

# **Unit 1, Lesson B (security guard duties and responsibilities)**

While the specific duties and responsibilities of a security guard may vary based on the client's needs, the primary role is to prevent and deter crime while enforcing rules and regulations at the assigned location.

A security guard holds a vital responsibility because lives and valuable assets often depend on their actions. Early detection of safety hazards and prompt resolution can prevent serious dangers.

Security personnel also handle confidential information and protect property that may be worth millions of dollars.

**The duties and responsibilities of a security guard are as follows:**

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## **1. Observing and Reporting;**

The [duties of a security](#) guard can change depending on the site. However, careful observation is critical to identifying potential risks. Security guards must be aware of their surroundings and record any unusual occurrences in their notebook. They must report issues to supervisors or relevant authorities if rules are not followed.

## **2. Deterring and Detecting Crime;**

A visible presence helps deter criminal activities. Criminals are less likely to act when they see a security guard. If a crime is in progress, the security guard must report it to the police and provide detailed information, which can later serve as evidence in court.

## **3. Maintaining Good Public Relations**

Good communication with the public is essential. As a security guard, you will frequently interact with visitors or staff, and your professionalism is key. Whether providing information or handling issues, maintaining a calm and helpful demeanor builds trust.

## **4. Responding to Emergencies;**

Emergencies, such as fires, floods, or bomb threats, can happen unexpectedly. A security guard's duty includes being the first responder and acting according to the emergency procedures of the company. Quick actions in evacuating buildings or providing assistance can save lives.

## **5. Controlling Access and Using Alarm Systems**

Managing the flow of people, vehicles, and goods on-site is part of the job. Checking identification, monitoring deliveries, and controlling exit and entry points are routine responsibilities. Familiarity with alarm and surveillance systems, including CCTV, is crucial for effective security.

## **6. Patrolling;**

Patrolling involves moving around the site to monitor large areas. Whether on foot, bicycle, or in a vehicle, regular patrols help identify potential hazards and deter criminals. Visibility during patrols reassures the public and discourages criminal activities.

## **7. Traffic Control**

In some locations, security guards may need to direct traffic or assist with parking, especially in busy areas like shopping malls. In emergencies, they may also work with law enforcement to manage traffic flow.

## **8. Crowd Control**

Large gatherings can sometimes lead to disputes or chaotic situations. A security guard must manage crowds at events such as festivals, demonstrations, or concerts, ensuring order and safety.

## **9. Identifying Safety Hazards;**

While patrolling, security guards should be vigilant for potential safety hazards like water leaks, exposed wires, or other dangers. Noting these and reporting them for prompt repair prevents accidents and property damage.

## **10. Performing Additional Duties;**

Some security guards may have added responsibilities, such as answering phones, responding to emails, or running errands for their employer. These special duties should be handled with the same level of professionalism.

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# **Key Areas of Protection**

## **1. Protection of People**

A security guard's primary duty is to protect people, including the client, staff, and the public. By identifying hazards, preventing unauthorized access, and providing escort services, security guards help ensure safety. They also manage conflicts, such as labor disputes, and maintain order.

## **2. Protection of Property**

Security guards prevent theft, vandalism, and damage to property. Regular patrols, surveillance, and checks on goods entering or leaving the site help safeguard assets. Whether it's a client's building, merchandise, or public property, protection is a core duty.

## **3. Protection of Information**

Confidentiality is essential in today's digital age. Security guards must protect sensitive information from leaks and breaches. Unauthorized access to computers or restricted areas should be reported immediately, and guards must remain vigilant against cybercrime.

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## **Conclusion**

In this lesson, we covered the key duties and responsibilities of a security guard, which include preventing crime, protecting people and property, and maintaining public safety. Whether patrolling, managing crowds, or responding to emergencies, the duties of a security guard require vigilance, professionalism, and a commitment to safety.

<https://www.closecareer.com/general-duties-and-responsibilities-of-security-guard/>