Unit-1
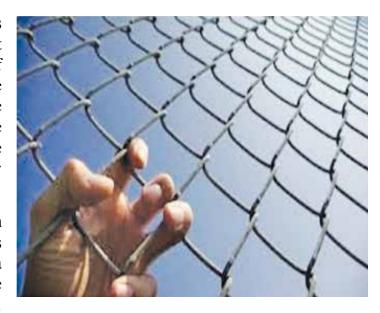## Security of Premises and Property

Introduction

Security of a premise includes precautions taken to guard against theft, sabotage, stealing of information, data, etc. Besides the outer perimeter, threats may lie within the premises itself and hence it is important that we are aware of this aspect and take necessary precautions.

The security system used on the premises will depend on its vulnerability. For example, a building on a corner plot is more vulnerable than one in the centre, or the shop on the street is more vulnerable to theft than the one located in an enclosed premises or mall. Walls, fences, boom barriers, power fences, security lighting, locks and access control systems are all means of enhancing the security of a premise.

Security of premises is planned in layers or cordons so that an intruder does not have a free run. Once the perimeter or outer layer is secured, necessary security measures are taken to protect the assets within the premises. This is done by controlling and monitoring access to the premises. While optimum security would be obtained by restricting access to the barest minimum, business interests would require that the premises are easily accessible to the public. The problem becomes more acute when there are multiple agencies involved in the security setup.

No matter where the house or a business set up is located, necessary protective measures have to be taken against the external and internal threats. In this unit, you will learn about the intrusion and access control systems inside the premise.

Session-1
Perimeter Security

Relevant Knowledge

Physical security describes security measures that are designed to deny access to unauthorized personnel from physically accessing a building, facility, resource or stored information.

Layers of Security

Physical security of premises is laid out in layers starting from the perimeter through access control and intrusion detection systems across layers to the core.

Perimeter Fence

Exterior Door

Office Door

Locked Cabinet

Perimeter Security

It is planned to cover a specified area. The layout and the type of security system depend on the size of the premises, types of internal and external threats, layout and availability of resources. The purpose of perimeter security can be abbreviated as 3Ds, as given below:

(i) **Deter:** A perimeter clearly defines the limits of the protected area and deters an easy access.

(ii) **Detect:** A perimeter is helpful in detecting any authorized or unauthorized movement into the premises.

(iii) **Delay:** An unauthorized access to the premises is delayed by erecting gates, barriers and such other obstacles.

The various deterrents that could be used for perimeter security include the following:

Fence: It is the most common form of perimeter protection. Normally barbed wires supported on metal or wooden stakes serve as fence.

Compound Walls: A well-erected compound wall enhances perimeter security (Fig.1). It prevents observation and intrusion from outside. We normally find one or more gates along the compound wall or fence to facilitate entry into and exit from the premises.

Fig. 1 Compound Wall

Driveways: Driveways (Fig.2) are entry or exit routes to facilitate movement of people and vehicles into the premises.

Main Gate: It is main entry or exit point to any premises (Fig.3). It is here that checking of people and vehicles takes place to ensure security.

Fig. 2 Driveways

Material Gate: Material gates are normally found in the premises where movement of large volumes of material takes place. Vehicles and materials passing through these gates are thoroughly checked to minimize threats and losses.

Fig. 3 Main Gate

Common Perimeter Security Devices

The following perimeter security devices are commonly installed in the premises for perimeter security:

(i) **Observation Tower** (Fig.4)**:** A tower is an elevated structure erected to provide an overall view around the premises. It acts as the eyes of the security system. The towers are provided with flood lights to observe area at night. Observation towers with flood lights are normally found in army cantonments, important installations and jails.

Fig. 4 Observation Tower

(ii) **Barbed Wire Fence** (Fig.5)**:** Barbed wire fence is the most common device which provides effective protection against trespass and intrusion. Other fences are chain-link fence and concertina wire fence.

Fig. 5 Barbed Wire Fence

(iii) **Electrified Fence** (Fig.6)**:** In order to increase the protection level of wire fence, electric current is passed through it. Due to electric shocks on contact, it becomes a good deterrent against intrusion. An alarm can also be connected to an electrified fence.

(iv) **Barriers:** A Barrier (Fig. 7) is a bar or pole pivoted in such a manner to control vehicular movement through a check point. It can be operated manually or electrically. Barriers are normally seen at cantonments, toll plazas, parking areas and important installations.

Fig. 6 Electrified Fence

(v) **Intruder Alarms:** Intruder alarms are attached to fences and compound walls to enhance security level. These alarms provide warning against trespass and intrusion into premises.
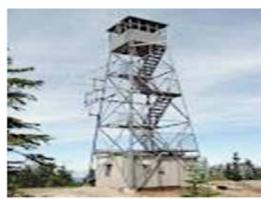

Fig. 7 Pole Barrier

Such alarm systems are used in places with possibility of intrusion by people. Some of these locations are offices, strong rooms, banks/vaults, high security areas, prison cells, residential houses, factories, and museums.

