



# **Oxon Security Home Counties UK Limited**

## **Personal Search Policy**

ver 01 January 2011



## Introduction

Oxon Security Home Counties UK Ltd will only undertake personal searches if this is a requirement of the client. All aspects of the Oxon Security operations are governed by the Codes of Practice issued by SIA (the Service Industry Authority) and under no circumstances will Oxon Security, or its employees, act in any manner that is in conflict with those SIA codes of practice.

This Personal Search Policy is a generic document and will be reinforced by a specific Risk Assessment relating to the premises or venue where Oxon Security is operating.

This policy refers to all Oxon Security operations where personal searches may be required, but the reference to Oxon Security operatives" will generally refer to Door Supervisors.

## Client Requirements

Personal searches will only be undertaken where the client has indicated that these are required.

Oxon Security will require clients to allow the display of the following notice if personal searches are to be undertaken:

**"Oxon Security reserves the right to operate a random search policy, and we ask that patrons kindly cooperate with such a request, failure to do so may result in refusal of admission."**

## Search Criteria

Searches may be carried out for a variety of reasons but in general terms will relate to:

- Alcohol being bought in to the premises
- Drugs
- Dangerous weapons

Depending on the client requirements, either all members of the public wishing to gain entry to the premises or venue, or a random selection of the public will be searched. Under no circumstances will there be any form of discrimination when deciding which members of the public should undergo a random search.

An "electronic random search selector" will be used to determine which members of the public are asked to undergo the search procedure.

The members of the public may also be asked to produce photo identification with proof of age when entering licensed premises.



Such requests for proof of age will be made prior to any search operations, and if right of entry is refused on the grounds of age, then no body search or search of bags or belongings will take place.

### **Right to Refuse**

It must be understood that any member of the public may refuse to undergo a search. This is their prerogative and Oxon Security operatives have no right to insist on either a body search or a search of belongings. If, however, any individual refuses to undergo a search when reasonably required to do so, they will be refused entry to the premises or venue in question.

Under no circumstances may Oxon Security operatives use any force or threats when asking the public to undergo a search.

### **Public Dignity**

Oxon Security operatives will, at all times, be treated with courtesy and respect even if they are verbally aggressive.

In the case of body searches, not matter how superficial, female members of the public may only be searched by female Oxon Security operatives and male members of the public may only be searched by male Oxon Security operatives.

In the case of more comprehensive body searches the members of the public concerned have the right to ask for that search to take place in a "private" location. In such cases there must always be a witness present – either another Oxon Security operative or a representative of the client. Such witnesses shall always be of the same gender as the individual being searched.

### **Identification of Drugs or Weapons**

If, during the course of a search, non-prescription drugs, or dangerous weapons are found on the person, or in the possession of, members of the public, the Oxon Security operatives will always call the police - although it should be noted that the operatives have no right to detain the members of the public concerned.

In the case of alcohol being found in the possession of a member of the public wishing to enter the premises or venue, they will be refused entry until such time that they are able to prove that they are no longer in possession of the alcohol concerned.

Date: 4<sup>th</sup> January 2011

Signed:

For and on behalf of Oxon Security Home Counties UK Ltd