

Security Officer's

Guide To Effective Search Procedures

A Practical Reference for Conducting Safe, Legal, and Effective Searches

1. Understanding Search Rights and Legal Considerations

Rights to Search: Searches must follow legal guidelines, company policies, and consent requirements.

Search Clauses for Employees: Employment contracts may include search agreements.

Legal Considerations for Visitors: Visitors must be informed of search policies before entry.

Tip: Always conduct searches professionally and with respect to avoid legal issues.

2. Types of Searches and Their Applications

Random Searches: Unscheduled searches to deter prohibited items.

Routine Searches: Conducted at set times or locations.

Targeted Searches: Based on suspicion or intelligence.

Example: A security officer conducting random bag checks at a stadium entrance.

3. Conducting Personal and Visitor Searches

People and Belongings:

Use non-invasive methods first (e.g., metal detectors, visual inspections).

Always have a witness, respect privacy, and avoid physical contact unless necessary.



4. Search Procedures for Vehicles, Buildings, and Rooms

Vehicle Searches: Check under seats, glove compartments, and trunks.

Room/Building Searches: Work systematically—start at entry points and move outward.

Tips: Use a flashlight and mirror to check hidden areas in vehicles.

5. Search Equipment and Safe Search Practices

Common Equipment: Metal detectors, handheld scanners, mirrors, gloves.

Safe Practices: Wear protective gear, stay alert, and never search alone in high-risk situations.

Example: Using a handheld scanner to detect weapons at an event entrance.

6. Handling Search Refusals and Related Incidents

If a Search is Refused: Remind individuals of search policies and possible denial of entry.

If an Incident Occurs: Stay calm, report to a supervisor, and document the event.

Tips: : Never force a search—follow protocol and involve law enforcement if needed.

7. Documenting and Reporting Searches

Documentation: Record the date, time, and reason for the search.

Compliance: Ensure reports are clear and stored securely.

Example: Logging search findings in a security report system.

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8. Dealing with Restricted, Prohibited, and Illegal Items

Identifying Prohibited Items: Check company and legal guidelines (e.g., weapons, drugs).

Handling Illegal Items: Secure the item, notify law enforcement, and document the incident.

Tips: Never attempt to confiscate illegal items without proper authorization..

9. Managing Found Property and Incident Handling

Lost Property: Secure and log found items properly.

Chain of Custody: Maintain records to prevent tampering or disputes.

Example: : Tagging and storing a lost wallet until the rightful owner is identified.

10. Best Practices in Search Procedures for Security Officers

Be Professional: Always conduct searches with respect and neutrality.

Avoid Common Mistakes: Never search without proper authorization or alone in high-risk areas.

Follow Best Practices: Use standardized methods, document thoroughly, and maintain situational awareness.

Final Tip: Effective searches help maintain security and safety—stay vigilant, follow protocol, and always act lawfully

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