Exercise

Visit an installation which has got perimeter fence and main gate. Observe the security personnel controlling the movement of people and vehicles through the premises. Prepare a note on the observations that you have made and include in your student portfolio.

Assessment

Short Answer Questions

1. What is meant by perimeter security system?

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2. Explain the 3Ds of perimeter security system.

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3. List the sensitive perimeter security points.

Checklist For Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

Differentiated between

(a) Fencing and Compound Walls

(b) Main Gate and Material Gate

(c) Barbed Wire Fencing and Electrified Fencing

(d) Observation Tower and Flood Lighting Tower

(e) Intruder Alarm and Fire Alarm

(f) Security System Required for Unoccupied Premises

Part B

Discussed in class the following:

(a) What is perimeter security system?

(b) What are the sensitive perimeter security points?

(c) What are the commonly used perimeter security devices?

Part C

Performance Standards

The Performance Standards may include, but not limited to:

Performance Standards	Yes	No
Identify sensitive perimeter security		
Points in a given situation/place		
Identify the various security devices		
Identify the various perimeter barriers		

Session-2
Access Control

We lock our doors to keep out thieves. For security reasons we practice some form of access control. In bigger premises, where number of visitors is large, it becomes necessary to monitor, control access and record the movement of people. The access control systems being employed in such premises have become sophisticated and simple locks have made way for electronic locks and gadgets.

We enter the classroom through the door. Now, let us look at it as an entry point. Just stop and ponder about it as being a means of controlling and monitoring the access. It can be done by installing visitors counting device and a control system such as a turnstile (Fig. 8). Depending upon the vulnerability and value of the assets we cater for security. Accordingly, we choose either a simple wooden door or a thick steel door with elaborate locking devices, for example, the one we find in bank strong rooms.

Fig. 8 A Turnstile Gate

Fig. 9 A Lock

Access Control Systems

Let us now learn about some of the commonly used counter-intrusion and access control systems.

Locks: A lock (Fig.9) is the most common counter-intrusion and access control device. Locks are the main stay of domestic and residential security. These have evolved over the years and lever locks, code operated locks, combination locks, multiple dial locks and electronic locks are now easily available.

Fig. 10 ECR

Electromagnetic Card Reader: An electromagnetic card reader (Fig.10) is a card-based access control system where the data is stored in the form of magnetic stripes, as in credit and debit cards. When the card is swiped or inserted in the machine, the reader head picks up the encoded data of the card. It compares the data with that stored in the memory and on matching, it operates a relay which in turn activates a door or the gate.

The drawbacks of this system are short life of card and loss of data due to repeated usage. Cards have an average life of 18-30 months. This system is used extensively in commercial and industrial sectors.

These cards are reprogrammable. They are more convenient than keys which often get lost. The card reader also provides useful data regarding details of entry and exit of the card holder.

Proximity Card Reader: The proximity technology reader constantly transmits a Radio Frequency (RF) signal that provides energy to the card (Fig.11). When the card is held at a certain distance from the reader, the RF signal is absorbed by the card and the card transmits the unique identification code to the reader. The whole process is completed in micro seconds. The Delhi Metro Rail Corporation uses this technology for granting access to the passengers. The cards and tokens issued to the passengers operate on this principle.

Fig. 11 Proximity Card Reader

Fig. 12 Biometric Access Control

Fig. 13 Turnstile

Some of the advantages of this system are:

◆ Long card life.

◆ Cards can be read through purse/wallet.

◆ Card and reader orientation is not critical.

◆ Less operation time.

Biometric Access Control Systems (Fig.12)**:** Biometric access control systems record and store the details of human body such as finger prints, iris (eye) and face. For gaining access, the card holder enters Identity (ID) number and presents the concerned body part to the biometric reader. The reader compares the body part with the user's unique template. If the images match, the reader activates access control system to permit entry to the premises.

Fig. 14 Internal Locks

Turnstiles: The turnstile (Fig.13) is meant for controlling entry of personnel, one at a time, as a part of the access control. It is capable of operating in both directions with the option of single direction control, with the reverse direction locked. The barrier utilizes a positive action lock which prevents two passes at one time. The logic of the system is compatible with card readers and also incorporates a built-in timer to control entry function.

Internal Locks: Internal locks (Fig.14) are used to provide or deny access into specific areas of the premises. Safes, lockers and other locations storing valuables are secured in this manner. Uses of locks require a system of key control as part of the security practices.

Exercise

Go around the school and see how the access to the school is controlled and answer the following questions on the access control system being used in the school.

Gates and Doors

1. How many gates are there along the compound wall of the school?

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2. Are there any security lights along the compound wall?

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3. How is access control being managed in the school?

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4. Describe the type (s) of gates/ doors and how are these being secured?

