



Assignment instructions template

What the officer is here to do, and what they are not. Both lists matter.

Write the specific duties for this post, not a description of security work. Check every escalation number before issuing — a mobile for somebody who left eighteen months ago is the commonest serious defect in this document, and it is only ever found during an incident.

CLIENT	SITE	POST
VERSION	ISSUED BY	DATE

THE ASSIGNMENT

What this assignment is for	
Hours the post is manned	
Number of officers on post	
Site boundaries and what is included	
Client site contact and position	
Reporting line within our own company	

SPECIFIC DUTIES AT THIS POST

The fire door contractors keep propping. The gate that must be padlocked by a particular time. The pump in the yard. This is what the client is paying for.

WHAT THE OFFICER IS NOT EXPECTED OR AUTHORISED TO DO

- Do not undertake any task outside these instructions without authority from your supervisor.
- Do not act as a key holder, or respond off site, unless these instructions say you are to.
- Do not undertake first aid beyond your training.
- Do not operate client plant, machinery or vehicles.
- Do not take any action that would require a licence you do not hold.
- If you are unsure whether something is your responsibility, call your supervisor before acting.

SITE ARRANGEMENTS

	APPLIES	N/A
Patrols required — route and points in the patrol record	☐	☐
Keys held on post, and how they are signed for	☐	☐
Alarm setting and unsetting	☐	☐
Access control and visitor booking in	☐	☐
Contractor sign-in and permits	☐	☐
Vehicle checks or barrier control	☐	☐

	APPLIES	N/A
Search of persons or vehicles — only where the client has the right and the officer is briefed	☐	☐
CCTV monitoring from this post	☐	☐
Deliveries received	☐	☐
Opening and locking up	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

ESCALATION — CHECK EVERY NUMBER BEFORE ISSUING

First call, in hours — name and number _____

First call, out of hours — name and number _____

Our control room _____

Client emergency contact _____

Alarm receiving centre _____

Police non-emergency, and local station _____

Date these numbers were last verified, and by whom _____

EMERGENCY PROCEDURES

	COVERED
Fire — what to do, alarm, assembly point	☐
Intruder on site	☐
Violence or threat to the officer	☐
Medical emergency	☐
Flood, power failure or building fault	☐
Suspicious item or package	☐
Media or public enquiry — refer, do not comment	☐
What to do if the officer cannot be relieved at end of shift	☐
	☐
	☐
	☐

RECORDS TO BE KEPT AT THIS POST

Daily occurrence book _____

Patrol record _____

Incident reports _____

Key register _____

Visitor or contractor log _____

Where completed records go, and how often _____

BRIEFING RECORD

Instructions in a folder prove a company wrote them. Signatures prove the officers were told.

Officer name — version issued — signature — date _____

Officer name — version issued — signature — date _____

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Officer name — version issued — signature — date

Officer name — version issued — signature — date

VERSION CONTROL

ISSUED BY	DATE
CLIENT APPROVED BY	DATE
SUPERSEDES VERSION	REVIEW DUE