
Overview

This standard is about following security procedures when controlling the entry and exit of visitors, other people and vehicles, and utilising all technology and following set protocols.

There are three elements

- 1 Maintain security while people are entering and exiting
- 2 Maintain security while vehicles are entering and exiting
- 3 Complete security records

Maintain security at entry and exit points

Performance criteria

Maintain security while people are entering and exiting

You must be able to:

- P1 identify people wishing to enter or exit premises in accordance with your organisation's procedures
- P2 verify those wishing to enter have the correct authorisations in accordance with your organisation's procedures
- P3 issue correct passes on arrival, and:
 - P3.1 retrieve passes when visitors leave the premises
- P4 advise visitors on security procedures they must adhere to, including:
 - P4.1 conditions to their visit
 - P4.2 restrictions to their visit
- P5 use security equipment in accordance with your organisation's procedures
- P6 use communications equipment in accordance with your organisation's procedures
- P7 maintain security while demonstrating awareness of individuals' needs and rights
- P8 deal with requests for information from visitors in accordance with your organisation's procedures, and:
 - P8.1 deal with objections visitors may present
- P9 monitor areas outside entry point in accordance with your organisation's procedures
- P10 deal with visitors in accordance with their rights and your organisation's procedures, including:
 - P10.1 unauthorised visitors
 - P10.2 uncooperative visitors
- P11 maintain security in line with the current state of alert

Maintain security while vehicles are entering and exiting

You must be able to:

- P12 check authorisation of vehicles to enter and exit premises in accordance with your organisation's procedures

Maintain security at entry and exit points

- P13 check conditions of entry applying to passengers and items in accordance with your organisation's procedures
- P14 arrange transfers of unauthorised people and items to enter designated areas in accordance with your organisation's procedures
- P15 search vehicles in accordance with your organisation's procedures and current state of alert
- P16 deal with unauthorised security items and individuals in accordance with your organisation's procedures including:

Complete security records

You must be able to:

- P17 complete required records in accordance with your organisation's procedures

Knowledge and understanding

You need to know and understand:

- K1 organisational security procedures for controlling entry points
- K2 different states of alert and their effect on how to control security
- K3 records concerning entry and exit of people and vehicles and how to complete them
- K4 your organisation's contingency plans for security alerts
- K5 different conditions of entry
- K6 facilities available for people with additional needs and who provides these
- K7 the types of requests you may receive from visitors and how to deal with these
- K8 how to request escorts for visitors
- K9 how to arrange transfers of unauthorised people and items to enter designated areas
- K10 types of restricted information, and procedures to follow before you provide such information
- K11 types of communications and how to use available equipment
- K12 types of security equipment and how to use available equipment
- K13 how to be sensitive to individuals' needs while maintaining security
- K14 organisational procedures to:
 - K14.1 monitor areas outside prisons
 - K14.2 deal with unauthorised visitors
 - K14.3 deal with abusive visitors
 - K14.4 search vehicles
 - K14.5 escorting individuals
 - K14.6 for taking and relaying messages
- K15 methods used to conceal people, items and substances in vehicles
- K16 how to use equipment to detect concealed people, items and substances

Additional Information

Glossary

Organisational procedures can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

SFJFC2

Maintain security at entry and exit points

Developed by	Skills for Justice
Version number	3
Date approved	October 2013
Indicative review date	October 2018
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJ FC2
Relevant occupations	Prison staff; Prison manager; Governor; Officers; Public Service Professionals; Youth Justice Officers; Youth Offending Team Officers
Suite	Custodial Care
Key words	Gatehouse; vehicles; search; substances; visitors; authorisation; alerts; escort; rights; conditions; records; items; people