Office Area, Office, Computer Room Doors\ Windows

1. Are these rooms secured with locks after school hours? If not, explain how these should be secured.

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2. How is access to the computer room controlled?

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3. Do offices and computer rooms have windows? How are these secured?

Assessment

Short Answer Questions

1. What are the advantages of the electromagnetic card reader?

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2. What are the advantages of the proximity card reader?

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3. List three biometric systems in use for access control and write a short note on any one of them.

Checklist For Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

Differentiated between the following:

(i) Locks and Bolts

(ii) Doors and Gates

(iii)Electromagnetic Card Reader and Proximity Card Reader

Part B

Discussed in class the following:

What are the advantages and disadvantages of the following:

(i) Locks

(ii) Electromagnetic Card Reader

(iii)Proximity Card Reader

(iv)Biometric Access Control System

Part C

Performance Standards

The Performance Standards may include, but not limited to:

Performance standards	Yes	No
Demonstrate the use of Electromagnetic		
Card Reader		
Demonstrate the use of Proximity Card		
Reader		

Session-3
Identity and Access Documentation

All establishments, such as railway station, airport, school, hospital, hotel, mall, factory or shop have people visiting in large numbers. Visitors are important to all these establishments for their business. Some form of access control and security checks are applied to ensure security of people and property. The level of security cannot be same at all places because of the vulnerability and costs involved in providing security. Therefore, the requirement of security is prioritized. For example, an airport will have more security than a factory. Security is enhanced by controlling access into secured premises. Access control is carried out by permitting access to authorised persons, vehicles and materials through a system of checks and passes.

Fig. 15 Employee I Card

Employee Identity Card

Each employee of the establishment is issued a photo identity card (Fig. 15 & 16), which contains the required information of the employee like name, address, date of birth, designation, identification marks and its expiry date. It is a document for establishing identity of the holder. The employees display their identity cards to gain access into the premises. With advancement in technology, the identity cards are becoming increasingly sophisticated, and these are now being used for administrative functions, like marking of attendance, calculation of pay, besides security and access control. Security personnel are responsible for verifying the identity of a person before permitting access.

Fig. 16 ID Card

In case an employee reports to work without identity card the security personnel should establish his/her identity and report the matter to security officer before permitting the entry. Identity and access documentation enables the
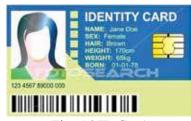

Fig. 17 Security Pass

security staff to monitor, control and keep a record of visitors. Let us learn about some of the commonly used identity/cards and passes. An identity card is valid for a certain period. It is the duty of the holder of the card to apply for the renewal well in time. Security personnel will not permit the entry to personnel holding expired card and deposit the same.

Temporary Employee's Entry Pass

Personnel joining on a temporary basis are issued temporary entry passes or security passes (Fig. 17) to gain access into the premises. After termination of their work contract, these passes are to be surrendered by the user to ensure that these are not misused. Temporary passes usually have short validity periods.

Contractor/Worker Photo Passes

Workers engaged by a contractor for any job inside the premises are issued with photo passes which are valid till completion of the job. To obtain photo passes from the establishment, the contractor is required to submit the police verification report and other details to the security pass section. Contractor remains responsible for the conduct of his workers inside the premises.

Visitor's Pass

To gain entry into premises, visitors are required to obtain visitors pass (Fig. 18) from the receptionist/security personnel. A pass is issued after informing the person whom he is visiting that a visitor intends to visit. The security staff records the details of the visitor in a register. To prevent loitering by the visitor, he/she is escorted by the security staff. In the premises, the visitors should carry the visitors pass with them. After the visit, the security staff collects the passes from the visitors.
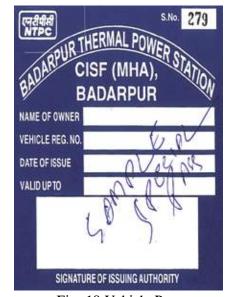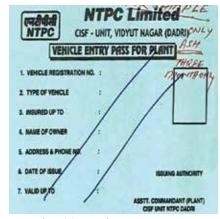

Fig. 18 Visitor Pass

Fig. 19 Vehicle Pass

Fig. 20 Vehicle Entry Pass

- **Vehicles Passes:** All vehicles entering into the premises are required to be issued vehicle passes.

- **Vehicles Pass for Employees:** The employees who bring driving their own vehicles to the premises should have vehicle passes (Fig. 19 & 20). An employee needs to produce certain documents like driving license, vehicle registration certificate and insurance document. This pass may be in the form of a sticker that is pasted on the vehicle.

- **Vehicles Pass for Contractors/Vendors:** Contractors/ Vendors desirous of bringing their vehicles into the premises are required to obtain passes for their vehicles. Same documents as applicable for permanent employees are required to be submitted to procure the vehicle pass.

Materials Gate Passes (In & Out)

All material and stores moving in/out from a premises needs to be checked and recorded correctly. Factories, production units and warehouses where large quantity of material moves in and out, a system of challans, invoices and gate passes is followed to account for the material.

