



## **SECURITY GUARD STANDARD OPERATING PROCEDURE**

### *VENTURA BUREAU OF SECURITY & PROTECTION*

BEING A SECURITY OFFICER (OTHERWISE KNOWN AS A PRIVATE PATROL OPERATOR) COMES WITH SOME RESPONSIBILITIES THAT YOU MUST UNDERSTAND AND COMPLY WITH, THIS DOCUMENT HAS BEEN MADE TO ASSIST ALL ELITE UNIVERSAL SECURITY PERSONNEL WITH OBTAINING THE RELEVANT KNOWLEDGE TO CONDUCT THEIR DUTIES.

#### **SECTION 1 - PROFESSIONALISM**

AS A SECURITY OFFICER YOUR JOB IS TO ASSIST WITH THE SECURITY OF PRIVATE PROPERTIES AND PROTECT THE PEACE ON THOSE PROPERTIES. IT'S ADVISED THAT YOU SHOW PROFESSIONALISM AND COMMUNICATE EFFECTIVELY WHEN DOING SO. YOU SHOULDN'T LET YOUR PERSONAL OPINIONS OR BIASES TOWARDS A PERSON AFFECT HOW YOU CONDUCT YOURSELF.

YOU MUST ALSO REMEMBER THAT YOUR INTERESTS ALIGN WITH THE INTERESTS OF THE BUSINESS(ES) AND PROPERTY OWNER(S) YOU'RE PROTECTING, TELLING PEOPLE TO LEAVE PROPERTY FOR NO REASON OR FOR PERSONAL GRIEVANCES OBSTRUCTS THE OPERATIONS OF THE BUSINESS(ES) YOU'RE THERE TO PROTECT.

#### **SECTION 2 - JURISDICTION**

AS A SECURITY OFFICER YOUR JURISDICTION IS ANY PRIVATE PROPERTY YOU ARE CONTRACTED TO PROTECT, YOU HAVE NO JURISDICTION OUTSIDE OF THOSE PROPERTIES.

IT'S ALSO WORTH POINTING OUT THAT AS A SECURITY OFFICER YOUR PRIMARY JOB IS TO MAINTAIN SECURITY AND PEACE WITHIN THOSE PROPERTIES, YOU ARE NOT A CERTIFIED PEACE OFFICER AND DO NOT HAVE ANY OF THESE POWERS:

- ABILITY TO CONDUCT TRAFFIC STOPS
- ABILITY TO PERFORM AN INVESTIGATORY DETAINMENT (EXCEPT AS EXPLAINED UNDER SECTION 3 - POWERS)
- ABILITY TO SEARCH & SEIZE ITEMS (EXCEPT AS EXPLAINED UNDER SECTION 3 - POWERS)
- ABILITY TO MAKE ARRESTS (EXCEPT AS EXPLAINED UNDER SECTION 3 - POWERS)

THREATENING TO UTILIZE POWERS YOU DON'T HAVE, ACTING IN A WAY THAT CAUSES A PERSON TO BELIEVE YOU ARE A PEACE OFFICER OR IDENTIFYING YOURSELF AS A PEACE OFFICER IS CONSIDERED IMPERSONATION AND MAY LEAD TO ARREST.

## **SECTION 3 - POWERS**

AS A SECURITY OFFICER YOU HAVE VERY LIMITED POWERS, THIS SECTION WILL EXPLAIN THE POWERS YOU MAY UTILIZE DURING THE COURSE OF YOUR DUTIES

### **SEARCH POWERS**

THERE ARE ONLY 3 SITUATIONS IN WHICH A SECURITY OFFICER IS LAWFULLY ALLOWED TO CONDUCT A SEARCH ON A PERSON.

### **MERCHANT'S LAW**

MERCHANT LAW ALLOWS A SECURITY OFFICER ACTING ON BEHALF OF A VENDOR TO CONDUCT A SEARCH ON A PERSON IF THEY HAVE PROBABLE CAUSE TO SUSPECT THE PERSON HAS STOLEN GOODS FROM THE VENDOR.

PROBABLE CAUSE IS ONLY OBTAINED WHEN EITHER THE SECURITY OFFICER OR THE VENDOR WITNESSES THE PERSON COMMITTING THE ACT OF THEFT.

