STANDARD OPERATING PROCEDURE

Security Guard Patrol SOP

Document no.	SOP-SEC-001
Revision	1.0
Owner	Security Manager
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure guards complete every assigned checkpoint on schedule, observe and log conditions accurately, and report anomalies promptly to the control room.

2. Scope

Applies to all foot and vehicle patrols conducted by security guards on the property, including interior rounds, perimeter checks and after-hours patrols.

Definitions

Checkpoint	A designated location on the patrol route that a guard must physically visit and log during a round.
Guard tour system	An electronic or manual system used to record the time and location a guard checks in at each checkpoint.
Patrol log	The written or electronic record of a completed patrol, including times, checkpoints and observations.

3. Responsibilities

Security Guard	Completes the patrol route, checks equipment before starting, logs observations and reports anomalies immediately.
Control Room Operator	Monitors guard tour check-ins, receives radio reports and dispatches additional guards to any anomaly.
Shift Supervisor	Reviews patrol logs, follows up on reported issues and adjusts patrol routes when needed.

RACI matrix

Activity	Security Guard	Control Room Operator	Shift Supervisor
Check patrol equipment before starting	R/A	I	I
Complete checkpoint rounds	R/A	I	I
Log observations at each checkpoint	R/A	C	I
Respond to a reported anomaly	R	A	C

Activity	Security Guard	Control Room Operator	Shift Supervisor
Review completed patrol logs	I	C	R/A

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Two-way radio
- Flashlight
- Guard tour scanner or mobile patrol app
- Patrol route map and checkpoint list
- Patrol log book or electronic logging system
- Master or access keys for assigned areas

Personal protective equipment

- Uniform and identification badge
- High-visibility vest for outdoor or vehicle patrols
- Weather-appropriate outerwear

5. Procedure

Step	Task	Owner	Done
5.1	**Review the patrol schedule** At the start of the shift, review the assigned patrol route, checkpoint list and any special instructions left by the previous shift or control room.	Security Guard	☐
5.2	**Check patrol equipment** Test the radio, flashlight and guard tour scanner before leaving the post, and confirm keys and access cards needed for the route are on hand. **Checkpoint:** The radio and guard tour scanner are both confirmed working before the guard leaves the post.	Security Guard	☐
5.3	**Begin the patrol route** Walk or drive the assigned route in the planned order, visiting each checkpoint at the interval set by the patrol schedule.	Security Guard	☐
5.4	**Scan or log each checkpoint** At each checkpoint, scan the guard tour tag or manually log the time and location, so the round can be verified afterward.	Security Guard	☐
5.5	**Inspect doors, windows and fences** Check that doors, windows and fence lines along the route are secure and undamaged, and note any sign of forced entry or tampering.	Security Guard	☐
5.6	**Check fire exits and extinguishers** Confirm fire exits are unlocked from the inside and unobstructed, and that visible extinguishers are in place and not damaged or missing.	Security Guard	☐
5.7	**Observe for suspicious activity** Watch for unfamiliar people, vehicles or activity along the route, and note descriptions, locations and times for anything unusual.	Security Guard	☐

Step	Task	Owner	Done
5.8	**Report anomalies immediately** Radio the control room right away if a door is forced, an alarm is heard, or a person or vehicle looks suspicious, giving your location and a clear description. **Warning:** Do not approach or confront an intruder alone. Report the location and description and wait for instructions.	Security Guard	☐
5.9	**Respond to alarms during the patrol** If an alarm is triggered while on patrol, proceed to the alarm zone following the alarm response procedure and coordinate with the control room operator.	Security Guard	☐
5.10	**Complete the patrol log** At the end of the round, complete the patrol log with the time finished, checkpoints visited and any observations, even if nothing unusual occurred. **Checkpoint:** Every checkpoint on the route shows a logged visit before the round is marked complete.	Security Guard	☐
5.11	**Hand over the log at shift end** Pass the completed patrol log to the incoming guard or shift supervisor at shift change, along with a verbal summary of anything noteworthy.	Security Guard	☐
5.12	**Follow up on reported issues** Review reported anomalies from the shift's patrol logs and confirm each one was closed out or escalated appropriately.	Shift Supervisor	☐

6. Quality checks

- Every checkpoint on the route shows a logged visit for each scheduled round.
- Anomalies reported during patrol have a documented response and outcome.
- Patrol logs are completed and handed over at every shift change.
- Missed checkpoints are followed up with the guard the same shift.

7. Records

- Patrol logs and guard tour system reports
- Anomaly and incident notes from patrols
- Shift handover notes

8. KPIs

- Percentage of scheduled checkpoints completed on time
- Number of anomalies detected and reported during patrols
- Average time to respond to a reported anomaly

9. Common mistakes

- Skipping a checkpoint and logging it anyway to save time.
- Approaching a suspicious person alone instead of reporting and waiting for backup.
- Not logging routine observations because nothing unusual happened.
- Forgetting to test the radio and scanner before leaving the post.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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