Returnable Material Gate Pass

Very often, a material/store is required to be returned after repairing or modifications. Same procedure as adopted for the other material gate passes is followed. However, in this case a separate record is maintained for the returnable material. Security staff and concerned department ensure that such material is kept track of and returned in due course.

Loss of Identity Card/Pass

An identity card or pass is an accountable document. In case a Government identity card, like that of defense personnel is lost, a First Information Report (FIR) should be lodged with the police. A new identity card should be issued only after due diligence. Intelligent and biometric cards can be immediately blocked on reporting of their loss. This ensures that the lost card is not misused.

Exercise

A fair has been planned for the Annual Day of your school. A number of vendors will be setting up stalls for the event for which they will be employing their workers and some vehicles. Design a contractor/worker and vehicle passes for the event.

Assessment

A. Short Answer Questions

Write short notes on the following:

1. Employee Identity Card

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2. Materials Gate Passes (In & Out)

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3. Returnable Material Gate Pass.

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4. Action to be taken on the loss of the employees Identity Card.

B. Answer the following question:

1. A person has come to the main gate saying that he is an employee and he forgot to carry his identity card. What procedure should be adopted in dealing with the case?

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2. The validity of the identity card presented by Mr. Mahesh has expired. What action should be taken by Mr.Mahesh and the security staff?

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3. The security staff in the high security area of Shastri Bhawan noticed that the vehicle sticker on the vehicle of Mr Ravi is that of another vehicle. What should the security staff do?

Checklist For Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

Differentiated between

(a) Employee Identity Card and Entry Pass

(b) Material Gate Pass and Returnable Material Gate Pass

(c) Challans and Invoices

Part B

Discussed in class the following:

(a) What is the role of Identity Card/Pass in Access Control System?

(b) What are the advantages and limitations of Identity Card?

Part C

Performance Standards

The Performance Standards may include, but not limited to:

Performance Standards	Yes	No
Demonstrate the knowledge of checking and verifying relevant details on identification documents		

Session-4
Screening and Search of People, Vehicles and Cargo

Relevant Knowledge

It becomes necessary to carry out search of people, vehicles, cargo and premises but it may not be feasible to carry out a hundred percent check. Therefore, screening is carried out to select persons, vehicles, stores and premises most likely to meet the objectives of the search. The aim of search is to:

(i) Prevent Pilferage of Stores.

(ii) Prevent Pilferage of Documents and Sensitive Data.

(iii) Ensure Forbidden Articles are not Brought into the Premises.

(iv) Prevent Entry of Seditious Literature and Disruptive Material.

Search Orders

All employees and visitors, irrespective of their status are liable to be searched. Procedure as to who is to carry out the search will be clearly laid down by the management. The security staff should carry out this duty without offending the person being searched.

The various searches that may be conducted are as follows:-

(i) **Periodic Search of Employees:** The management may lay down the periodicity for periodic searches. There may be random and surprise searches carried out in addition.

(ii) **Search of Women Employees:** While searching women, due regard to their modesty is to be given and the search should be carried out in an enclosure in complete privacy. As a rule, a female should be searched by a female searcher only. If an authorised searcher is not available, one of the female employees may be detailed for this purpose.

(iii) **Search of Security Staff:** The security personnel are also liable to be searched while entering/exiting from the premises.

(iv) **Search of Turbans:** Due care should be taken while conducting search of persons wearing turban. It should be searched by pressing his hand to feel for any concealed object. Where there is a reason to suspect that an article is concealed in the headgear then that person should be directed to rigorous search room.

(v) **Search of Belongings:** Bags, briefcases, ladies purses, tiffin carriers, umbrellas and the like are usually searched. Security personnel will have to be imaginative, as those with devious minds are constantly devising newer methods to beat the system.

(vi) **Search of Vehicles:** Vehicles of all type should be searched and their description should be noted in the vehicle register.

Personal Search:

Personal search should be carried out with utmost care and proper procedure. This is a very sensitive issue and the management has to ensure that all their staff is educated about the necessity, protocols and procedures laid down in the standing orders of the factory or establishment. Some establishments like mints, gold jewelry makers, diamond polishers, security presses and ammunition manufacturers have systems of most rigorous surveillance of the workplace coupled with search, both during entry and exit. Most places these days have a system of search using a combination of hand held or door frame metal detectors, coupled with touch search at entry and exit points.

Routine Search

Routine search is carried out with the help of metal detectors and by touch to ascertain if any unauthorized item is being carried on person or in his/her personal belongings.

Rigorous Search

Rigorous search is more thorough than routine search. In this case a suspect may be subjected to full body x-ray scan. In extreme cases, the suspect may be strip searched. In case of further suspicion under medical supervision even plaster and bandages may be removed to look for concealed articles. Rigorous search invariably is humiliating to the subject, therefore, due care must be taken to minimize the trauma without compromising the objective of search.

