

SECURITY MANAGER

7556

(Revised 1996)

During recent years, public agencies have been experiencing accelerated rates of thefts, employee pilferage and other crimes on major emergency incidents where large numbers of people are grouped together. With the alarming rate of thefts, the security manager has become a valuable staff member of the Facilities Unit.

SECURITY MANAGER'S RESPONSIBILITIES

7556.1

(Revised 1996)

To operate an efficient unit, the security manager must fulfill certain responsibilities throughout the incident. These are:

- Obtain a briefing from the Facilities Unit leader.
- Establish contact with local law enforcement agencies, as required.
- Contact the technical specialist-crews or the agency representatives to discuss any special custodial requirements which may affect security operations.
- Develop a security plan for incident facilities.
- Request required personnel to accomplish work assignments.
- Ensure that support personnel accomplish work assignments.
- Adjust the security plan for personnel and equipment changes and releases.
- Coordinate security activities with appropriate incident personnel.
- Keep the peace, prevent assaults and settle disputes through coordination with agency representatives.
- Prevent theft of all government and personal property.
- Document all complaints and suspicious occurrences.
- Demobilize in accordance with Incident Demobilization Plan.

SECURITY MANAGER'S 12-HOUR CHECKLIST

7556.2

(Revised 1996)

BRIEFING INFORMATION

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- ___ Agencies assigned
- ___ Anticipated # of personnel
- ___ Location of ICP, base, camps, etc.
- ___ Office trailers, different locations
- ___ Transportation routes
- ___ Photocopy in camp
- ___ Communications:
 - ___ base radio
 - ___ HTs
 - ___ telephone
 - ___ mobile phone
 - ___ FAX
 - ___ computer
- ___ Access from base to line
- ___ Helibase location
- ___ Helispots location
- ___ Drop points located
- ___ Maps
- ___ Major safety problems:
 - ___ line
 - ___ ICP
 - ___ base
 - ___ camp staging
- ___ Predicted weather conditions
- ___ Fueling location
- ___ Sleeping areas:
 - ___ engines
 - ___ CDC (male)
 - ___ CDC (female)
 - ___ CYA
 - ___ CCC
 - ___ USFS
- ___ Showers
- ___ Staging areas
- ___ Motels, security needs

ORGANIZATION

7556.3

(Revised 1996)

The Incident Command System has provided a means of coping with the thefts by instituting a security manager position under the direction of the Facilities Unit leader within the Logistics Section. At times, the Facilities Unit leader may choose not to activate this position, in which case the duties are retained at the unit leader level.

It is important to note that the security manager is not a "cop" in the regular sense, although a law enforcement background is helpful. The security manager handles a security system made up of "security specialist" personnel, policemen, peace officers and private security officers. It is these people who do the actual law enforcement, patrol and surveillance on the incident.

PERSONNEL

7556.4

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With each incident, the security manager will have to order the proper type and amount of staff. It is recommend that a minimum of one security person be provided at the base and at each camp per 12-hour operational shift.

A private rental security service should be considered a source of security personnel rather than public law enforcement personnel. Although private security service personnel are not generally peace officers, they can do routine patrols and gate enforcement.

If camps are established some distance from the incident base, a security specialist may be needed. This person does the same job for the camp as the security manager does for the base. A security specialist receives direct supervision from the camp manager. Security activities should be coordinated with the security manager.

MAJOR PROCEDURES

7556.5

(Revised 1996)

The security manager will find that there are specific procedures and activities associated with their unit. They will find that each procedure must be accomplished in order to have an efficiently-running unit.

WORK MATERIALS

7556.5.1

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The Supply Unit leader is responsible for supplying the Logistics, Planning, and Finance Section kits, but the manager should bring the necessary forms and equipment to get started.

The Supply Unit leader and/or the Facilities Unit leader can help the manager acquire needed material and forms.

BRIEFING

7556.5.2

(Revised 1996)

Upon arrival to the reporting location, the security manager must receive a briefing from either the Facilities Unit leader, the Logistics Section chief or Support Branch director. The minimum information needed is:

- The location of geographical areas of responsibility and their perimeters.
- The number and location of camp(s) and staging area(s).

- The jurisdictional agency policy regarding security and law enforcement.
- The anticipated scope and duration of the incident.
- The history of thefts or other crimes from the onset of the incident.
- The availability of security or law enforcement agencies in the local area.
- The number of security personnel already ordered, if any.
- The proximity of the nearest law enforcement agency headquarters or facility.

