

# SFJ FD1 – SQA Unit Code F29A 04

## Contribute to the security of the custodial environment



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### Overview

This unit is about monitoring and maintaining the security of people within the custodial environment – including during visits from those outside and in routine and emergency situations. Monitoring includes direct observation and the use of monitoring equipment such as CCTV. The unit also covers moving people routinely and during emergencies. As an individual you may be dealing with the physical security risk personally, isolating it or simply reporting it to others. Those being monitored may have special needs, be uncooperative and/or present varying levels of security risk

#### There are four elements

- 1 Maintain the physical security of the custodial environment
- 2 Monitor and maintain the security of individuals during normal activities
- 3 Maintain security during the movement of individuals within the custodial environment
- 4 Maintain security during visits

#### Target Group

This unit applies to operational staff working in custodial environments that have limited responsibilities for security and control.

# SFJ FD1 - SQA Unit Code F29A 04

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### Performance criteria

#### Maintain the physical security of the custodial environment

*You must be able to:*

- P1 carry out security checks following organisational procedures and instructions
- P2 remain constantly alert to possible security risks
- P3 check that all security areas are clear of unauthorised individuals and items
- P4 identify and check all security risks and take action appropriate to the level of risk, in accordance with organisational procedures if you identify or suspect a breach in security
- P5 respond to emergency situations in accordance with organisational procedures
- P6 minimise disruption to normal operations while an emergency or security risk is dealt with
- P7 complete required documentation clearly and accurately and forward it to the responsible colleague within agreed timescales

#### Monitor and maintain the security of individuals during normal activities

*You must be able to:*

- P8 verify that monitoring systems are operating correctly, report faults and take action in accordance with organisational procedures
- P9 directly and through the correct use of surveillance systems monitor the activity of individuals and the movement of vehicles in the custodial environment
- P10 identify suspicious events, investigate and assess their level of risk, and take action in line with organisational procedures
- P11 monitor and report individuals' communications in line with organisational procedures, as long as this does not affect individuals' rights
- P12 identify changes in individuals' behaviour, routines and circumstances and report these promptly to the responsible colleague
- P13 treat individuals courteously and uphold their rights at all times
- P14 maintain and store accurate, complete and legible records in line with organisational procedures

#### Maintain security during the movement of individuals within the custodial environment

*You must be able to:*

- P15 obtain the required authorisation for the movement of individuals
- P16 check you have the sufficient resources available for the movement of individuals and seek advice from senior management where you have concerns
- P17 suggest improvements clearly, constructively and at an appropriate time and place

## SFJ FD1 - SQA Unit Code F29A 04

### Contribute to the security of the custodial environment

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- P18 maintain order and discipline in line with organisational procedures, while upholding the rights of individuals
- P19 maintain the safety and security of the individuals, yourself and other staff during the movement of individuals
- P20 confirm all individuals are present at each key stage of the movement and take appropriate corrective action if they are not
- P21 identify and report any notifiable incidents and events to the responsible colleague promptly
- P22 complete required documentation clearly and accurately and forward it to the responsible colleague within agreed timescales

#### **Maintain security during visits**

*You must be able to:*

- P23 identify individuals and confirm your information about the purpose of their visit is complete and accurate
- P24 search individuals and visiting areas following organisational procedures and instructions
- P25 provide individuals with accurate and complete information and guidance about the procedures they must follow
- P26 identify behaviour that is unacceptable or presents a security risk, and deal with it in line with organisational procedures
- P27 identify and deal with any attempts to exchange unauthorised items in line with organisational procedures
- P28 take action in accordance with organisational procedures where visits exceed the agreed period
- P29 treat individuals courteously and uphold their rights at all times
- P30 complete required documentation clearly and accurately, and forward it to the responsible colleague within agreed timescales

# SFJ FD1 - SQA Unit Code F29A 04

## Contribute to the security of the custodial environment

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### Knowledge and understanding

*You need to know and understand:*

- K1 the importance of physical security in the custodial environment
- K2 parts of the environment that could present a security risk, the condition they should be in and how to check them
- K3 your organisation's procedures for ensuring the physical security of the custodial environment
- K4 the routine and non-routine security checks that need to be carried out and how to carry them out correctly
- K5 who is authorised and not authorised to be in the security areas in which you work
- K6 how temporary structures can present a particular security risk and how to monitor them effectively
- K7 likely security risks, how to assess them and how to respond to them correctly
- K8 the importance of minimising disruption while dealing with security risks, and how to do so
- K9 your organisation's contingency plans for dealing with security risks and breaches
- K10 the importance of monitoring the activities of people in the custodial environment, and how to do so
- K11 how to identify suspicious events, investigate them and assess their security risks
- K12 the correct procedures to follow when you identify that events present a security risk
- K13 situations in which you may and may not monitor communications, and how to do so
- K14 how to identify changes in individuals' behaviour, routines and circumstances, why these must be reported and to whom the report should be made
- K15 how to use CCTV and other types of technology to monitor individuals
- K16 the types of faults that may occur with equipment and the importance of reporting faults immediately
- K17 the records, charts and other types of documentation that need to be completed, and how to do so
- K18 the authorisation required to move people within the custodial environment(s) in which you work, when it is necessary, and how to obtain it
- K19 the required documentation
- K20 your organisation's procedures to use during routine and emergency movements of individuals
- K21 the importance of maintaining order and discipline, especially during an emergency

## SFJ FD1 - SQA Unit Code F29A 04

### Contribute to the security of the custodial environment

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- K22 how to check the individuals are present at all stages of the procedure and what to do if they are not
- K23 your organisation's reporting procedures during the movement of individuals, and for incidents and emergencies
- K24 your organisation's procedures for identifying visitors and confirming the nature and purpose of their visit
- K25 your organisation's procedures for searching individuals and visitors
- K26 when it may be necessary to search visitors and the procedures to follow for each type of visitor
- K27 the procedures that individuals and visitors must follow during visits, and how to provide them with the necessary information and guidance
- K28 the types of behaviour that would be unacceptable or present a security risk, and how to deal with this correctly
- K29 items that people should not exchange during visits, methods they could use to do so and how to identify and deal with these
- K30 the rights of individuals and visitors and how to uphold these
- K31 your organisation's procedures for keeping records

## SFJ FD1 - SQA Unit Code F29A 04

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**Relevant occupations** Health, Public Services and Care; Public Services; Associate Professionals and Technical Occupations; Protective Service Occupations

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**Suite** Custodial Care

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