Vehicle Search

Most establishments, likes malls, hospitals, offices and factories have a very heavy volume of traffic. It is necessary to search them to ensure that no prohibited items like weapons and explosives are brought into the premises. High risk areas like military establishments in insurgency affected areas have elaborate systems of checks, gates, entry and exit routes to thwart the terrorist designs. Such systems may not be desirable and practical in common establishments and public utilities. However, systems of checks are instituted in almost all these places. We have noticed that vehicles are searched at short distance away from the main building or underground car park. This is done to ensure minimum collateral damage to the building and crowds by an explosive laden vehicle. Cursory search of passenger vehicles is carried out as follows:-

(i)   Searcher will look inside the vehicles and look for harmful or dangerous objects/ materials.

(ii) Searcher will open bonnet and the luggage boots of the vehicles to ensure that nothing is hidden there.

(iii) Search beneath the dash board.

(iv) Search under the driver's seat and seat covers.

(v)   Examine spare wheel (deflated one may denote something between the cover and the thread).

(vi) Use under carriage mirrors to look for explosives, etc.

In some exceptional cases, a more rigorous search that involves the following may be carried out:-

(i) Open the bonnet and examine engine (engine, carburetor, air cleaner, radiator, etc.)

(ii) Remove hub wheel covers.

(iii) Remove stopper of the petrol tank. Small articles may be suspended from a wire or a string attached to the inside of the stopper.

(iv) Search spare POL cans.

(v) Search interior of vehicle and driver's cabin more vigorously.

(vi) Check if any panels are loose and in case of doubt, the doors and areas behind the panels may be opened and checked, as there is lot of space where a large number of things can be hidden.

Worldwide it has been seen that losses of transported goods account for a major portion of losses and cargo theft and pilferage may well be an inside job with participation of the staff and drivers. Such losses can easily be prevented by the security staff through vigorous surveillance of the area and strictly enforcing the system of checking invoices and out passes with stores being taken out either manually or by vehicles.

Malls, hotels, hospitals and public utilities usually have separate routes for load carrying vehicles. Factories and manufacturing units too have very elaborate systems for checking commercial load carrying vehicles to ensure protection of their products and properties. Broadly the system is as follows:

(i) **While Entering:** The vehicles are stopped at the gate vehicle search area which is usually some distance away from the main building and it is checked that the vehicle is going in for a bonafide duty. Vehicles are searched and entry made in the register. A record of items belonging to the vehicles taken inside is made to ensure that old items are not taken inside and new items brought out.

(ii) **While Leaving the Premises:** Vehicles are searched and a record of items going out along with a copy of the gate passes is kept at the gate. Thoroughness of search at the time of leaving the factory is usually more than what it is at the time of coming in.

Screening and search of people, vehicles and cargo is carried out to ensure the protection of the premises and also the properties within it. Searches are sensitive issues and do cause inconvenience. It should be ensured that they are carried out thoroughly with minimum inconvenience to the affected persons. Maximum use of technology should be made to increase the efficacy of the search.

Exercise

Make a buddy pair and carry out frisking of a fellow student. As buddy pair carry out physical search of one vehicle in the premises the other student write down the observations.

Assessment

Short Answer Questions

1. What are the security objectives with which search of vehicles and personnel are carried out?

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2. What do you understand by screening and why is it necessary from the security point of view?

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3. What are the points to be kept in mind while carrying out search of women employees?

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4. How is rigorous search of individuals carried out and what are the points to be borne in mind while carrying it out?

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5. Briefly describe how routine search of a vehicle entering the parking of a mall or a five star hotel is carried out.

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6. Why are vehicles entering and leaving the factory searched?

Checklist For Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

Differentiated between the following:

(a) Screening and Search.

(b) Periodic and Surprise Search.

(c) Routine and Rigorous Search.

Part B

Discussed in class the following:

(a) How access control is the back bone of the physical security?

(b) What are the modern security gadgets available for search?

(c) What is the procedure to be adopted in case of loss of Identity card by an employee?

Part C

Performance Standards

The Performance Standards may include, but not limited to:

Performance Standards	Yes	No
Demonstrate the knowledge of routine and rigorous search as per the standard procedure		
Perform vehicle search as per the standard procedure		
Demonstrate the knowledge of informing a person courteously before carrying out search		
Demonstrate the knowledge of handling suspicious items as per organizational procedures		

Session-5
Incident Management During Screening and Search

Relevant Knowledge

During the previous sessions we have learnt about intrusion and access control systems. The task of checking vehicles, identity cards, passes and other documents is very intense and the security staff has to be very alert while carrying out this task. It also involves intense interaction with people and hence the staff has to display tact, quick thinking and a proactive temperament. Thieves, anti-social elements and other wrong doers are constantly devising newer ways to beat the security staff who have to be alert at all times, and at the same time ensure that law abiding persons are not harassed. However,

it has to be ensured that under no circumstances should security ever be compromised.

