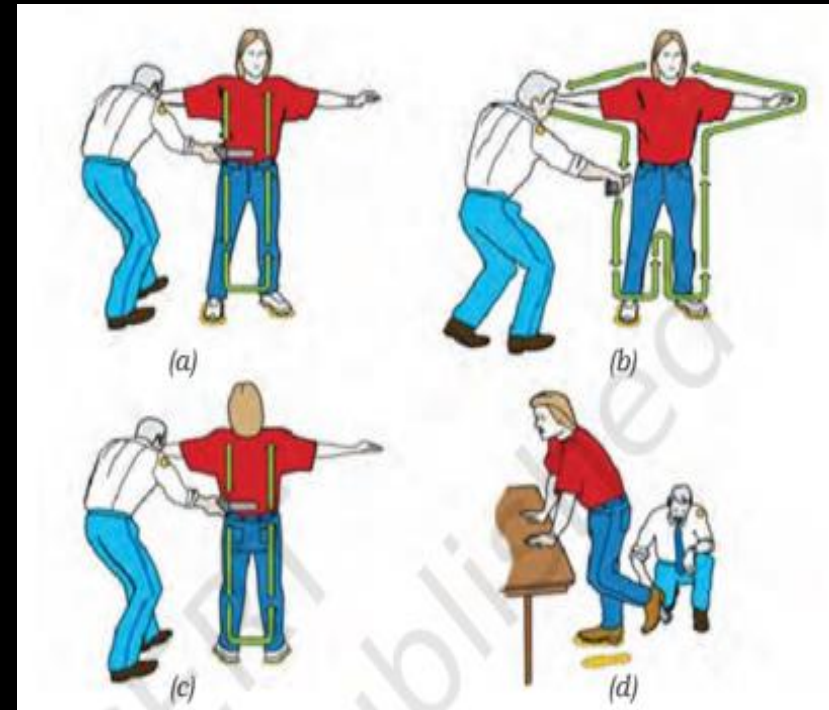
Security Search

During exit from premises: For instance, a company may require that employees are searched to make sure that they do not take company items home. During the search, never put hands in the person's pockets or bag as the security guard can be accused of stealing or planting something. Also, if one touches a sharp object, there are chances of an injury. It is always better to use gloves during the search and have a colleague nearby, observing the exercise.

Security Search

The following norms and regulations apply during individual searches:

- (i) Rights of privacy of an individual must be respected during search and seizure.
- (ii) The search must not be too intrusive and be such that it serves the purpose of locating evidence.
- (iii) The person conducting the search must be of the same gender as the person being searched.



Security Search

- (iv) The body search of a female must always be done in private.
- (v) Searches must be restricted to asking an individual to empty one's bag, pockets, office furniture and remove outer clothing like coat, etc. Private security guards are not authorised to do a strip search.

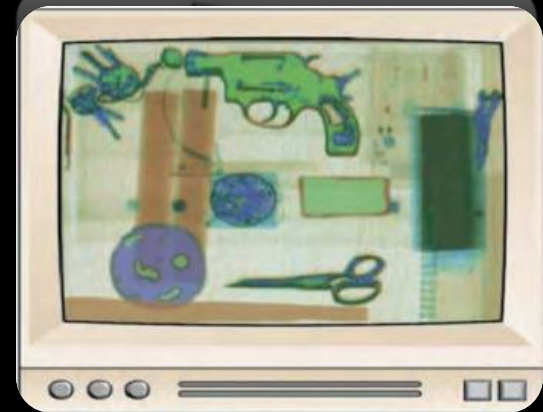
Electronic Equipment used in Search

Handheld metal detector: A handheld metal detector is used for detecting weapons and metal objects like knife with a person or in a bag. The distance between the detector and the individual's body must be less than 3 inches.



Electronic Equipment used in Search

X-ray Scanners: For the purpose of scanning baggage, an X-ray scanning machine is used. One can often spot this at railway stations and airports. The TV monitor displays the objects as light coloured or dark coloured, depending on the settings. The bag is to be placed on the conveyor belt in such a manner that the image captures the widest perspective.



Security Search Procedure

The procedure of security search for a person is as follows:

- (i) Ask the person to be scanned to place all items in hands, pockets, caps or jackets on a table.
- (ii) The person must stand with both the feet about 18 inches apart, facing away from the table and keeping a distance of minimum 2 feet from the table. Footprints outlined on the floor can help the person being scanned to stand in the desired position.
- (iii) Ask the scanned person to open the arms out to the sides, parallel to the floor. Run the handheld metal detector across a conductive material on your own body like buckle of the belt. The sound of the detector will reveal if it is functioning.

Security Search Procedure

- (vii) The sequence needs to be repeated over the back of the body of the person who must turn around for the search.
- (viii) Ask the person being searched to hold the edge of the table for support. Ask the person to lift the foot so as to scan the bottom of the shoe. The process needs to be repeated for the other foot as well. If the shoes have some visible metal parts, the guard must expect to hear a short beep from the detector. However, both the shoes must cause a similar sound when examined with the detector.
- (ix) Finally, searching the head region, start from the top of the forehead and scan around the top of the head down to the back of the neck.

Security Search Procedure

- (v) Start with the top of one shoulder of the scanned person. Place the paddle of the detector horizontally and parallel to the front side of the body of the person, sweep it through one side of the front of the body, down the leg region to the ankle region. After this, shift to the other ankle and sweep back up the front of this opposite leg and torso, ending with the other shoulder.

Security Search Procedure

- (vi) Sweep the detector over the outside top of the arm. You can start with the top of the shoulder and move to the bottom of the wrist. Afterwards, sweep the detector from the inside of the arm to the armpit. Following this, sweep the handheld metal detector down that side of the body till the ankle, then up the inside of that leg and down the inside of the opposite leg. After this, sweep the detector back up the other leg from the ankle to the underarm. Repeat the process inside and outside of this arm. Care must be taken that the handheld detector does not touch the body of the individual when searching between the legs.

Reporting Risk, Threat and Hazard during Search

Recording and reporting of risk, threats and hazards found during search is important. This applies to patrol, as well as, security search of individual and baggage. Consistency in recording and reporting helps in the identification of pattern, indicating the likely involvement of persons, as well as, timing of an event and potential areas that are likely to be targetted by criminals or anti-social elements. Security patrolling checklist is created to ensure that the private security guards check the doors and windows on the premises thoroughly.

Reporting Risk, Threat and Hazard during Search

The security registers pertaining to the movement of employees, vehicles and visitors must be maintained.

S.No.	Format of Register
1.	Visitor No.
2.	Name of the visitor
3.	Name of the visitor's organisation and address
4.	Whom to meet
5.	Purpose of visit
6.	Contact number
7.	Time in
8.	Signature of the visitor
9.	Time out
10.	Signature of the security staff
11.	Remarks, if any

Reporting Risk, Threat and Hazard during Search

Reports detailing errors or untoward incidents happening to people, equipment or during a work process are to be submitted to a senior soon after the event. Incidents to be reported include the following:

(i) Persons with weapons or prohibited substances and chemicals, (ii) Baggage with weapons or prohibited substances and chemicals, (iii) Suspicious package, (iv) Suspicious person, (v) Vandalism, (vi) Trespassing, (vii) Hazard related to fire, (viii) Hazard related to electric shock, (ix) Breach of security like broken lock, and (x) Slips, trips and falls.

Summary

Security patrolling is one of the most important jobs of the private security guards. Patrolling is to be done daily for prevent security breach and untoward incident. The private security guard has to provide regular reports to the security agency and the client as per the security patrolling checklist.

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