

Shift Handover Procedures

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When assessing the security risks at each site, it's important to recognize that certain times of day pose greater risks than others. One of the most vulnerable times from a security perspective is during shift handover. This is when security personnel's focus often shifts from the site to administrative tasks, increasing the potential for incidents. To mitigate risks, keep the following points in mind during shift changeovers:

1. Take Your Time:

- Arrive early for your shift and carefully follow the handover procedures. Rushing through this process can lead to errors, especially at sites with stringent protocols.

2. Sign or Initial Everything You Read:

- It is often required to sign or initial pass-on books or logbooks that detail site events and incidents. Signing off indicates that you have read, understood, and are prepared to act on the information provided.

3. Take Inventory:

- Log all expensive items used during your shift, such as radios, batteries, clothing, keys, and pass-cards. This ensures accountability in case any item is damaged, lost, or destroyed.

4. Test Equipment:

- Test all equipment at the beginning of your shift to identify any deficiencies before an emergency occurs. This includes flashlights, radios, communication devices, perimeter control systems, guard patrol wands, and any safety equipment.

5. Begin Your Report Early:

- Start your shift report at the beginning of your shift and update it periodically. This prevents the need to rush at the end of your shift, reducing the likelihood of errors. Note the time, date, location, the guard you relieved, their license number, and any passed-on equipment and keys.

6. Check Your Keys:

- Ensure you have all the necessary keys and understand their importance. Losing site keys can be costly, as it may require re-keying the entire building and issuing new keys to

everyone, an expense often passed on to the security firm and possibly to the individual guard.

7. Maintain Focus on Duties:

- During handover, one guard should focus on the changeover while the other remains vigilant about site security. Criminals often exploit this vulnerable time, so maintaining vigilance is crucial. If corroboration is required, guards can switch roles intermittently. For guards not at a fixed post, shift handover can occur in the security office with site management assistance if necessary.

8. Sign In:

- After relieving the outgoing guard, sign in with your security agency or employer. This step should be completed only after all other handover requirements are met.

By diligently following these procedures during shift changeovers, security personnel can minimize risks and ensure continuous site security. Remember, effective crime prevention involves eliminating opportunities and maintaining constant vigilance.