Let us now consider two scenario of access control:

1. Checks and controls at public places like malls, hospitals, hotels and institutions involving the general public.

2. Checks and controls at restricted areas like offices, housing societies, factories, events and convention centres where entry is restricted.

In this first case, where the general public is involved and the security routine does not involve checking of identity cards, passes and tickets, security is ensured by searching of personnel and vehicles as they enter the premises. The baggage is also searched and scanned using metal detectors and baggage scanning machines.

In the second case, access is controlled using identity cards, passes and tickets. During an event there will be a requirement to check the authenticity of tickets as well as the holders lest they bring in undesirable material into the premises. Similarly for high security events like the Republic Day parade, the vehicles coming to the venue should have vehicle passes which are checked by the security staff.

Limits of Authority

We have learnt about various types of identity cards, passes and how to check them. Sample passes and specimen signatures of the authorised signatories are displayed at the gate for information and verification by the guards. The management lays down the persons authorised for the following:

(i) Authority to Issue Visitor Pass.

(ii) Authority to Issue Passes for Special Events.

(iii) Authority to Sign the Photo Pass of Employees as Well Contractor's Labour.

(iv) Authority to Issue Material Gate Pass.

(v) Authority so Designated by Management to Dispose of the Entry or Exits Related Disputes.

Responsibility of Security Staff

No matter how good a system is put in place, it will be as strong as its weakest link. The security staff has to implement the security orders in letter and spirit and lend strength to the security apparatus. The responsibilities of the security staff are as follows:

(i) Responsible for implementation of the orders / instructions laid down by the management.

(ii) Check the authenticity of documents for the movement of personnel, materials and any other property of the premises.

(iii) Ensure that the entry and exit gates are manned properly and opening or closing timing are adhered to by all, including the security staff.

(iv) Ensure that all the security gadgets are functioning properly, and regular maintenance is carried out from time to time.

(v) Deal with incidents promptly and disseminate the information to higher authorities, accordingly.

(vi) Security staff should ensure that no unauthorised men and material enter or exit in the premises.

Physical Checking of Cards and Passes

In an earlier session we briefly discussed about what the security staff should look for while checking an identity card. Let us go over in detail once again about what to look for while checking an identity card or pass and how to go about it.

(i) Tally the photo of the individual with his actual appearance.

(ii) Check that the photograph has not been tampered or replaced.

(iii) Check the particulars of the pass holder. It is a good practice to ask the person simple questions like his name and date of birth, as impersonators are very likely to falter when questioned.

(iv) If necessary verify the identification mark of the card holder with that in the card.

(v) Check the validity period of the card or pass.

(vi) Verify the authority for issuing photo passes by tallying with the specimen signature.

(vii) Check the designation and department of pass holder.

(viii)Check the colour code of the card or pass and see that it matches with the designation and department.

Actions to be Taken During Minor Security Breaches Using Good Sense of Judgment

While carrying out access control duties, like checking identity cards and passes, the

security staff may come across cases of persons trying to gain access fraudulently. The following action should be taken in such cases without hampering the smooth functioning or compromising the security:

(i)   In case the pass holder is found seeking entry on an invalid pass or card, the holder should be taken to security control room to verify and determine his antecedents. The control room officer will check and verify the pass or card, its authenticity and details of the holder.

(ii) In case the card or pass is found to be fraudulent, the person should be handed over to local police along with a complaint report.

(iii) The management should also be intimated in writing.

Not all persons violating security instructions will be having criminal intent. While some may have the intention of committing crime, it may be an ignorance in the case of others. The security staff will have to use their good sense of judgment while dealing with the cases. Let us consider the two cases below for an understanding:

Exercise

Case Study

Let us consider the two cases below for an understanding:

Case 1

A trespasser entered the plant premises by scaling the boundary wall and the patrol team apprehended him. When questioned by the patrol team, he failed to give satisfactory replies and was also not having any valid document. The patrol team brought him to security control room for further interrogation. While enquiring, it was revealed that there was no criminal motive of the person. He was just passing the premises using a shortcut to reach another corner of the plant just to save the time and distance. However his authenticity was verified from the village head. After satisfying himself about the intentions of the individual and recommendation from the village head in writing, the in-charge security control room he let him off and removed him from the premises with a warning not to repeat the act in future.

Case 2

A contract labourer entered an installation on the premises not belonging to his area of work and was caught by the security staff smoking. The individual committed a breach

of security firstly by entering a restricted area and secondly by getting matches for smoking on the premises, an act that was prohibited.

Investigations revealed that it was the first day of the individual at the factory and he had been able to get the prohibited items in the premises because the security check at the gate being lax.

The security officer let off the individual with a warning to him and the contractor. He, however, took administrative action against the security agency by raising a debit note for laxity in performance of duty by the security staff for letting prohibited item into the premises.

