

Title	Maintain court security		
Level	4	Credits	20

Purpose	<p>This unit standard is for court security officers employed by the Ministry of Justice to maintain security in courts.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of court security; – prepare for duty as a court security officer; – operate court security systems and equipment; – complete court security tasks and duties; – search persons and property in a courts context; – control access to, and movement within courts; – demonstrate and apply knowledge of risk management; – enhance relations in a courts context; – describe and implement tasks, duties, and responsibilities related to health and safety as a court security officer; and – prepare and process reports and records as a court security officer.
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Classification	Security > Security Staff Services
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is for assessment only in a courts security employment context.
- 2 References
 Building Act 2004;
 Children, Young Persons, and Their Families Act 1989;
 Courts Security Act 1999;
 Crimes Act 1961;
 Fire Service Act 1975;
 Health and Safety in Employment Act 1992, and its associated regulations;
 Smoke-free Environments Act 1990;
 Summary Offences Act 1981;
 Trespass Act 1980;
 Ministry of Justice, *Court Security Officer's Operating Manual*, available from the Ministry of Justice, PO Box 180, Wellington;
 and their subsequent amendments and replacements.

3 Definitions

Assessed need – the need assessed by the court security officer dealing with the situation to which the need relates; based on the facts evident to the Officer at the time and a reasonable and logical analysis of them, including risk assessment.

Best practice – an approved current method or way of doing something that, in the circumstances, achieves the required outcome.

Court security officers – persons employed by the Ministry of Justice to maintain security in courts under the provisions of the Courts Security Act 1999.

Court security systems and equipment – include but are not limited to: personal communications equipment, hand-held metal detectors, access control systems, locks and keys including key security systems and procedures, intruder alarm systems, doors, windows, safety and security signage, gates, fire safety equipment.

Equipment operating instructions – instructions and procedures governing the operation of equipment and operator servicing and maintenance requirements.

Established risk criteria – agreed or designated standards or benchmarks against which risks are measured.

Management – includes but is not limited to: risk assessment; response, including remedial treatment, damage limitation, inspection, surveillance, and monitoring; reporting and recording; task prioritisation; and other action taken by the officer in accordance with assessed need and relevant instructions.

Personal equipment – includes clothing and other items carried and/or worn by the court security officer, or available for their personal use, specified in relevant instructions.

Personal standards – attributes required of security officers (by industry and other stakeholders) that may include but are not limited to (demonstrations of): positive attitude, integrity, honesty, care, reliability, personal hygiene, positive communication style, unaffected by drugs and/or alcohol.

Powers – the legal powers accorded court security officers under the Courts Security Act 1999 and by other legislation.

Relevant instructions – may include but are not limited to: applicable policies, procedures, manuals, and directives; oral, written, or electronically transmitted instructions, including site, assignment, and equipment operating instructions; and other legal and compliance requirements relevant to the situation, site, location, and task.

Risk – the chance of something happening that will have an impact of objectives, measured in terms of consequences and likelihood.

Risk analysis – the systematic use of available information to determine how often specified events may occur and the magnitude of their impact on the organisation.

Risk assessment – the overall process of risk analysis and risk evaluation.

Risk evaluation – the process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels, or other criteria.

Security watch – the task of maintaining a presence to deter and prevent crime and other prohibited or disruptive activities, to identify incidents and changes in the level of risk through observation and by other means, and of managing these.

4 Safety is the prime consideration for any action taken by a security officer.

5 All evidence presented and all assessment activities undertaken for this unit standard must be in accordance with relevant instructions and best practice and must be within the law.

- 6 Assessment against this unit standard must be based on written evidence and on workplace tasks and activities that do not disrupt the business of the court, compromise security, or put the safety of any person at risk.
- 7 The health and safety of the candidate, assessor and others must be maintained when assessment is being undertaken against this unit standard.
- 8 While preference is given to assessment of workplace activities, simulations may also be used.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of court security.

Performance criteria

- 1.1 The role and responsibilities of court security officers are explained with reference to workplace examples.
- 1.2 The powers of court security officers are explained with reference to workplace examples.

Range access, movement, removal, control, restraint, arrest, detention, search, compliance.
- 1.3 The nature of the courts as a workplace is explained in terms of its effect on court security and court security officers.
- 1.4 Court security polices and procedures are explained with reference to workplace examples.

Range three polices and related procedures that illustrate contemporary and/or critical workplace issues.

Outcome 2

Prepare for duty as a court security officer.

Performance criteria

- 2.1 The court security officer reports for duty in accordance with relevant instructions.

