

Private Protective Services

Title:	Patrol Procedures
Lesson Purpose:	To familiarize the security guard with the basic concepts of patrol and patrol procedures
Training Objectives:	<p>At the end of this block of instruction, the student will be able to achieve the following objectives in accordance with the information received during the instructional period.</p> <ol style="list-style-type: none">1. List five purposes of patrol.2. List two types of patrol.3. List four types of things to look for while on patrol.4. List two types of sprinkler systems.5. List two types of fire extinguishers.
Hours:	Three (3)
Instructional Method:	Lecture/Discussion
References:	<p>Adams, Thomas. <u>Police Field Operations</u>. Upper Saddle River, NJ: Prentice-Hall, 2001.</p> <p>Heitert, Robert. <u>Security Officer's Training Manual</u>. Englewood Cliffs, NJ: Prentice-Hall, 1993.</p> <p>Meadows, Robert. <u>Fundamentals of Protection and Safety</u>. Englewood Cliffs, NJ: Prentice-Hall, 1995.</p> <p>Miller, Mark. <u>Police Patrol Operations</u>. Placerville, CA: Copper House Publishing Company, 1995.</p> <p>Perry, Tim. <u>Basic Patrol Procedures</u>. Salem, WI: Sheffield Publishing Company, 1998.</p> <p>Schaefer, Peggy M.; Trogdon, John; Hammet, Richard; Stewart, A.C. "Patrol Techniques," <u>Basic Law Enforcement Training Manual</u>. Salemburg, NC: North Carolina Justice Academy, 2000.</p>
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Private Protective Services

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I. Introduction

NOTE: Show slide, “Patrol Procedures”

A. Opening Statement

A primary responsibility of the security guard is the protection of people and property. As a part of this duty, the security guard will develop methods of patrolling an assigned area in order to provide this service. Webster’s Dictionary defines patrol as “to go or walk around a camp, etc., in order to protect it.”ⁱ

B. Training Objectives

NOTE: Show slide, “Training Objectives”

C. Reasons

In order to perform this function of providing protection, the security guard must patrol an assigned area. Throughout this duration of duty, the security guard will observe, will gain knowledge of the area, and will attempt to prevent the commission of any crime against person or property.

II. Body

A. Theory of Patrolⁱⁱ

NOTE: Show slide, “Theory of Patrol”

A security patrol’s contribution to reduction in crime occurs when the patrols reduce the opportunity or change the mind of others to commit a crime. In earlier times, a night watchman would walk the streets and alleys at night with a steel-tipped night stick tapping the street. This tapping noise alerted others to the presence of this authority figure. Today, guards in uniforms or in highly visible vehicles patrol in random fashion in order to achieve this same method of prevention.

The theory of patrol is based on the hope that individuals who are contemplating committing a crime will re-evaluate their actions knowing that someone with authority is nearby. The presence of a security guard may not deter someone from planning to commit a crime, but it can minimize the opportunity to take action.

A patrol function for the security guard serves much more than just to prevent crime. It also serves as a service function to assist and aid people and protect people and property from other disasters such as fire, equipment malfunctions, etc.

B. Purposes of Patrol

NOTE: Show slide, “Purposes of Patrol”

There are five major purposes of patrol. These five purposes are to observe, to gain knowledge, to prevent, to take corrective action, and to report.

NOTE: Show slide, “Observation and Perception”

1. Observation and Perceptionⁱⁱⁱ

One of the main functions of a security guard is to observe. The basic premise of protection is observation. The senses aid the guard. Sight is not the only one of the basic senses that is used. For instance, hearing, smell, and touch are all senses used in observation and perception. The smell of smoke, the sound of a cry for help or a loud noise from a crash, the feel of heat are all methods of perceiving what is happening around you. The psychological factors of interest, emotions and prejudices may also alter what is observed. For instance, we observe and are aware of people and things that arouse our interest. If two cars are observed in an incident and flee, you might remember the red sports car and know little of the other sedan. Fear may increase the actual size of a suspect, or the size of the weapon . . . the derringer that looked like a cannon.

NOTE: Show slide, “Results of Observation”

Some of the results of observation are:

- a) Identifying suspicious people
- b) Preventing crimes
- c) Saving lives
- d) Controlling emergencies
- e) Securing evidence

- f) Protecting persons and property
- g) Reporting incidents
- h) Identifying safety hazards

An objective of this “watchfulness” is to respond. As a part of this response comes the use of knowledge.