In both the cases above, the incidents were recorded and reported to the management. You can see that action was taken to ensure security while at the same time not unduly harassing or penalizing an innocent mistake. These are difficult decisions to take, therefore, it is best to keep your superiors informed of such incidents. Discuss in class, the following breaches in security and answer the questions.

1. Mr Kumar, an employee of the company was carrying some personal items without declaring them at the gate. What action should be taken by the security staff?

2. Mr Raju, the peon in the personnel department was taking out some returnable materials for official reasons, but did not have any valid documents. What are the documents that Mr Raju should have been carrying?

Class Discussion on Case Based Problems

A truck entered the plant premises through the material gate to deliver material to the concerned store of the plant, the security staff checked the concerned invoices and verified from the concerned store and allowed the material loaded truck inside the plant premises. The truck returned to the gate after unloading/handing over the materials to the concerned store. The security staff while carrying out the physical check of the said truck, noticed some small quantity of material inside the truck. The security staff held up the driver and enquired about the said material. The driver informed that the material belonged to some other party, and it was to be handed over to them. He also showed the invoice for the items, but security staff was not satisfied.

They then enquired from the concerned store to verify the statements of the driver. They were told by plant store department that the material did not belong to the plant. However, the security staff asked the store in-charge to give an undertaking in writing

that the material found in the truck did not belong to this plant. The driver was directed to approach the concerned store in-charge and bring the undertaking accordingly.

Finally, the concerned storekeeper issued an undertaking as requested for and driver of the truck was allowed to go out of the premises. The documentary evidence was taken on record and detailed report was reflected in the general diary for record.

Discuss in class the breaches in security in the above mentioned case and write a note on the various breaches that occurred and action taken by the concerned persons.

Role Play

1. Form pairs One being the VIP and other being the PSO. Practice one man PSO body cover and evacuation. Both the participants should interchange their roles as VIP and PSO, turn by turn.

2. Form a group of 3 students, one being the VIP and other 2 being the PSO. Now practice two men PSO body cover, evacuation and neutralisation. All the three participants should interchange their roles as VIP and PSO, turn by turn.

Assessment

Short Answer Questions

1. What are the two broad categories of access control that the Private Security Staff has to put in?

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2. Who lays down the authority for disposal of entry/exit related disputes?

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3. Who is responsible for ensuring that no unauthorised men and material enter/exit the premises?

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4. A person is carrying a pass that has been signed by a person who is not an authorized signatory. Should such person be allowed to enter the office/ plant? What further action should the security staff take?

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5. The photo on the Identity card of a person is defaced. Should such person be allowed to enter the premises?

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6. Why is it a good practice to ask the identity card/entry pass holder his/her name and other details while checking Identity cards?

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

Differentiated between the checks and controls at public places and restricted areas.

Part B

Discussed in class the following:

(a) Limits of Authority

(b) Responsibility of Security Staff

(c) Checking of Identity Cards and Passes

Part C

Performance Standards

The Performance Standards may include, but not limited to:

Performance Standards	Yes	No
Check work area for cleanliness and tidiness		
Demonstrate the knowledge of checking identity cards and passes		
Demonstrate the actions to be taken on security breaches		
Record incidents in activity report		

Session-6
Gate Control

Relevant Knowledge

In the previous sessions, we have learnt about access control to rooms, houses, strong room and other small units. We also briefly discussed about access control of vehicles and material. You would have realized that as an establishment grows larger the

importance of "perimeter security" increases. In a large establishment „Gate‖ is the most important post in the security plan as it is the main entry and exit point of the premises. In establishments, where the parking of staff vehicles is within the perimeter, a system of issuing tokens or making a record of vehicles coming in and going out is usually maintained at the gate. It has the maximum movement of man and material coming inside or going out of the premises. Therefore, security control at the gate is an important element of security of the premises.

Gate Office

Generally, a security control room or office of the security department is located at the main gate to monitor and control the activities. Various records related to security control and procedures are maintained at the main gate. The Visitor Management System (VMS) and access control system is also installed at the Gate to strengthen the "Gate Control" and to prevent any unauthorised entry in the premises.

Activities at Gate Area

The "Gate Area" is the hub of all security related activities. Some of the important activities carried out in this area are as follows:

Access Control: The access control is exercised at the Gate to prevent any unauthorised person from gaining entry to the premises. Usually the identity cards are checked at the gate to confirm the identity of the person and if the person is allowed inside the premises. At various places, the access control is also strengthened by various types of computerised access control systems.

The visitor management system is also a part of the access control. Usually the Gate pass is made when there is a visitor to the premises and all the details of person and purpose of visit is noted down by the security personnel deployed at the gate. In large factories and establishments the "Time Office" that deals with entry and exit time and attendance of workers may also be located at the gate.

