

Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Guarding Services

Title	Handle a scene of crime
Code	107737L2
Description	This unit of competency applies to frontline security personnel responsible for performing guarding operations. It covers the abilities to handle a scene of crime to the desired outcome in accordance to laid-down policies, procedures and guidelines.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about handling a scene of crime:</p> <ul style="list-style-type: none"> • Understand the objective and desired outcome of handling a scene of crime, which may include: <ul style="list-style-type: none"> ○ Contain the situation ○ Attend to injured person(s) ○ Preserve evidence at scene ○ Arrest offenders • Be familiar with provisions under Criminal Procedure Ordinance (Cap 221) governing arrest and use of force and procedures after an arrest is made • Be familiar with the elements of arrestable offences which security personnel may come across in the execution of guarding duties • Be proficient in relevant policies, procedures and guidelines as well as contingency plans • Be proficient in the operations of relevant systems, devices and equipment • Possess the people skills to deal with others • Possess the communication skills to clearly and accurately report incidents • Possess the literacy skills to clearly and accurately record information and activities <p>2. Handle a scene of crime</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Wear the designated uniform, identification badge and personal protective equipment • Take instructions from the supervisor and/or security control about the objective and desired outcome of the role • Take appropriate and swift actions in response to a scene of crime in accordance to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> ○ Observe from the external perimeter the nature and severity of the crime ○ Ascertain safety and security of people on site ○ Inform government emergency services such as the police and medical services (if not done by the security control) ○ Seek further assistance and/or backup where necessary ○ Contain the scene (where possible): <ul style="list-style-type: none"> ▪ Cordon off the scene as required ▪ Preserve evidence and any exhibits associated with the crime ▪ Apply first-aid to injured person(s) where available ▪ Arrest the offender(s) if it is safe to do so ▪ Use minimum force when effecting the arrest ○ Hand over the scene and offender(s) to police upon their arrival ○ Hand over the injured to medical services upon their arrival ○ Continue to facilitate the work of the police at scene until normal operation is resumed • Maintain close communications with security control and/or the supervisor at every stage

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	<ul style="list-style-type: none">• Operate relevant systems, devices and equipment correctly and safely• Record and report all observations of irregular/abnormal activities or circumstances• Handle people with tact and courtesy• Keep proper records of all activities and actions as well as details of the scene• Report incidents and issues requiring management attention clearly and accurately
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Take appropriate and swift actions to handle a scene of crime to the desired outcome in accordance to laid-down policies, procedures and guidelines as well as contingency plans; and• Contribute to safety and security of the premises under protection.
Remark	