



Security Manual Outline

This security manual outline was designed to give you or any security practitioner, an easy to follow outline for designing and/or updating your current security manual. The security manual should be a living document that changes as your organization does. Some sections may not be applicable to your site, so customize to fit your need.

1. **General.** The user makes a general statement regarding the purpose of the security officer force, its authority, and the objectives the security organization are expected to meet.
2. **Emergency Telephone Numbers and Point of Contact**
3. **Organization**
 - a. Contract Security Organization
 - b. Client Organization
4. **Security Officer Training**
 - a. Security manual
 - b. Preassignment training
 - c. OJT or site specific indoctrination
 - d. Knowledge Testing
 - e. In-Service Training
 - f. Specialized Training
5. **Security Officers' Rules and Regulations**
 - a. Appearance
 - b. Rules of conduct
 - c. Discipline
6. **General Duties and General Orders**
7. **Security Equipment**
 - a. Weapons (if applicable)
 - b. Protective equipment
 - c. Two-Way radio equipment and procedures
 - d. Public address and emergency reporting systems and procedures
 - e. Closed-circuit television and recorders
 - f. Electronic security systems, alarms, remote control devices
 - g. Surveillance and detection devices
 - h. Vehicle care and use
 - i. Other equipment as applicable
8. **Parking Areas**

- a. Violations
- b. Automobile accident investigation on company property
- c. Vehicle theft
- d. Traffic direction
- e. Assistance to disabled vehicles
- f. Actions during snow or other natural storms

9. Security Plan Compatibility

- a. Perimeter fence and gate control
- b. Outlying post inspection

10. Personnel and Vehicle Control

- a. Personnel identification procedures
- b. Vehicle registration
- c. Visitor Control

11. Report Writing

12. Communication

- a. Radio
- b. Telephone
- c. Fax machine
- d. Computer
- e. Smartphone

13. Fire Protection

- a. Training
- b. Drills
- c. Fire equipment location and use
- d. Communication

14. Medical Support

- a. Emergency Treatment
- b. Response
- c. On-site medical facility
- d. Medical transportation in company vehicle
- e. Obtaining emergency medical services
- f. Reporting

15. Emergency Control Procedures

- a. Definition
- b. Classification of emergencies
- c. On-site organization
- d. Security and safety interface plan

- e. Natural disasters
- f. Bomb threats
- g. Civil or internal disorders
- h. Labor disputes and disturbances
- i. Evacuation plans and actions

16. Alarm and Intrusion Detection Systems

- a. Actions to be taken by security personnel

17. Rules of Conduct for Client Employees

18. Authority and Jurisdiction of Security Officer Personnel (local and state laws)

- a. Arrest and apprehension
- b. Physical searches in relation to inspection of hand carried property
- c. Law enforcement liaison
- d. Delivery of warrants or subpoenas for company personnel
- e. Vehicle searches

19. Post Instructions

20. Special Instructions

21. Site Fire and Evacuation Plans

22. Facility Layout Plan

23. Other Sections as Necessary