**SOP 16**

#### Patrol Procedures

## General

* The security officers will carry out patrols when it is operationally practical to do so.
* Patrols are to be carried out at random and routes will be varied.
* Start and finish times of patrol must be recorded in the daily occurrence book
* The security officer on patrol will remain in regular contact with the security base.
* Always wear full uniform
* Smoking is not permitted on patrols.
* Visually check the fence around the perimeter.
* Ensure that all offices are properly locked.
* Check all fire/smoke doors are securely closed and that all closing mechanisms are operating correctly.
* Do not unplug any appliances.
* All keys must be checked

**PATROL DUTIES**

The purpose of carrying out patrols, whether key or general is to identify any potential breaches of security and other issues that could affect the Health or Safety of persons on site. Particular attention should be paid to the following matters: -

During the first hour of each shift all means of escape from each building should be checked to ensure that they are not obstructed. Any problems that cannot be rectified at the time should be reported to the duty Manager, or if required logged

Previously reported faults should be re-reported if not rectified.

Checks should be made to ensure that all fire fighting equipment is stowed away correctly, and that fire extinguishers are not being used as doorstops.

Fire exits are clear of any obstructions

To challenge all persons who are not displaying appropriate ID card, acting suspiciously, or in the case of Visitors and Contractors that they are in the area they are authorised to be in.

Where appropriate offer advice to members of staff concerning security related matters, i.e. leaving coats and bags unattended.

To patrol car parks and inform the Security Control room of any findings, so the appropriate action can be taken on the reported issue. This also includes the checking of grit levels in the appropriate grit bins situated around site

Patrols should include all areas of the site including all internal areas.

All patrol officers undertaking patrols during the day and night shift should ensure that all doors were possible must be locked.

## Responsibilities of Security Officers

Often damage is not noticed until some time after it has occurred, therefore the apprehension of offenders may only be possible after collating evidence and 'targeting' specific areas. Therefore it is important that all incidents are properly documented and recorded.

Whilst carrying out patrols, both internal and external, security officers should, amongst other things, take notice of any damage which may have been caused other than by accidental means.

If it is suspected that reportable or criminal damage has occurred it should be reported on an incident form.

A common place for damage to occur is in toilets, where seats are often broken off and soap dispensers removed from walls. Occasionally taps are left running with the intention of causing flood damage.

In circumstances whereby doors are damaged one should always go a step further to ascertain whether it is a case of simple damage, or whether a forced entry has been made into the area?

Wilful damage is a criminal offence, and persons caught in the act causing damage should be apprehended.

**In an effort to combat damage security officers should always be prepared to question the authority of persons found in remote areas of the site outside of normal working hours.**

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| SPECIFIC INSTRUCTIONS RELATING SOP17 |
| 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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