### **CITIZEN'S ARREST**

WHEN CONDUCTING A CITIZEN'S ARREST YOU MAY PERFORM A REAR HAND PATDOWN TO ENSURE THE PERSON DOESN'T HAVE ANY WEAPONS OR ANY ITEM THAT MAY BE USED TO AID IN HIS ESCAPE, NO ITEMS MAY BE SEIZED UNTIL LAW ENFORCEMENT ARRIVES, THIS IS PURELY TO ENSURE THAT YOU'RE AWARE OF ANY THREAT TO YOURSELF.

### **CONSENSUAL SEARCHES**

SECURITY OFFICERS MAY CONDUCT SEARCHES IF THE PERSON CONSENTS TO A SEARCH OF THEIR PERSON, CONSENT CANNOT BE FORCED AND REFUSAL IS NON PUNISHABLE.

### **ABILITY TO TRESPASS**

AS A SECURITY OFFICER YOU HAVE THE ABILITY TO ORDER A PERSON TO LEAVE ANY PROPERTY YOU ARE ACTIVELY PROTECTING, IF THEY REFUSE TO LEAVE WHEN YOU OR A BUSINESS EMPLOYEE ORDERS THEM, YOU MAY USE REASONABLE FORCE TO REMOVE THEM OR PERFORM A CITIZEN'S ARREST.

**IT'S ADVISED YOU USE DISCRETION WHEN TRESPASSING A PERSON.**

***A PERSON MAY BE TRESPASSED FROM PRIVATE PROPERTY FOR NO REASON OR ANY REASON OTHER THAN DISCRIMINATION.***

### **POWERS OF ARREST**

AS A SECURITY OFFICER YOU CANNOT ARREST OR DETAIN A PERSON UNLESS YOU'RE PERFORMING A CITIZENS ARREST OR DETAINING THE PERSON UNDER MERCHANTS LAW.

### **A CITIZEN'S ARREST REQUIRES THE USAGE OF REASONABLE FORCE (AS EXPLAINED IN SECTION 4 - EQUIPMENT USAGE) AND CAN ONLY BE CONDUCTED IN THE FOLLOWING CIRCUMSTANCES:**

- WHEN REQUESTED BY LAW ENFORCEMENT  
OR;
- WHEN PERSON COMMITS A MISDEMEANOR IN VIEW OF THE SECURITY OFFICER  
OR;
- WHEN A SECURITY OFFICER REASONABLY SUSPECTS THE PERSON HAS COMMITTED A FELONY.

WHEN CONDUCTING A CITIZEN'S ARREST YOU MUST CONTACT LAW ENFORCEMENT AS SOON AS REASONABLY POSSIBLE VIA 911.

A MERCHANT'S LAW DETAINMENT REQUIRES PROBABLE CAUSE.

REMEMBER: PROBABLE CAUSE IS ONLY OBTAINED WHEN EITHER THE SECURITY OFFICER OR THE VENDOR WITNESSES THE PERSON COMMITTING THE ACT OF THEFT.

*SECURITY OFFICERS CANNOT MAKE ARRESTS OR DETAIN BASED ON CLAIMS FROM ANOTHER SECURITY OFFICER OR PERSON EXCEPT WHEN THEY HAVE REASONABLE SUSPICION THAT THE PERSON BEING PLACED UNDER ARREST HAS COMMITTED A FELONY.*

### **SECTION 4 - EQUIPMENT & USE OF FORCE**

AS A SECURITY OFFICER YOU HAVE BEEN ISSUED EQUIPMENT TO ASSIST IN YOUR DUTIES, THIS DOCUMENT WILL EXPLAIN HOW TO EFFECTIVELY AND LAWFULLY USE YOUR EQUIPMENT, THIS DOCUMENT WILL ALSO EXPLAIN HOW TO USE FORCE WHEN NEEDED.

#### **AMBER LIGHTS**

AMBER LIGHTS MAY ONLY BE USED ON PRIVATE PROPERTY WHERE YOU ARE ACTIVELY PATROLLING.

STAGE 1 & 2 ARE USED TO NOTIFY OTHERS THAT SECURITY PERSONNEL ARE IN THE AREA.

STAGE 3 IS TO BE USED TO NOTIFY OTHERS OF POTENTIAL DANGER IN THE AREA (SUCH AS OBJECT IN THE ROADWAY OF A PRIVATE ACCESS ROAD/PARKING LOT OR WHEN THERE IS AN ACTIVE SECURITY INCIDENT SUCH AS A SHOOTING)

### **RADIO**

YOUR RADIO IS A DUAL BAND HANDSET ISSUED TO ASSIST WITH COMMUNICATING LONG DISTANCE WITH YOUR FELLOW OFFICERS, IT'S ADVISED THAT ONLY IMPORTANT COMMUNICATION SHOULD BE PASSED OVER THE RADIO.

