



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPSEC2015A Patrol premises**

**Release: 1**

## CPPSEC2015A Patrol premises

### Modification History

Not Applicable

### Unit Descriptor

**Unit descriptor** This unit of competency specifies the outcomes required to maintain the security of premises and property. It requires the ability to conduct security patrols for a range of sites as a component of a complete zone, and the ability to respond to alarm activations as well as to conduct risk assessment to identify abnormal safety or security concerns.

This unit may form part of the licensing requirements for persons engaged in security operations in those states and territories where these are regulated activities.

### Application of the Unit

**Application of the unit** This unit of competency has wide application in the security industry in those roles involving operational activities. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

Not Applicable

## Employability Skills Information

**Employability skills**      This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.      Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Prepare for patrol.</b>	<p>1.1 Applicable provisions of <i>legislative</i> and <i>organisational requirements</i> relevant to <i>patrol</i> operations are identified and complied with.</p> <p>1.2 <i>Patrol tasks</i> and other <i>assignment instructions</i> are obtained and verified with <i>relevant persons</i>.</p> <p>1.3 <i>Resource and equipment</i> requirements are confirmed and organised in accordance with organisational procedures.</p> <p>1.4 Equipment is checked for operational effectiveness and faults or damage reported in accordance with organisational procedures.</p> <p>1.5 Personal dress and presentation is maintained at all times to professional standards and assignment requirements.</p>
<b>2 Monitor premises and property.</b>	<p>2.1 Patrol is conducted in accordance with site patrol schedules, routes and assignment instructions.</p> <p>2.2 Systematic personal safety checks are conducted on a regular basis.</p> <p>2.3 <i>Security systems</i> are operated and maintained in accordance with assignment instructions.</p> <p>2.4 Security status of the premises and property is monitored and maintained in accordance with assignment instructions.</p> <p>2.5 <i>Communication channels and processes</i> are used to maintain communication with relevant persons through duration of the assignment.</p>
<b>3 Identify and respond to security risk situation.</b>	<p>3.1 Potential <i>security risks</i> are identified and assessed for degree of risk to self, others, property and premises.</p> <p>3.2 <i>Response</i> is formulated and carried out within scope of own role, competence and authority.</p> <p>3.3 Requirements for assistance are identified and sought from relevant persons.</p> <p>3.4 Changing circumstances are monitored and responses are adjusted as required to maintain security.</p> <p>3.5 Relevant <i>documentation</i> is completed and securely maintained with due regard to confidentiality in accordance with organisational procedures.</p>

## Required Skills and Knowledge

## REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

### Required skills

- communicate using appropriate channels and communication codes and signals
- determine response appropriate to security risk situation
- identify and comply with applicable legal and procedural requirements including licensing requirements
- identify and comply with security incident response procedures
- identify risk factors and assess degree of risk
- identify support and assistance requirements
- interpret alarm signals and respond accordingly
- operate and maintain a vehicle
- operate security and communications equipment
- present a professional image to members of the public and colleagues
- record, report and document information
- relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- select and use appropriate equipment appropriate to the security task.

### Required knowledge

- applicable legislative provisions relevant to personal safety, traffic regulations and surveillance activities
- applicable licensing requirements for mobile and static patrols
- communication channels, codes and signals
- difference between procedures for mobile and static patrols
- first aid procedures and processes for their application
- general emergency and evacuation procedures
- indicators or signs of personal stress and strategies to control
- legal provisions relating to powers of arrest and 'use of force' guidelines
- limits of own responsibility and authority
- observation and monitoring techniques
- operational principles of basic security and alarm systems, communications and protective equipment
- phonetic alphabet
- premises layout and access points appropriate to assignment
- principles of effective communication including interpersonal techniques
- procedures and requirements for documenting security incidents
- procedures for conducting zoned mobile patrols
- procedures for responding to multiple alarm activations
- types of security situations which may be encountered during patrol operations and appropriate responses.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

A person who demonstrates competency in this unit must be able to provide evidence of:

- complying with applicable legislation and procedural requirements and assignment instructions in the conduct of mobile and static patrols
- conducting a mobile patrol across a complete zone and responding effectively to numerous alarm activations
- observing and monitoring premises and property and identifying, assessing and responding appropriately to security risk situations
- operating and maintaining basic security and communications equipment
- using effective communication techniques to give clear and accurate information in a form which is preferred and understood by the receiver and which engages minority groups
- completing security patrol including processing relevant documentation and monitoring effects of stress on self.

