Security Manual Outline
This security manual outline was designed to give you or any security practitioner, an easy to follow outline for designing and/or updating your current security manual. The security manual should be a living document that changes as your organization does. Some sections may not be applicable to your site, so customize to fit your need.

1. **General.** The user makes a general statement regarding the purpose of the security officer force, its authority, and the objectives the security organization are expected to meet.

2. **Emergency Telephone Numbers and Point of Contact**

3. **Organization**
   a. Contract Security Organization
   b. Client Organization

4. **Security Officer Training**
   a. Security manual
   b. Preassignment training
   c. OJT or site specific indoctrination
   d. Knowledge Testing
   e. In-Service Training
   f. Specialized Training

5. **Security Officers’ Rules and Regulations**
   a. Appearance
   b. Rules of conduct
   c. Discipline

6. **General Duties and General Orders**

7. **Security Equipment**
   a. Weapons (if applicable)
   b. Protective equipment
   c. Two-Way radio equipment and procedures
   d. Public address and emergency reporting systems and procedures
   e. Closed-circuit television and recorders
   f. Electronic security systems, alarms, remote control devices
   g. Surveillance and detection devices
   h. Vehicle care and use
   i. Other equipment as applicable

8. **Parking Areas**
Sample Security Manual Outline

9. Security Plan Compatibility
   a. Perimeter fence and gate control
   b. Outlying post inspection

10. Personnel and Vehicle Control
    a. Personnel identification procedures
    b. Vehicle registration
    c. Visitor Control

11. Report Writing

12. Communication
    a. Radio
    b. Telephone
    c. Fax machine
    d. Computer
    e. Smartphone

13. Fire Protection
    a. Training
    b. Drills
    c. Fire equipment location and use
    d. Communication

14. Medical Support
    a. Emergency Treatment
    b. Response
    c. On-site medical facility
    d. Medical transportation in company vehicle
    e. Obtaining emergency medical services
    f. Reporting

15. Emergency Control Procedures
    a. Definition
    b. Classification of emergencies
    c. On-site organization
    d. Security and safety interface plan
e. Natural disasters
f. Bomb threats
g. Civil or internal disorders
h. Labor disputes and disturbances
i. Evacuation plans and actions

16. Alarm and Intrusion Detection Systems
   a. Actions to be taken by security personnel

17. Rules of Conduct for Client Employees

18. Authority and Jurisdiction of Security Officer Personnel (local and state laws)
   a. Arrest and apprehension
   b. Physical searches in relation to inspection of hand carried property
   c. Law enforcement liaison
   d. Delivery of warrants or subpoenas for company personnel
   e. Vehicle searches

19. Post Instructions

20. Special Instructions

21. Site Fire and Evacuation Plans

22. Facility Layout Plan

23. Other Sections as Necessary