"Post Orders" Information

"**Post Orders**" for a security guard are detailed instructions and guidelines specific to a particular job site. They outline the duties, responsibilities, and procedures that the security guard must follow while on duty. Here are common elements included in Post Orders:

1. **General Duties**: Overview of the guard's daily responsibilities, such as patrolling, monitoring surveillance systems, and reporting incidents.

2. **Emergency Procedures**: Detailed steps to follow in case of emergencies like fire, medical incidents, bomb threats, or natural disasters. This includes evacuation procedures and contact information for emergency services.

3. **Access Control**: Instructions on how to manage entry and exit points, including procedures for checking identification, issuing visitor passes, and handling unauthorized access.

4. **Patrol Routes and Schedules**: Specific areas to patrol, the frequency of patrols, and any special instructions for each area.

5. **Reporting Procedures**: Guidelines for documenting incidents, filing reports, and communicating with supervisors. This may include using specific forms or digital reporting systems.

6. **Communication Protocols**: Instructions on how to use communication devices, such as radios or phones, and procedures for reporting incidents to the control center or supervisors.

7. **Post-Specific Instructions**: Any unique duties or requirements specific to the job site, such as monitoring specific equipment, managing parking lots, or handling deliveries.

8. **Dress Code and Conduct**: Requirements for uniform and appearance, as well as expected behavior and professionalism.

9. **Key Control**: Procedures for managing and securing keys, including issuing, returning, and inventorying keys.

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10. **Client-Specific Requirements**: Any additional instructions or protocols requested by the client, which may include confidentiality agreements or special access restrictions.

11. **Safety Protocols**: Instructions for maintaining personal safety and the safety of others, including the use of personal protective equipment (PPE) if required.

12. **Post Equipment**: Information about equipment provided at the post, such as surveillance cameras, alarm systems, or access control systems, and instructions for their use.

These orders are typically customized for each site and may be updated regularly to reflect changes in security needs or procedures.

Every job site where Security Guards are deployed should have "**Post Orders**." These are crucial for several reasons:

1. **Clarity and Consistency**: Post Orders provide clear and consistent instructions on the duties and responsibilities of security personnel, ensuring that all guards know exactly what is expected of them.

2. **Site-Specific Requirements**: Different job sites have unique security needs and challenges. Post Orders tailor the security procedures to the specific requirements of each site, addressing any particular risks or vulnerabilities.

3. **Emergency Preparedness**: Post Orders include detailed emergency procedures, ensuring that guards are prepared to respond effectively to various emergencies, such as fires, medical incidents, or security breaches.

4. **Accountability**: Having documented Post Orders helps in holding security personnel accountable for their actions and performance. It also serves as a reference point for evaluating the effectiveness of security measures.

5. **Training and Orientation**: Post Orders are essential for training new guards and orienting them to the specific job site. They provide a comprehensive overview of the site's security protocols and expectations.

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6. **Legal and Regulatory Compliance**: In some jurisdictions, having formalized security procedures and documentation may be a legal or regulatory requirement. Post Orders help ensure compliance with such mandates.

7. **Communication**: Post Orders standardize communication protocols, ensuring that guards know how to report incidents, communicate with their team, and interact with site personnel and visitors.

8. **Safety**: By providing clear instructions on safety protocols, Post Orders help protect the safety and well-being of the security guards and the people and property they are assigned to protect.

Overall, Post Orders are a fundamental part of an effective security program, ensuring that security personnel are well-informed, prepared, and able to perform their duties efficiently and safely.

By Mark Errington, King City, Oregon, Aug 15, 2024