#### **Context of and specific resources for assessment**

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to plain English version of relevant statutes and procedures
- access to a registered provider of assessment services
- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

<b>Method of assessment</b>	This unit of competency could be assessed using the following methods of assessment: <ul style="list-style-type: none"> <li>• observation of processes and procedures</li> <li>• questioning of underpinning knowledge and skills.</li> </ul>
<b>Guidance information for assessment</b>	<p>Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.</p> <p>Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical.</p> <p>Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.</p>

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<b><i>Legislative requirements may relate to:</i></b>	<ul style="list-style-type: none"> <li>• apprehension and powers of arrest</li> <li>• Australian standards and quality assurance requirements</li> <li>• counter-terrorism</li> <li>• crowd control and control of persons under the influence of intoxicating substances</li> <li>• force continuum, use of force guidelines</li> <li>• general 'duty of care' responsibilities</li> <li>• inspection of people and property, and search and seizure of goods</li> <li>• licensing or certification requirements</li> <li>• privacy and confidentiality</li> <li>• relevant commonwealth, state and territory legislation, codes and national standards for:</li> </ul>
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- anti-discrimination
- cultural and ethnic diversity
- environmental issues
- equal employment opportunity
- industrial relations
- Occupational Health and Safety (OHS)
- relevant industry codes of practice
- trespass and the removal of persons
- use of restraints and weapons:
  - batons
  - firearms
  - handcuffs
  - spray.
- access and equity policies, principles and practices
- business and performance plans
- client service standards
- code of conduct, code of ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- OHS policies, procedures and programs
- own role, responsibility and authority
- personal and professional development
- privacy and confidentiality of information
- quality assurance and continuous improvement processes and standards
- resource parameters and procedures
- roles, functions and responsibilities of security personnel
- storage and disposal of information.

***Organisational requirements may relate to:***

***Patrol may be:***

***Patrol tasks may include:***

***Assignment instructions may***

- on foot
- mobile using a vehicle.
- alarm responses
- external inspections
- incident responses
- internal and external patrol of premises
- observation and monitoring of premises and property
- route finding and location identification
- site escorts.
- assignment purpose and objective
- assignment tasks and procedures



include:

- assignment timeframe
- client identification information
- incident and security risk response procedures
- patrol sites or zone
- personal presentation requirements
- personal protection equipment
- premises location and layout
- reporting and documentation requirements
- travel routes and schedules
- vehicle, resource and equipment requirements.

***Relevant persons may include:***

- clients
- colleagues
- emergency services personnel and agencies
- members of the public
- security personnel
- supervisor.

***Resources and equipment may include:***

- communication equipment
  - earpiece
  - pager
  - portable and mounted two-way radio
  - telephone and mobile phone
- data or GPS (Global Positioning System) terminals
- locks
- maps
- patrol call recording equipment
- pen and security notebook
- personal protection equipment
- security equipment
  - electronic screening equipment
  - video cameras and monitors
- torch
- transport.

***Security systems may include:***

- card-operated electronic access control systems
- electronic keypad operated intruder alarm systems
- locks and keys including key security systems and procedures.

***Communication channels and processes may relate to:***

- direct line supervision paths
- established communication protocols
- formal communication pathways
- lateral supervision paths
- organisational communication networks

**Security risks** may relate to:

- verbal and non-verbal communication procedures eg pro-words, phonetic alphabet, call signs, coded messages, use of abbreviations, hand signals.
- breaches of law eg criminal damage, offences against people, public order, misuse of drugs and alcohol
- emergencies eg fire, scenes of crime, accidents
- hazards eg physical, chemical, electrical, psychological, biological
- threats eg bombs, sabotage, assassination.

**Response may involve:**

- checking identification
- defusing the situation
- evacuating the premises
- isolating area of potential risk
- isolating risk
- issuing verbal warnings
- notifying relevant emergency services agencies
- offering assistance
- provision of first aid
- request for support and assistance
- restraint of person
- tactical withdrawal
- use of basic defensive techniques
- use of negotiation techniques.

**Documentation may include:**

- activity logs
- incident reports
- request for assistance forms
- security risk and incident details
- vehicle and personnel movements
- written and electronic reports.

## Unit Sector(s)

Unit sector                      Security

## Competency field

Competency field              Operations