Range time, location, uniform, appearance, authorisation, personal standards.
- 2.2 Personal equipment is complete and in operable condition.

- 2.3 Task schedules and instructions are explained to demonstrate situational awareness.

Range situational awareness – knowledge and understanding of the operational environment including the site, locality, situation, court schedule, risks, and relevant instructions.

Outcome 3

Operate court security systems and equipment.

Performance criteria

- 3.1 Court security systems and equipment are described in terms of their key characteristics.

Range characteristics – function, use, limitations, risk, care, safety.

- 3.2 Court security systems and equipment are operated in a manner designed to optimise their effectiveness.

- 3.3 Court security systems and equipment activations, faults, and malfunctions are identified and managed to minimise risk.

Range three incidents of a different nature for each system or item of equipment.

Outcome 4

Complete court security tasks and duties.

Range tasks and duties – security watch and other tasks and duties specified in relevant instructions not included in other elements of this unit standard; assessment on at least three separate occasions.

Performance criteria

- 4.1 A continuous and active presence is maintained.

- 4.2 Evident changes in the security status and condition of the workplace are identified, verified, and managed to minimise risk.

- 4.3 Risks and incidents are identified and managed in accordance with assessed need and to minimise risk.

- 4.4 Task priorities are adjusted in accordance with assessed risk and relevant instructions.

- 4.5 Advice, information, and assistance are sought in accordance with assessed need and relevant instructions.

- 4.6 Communications are made as required using appropriate media, and in accordance with assessed need and relevant instructions.
- 4.7 Personal presentation and professional standards are maintained.

Outcome 5

Search persons and property in a courts context.

Performance criteria

- 5.1 Search is initiated and conducted in accordance with assessed need and as directed.
- 5.2 Search safety procedure is used for all searches.
- 5.3 Consistent and systematic search techniques are used.
- 5.4 Personal offence and embarrassment are minimised.
- 5.5 Instructions are inoffensive, clear, assertive, and structured to achieve their intended purpose.
- 5.6 Advice, information, and assistance are sought in accordance with assessed need and relevant instructions.
- 5.7 Suspicious objects and indications of suspicious objects are treated and reported in accordance with relevant instructions.
- 5.8 Prohibited objects are identified, treated, and reported in accordance with relevant instructions.

Outcome 6

Control access to, and movement within courts.

Performance criteria

- 6.1 Access control measures and tasks are implemented and/or supported to minimise risk and facilitate authorised access.
- 6.2 Suspicious activities, events, objects, and persons are identified and managed to minimise risk.
- 6.3 Incidents are identified and managed to minimise risk.
- 6.4 Unauthorised access and movement of people and or property are identified and managed to minimise risk.

Outcome 7

Demonstrate and apply knowledge of risk management.

Range risks to general court security and court personnel (court security officers, members of the judiciary, court officials, visitors and members of the public, defendants, witnesses, jury members) security; evidence relating to three risks is required.

Performance criteria

- 7.1 Risks are identified and explained in terms of source, likelihood, and consequence.
- 7.2 Identified risks are analysed and evaluated against established risk criteria.
- 7.3 Risk treatment options are identified, selected, and their implementation planned in accordance with risk assessment and relevant instructions.

Outcome 8

Enhance relations in a courts context.

Range relations with other court security officers, members of the judiciary, court officials, visitors and members of the public, persons attending court, media representatives, police.

Performance criteria

- 8.1 Direct interactions and electronically transmitted communications are structured to achieve their intended purpose and recognise the status and needs of others.
- Range clarity, relevance, delivery style and method, content, actions, body language, proximity, circumstances.
- 8.2 Responses to comments, enquiries, and complaints are prompt, courteous, and assertive.

Outcome 9

Describe and implement tasks, duties, and responsibilities related to health and safety as a court security officer.

Performance criteria

- 9.1 Health and safety related tasks, duties, and responsibilities are described in accordance with relevant instructions.
- Range three that illustrate contemporary or critical workplace health and safety issues.

- 9.2 Health and safety related tasks, duties, and responsibilities are implemented in accordance with relevant instructions.

Outcome 10

Prepare and process reports and records as a court security officer.

Range oral report; and three different electronic or paper-based reports or records from – notebook, log, formatted report, incident report, internal memorandum, health and safety report, evidential statement.

Performance criteria

- 10.1 Reports and records are completed and processed in accordance with relevant instructions.
- 10.2 Information is complete, concise, logically organised, factual, unambiguous, and clear to intended recipients.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 July 2006	31 December 2021
Review	2	24 January 2019	31 December 2021

Consent and Moderation Requirements (CMR) reference	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.