Title	**Manage security incidents, breaches, and suspects as a security officer**		
Level	**4**	**Credits**	**10**

Purpose	This unit standard is intended for senior security officers and team leaders who are required to manage security incidents and breaches and process suspects and evidence. People credited with this unit standard are able to: - describe security incidents and breaches; - respond to security incidents and breaches; - identify, observe, and process suspects; and - report and record security incidents and breaches.

Classification	Security > Security Staff Services

Available grade	Achieved

Guidance Information

1 Legislation and regulations
Children, Young Persons, and Their Families (Oranga Tamariki) Legislation Act 2017;
Crimes Act 1961;
Evidence Act 2006;
Fire and Emergency Act 2017;
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018;
Good Practice Guidelines, New Zealand Security Association 2019; available from https://security.org.nz/;
Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996;
Health and Safety at Work Act 2015;
Human Rights Act 1993;
Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003;
Local Government Act 1974;
Mental Health (Compulsory Assessment & Treatment) Act 1992 (and amendment 1999);
New Zealand Bill of Rights Act 1990;
Oranga Tamariki Legislation Act 2019;
Privacy Act 2020;
Private Security Personnel and Private Investigators Act 2010;
Sale and Supply of Alcohol Act 2012;
Smoke Free Environments Act 1990;
Summary Offences Act 1981;

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Trespass Act 1980;
and their subsequent amendments or replacements.

2 Definition
Relevant instructions – oral, written or electronically transmitted instructions issued to govern the performance of security tasks, duties, and responsibilities. These may be in the form of policies, procedures, manuals, directives, or legal and compliance requirements. They may relate to a particular assignment, organisation, site or operation of equipment.

3 Assessment range
If this standard is assessed off-job, the relevant instructions will be supplied in a simulated situation.

Outcomes and performance criteria

Outcome 1

Describe security incidents and breaches.

Range evidence for at least three types of security incidents and three security breaches is required.

Performance criteria

1.1 Describe the incident and breach with reference to indicators, causes, types, effects, and the security officer's responsibility.

1.2 Describe the response of the incident and breach in accordance with relevant instructions.

Outcome 2

Respond to security incidents and breaches.

Performance criteria

2.1 Report security incidents and breaches in accordance with relevant instructions.

2.2 Seek advice, information, and assistance as required to respond to security incidents and breaches in accordance with relevant instructions.

2.3 Take immediate action to minimise and/or contain damage to maintain personal safety in accordance with relevant instructions.

2.4 Implement follow-up procedures of security incidents and breaches as required and in accordance with relevant instructions.

2.5 Protect evidence, witnesses, crime scenes and other indications of breaches from interference in accordance with relevant instructions.

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Outcome 3

Identify, observe, and process suspects.

Performance criteria

3.1 Identify suspects and suspicious behavior in accordance with relevant instructions.

Range suspicious behaviour – characteristics, modus operandi.

3.2 Maintain continuous surveillance of suspects in accordance with relevant instructions.

Range until it is evident that an offence has, or is likely to be committed, or that no offence will be committed.

3.3 Respond to suspicious activity in accordance with relevant instructions.

Range response may include – report, take no action, call for assistance, interviewing, defuse, withdrawal, calm, isolate suspects.

3.4 Conduct searches in accordance with the law.

Range searches include – suspects, property.

3.5 Identify, process and document evidence in accordance with relevant instructions.

3.6 Treat suspects in accordance with the law.

Range observation of suspects to prevent self-injury and injury to others, prevention of destruction of evidence.

Outcome

Report and record security incidents and breaches.

Performance criteria

4.1 Complete reports and records in approved format and process in accordance with relevant instructions.

Range documentation must be complete, concise, logically organised, factual, unambiguous, and clear to the target audience.

Planned review date	31 December 2027

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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 May 2005	31 December 2022
Review	2	27 August 2020	N/A
Rollover and Revision	3	24 July 2025	N/A

Consent and Moderation Requirements (CMR) reference	0112

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.

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