**SOP 19**

**Intruder**

**INTRUDER APPREHENSION PROCEDURES**

**Do not approach intruders:**

1. Follow movement on CCTV cameras by recording their movement
2. Phone police 999
3. Inform FM manager
4. Inform Duty Manager
5. Inform 14forty Control Room
6. Report in DOB log information of Build , Clothes ,colour of skin, etc much detail as you can
7. Where the intruders have been sited
8. How many intruders have been sited
9. What the intruders are doing
10. Officers must never approach intruders unaccompanied

Assistance will be deployed if required and the Police must be informed if there is any risk to personal safety. An emergency check call pattern will be established for single man sites.

**Apprehension/arrest procedure:**

Arrest should **only be used as a last resort**, used only when the intruder can not be removed from the premises by any other means and is in danger of endangering life or property.

Officers must always be accompanied by another security officer or a member of client’s staff when approaching intruders.

The officer must approach all intruders while they are still on the premises, **officers must not pursue intruders if they leave the premises.**

The intruder should be approached and from a safe distance must be asked to accompany the officer’s back to the gate house/security office or asked to leave site. The officers must remain calm at all times maintaining a **non-aggressive** approach.

Most intruders will accompany the officers without any problems and should be accompanied and directed either off site or to the gate house/security office from a safe distance, i.e. One officer 2 metres behind and one officer 2 metres in front of the intruder.

**If** arrest is required, if possible all intruders must be apprehended/arrested from the side only, never from the front, placing one hand over the suspect’s wrist in order to lead them back to the gate house/security office and restrain any attempted attack; **the intruder must not be grabbed**

The suspects must be accompanied by 2 officers when escorted off site or to the gate house/security office and both officers’ must position themselves where they can escape if attacked **single manned sites should view and report having contacted the Police**

Restraint must only be exercised if attacked by the intruder and the officer is unable to move away

**Inside the gate house/security office:**

The intruder may only be detained while awaiting the arrival of the police

Physical restrained may only be exercised to prevent attack

An incident report must complete, in all cases.

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| SPECIFIC INSTRUCTIONS RELATING SOP19 |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure. |

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| --- | --- | --- | --- | --- | --- |
| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME | MANAGER SUPERVISOR SIGNATURE |
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