Search/Frisking: To prevent the entry of any prohibited article, which is not allowed to be taken inside the premises, various methods are adopted at the gate, and search or frisking is one of them. Some of the common equipment used for this area are as follows:

HHMD (Hand Held Metal Detectors) : The HHMD's are used by the security personnel to conduct the body search and baggage check to detect any hidden metal, which is not allowed to be taken inside without hampering the functioning of the establishment being protected. Another major advantage of the gate office being close to the main gate is that

it provides good observation and information of the area surrounding the establishment. This aspect is particularly useful during strikes, lock-outs and during industrial unrest.

DFMD (Door Framed Metal Detectors): The DFMD is placed at the GATE so that every person entering the premises has to pass through it. The detector makes a sound if there is need to check the person for carrying any type of metal.

X Ray Baggage Machine: These machines are installed at the GATEs security control area. This gives the real time image to the operator of this machine. This machine is very useful in hotels, malls, airport, metro stations, etc.

Vehicle Control: There is usually a "Boom Barrier" at the Gate to stop and later allow the vehicle inside after checking the vehicle and the permission for entry. Generally the permitted vehicles have either stickers for identification or vehicle pass issued by the appropriate authority. Even if the vehicle driver has the pass, the vehicle search should be conducted at the gate. This is done manually and using Under Vehicle Search Mirrors for searching any suspicious thing below the vehicle.

Material Control: Another important aspect of Gate control is to check, control and monitor the movement of material, which is being brought inside or is being taken out from the premises. A gate pass is always required for the incoming or outgoing material. Necessary documentation is done at the gate to keep a record of all incoming and outgoing material. Certain factories may also have a "weigh bridge" in the gate area.

Waiting Area: Visitors to the establishment often have to wait for various reasons. A waiting room in the gate area is, therefore, a necessity. This waiting area may also function as a reporting centre or rendezvous where personnel may be asked to assemble.

Communication Node: The gate office may also function as a communication node, with the following activities taking place

(i)   Receive all express letters, telegrams and messages after office hours.

(ii) Receive and pass on messages and notes for office personnel not on their chair.

(iii) Receive and pass on instructions for vehicles, drivers and other personnel that may pass through the gate.

(iv) In case of fire, inform the firefighting officer and other concerned officers. The officer at the gate will also ring up the local fire brigade and all other fire stations for assistance.

(v)   Sound hooter at the laid down times and make announcements as may be required.

Equipment Store: The gate office may also have a store for keeping security and communication equipment. Where a suitable strong room exists, weapons used by the security staff are stored.

Key Control: The gate office may have the facility for safe keeping of original keys with key control functions being carried from there.

Cloak Room: A cloak room facility, especially for visitors who have not been permitted or are unable to carry some prohibited or other items into the premises are established.

Lost and Found Facility: This facility is usually located at the gate, as most people approach it for lost and found articles.

Duty Room: Considering the importance of the gate area, the duty room where the duty officer is present round the clock is located here.

Muster Area: The security detail is usually mustered and briefed here.

Documentation: Registers are maintained at the gate office, as directed by the management. Some of the important registers or documents that may be maintained at the gate office are as follows:

(i)   Visitor Register

(ii) Vehicle In/Out Register

(iii) Key Register

(iv) Material In/Out Register

(v)   Personnel Outpass Register

(vi) Contract Labour Register

(vii) Security Equipment Issue Register

(viii) Fire Fighting Practice Register

(ix) Challan/Invoice Register

Each activity involving gate control has to be recorded in one way or the other. The entries and observations are noted down in the files or registers to make sure that nothing has escaped unnoticed. The installation of CCTV cameras at the gate to record each activity helps to achieve this.

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♦ Fire Fighting Practice Register

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Exercise

Fill in the Visitor Register

(Use Separate Sheet)

Format for Visitors Register

(1)	(2)	(3)	(4)	(5)	(6)
Visitor Pass/ Badge No.	Name of the Visitor	Address	Whom to Meet	Purpose of Visit	Contact Number
(7)	**(8)**	**(9)**	**(10)**	**(11)**	
Time In	Signature of Visitor	Time Out	Signature of the Security	Remarks	

Assessment

Short Answer Questions

1. What are the advantages of having the security control room near the main gate?

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2. List out five important activities that are carried out at the gate area.

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3. What are the important activities that may take place in the gate area?

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4. Write a short note on material control at the gate.

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5. List out the important documents that may be maintained at the gate.

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6. Why is the gate area kept under CCTV surveillance?

Checklist For Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

Differentiated Between

(a) Access Control and Search

(b) Hand Held Metal Detectors and Door Frame Metal Detectors

(c) Vehicle Control and Material Control

Part B

Discussed in class the following:

(a) Why searching is done?

(b) Why frisking is done?

(c) What are the security documents maintained at the main gate?

Part C

Performance Standards

The Performance Standards may include, but not limited to:

Performance Standards	Yes	No
Fill in the visitor's register		
Check work area and waiting area for cleanliness and tidiness		
Identify the access points of entry		
Operate the access control equipment		
Demonstrate the knowledge of reporting unauthorized entry		
Carry out access control as per the standard procedure		