SECURITY CONCERNS

7556.5.3

(Revised 1996)

In order to develop a security plan, it is imperative that the manager begin by developing a common glossary of terms. These are:

1. **Blind spots** - These are areas found within a facility that, due to natural or man-made barriers, poor lighting or other reasons, do not provide for 100% visibility.
2. **Ingress-egress** - These are areas where vehicles and/or people enter/exit a facility.
3. **Inmates/prisoners/wards** - When a large number of convicted criminals are grouped together, the risk of thefts and other crimes can be expected.
4. **Immediate detention and/or arrest** - These are crime prevention measures which have rarely been used on major incidents.
5. **Adjacent off-incident risks** - These risk are caused by setting up a facility in a neighborhood or geographical area with built-in hostilities toward public agencies.
6. **Employee pilferage prevention** - To stop pilferage, keep highly valuable and pilferage items hidden.
7. **Incident personnel behavior problems** - Any time a large number of people are gathered in a small area, problems can arise. Some of these problems are alcohol, drug use, prostitution, rowdiness, fighting, and illegal use of government vehicles, equipment and property.

METHODS OF PROVIDING SECURITY

7556.5.4

(Revised 1996)

Below are some of the methods of providing security at any incident facility:

1. **100% surveillance** - This is a very labor-intensive, but at times a necessary method, especially if many thefts or other crimes have occurred in a given area.
2. **Patrol-intensive** - This can be a deterrent to crimes, but is less reliable than 100% surveillance. If high security-type visibility is warranted, it is a good security method to use.
3. **Patrol-routine** - This also can be a deterrent, but is less effective than intensive patrol.
4. **Under cover/low profile** - This method is rarely used in facilities but can be an excellent tool to use when employee pilferage is suspected.
5. **Posting guards** - This method can and has been used with great success in facilities.
6. **Vehicle shakedown** - Extreme caution must be exercised prior to undertaking this action. The rules of search and seizure must be followed as well as obtaining the incident commander's approval.

AREAS THAT NEED SECURITY

7556.5.5

(Revised 1996)

The next step in developing a security plan entails defining areas of a facility that must be individually considered. They are:

1. **Command post** - This area should be off-limits to all but the command and general staff and their immediate staffs.
2. **Supply area** - This is one of the areas having the highest dollar value in any facility.
3. **Sleeping area** - If personnel gear is stored there, it will require a considerable amount of security, or a storage area can be located to store personnel property.
4. **Kitchen area** - If refrigerator vans with lockable doors are used, security can be minimized.
5. **Parking area** - This area can have the highest dollar value and, therefore, the greatest potential for theft and employee pilferage of any place in the incident.
6. **Ingress-egress areas** - These areas are control points to the incident. A guard should be posted at each area to lessen problems with unauthorized entrance.

7. **Helibase** - This is an area of very high value equipment and should be off-limits to all but authorized personnel.
8. **Off-site lodging** - High dollar loss has been known to occur at motels where vehicle security is minimal, especially at night. Special arrangements may be necessary by the motel security or by our own security personnel.

SECURITY INTERVIEWS

7556.5.6

(Revised 1996)

The final step prior to actually preparing the security plan entails studying the history of thefts or other crimes on the incident, if any, and applying this history to the plan itself. This is an information gathering process in which close coordination with the unit leaders (especially the supply, facilities and ground support unit leaders), must be maintained. This usually means short interviews with unit leaders and their subordinates on a face-to-face basis.

The security manager can accomplish a large part of his/her task by working closely with unit leaders and simply making suggestions or asking what their needs are. Most people are honest and want to prevent thefts and other problems.

DOCUMENTING THE SECURITY PLAN

7556.5.7

(Revised 1996)

The original security plan must be written on a blank piece of 8-1/2" x 11" paper. Once it has been accepted as being complete by the Facilities Unit leader, reviewed by the Logistics Section chief, and approved by the incident commander, obtain signatures from each and sign it. Submit sufficient copies to those three individuals to ensure that the security plan will be properly implemented.

The incident security plan must be reviewed and updated for each operational period. It is important to begin collecting data for the upcoming operational period as soon as the previous security plan has been completed.

