**SOP 18**

**Search Procedures – As per customer request**

**An Example Bag Search procedure**

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| |  | | --- | | **Always Do**   * Ask if they have any objection to the search * Carry out the search in a friendly and routine manner as possible, to avoid giving offence | | **Never Do**   * A male must never in any circumstances search female employees * A female must never in any circumstances search male employees * An employee must never have their bag searched against their will. If they refuse the search they should be told that refusal will be reported to Management * Do not put hands into bags, ask the employee to self-search i.e. empty their own bags | | **Process**   * Prior to commencing the search, explain to the employee that they have been chosen at random for the bag search, this is in accordance with current procedures covered during induction and under their Terms and Conditions. The employee should be asked if they want a witness present. * To avoid accusation of victimization an automatic randomizer or red/green light system should be used. If neither is available the choice of employees to be searched should be quite indiscriminate i.e. every 10th person, or whatever number is decided. * Your behavior at the time of the search will have an effect on the reaction of the person being searched. It is important   + - to be sensitive to people’s embarrassment     - to be firm     - to be tactful     - to be polite     - not to ridicule     - not to be threatening * The use of words like ‘please’ and ‘thank you’ will help maintain a normal atmosphere. When people are upset and embarrassed they often become abusive or aggressive, this does not mean they have to something to hide. * Ask the employee to open their bag so that the security officer can look inside to ensure that no company property is taken off site without proper authorization. * If a female employee gives her consent, her bag can be searched by a male. * If it is known or there is very reliable evidence that an employee is taking stolen company property from the premises and they refuse the search, they should be told that the Police are being called in and they should be asked to remain until they arrive. If they refuse, Security Officers have the same right as any citizen to detain them on suspicion of having committed an arrestable offence. This should only be followed if it is certain the person has stolen property on them and if they detained care should be taken not to given them an opportunity to get rid of the property before the police arrive. * If an employee admits that they have stolen company property or has Company property on them or it is found on them, their explanation should be carefully noted in your notebook. If the Company policy is to prosecute, inform the client and then call the Police and when they arrive tell them in the presence and hearing of the employee all the circumstances. * All details must be entered into the Search Register. | | **Frequency**   * Daily | |
| **HSE Control Measures** |
| |  | | --- | | **Employee Responsibilities**   * Employees are responsible for ensuring that the highest standards of health and safety are maintained in the completion of this task * Employees must have had the appropriate risk assessment associated to this task explained to them. * All officers must be Security or Door Supervisor licensed via the SIA and have received the required training | |

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| SPECIFIC INSTRUCTIONS RELATING SOP18 |
| 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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