2. Knowledge

An important aim of patrol is to get to know your area. Good observation depends upon the knowledge a security guard has about an assigned duty area. It does matter if you see an open door unless you know the door should be closed and locked. The key to good observation is to notice those things that are not as they usually are. A light in an office is not important if it is usually on. A light in a usually dark office might be important.

NOTE: Show slide, “Things You Should Know”

Some of the things the security guard should know are:

- a) General layout of a building or area
- b) Entrances and exits
- c) Emergency routes
- d) Location of fire extinguishers or equipment
- e) People who occupy specific locations
- f) Restricted areas
- g) Client policies such as package control, wearing of IDs
- h) Which doors or gates should be secured
- i) Location of safety hazards
- j) Knowledge of the law and actions that can be taken

A part of this knowledge is knowing what to do to prevent problems and how to take corrective actions.

3. Prevention

NOTE: Show slide, “Prevention”

An alert security guard on patrol can prevent problems by:

- a) Removing or reporting hazards as they are discovered.
- b) Identifying unsecured areas and materials which are vulnerable to theft or vandalism.
- c) Preventing damage due to fire or other causes by identifying and removing the threat.
- d) Maintaining visibility, crimes are rarely committed in the presence of a security guard.

4. Corrective Action

NOTE: Show slide, “Corrective Action”

The correction of a condition can take several forms. Some require the security guard to become **actively** involved as the instrument of correction. In others the security guard **starts** the corrective action without becoming actively involved in the physical activities. Analyze the situation and determine the appropriate action.

For example, a security guard who sees a small fire might be able to put out the fire before it spreads. In this case, the security guard is an active instrument of correction. If the fire is large, the security guard can sound the alarm that brings the fire department. That’s starting the corrective action.

NOTE: Show slide, “Corrective Action, cont.”

Corrective action may be as simple as locking an unlocked door or gate, or securing an open window. Another part of taking corrective action may be the notification or reporting of a hazard to the proper authorities such as a building engineer if the elevator is not functioning or maintenance if there is a water leak creating a

safety hazard to pedestrians. This is a part of the fifth purpose of patrol, reporting.

5. Reporting

NOTE: Show slide, “Reporting”

There are many times when a security guard can do nothing about a situation except report it. Direct action may be beyond the guard’s skill or authority. Many of the violations and hazards observed by a security guard while on patrol will only be corrected if the security guard reports them to the proper personnel. Reports may be written or verbal. Actions taken should be noted somewhere. Many clients may require verification of security checks, documentation of security violations, as well as notation of the more common issues of verbal communication such as notifying maintenance of a safety hazard, notification of law enforcement due to an accident or crime, or contact with a fire department or rescue/EMS due to an accident or injury.

C. Types of Patrol

NOTE: Show slide, “Types of Patrol”

There are two types of patrol: foot and mechanized. There are also several methods of patrol, which can use either type. The type of patrol to use is a basic consideration when establishing security measures.

1. Foot Patrol^{iv}

NOTE: Show slide, “Foot Patrol”

The foot patrol is the basic form of patrolling. The foot patrol offers several advantages. It can reduce incidents or violations in the immediate area and provide close observation of the immediate area. There are several methods of foot patrol. These range from the fixed post, the line beat, the random patrol and the moving patrol.

- a) Fixed post are stationary patrols at such places as entrances and exits.
- b) Line patrols consist of a patrol between two specific points such as hallway or a fence line.

- c) Random patrol is exactly what the name suggests, some movement, and some fixed patrol with no fixed time frame.
 - d) A moving patrol is often used in crowded areas such as shopping malls, office buildings, department stores, etc.
2. Mechanized Patrol

NOTE: Show slide, “Mechanized Patrol”

The second type of patrol is a mechanized patrol. A mechanized patrol can be conducted from an automobile, bicycle, golf cart, Segway, or other means of transportation. Mechanized patrol provides:

NOTE: Show slide, “Mechanized Patrol Provides”

- a) A means of moving through an area more quickly
 - b) A rapid means of communication where a telephone or two-way radio is not available
 - c) Observation of a large area
3. When using a vehicle, the vehicle should not become a refuge. Consider the following guidelines when using a vehicle.^v

NOTE: Show slide, “Mechanized Patrol-Automobile”

- a) Check to insure that the vehicle is in good condition; inspect the passenger area to make sure nothing has been left in the vehicle.
- b) Open the window in order to use the senses of hearing and smell.
- c) Drive safely.
- d) Keep awake.
- e) Park legally.
- f) Vary the patrol pattern.