IMPLEMENTING THE PLAN

7556.5.8

(Revised 1996)

Implementing the security plan should be a simple process. It is important to note that security needs on an incident are very dynamic, constantly changing and shifting from one area to another. It becomes imperative that the security manager keep abreast of these changes by using the following control techniques:

1. Encourage the unit leader to report thefts or crimes immediately. Record these contacts in the Unit Log for future reference.

2. Keep abreast of possible thefts among all personnel at a facility.
3. Have a communications network set up that will provide continuous contact between security personnel and the security manager. Coordinate with the Communications Unit leader for portable radios to effect this network.
4. Keep in close contact with the local law enforcement agency for updates and public complaints of thefts and crimes possibly committed by incident personnel.
5. Attend Logistics Section briefings where possible in order keep informed of security problems.

UNIT LOG

7556.6

(Revised 1996)

It is the responsibility of the security manager to complete a Unit Log for each operational shift. This must be turned into the Facilities Unit leader for review. Some of the information needed on the Unit Log are:

- Security Unit staff.
- Major events (operational) in the unit.
- Contacts with unit leaders, police law enforcement, public.
- Changes in unit operational procedures.
- Copy of recent security plan attached.
- Case numbers for any crime reports occurring in the facilities.

DEMOBILIZATION

7556.7

(Revised 1996)

One of the busiest times for the security manager is during the demobilization process. This is the time during any incident where an increase in staffing may be required because thefts, pilferage and other crimes increase drastically. This is because:

- Fewer people are on assigned status and more people are in the facilities.
- When people are in an out-of-service status and have idle time, they may start "window-shopping;" they may go to the supply area, kitchen area, parking area, etc., to shop for items that appeal to them.

Increased staffing during demobilization may also be needed because there may be a need for a "shakedown." The shakedown must be done in a professional manner, with legal evidence showing that one is needed, and done in a lawful way and with the consent of the incident commander.

When the facilities have been demobilized and the Facilities Unit leader gives his/her approval for tentative releases, the security manager will see to it that all of his/her materials and supplies are returned to the Supply Unit. The security manager must finalize all reports and documents, including the Unit Log, and turn them in to the Facilities Unit leader.

The final step of the security plan is meeting with the Facilities Unit leader to go over his/her appraisal of the security manager and the operations of the Security Unit.

ARMED SECURITY

7556.8

(Revised 1996)

There is a legitimate need for the presence of both inmates and armed peace officers at emergency incident bases, incident camps and mobilization centers.

Inmates and wards will be present at the base for feeding, sleeping, rest and relaxation, vehicle service and incident support activities such as food service, supply loading and unloading, etc.

Armed peace officers are assigned to incidents for purposes of fire/crime investigation, camp and property security, evacuation, traffic control, etc.

Unsecured weapons will not be permitted at incident bases, incident camps and mobilization centers as agreed to by the incident commander and the custodial agency representative(s).

In establishing incident bases, camps and mobilization centers, the incident commander and Logistics Section staff will meet and confer with the custodial agency representative(s) to jointly develop a written security plan. In so doing, the parties should consider the need for the following:

1. Armed security officers.
2. Establishing and maintaining distinct zones within which even secured weapons are prohibited or for other distinct zones within which inmates and wards are prohibited.
3. Separate parking areas for the crew carrying vehicles and custodial agency vehicles.
4. Establishing special security procedures for the food serving line and separate eating areas if armed officers are to be fed at the incident base or camp.

If established, "no weapons zones" and "no inmate zones" should be clearly marked and identified to all persons entering the incident base. Such zones should not be contiguous.

The check-in recorder should advise all persons entering the incident base of the location of such zones, of any special security measures in effect at the incident base or camp, and of the prohibition of unsecured weapons at the facility.

The security plan must be reviewed by the Logistics chief and approved by the incident commander. Once approved, the plan shall be enforced by the security manager. A sign describing these measures should be posted at the check-in location.

CDF or other peace officers may be required to carry firearms and other weapons in the course of their duties at emergency incident operations sites in order to effect arrest of criminal suspects, provide security for incident origin scene evidence, provide protection for unarmed emergency personnel, etc.

If inmates and/or wards are present at the incident site, the officer will take reasonable precautions to ensure that all weapons on the officer's person and in the officer's vehicle are secure. Also, the fire crew captain or custodial officer in charge of the crew will advise the peace officer of the presence of inmates and/or wards, will conduct the crew away from the officer's immediate work area, will monitor crew activities closely as relative to the armed officer, structures, vehicles and other potential security problems.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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