



**SINGAPORE
POLICE FORCE**

PWM Job Functions Clarifications

Security Tripartite Cluster
21 Jul 2016

Background

- At the STC Meeting on 26 Apr 16, the Security Association of Singapore (SAS) raised several questions on job functions
- PLRD requested SAS to submit specific scenarios for clarification
- There were also queries from others in the industry
- The clarifications were presented at the Security Industry Forum on 23 Jun 16
- Further circulated to all members on 27 Jun 16

Grade	Job Function	Scenario	PLRD's Inputs
SO	Incident Response - Respond and report: - fire alarms & fire related incidents	One SO is on night duty at SAS Bldg and the Fire Alarm is activated and the SO now has to "Respond & Report". According to Standard Fire Alarm SOP, the SO has to "Respond & Report" as follows:- (i) identify the location of fire via the zone indicated in the main fire alarm panel and isolate/silence the panel (ii) call DECAM (iii) Investigate adopting safe measures as per SOP (iv) Reset the alarm (v) call back DECAM. Can the above SOP be performed by SO?	If the fire alarm monitoring system is simple i.e. requires only a push of a button to be silenced and reset, and if the system is not residing within a FCC, an SO can proceed to perform the functions in accordance to the SOP step (1) to (v). However, if the fire alarm monitoring system resides within a Fire Command Centre¹, then an SSO or higher grade must be the one operating the Central Alarm Monitoring System.
SSO	Operate Security & Safety Systems - Operate - Central Alarm Monitoring System	During a fire alarm activation, lifts are homed down, and normally officers will "reset" the lift panel either by pressing certain buttons/or using a key to "lock/unlock" to have the lifts functioning again upon a false alarm confirmation. Can this function be performed by SO?	¹ 'FCC' has the same definition as stipulated under the Fire Safety (Building Fire Safety) Regulations.

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SSO	Operate Security & Safety Systems · Operate - o Electronic carpark system	Carpark barriers breaks down often and officers are required to manually open the parking barrier/switch to bypass system. Can this function be performed by SO?	SO may operate simple carpark system. For more advanced carpark system e.g. requires keying in of IU nos, SSO is required to operate such carpark system.

Grade	Job Function	Scenario	PLRD's Inputs
SS	Direct Supervision Conduct team briefing & debrief	Scenario 1: There are 2 SOs on duty at SAS building. 1 new SO is coming for OJT/relief purposes. Existing regular permanent SO can also brief him on the nature of duty pertaining to his job scope or the work involved at that site. That SO knows what duties need to be done on a daily/hourly basis. Can the site-specific briefing be performed by SO? Scenario 2: Team briefing and debriefing may be done when an incident occurs or an instruction is passed on by the management team or the client to the officers. Must the team briefing be conducted by SS?	OJT/relief briefing is different from team briefing. If officer 1 is briefing officer 2 who is relieving officer 1 on the same job officer 1 is doing, it's not a team briefing. Team briefing and debriefing must be conducted minimally by SS.

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SSS	In Charge of CCTV Centre / CAMS / FCC	There are 2 SSOs working in an assignment with a FCC. One of them is designated to be in charge of the FCC. Can this SSO be in charge of the FCC? Can they function without having to hire an additional SSS, if no instructions or supervision of the SSO is needed?	Due to the level of responsibility and the complexity of the system, only SSS and above can be in-charge of CCTV Centre / CAMS / FCC. The SSS does not have to be stationed on-site at all times but must be able to assume command and control of the FCC during an emergency.

Grade	Job Function	Scenario	PLRD's Inputs
SSS	In Charge of CCTV Centre / CAMS / FCC	Wrong specifications by service buyers e.g. FCC to be manned by SS (instead of SSS) Can one SSS in-charge of multiple FCCs Must FCC be in-charge by a non-security personnel e.g. station a technician or FSM instead?	SA must comply with all PWM requirements as this is a statutory obligation. Thus, if the contract's description of the scope of work requires an SSS but the buyer stipulates an SS or lower, the SA ought to provide clarifications to the service buyer before submitting its quotation for the appropriate level of personnel for the specified scope of work. In general, the SSS does not have to be stationed on-site at all times but must be able to assume command and control of the FCC during an emergency. Whether there should be a SSS stationed at the FCC will depend on the contract requirements between the service buyer and the SA, as well as the understanding from the service buyer. If there is a FCC and SA is expected to deploy security personnel to be in charge of the FCC, then that personnel must be minimally a SSS. If any SA is found to be supplying manpower to perform any function prescribed under the PWM framework without the corresponding training, enforcement action will be taken against the SA concerned.

Grade	Job Function	Scenario	PLRD's Inputs
CSO	Supervision Management Maintain overall discipline & conduct of all security personnel	Assignment with 1 SO, 1 SSO, 1 Supervisor & 1 SSS. There is a lack of discipline by an SO. The SO does not wear proper uniform whilst on duty/does not carry out instructions as per site SOP/is intoxicated whilst on duty/etc/etc. In such a situation is not the higher ranking officer by rank or appointment not allowed to to enforce discipline on that offending officer?	Supervisor at a site can discipline his/her subordinate. The intent of this job function pertains to the <u>overall discipline and conduct</u> of all security personnel employed by the Security Agency e.g. setting of rules and regulations, ensuring consistent disciplinary practices etc.



THE END