D. Patrol Techniques

NOTE: Show slide, “Patrol Techniques”

The following patrol techniques may use either foot or mechanized patrol. They are designed to fit particular security needs. They offer special advantages.

NOTE: Show slide, “Fixed Patrol Route”

1. Fixed Patrol Route

A fixed patrol is one that follows a specific route each time a tour of the area is made. The fixed patrol offers excellent fire protection because it can more thoroughly check an area. It offers little in crime prevention due to the predictability.

NOTE: Show slide, “Irregular Patrol Route”

2. Irregular Patrol Route

The route followed by an irregular patrol is changed every time a tour of the area is made. The patrol course is random. By its nature, the irregular patrol can come upon activities unexpectedly. There is an element of surprise. It also allows the flexibility to permit checks of potential areas of trouble.

If it's possible, alter your route and the time you make your patrol rounds. By altering your patrol rounds, it will make it difficult for someone to predict where you are and when you will be returning.

3. Conspicuous Patrol^{vi}

NOTE: Show slide, “Conspicuous Patrol”

As the name implies, this method of patrol means the security guard is very visible. The conspicuous patrol has these characteristics:

- a) It permits observation of a large number of people.
- b) Provides a sense of security due to visible presence.
- c) Makes locating the guard easier due to the high visibility.

- d) By increasing visibility and patrol presence you can intensify the perceived risk of crime and reduce its potential for occurrence.

4. Inconspicuous Patrol^{vii}

NOTE: Show slide, “Inconspicuous Patrol”

The primary purpose of this type of patrol is to catch someone. This is designed more for apprehension than for prevention. For instance, in order to catch shoplifters, the security guard might wear a suit rather than a uniform; or while on vehicle patrol, the vehicle might be unmarked.

E. Preparation for Patrol^{viii}

NOTE: Show slide, “Preparation for Patrol”

As with any job, there is some preparation. Preparation is much like a carpenter gathering his tools as he thinks about the task to be accomplished. The basic questions are:

- What am I going to do?
- What do I need to know about this task?
- What do I need to accomplish this task?

1. Personal Appearance

NOTE: Show slide, “Preparation for Patrol - Personal Appearance”

It is important to present a neat, clean and well-groomed image. Uniforms should be clean and pressed and should fit properly. Many agencies employing security guards will have specific grooming standards as well as dress codes.

2. Information Needs

NOTE: Show slide, “Preparation for Patrol - Information Needs”

What do I need to know? Information is obtained from a variety of sources. Pre-shift briefings, prior documentation of events from written reports, previous activity, notifications of safety hazards, construction issues, and employer news bulletins are all

just examples of means to obtaining knowledge about what is happening at a facility or workplace.

3. Equipment^{ix}

NOTE: Show slide, “Preparation for Patrol – Equipment”

What do I need to accomplish this task? Equipment needs may include: a flashlight, a walkie-talkie, pen/pencil and notepad, a vehicle, keys, time recording devices, just to name a few.

With flashlights and walkie-talkies, make sure the batteries are charged and both are functional.

4. Vehicle Inspection

NOTE: Show slide, “Vehicle Inspection”

- a) Check fluid levels, i.e., gas, water, oil
- b) Check the horn
- c) Check the tires
- d) Check the lights and turn signals
- e) Check the brakes
- f) Check the windshield wipers
- g) Check the brakes
- h) Check any emergency equipment
- i) Inspect the passenger area for any items left behind
- j) Check the entire vehicle for cleanliness, for empty cups or bottles under the seats, etc.

If any item is broken, missing, etc., notify a supervisor of the condition of the vehicle. Do not drive an unsafe vehicle.