### **TASER**

YOUR TASER SHOULD ONLY BE DEPLOYED WHEN A PERSON IS ACTIVELY\*\* COMMITTING A VIOLENT ACT\*.

YOU SHOULD NOT TASER SOMEONE IF THEY'RE ACTIVELY RUNNING AWAY, YOU ARE NOT A PEACE OFFICER AND YOUR TASER SHOULD ONLY BE USED AS A TOOL TO DEFEND YOURSELF, NOT TO FORCE COMPLIANCE.

### **BATON**

SIMILAR TO THE TASER, YOUR BATON SHOULD ONLY BE USED WHEN A PERSON IS ACTIVELY\*\* COMMITTING A VIOLENT ACT\*.

*\*A VIOLENT ACT IS DEFINED AS ANY ACTION THAT INFILTS HARM TO ANOTHER PERSON OR BRANDISHING OF ANY ITEM INTENDED TO BE USED AS A WEAPON TOWARDS ANOTHER PERSON.*

*\*\*THE TERM ACTIVELY MEANS THAT THE PERSON IS CONTINUING TO CARRY OUT THE VIOLENT ACT, IF A PERSON STOPS PERFORMING THE VIOLENT ACT YOU ARE NO LONGER TO CONSIDER THEM A THREAT AND MUST FIND ALTERNATIVE MEANS TO SECURE THEM IF THEY'RE BEING PLACED UNDER A CITIZEN'S ARREST.*

### **FIREARM**

ANY FIREARM CARRIED BY A SECURITY OFFICER IS CONSIDERED A SELF DEFENSE TOOL, IT MAY ONLY BE USED TO NEUTRALISE A THREAT OF PHYSICAL VIOLENCE THAT MAY CAUSE DEATH OR SERIOUS HARM TO ANOTHER PERSON (SELF DEFENSE)

THE ACTION OF USING THE FIREARM IS CONSIDERED WHEN YOU PERFORM THE FOLLOWING ACTIONS:

- DRAW THE FIREARM  
AND/OR;
- BRANDISH THE FIREARM  
AND/OR;
- DISCHARGE THE FIREARM  
AND/OR;
- HANDLE THE FIREARM IN A WAY THAT CAUSES A PERSON TO REASONABLY FEAR VIOLENCE (THIS INCLUDES BUT IS NOT LIMITED TO: TOUCHING THE FIREARM WHILST IT'S STILL HOLSTERED)

### **HANDCUFFING**

SECURITY OFFICERS MAY ONLY UTILIZE HANDCUFFS IF A PERSON IS ACTIVELY NON COMPLIANT WITH A CITIZEN'S ARREST OR WHEN A PERSON IS AN ACTIVE THREAT TO THEMSELF OR OTHERS. LAW ENFORCEMENT MUST BE NOTIFIED AS SOON AS REASONABLY POSSIBLE IF A PERSON IS PLACED IN HANDCUFFS.

### **REASONABLE FORCE**

REASONABLE FORCE IS THE MINIMAL AMOUNT OF EFFECTIVE FORCE REQUIRED TO STOP A THREAT OR REMOVE A PERSON FROM A PROPERTY.

*FOR EXAMPLE IF A PERSON HAS PUNCHED YOU AND IS PHYSICALLY WALKING AWAY ALTHOUGH IT WOULD HAVE BEEN REASONABLE TO USE YOUR BATON OR TASER AT THE TIME WHEN THEY WERE PUNCHING YOU, DUE TO THE FACT THEY'RE NOW WALKING AWAY TACKLING THEM WOULD BE THE MOST MINIMAL AMOUNT OF EFFECTIVE FORCE TO STOP THEM.*

### **SELF DEFENSE**

SECURITY OFFICERS MAY USE REASONABLE FORCE TO STOP A THREAT OF PHYSICAL VIOLENCE TO THEMSELF OR OTHERS.

SELF DEFENSE CEASES TO EXIST IN CASES WHERE THE PERPETRATOR/AGGRESSOR IS ACTIVELY WITHDRAWING THE THREAT (WALKS AWAY/STOPS ATTACKING)

### **DOCUMENT INFORMATION**

**POLICY ENACTED: TBD**

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