
CRIME PREVENTION PATROL INTEROFFICE MEMO

TO: ALL OFFICERS
FROM: TOM TARSITANO, CHIEF
SUBJECT: SOP UPDATES
DATE: 9/19/2005
CC: EMPLOYEE FILES



Attached are two (2) pages that need to be updated in your SOP books. Please read the attached pages in their entirety. Replace these pages in your SOP books and destroy the old pages.

Enclosed Pages to be replace immediately.

Page 4 – Transporting Apprehended or Detained Persons (updated information is underlined)

Page 13 – Duties and Responsibilities (updates are in sections 5.2.1 and 5.2.1a) Effective immediately no officer shall fraternize with persons working at or associated with company clients, this applies to workers, customers, guests, students (college or otherwise) in the case of residential communities and apartment complexes and the like this applies to residents of the community and/or apartment complex.

It is most important to keep focus while on duty and remember your responsibilities; this is not a time to socialize. A common complaint in the security industry is the officer talks to employees to much keeping them from doing their jobs.

If anyone has any questions or concerns please do not hesitate to talk with me.

Cc: Director, Chief, Assistant Chief, Corporal, all officers

5.2. Duties and Responsibilities. Security Officers duties and responsibilities vary greatly from client site to client site, site Standard Operating Procedures (SOP) will define the number and limits of security officers, as well as assigned duties, Our three basic duties and responsibilities are always the same. They are:

5.2.1. Take charge of your post by securing and protecting personnel and property for which you are responsible until properly relieved. Comply with orders and instructions given. These responsibilities continue until relieved by proper authority. **Do not leave your post, do not explore client's property or go into areas that you have not been given actual authority to go into. Abandoning your post or entering areas not authorized to do so are grounds for immediate termination.**

5.2.1a No officer shall fraternize with persons working at or associated with company clients, this applies to employees, customers, guests, students (college or otherwise) in the case of residential communities and apartment complexes this applies to residents of the community and/or apartment complex. **this means and includes date; ask out on a date and/or "hangout" with on or off duty.** The opportunity for some relationships or outside friendships to sour is too great and can easily ruin our client partnership to the point the company loses the business. Violation of this rule shall be grounds for immediate termination.

5.2.2. Report all violations of rules/laws you must enforce. You have the authority to apprehend anyone violating those rules/laws. Notify the duty supervisor immediately whenever you have apprehended and/or detain any person. Local Law Enforcement Personnel must be notified whenever a Security Officer arrests anyone. In the case that a person is arrested you shall immediately notify the duty supervisor as well. Written procedures can not cover all situations. In such situations, you must exercise discretion and act according to the law and your best judgment. Immediately contact your superior for instructions.

5.2.3. Contact dispatch and/or the duty supervisor of disorder or emergency. Report any unusual event that threatens the security of the public or endangers life or property. Take reasonable counteraction to save life and property or lessen danger. At the same time, you must maintain the security of your post and remain alert for other possible violations during the emergency.

Above SOP's in bold are new and or added September 19, 2005

develop the sound judgment required in situations that may involve the use of deadly force. Always keep in mind of your surroundings and possible injury to civilians in the area...use common sense.

1.2. Transporting Apprehended or Detained Persons. No security officer shall transport apprehended or detained persons. Local law enforcement must be notified to transport apprehended or persons placed under arrest. South Carolina law does not give security authority to transported arrested subjects off client property. To do so would be in violation of South Carolina law.

Underlined wording is updated as of September 19, 2005.