F. What to Look for on Patrol^x

NOTE: Show slide, “What to look for on patrol”

NOTE: Show slide, “Security Breaches”

1. Security Breaches
 - a) Cabinets, safes, doors, windows which should be locked and are not locked
 - b) Broken glass, open windows, signs of forced entry
 - c) Gates and exits not secured
 - d) Unauthorized persons in restricted areas
 - e) Unauthorized vehicle traffic
 - f) Damaged perimeter fencing
2. Violations of Company Policy or Rules

NOTE: Show slide, “Violations of Company Policy”

- a) Unauthorized possession or use of alcoholic beverages or narcotics
 - b) Failure to wear proper identification
 - c) Violations of employee package policies
 - d) Violation of company sign-in policies
 - e) Violation of guest policies
 - f) Unauthorized access in restricted areas
 - g) Operating vehicles or equipment in an unsafe or reckless manner
 - h) Any unsafe condition
3. Safety Hazards

NOTE: Show slide, “Safety Hazards”

- a) Improperly stacked materials

- b) Wet or slippery floors
- c) Loose guard rail
- d) Absence of warning signs
- e) Poorly lit areas, halls, stairwells, parking lots, etc.
- f) Construction sites
- g) Weather related conditions such as ice, electrical storms
- h) Chemical spills
- i) Exits blocked
- j) Water left running

4. Violations of the Law

NOTE: Show slide, “Violations of the Law”

- a) Employees fighting
- b) Employee threatening another
- c) Larceny
- d) Trespassing
- e) Breaking and entering

These are just a few of the violations of the law that the security guard may encounter. The security guard should review the “Legal Issues for Security Guards” lesson plan for more details regarding crimes and the right to detain.

5. Fire Control Systems and Hazards

- a) Fire control systems

NOTE: Show slide, “Fire Control Systems & Hazards: Fire Control Systems”

(1) Sprinkler systems

NOTE: Show Slide, “Sprinkler Systems”

(a) Wet type sprinkler system

This type of system is filled with water and is under pressure at all times.

(b) Dry system

This type of system is used in unheated areas such as large warehouse facilities, loading docks, etc. If water was kept in the pipes in unheated areas, the pipes might burst. The feeder lines are filled with air and the air is pressurized. In the event of fire a fusible link in the sprinkler head melts causing the air to be expelled. The resulting drop in the air pressure allows water to rush into the pipes. The air pressure must be monitored and maintained for proper operation.

(2) Sprinkler parts

NOTE: Show slide, “Sprinkler System Parts”

The security guard should be familiar with the following items or parts of the sprinkler system.

(a) Sprinkler Riser - located where the sprinkler system enters the building. The piping is 4" - 6" in diameter. The riser houses the alarm (clapper) valve.

(b) Post Indicator Valve (P.I.V.) - looks like a post and indicates whether it is open or shut. It is the sprinkler riser control valve.

(c) O.S.&Y. Valve (Outside Stem and Yoke) - this is another sprinkler riser control valve.

- (d) Yard Hydrants - industrial hydrants are red in color the same as municipal hydrants. The security guard should know the location of these hydrants in order to assist the local fire department in the event of a fire.
 - (e) Hose Houses - red metal cabinets that are well marked to indicate fire equipment. They will house a fire hose as well as hydrant or spanner wrenches, etc.
- (3) Fire Extinguishers^{xi}

NOTE: Show slide, “Fire Extinguishers”

Fire extinguishers are filled with a variety of materials depending on the type of fire it is designed to put out. These materials include water, foam, carbon dioxide, and dry chemicals. Extinguishers are classified by the types of fires they will extinguish. These are explained below.

NOTE: Show slide, “Type “A” Extinguishers”

- (a) Type “A” extinguishers are used on a Class “A” fire. Class “A” fires are ordinary combustible materials such as paper, wood, leaves, etc. Class “A” fires leave Ashes when they burn. The letter “A” will be in a triangle.

NOTE: Show slide, “Type “B” Extinguishers”

- (b) Type “B” extinguishers are used on Class “B” fires. Class “B” fires are flammable liquids, such as, gasoline, oil, tar, grease, etc. Class “B” fires can Boil. The letter “B” will be in a square. Class “B” fire extinguishers can be used on Class “A” fires also.

NOTE: Show slide, “Type “C” Extinguishers”

- (c) Type “C” or “ABC” extinguishers are the most common and can be used on Class “A”

and “B” fires as well as Class “C” fires which are fires involving live electrical equipment. Class “C” fires have electrical Current. The letter “C” will be in a circle.

