

GRADE E

MODULE 1

PERSONAL HYGIENE & GENERAL APPEARANCE

We all know every human being must be clean and tidy in particular security officer.

BASIC RULES OF HYGIENE

- Skin
- Teeth
- Nails
- Hair.
- Clothing.
- Hand.
- Feet.
- Fresh air.
- Rest.
- Spitting.

Each and every person who wants to be a security officer must be practicing neat and tidy for customers.

MODULE 2

INDUSTRIAL RELATIONS

Aim of the subject is to ensure that security officer understand the whole contents of disciplinary code and grievance procedure.

FUNCTIONS OF GRIEVANCE PROCEDURE.

- It's makes easy to resolve grievance
- It depersonalize conflict.
- It's provide procedure to be followed and final outcome.
- Maintaining industrial peace.
- Established procedure and rules.

USE OF DISCIPLINARY PROCEDURE.

- To establish rules and regulate standard of conduct.
- To ensure that all managers and supervisors are fully aware of the procedure.
- To establish rules and procedures.
- Establish equitable system.

MODULE 3

BASIC LEGAL ASPECT

Private security industry regulatory authority act 56/2001

State that per individual must register with Psira as follows:

- Security officer must be registered with Psira.
- Any director of the company must be register with Psira.
- Close co-operation must register with Psira.

DISQUALIFICATION AT PSIRA.

SAY YOU DO AN APPLICATION FOR RENDERING A SECURITY SERVICE YOU FINGER PRINTS WILL BE VERIFIED BY CRIMINAL RECORD CENTER, YOUR APPLICATION CAN BE DECLINED ORREFUSED IF AN APPLICATION ONCE BEING CONVICATED ON 1ST SCHEDULE OFFENCE AS FOLLOWS:

- **Murder** – unlawful and intentional of killing a human being.
- **Treason** – unlawful and intentional of overthrowing the existing government.
- **Rape** – unlawful and intentional to force sexual intercourse to a female without her consent.
- **Bestiality** – unlawful and intentional of human being having a sexual intercourse with animal.
- **Assault** – unlawful and intentional of applicant of force to the body of another person.
- **Arson** – unlawful and intentional set of fire to an immovable structure i.e. house or any property that belongs to another person or burning such property with intent to claim benefits from the insurance.
- **Culpable homicide** – unlawful and intentional to kill or injure through negligence.
- **Theft** – unlawful and intentional of taking property of another without owners consent.
- **Sodomy** – unlawful and intentional of male having sexual intercourse to another male per/ anus.
- **Coinage act** – unlawful and intentional of destruction of money.

CRIMINAL PROCEDURE ACT 51/ OF 1977 (section 42)

Of the powers of arrest state that a private citizen can arrest another person without a warranty of arrest under the following circumstances.

- When he sees a person committed a crime referred to schedule 1 offences having some reasonable ground that rarely he or she committed a crime.
- When he sees a person fleeing.
- When another law authorizes as arrest.
- When he sees people engage on a fight.
- When a security officer is appointed by the owner of the land to be charge.

SECTION 39 MANNERS AND EFFECT ARREST.

- Identify yourself, who you are.

- State the reason of arrest.
- Ask him/her to submit himself/herself to custody.
- If he resist, use minimum force in order to complete the arrest.

TRESPASS

- Tres Means: Walk.
- Pass Means: through either with or without owners consent.

Unlawful and intentional of a person being upon the premises without the owner's permission as 06 of 1959 which allowed the land owner to protect his own private property. Bear in mind that trespassers are only be asked to leave the property but if resist vacation and provoke security officer by applying force to the body that would be automatically become an assault which allows security officer to arrest under the ground of assault.

Registration: reason for withdrawal section 15 (1) (a) of the security officers at 92/1957.

Registration of any security officer may be withdrawn by written notice for:

- Giving untrue information on his registration application form, is guilty of schedule a schedule 1 of offence. (see above)
- Becomes of unsound mind or is declared incompetent while he is registered.
- Fails to pay his annual registration fee to the Psira.
- Withdrawal of registration is not automatic, each case must be decided by a meeting.

MODULE 4

BOMBS AND EXPLOSIVES DEVICES.

GOLDEN RULES OF A BOMB.

- Observe
- Record
- Repeat.

