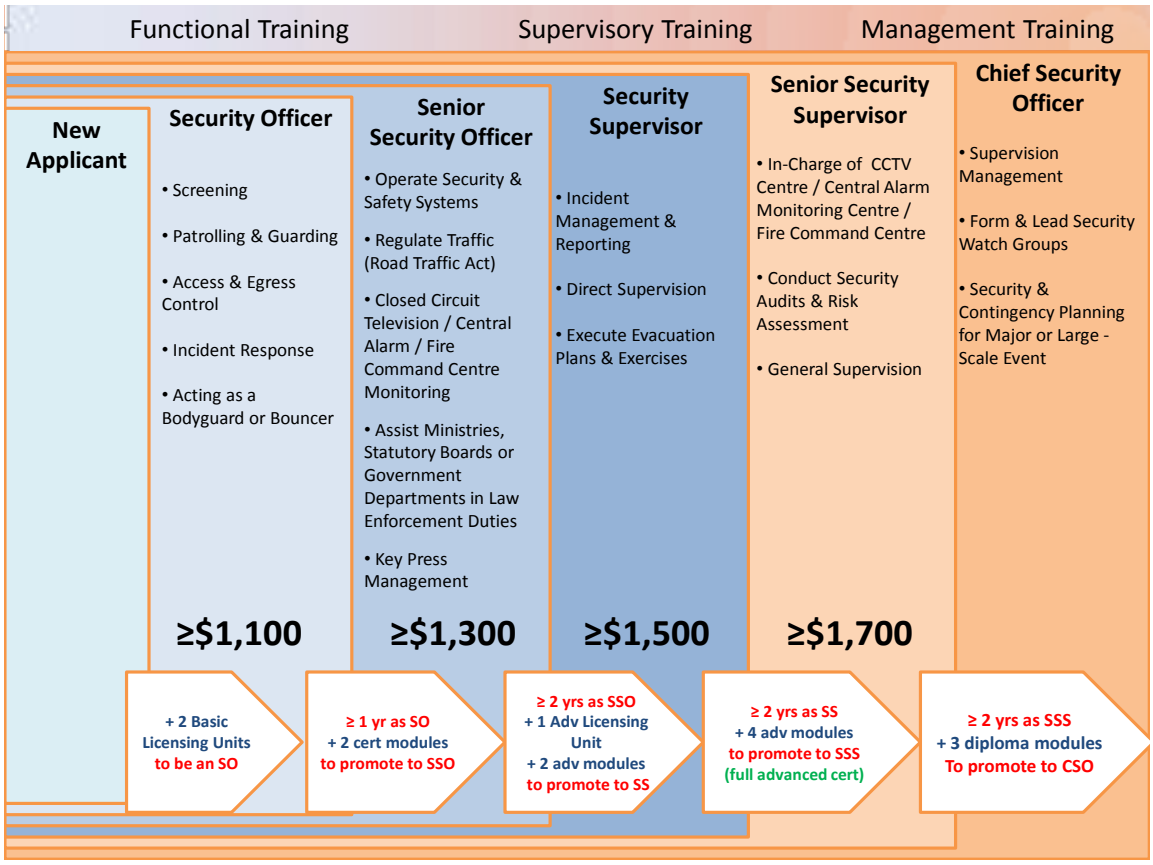
Job Functions for the Security Industry[1]



[1] For the Progressive Wage Model for the Security Industry. Last updated on 26 Feb 2016.

Security Officers

Functions	SO	SSO	SS	SSS	CSO
Screening[2] • Screening of people, property or vehicle [2]Same definition as Section 2 Private Security Industry Act Cap 250A.	●	●	●	●	●

Patrolling & Guarding[3]
• Patrol and clock routes
• Checking:
  • prevent entry/exit of unauthorized people, property or vehicle
  • entry/exit points are clear and secured
  • doors/windows/service lifts are secured
  • perimeter fences/walls/locks for wear & tear or forced entry
  • security system/equipment are working and not tampered with
  • signs of smoke or fire
• Guarding:
  • Guard premises/property
  • Preventing theft
  • Loss prevention (e.g. store detective)
  • Escort of cash or valuables in transit[4]
• Note and report irregularities
• Detain suspicious person or vehicle and await instructions
[3&4]Same definition as Section 13(a)(b) Private Security Industry Act Cap 250A.
	●	●	●	●	●

Access & Egress Control • Control entry & exit points • Conduct identity check and exchange passes • Authorize access to staff and visitors • Operate gates, door or barriers • Traffic control within client premise • Maintain access control records • Escort visitors	●	●	●	●	●