NOTE: Show slide, “Class “D” Extinguishers”

- (d) Type “D” fire extinguishers are used on Class “D” fires. Class “D” fires are combustible metals, such as magnesium. Class “D” fires will Dent when hit with a hammer. Type “D” extinguishers can also be used on Class “A”, “B”, and “C” fires. The letter “D” will be in a star.

NOTE: Show slide, “Class “K” Extinguishers”

- (e) The final type of fire extinguisher is Type “K”. Type “K” fire extinguishers are used on Class “K” fires. Class “K” fires are cooking oils and animal fats found in Kitchens. The letter “K” will be in a pentagon.

b). Fire hazards

NOTE: Show slide, “Fire Hazards-What do I look for”

1. Defective fire extinguishers
2. Sprinkler valves closed or stuck
3. Improper storage of flammable materials
4. Insufficient clearance between ceiling, sprinkler heads and stored material
5. Motors or electrical equipment left running but not in use
6. Unlocked gas pumps

G. Patrol Tour Recording Systems

Some assignments provide special systems that record your patrol of the area. The three main types of systems are the time recording systems, usually known as “watch clocks,” reporting service stationary clocks and electronic/computer based systems.

1. Time Recording Systems or “Watch Clocks”

NOTE: Show slide, “Patrol Tour Recording Systems”

This system consists of a portable clock, which you carry on your tour, and a series of clock watch stations, or “keys” throughout the area. The clock usually has a shoulder strap. At each station, the key at the station is inserted into the clock. A paper roll or disc inside the clock records the time the station was visited. At the end of a designated period, the supervisor removes the tape from the clock and examines it to verify that the rounds were made on time and in the order prescribed. The clock is designed to reveal indications of tampering, thus it is an excellent system.

If you make a patrol tour with a watch clock, be sure to take care of it since it is a delicate mechanism. Report any tampering with the key stations to your supervisor.

Watch clocks are used as a means of letting the client know that the area has been walked through and inspected to meet with contract specifications. When making your rounds, be sure to visit the stations on time and in the order directed.

2. Stationary Clocks

This type of clock is located at a central station with electric wiring from the clock to different locations throughout the building. The security guard carries a crank-type key, which is put in each station box along the tour. This action activates an electric current back to the central clock station and records the location and time of the check.

3. Electronic or Computer Based System

Today, there is a wide variety of electronic devices such as bar code readers which record patrol stops. The data is then

downloaded into a computer which prints a report. These systems are often easier to handle by the security guard.

III. Conclusion

A. Summary

During this block of instruction we have discussed we have discussed the responsibility of the security guard in the protection of people and property. We have discussed methods of patrolling an assigned area and things to look for while patrolling that area. We have discussed the different types of alarm systems and fire extinguishers.

NOTE: Show slide, “Training Objectives”

B. Questions from Class

NOTE: Show slide, “Questions”

C. Closing Statement

In order to provide the protection that is required a security guard must be observant while on duty. It is important that a security guard be knowledgeable of the area that is assigned and report any potential problems. All of these things combined can assist the security guard in the protection of person and property.

NOTES

- i. New Webster's Dictionary and Thesaurus (New York, NY: Ottenheimer Publishers, Inc, 1991), p. 277.
- ii. Robert Heitert, Security Officers Training Manual (Englewood Cliffs, NJ: Prentice-Hall, 1993), p. 147.
- iii. Peggy Schaefer, "Patrol Techniques," Basic Law Enforcement Training Manual (Salem, NC: North Carolina Justice Academy, 1983), pp. 26-28.
- iv. Tim Perry, Basic Patrol Procedures (Salem, WI: Sheffield Publishing Company, 1988), pp. 66-71.
- v. Thomas Adams, Police Field Operations (Upper Saddle River, NJ: Prentice-Hall, 2001), pp. 128-129.
- vi. Schaefer, "Patrol Techniques," p. 25.
- vii. Ibid., pp. 25-26.
- viii. Robert Meadows, Fundamentals of Protection and Safety (Englewood Cliffs, NJ: Prentice-Hall, 1995), pp. 35-37.
- ix. Schaefer, "Patrol Techniques," p. 29-32.
- x. Mark Miller, Police Patrol Operations (Placerville, CA: Copper House Publishing Co., 1995), pp. 71-88.
- xi. "Fire Extinguishers - The First Responder" (Northbrook, IL: MTI Film & Video, 1984).