The above means wherever security officer patrolling must make that eyes are always open as that he/she can be able record and report any suspicious or any dangerous weapons bombs.

BOMBS TARGET.

- Essential services (electricity, property, water, power station)
- Official Dom.
- High density population areas.
- Public Transport.
- Communication centre.
- Fuel and industrial centres.

IMMEDIATE ACTION DRILL WHEN DISCOVERING A BOMB.

- Notify control.
- Notify control immediately.
- Make the location.
- Clear the immediate area.

- Do not touch or handle it.

IMMEDIATE ACTION DRILL AFTER BOMB EXPLOSION.

- Notify control room.
- Activate emergency control procedure
- Do not touch, it would be used by investigators.
- Clear immediate area.
- Assist with first aid to injured personal.

TYPES OF EXPLOSIVE.

- Military bomb
- Commercial explosives.
- Limpet mine.

MODULE 5

OBSERVATION

DEFINITION OF OBSERVATION: Is the ability to identify and accurately at large.

OBSERVATION PATTERNS.

PEOPLE.	VEHICLE.	OBJECTS.
Build	Make	Description
Race	Colour	Any damage
Age	Year of manufacture	Any unusual features
Sex	Model	
Height	Registration number	
Hair		

MODULE 6

PUBLIC RELATIONS

Public relation is the expression of the company image and the client. Visitors, customers are very essential personnel in the industry the need good respect in order for them to deliver the good service.

SECURITY OFFICER MUST BE ABLE TO PORTRAY THE GOOD IMAGE TOWARDS THE CLIENT AS FOLLOWS:

- Communicate effectively.
- Has a professional attitude.
- Show concern.
- Be polite.
- Have manners of approach.

SOME OF THE SECURITY OFFICE PORTARY BAD IMAGE TO THEIR CLIENT AS FOLLOWS:

- Crude speech.
- Poor communicate.
- Disinterest.
- Rumour spreading.
- Impoliteness.
- Arguing with client, visitors and customers.

TYPES OF RELATIONS.

- Internal Relations – Is the communication between the security officer and the employees of the company.
- External Relations – Is the communication in between the security officer and any member of the public.

BEAR IN MIND THAT CUSTOMER IS ALWAYS RIGHT.

MODULE 7.

GUARDING AND PATROLLING.

A security officer and guard room not an office for him or her booking out patrols in order to check all concealment site in the premises.

RISK OF SECURITY OFFICER ON HIS PATROLLING DUTIES.

- Theft
- Trespassers.
- House breaking.
- Robbery.
- Arson.
- Breaking and entering.

PROCEDURE OF HAND OVER AND TAKE OVER.

The reliever and the hand over must make sure both must make sure that all equipment are still in good condition, however also check the occurrence book check the site guards that will be on the shift.

MODULE 8

ROLE AND FUNCTION OF SECURITY OFFICER

This module is all about the role, job description and main function of security officer in all respect of the duties, the followings are the functions of security officer which are categorized into three as follows.

- Security of Personnel.
- Security of Material.
- Security of Information.

Security officer is always dealing with the above three employees, production they procedure, and avoiding leakage of information against any sabotage, subversive that can be a threat.

AIM OF INVOLVED SECURITY OFFICER IN THE INDUSTRY.

- Ensure sabotage does not succeed.
- Ensure that terrorist action does not succeed.
- Make all security concerned.
- Facilities information through S.A.P.S
- Ensure that no classified information falls into the wrong hands.

SECURITY OFFICER ALSO CONTRIBUTE TO THE INDUSTRY AS FOLLOWS:

- Recognize traps set by the enemies.
- No discrimination against race or behaviour.
- Taking no bribes from the employees which leads corruption.

DISCIPLINE:

- On completion of the course student must be able to demonstrate the following drill movements.
- Student must understand importance of foot drill as part of discipline

AT THE HALT.

- Student at ease.
- Brace up.
- Attention.
- Right dress.
- Eyes front.
- Numbering.
- Open close order.
- Left turn.
- Right turn.
- Stand easy.
- Fall out and dismiss.

ON THE MARCH.

- Forward
- Left and Right
- About turn.
- Left turn.
- Right turn.
- Salute to the front.
- Salute to front.
- Halt.
- Marking time.