Incident Response
• Respond and report:
  • fire alarms & fire related incidents
  • crimes or public order incidents
  • suspicious event, persons, properties or vehicles
  • medical emergencies
  • bomb or terrorist threats
  • lift breakdown, power failure, burst water pipe/leaking or ruptured sprinklers
• Request for assistance within guarded premise by person suffering from injury, loss or damage of property
• Assist in evacuation
	●	●	●	●	●

Acting as a Bodyguard[5] **or Bouncer**[6] • Bodyguard	●	●	●	●	●

• Bouncer
  • Screen individuals seeking entry
  • Controlling or monitoring the behaviour of individuals
  • Removing individuals for behavioural reasons
[5]a person employed to guard an individual from bodily harm
[6]Same definition as Section 2 and 13(c) Private Security Industry Act Cap 250A.					

Senior Security Officers

Functions	SO	SSO	SS	SSS	CSO

Operate Security & Safety Systems
• Operate[7]
  • Central Alarm Monitoring System (CAMS)
  • Fire control system
  • Lift control system
  • Electronic carpark system
[7]"Operate" means to control the functioning of the listed security & safety systems.
		●	●	●	●

Regulating Traffic (Road Traffic Act) • Regulate traffic under Section 142B of Road Traffic Act		●	●	●	●
Closed Circuit Television (CCTV), CAMS, Fire Command Centre (FCC)[8] Monitoring • Full time[9] guarding through CCTV/CAMS/FCC monitoring • Maintain CCTV storage libraries • Preserve evidence [8]"FCC" has same definition as Fire Safety (Building Fire Safety) Regulation, i.e. a room within any premises which is specifically designated for the purpose of command and control of operations in the event of fire or other emergencies and fitted with the necessary equipment. [9]"Full time guarding" means that the officer is deployed to perform the listed duties on a full-time basis, e.g. to monitor CCTV/CAMS/FCC systems at a command centre .		●	●	●	●
Assist Ministries, Statutory Boards or Government Departments in Law Enforcement Duties[10] [10]"Duties" may include anti-littering, anti-smoking enforcements.		●	●	●	●
Key Press Management • [11]Exercise control over keys to areas defined as critical or sensitive by the client [11]An officer of at least SSO-level is required to control keys that are deemed critical or sensitive by client. SOs can control keys that are not deemed critical or sensitive by client.		●	●	●	●

Security Supervisors

Functions	SO	SSO	SS	SSS	CSO
Incident Management & Reporting • Supervise deployment at major/large-scale events[12] • Respond to and report incidents at major/large-scale events • Manage security incidents at major/large-scale events and report to relevant authorities [12]Refers to major national events (e.g. NDP, Parliamentary, Presidential Elections), large-scale international conventions (e.g. Shangri-la Dialogue, IMF/World Bank meeting, Singapore Airshow) or large-scale sporting events (e.g. F1 Night Race, Youth Olympic, SEA/Asian games). The examples cited are non-exhaustive and are meant to indicate the possible scale and complexity of major/large-scale events.			●	●	●
Direct[13] Supervision • Supervise & direct security personnel • Conduct team briefing & debrief [13]The supervisor gives specific instructions on all assignments. Work is reviewed for completeness and accuracy, or the employee performs tasks which provide inherent checks built into the nature of the work.			●	●	●
Execute Evacuation Plans & Exercises • Execute evacuation plans or exercises			●	●	●

Senior Security Supervisors

Functions	SO	SSO	SS	SSS	CSO
In Charge of[14] CCTV Centre[15] /CAMS[16] /FCC [14]"In charge of" refers to security personnel deployed in-situ having command or supervisory power over operations of the listed systems. [15]A central control room where video cameras are used to transmit signals onto a limited set of monitors [16]Same definition as Section 2 Private Security Industry (Central Alarm Monitoring Station Operator) Regulations 2009				●	●
Conduct Security Audits & Risk Assessment • Assess security risks & prepare mitigation measures • Plan, confirm and conduct security audits				●	●
General[17] Supervision • Plan, assess & review team performance • Train & assess subordinates • Develop individual training & competency roadmaps • Conduct After Action Reviews [17]The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments.				●	●

Chief Security Officers

Functions	SO	SSO	SS	SSS	CSO
Supervision Management • Maintain overall discipline & conduct of all security personnel • Cluster manpower planning, development & management • Conduct disciplinary inquiries & open file					●
Form & Lead Security Watch Groups • Conduct operational/situational trend analysis • Conduct crime/public order threat analysis • Collaborate with security stakeholders on security matters					●
Security & Contingency Planning for Major or Large-Scale Events • Security planning for events • Conduct contingency planning • Handle security emergencies					●