SOP: Patrol and Surveillance Routines and Schedules

This SOP details **patrol and surveillance routines and schedules**, covering the systematic planning and execution of regular patrols, monitoring strategies, reporting protocols, and the allocation of resources to ensure effective surveillance. It aims to enhance security, deter unauthorized activities, and promptly identify and address potential threats through consistent and well-organized patrol operations.

1. Purpose

To establish standard procedures for conducting patrols and surveillance, ensuring optimal security and prompt identification and mitigation of all threats or incidents.

2. Scope

This SOP applies to all personnel assigned to patrol and surveillance duties, including security staff, supervisors, and management responsible for security oversight.

3. Responsibilities

- **Security Officers:** Execute patrols and surveillance as scheduled; follow reporting protocols.
- **Supervisors:** Oversee patrol adherence, review reports, and adjust schedules as necessary.
- **Management:** Allocate resources, approve procedures, and ensure overall compliance with this SOP.

4. Patrol and Surveillance Routines

1. **Patrol Types:**
   - Foot Patrol
   - Vehicle Patrol
   - CCTV Surveillance
   - Special/Incident-driven Patrols
2. **Frequency:**
   - Randomized and fixed intervals as per area risk assessment.
   - Minimum of one patrol per shift in all designated zones.
3. **Schedule:**

Time	Area/Zone	Patrol Officer	Patrol Method
06:00 - 08:00	Main Entrance & Grounds	Officer A	Foot & CCTV
08:00 - 12:00	Perimeter & Parking Lot	Officer B	Vehicle Patrol
12:00 - 16:00	Building Interiors	Officer C	Foot Patrol
16:00 - 20:00	All Zones (Random)	Supervisors	Spot Checks

Note: Schedules may be modified during high-risk periods or special events.

5. Monitoring and Reporting Protocols

- Document each patrol/surveillance activity in the Patrol Log Sheet or digital platform.
- Immediately report suspicious activity, security breaches, or maintenance issues to supervisors.
- Daily summary reports submitted at shift end.
- All incidents must be included in the Incident Report Form and escalated according to severity.

6. Resource Allocation

- Assign duties per the skills and training of personnel.
- Ensure adequate resources (e.g., radios, vehicles, flashlights) are available and functional.
- Regularly review and adjust resource assignments as necessary based on operational needs.

7. Review and Continuous Improvement

- Regularly review patrol effectiveness, incident trends, and adjust schedules or protocols accordingly.
- Conduct periodic training and drills for all patrol and surveillance staff.
- Update SOP yearly or as deemed necessary by management or after significant incidents.

8. References

- Company Security Policy
- Emergency Response SOPs
- Incident Reporting Procedures

Approved by: _____

Date: _____