

Standard Operating Procedure (SOP): Prohibited Items Inspection and Confiscation Procedures

This SOP details the **prohibited items inspection and confiscation procedures**, including identification of restricted items, inspection protocols at entry points, handling and documentation of confiscated items, communication with relevant authorities, staff training, and compliance with legal and organizational policies. The goal is to maintain a safe and secure environment by preventing the entry and circulation of unauthorized or dangerous items.

1. Purpose

To outline the procedures for inspecting, identifying, and confiscating prohibited items in order to safeguard personnel, visitors, and property.

2. Scope

This procedure applies to all entry/exit points within the organization and encompasses all visitors, staff, and contractors.

3. Responsibilities

- Security Personnel:** Conduct inspections, document and handle confiscated items, and liaise with authorities as required.
- Supervisors/Managers:** Ensure staff are trained and procedures are followed.
- All Employees/Visitors:** Comply with inspection and surrender procedures.

4. Definitions

- Prohibited Items:** Any object specified by the organization or by law as not allowed on the premises, e.g., weapons, explosives, illegal drugs, unauthorized electronic devices.
- Inspection Point:** Any designated area where security checks are conducted.

5. Procedure

- Identification of Prohibited Items**
 - Reference the current list of restricted/prohibited items (see Appendix A).
 - Update list as per legal or policy changes.
- Inspection Protocols at Entry Points**
 - Conduct visual and/or electronic screening (e.g., metal detectors, X-ray).
 - Request declaration of items from entrants.
 - Follow privacy and dignity guidelines during searches.
- Handling and Documentation of Confiscated Items**
 - Securely collect and store seized items in a designated locked area.
 - Record details in the **Prohibited Items Confiscation Log** (see Template below).
 - Assign a unique reference number to each confiscation case.
- Communication with Relevant Authorities**
 - Notify law enforcement for illegal or dangerous items.
 - Coordinate with management for further actions as needed.
- Staff Training**
 - Ensure all staff are trained in current search, seizure, and documentation procedures.
 - Conduct refresher courses semi-annually.
- Compliance**
 - Regularly audit procedures for adherence to laws and internal policies.

6. Prohibited Items Confiscation Log Template

Date/Time	Staff Name	Item Description	Owner's Name	Reference Number	Location	Action Taken	Authority Notified
YYYY-MM-DD / HH:MM	John Doe	Pocket Knife	Jane Smith	2024-001	Main Gate	Secured in storage	Yes/No

7. Appendices

Appendix A: List of Prohibited Items (sample)

- Firearms and Ammunition
- Explosives
- Sharp objects (knives, box cutters, etc.)
- Illegal drugs and substances
- Unauthorized electronic devices
- Toxic chemicals
- Flammable materials

8. Revision and Review

This SOP is to be reviewed annually or whenever relevant regulations or organizational policies are updated.

Approved by: _____ *Date:* _____