	<b>RESOURCE LIBRARY – SECURITY Patrols</b>	<b>CODE:</b> 03.19.013
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### **POLICY STATEMENT/政策声明**

It is a daily routine patrolling for a Safety & Security Officer on duty which is also regarded as “PREVENTIVE SECURITY”.

被称为“安全防范”的每日常规巡逻是当值保安员的日常工作之一。

### **PURPOSE/目的**

To secure the perimeter defense of the hotel and its numerous stores, cold rooms and outlets, guest floors, offices and car park basement.

保护酒店范围及其内的众多仓库、冷库、餐厅、客房楼层、办公室及地下停车场的安全。

### **PROCEDURES/程序**

1. To be effective and to achieve the objectives of prevention, a patrol officer must constantly take an active interest in everything occurring in his “beat” (area of patrol). He must also have an alert mind, and keep a sharp look out for anything unusual or suspicious and make a habit of asking questions. Checking and cross checking to satisfy him self that all is well. Unless he takes the trouble to do so, he will find that problems will take place under his nose without him being aware of them. In checking of the hotel staff, patrol officer must remember “NEVER TO DO SO IN THE PRESENCE OF HOTEL GUEST OR PATRONS”.

为了做好酒店的安全防范工作，巡逻保安员必须注意其巡逻范围内发生的任何事情，同时，他还要具有机警的头脑，保持对不寻常事件或可疑事件的敏锐的观察力，并养成问问题的习惯。检查并反复检查，直到自己满意。带着问题去检查，如果不这样，有些总是尽管就发生在你的身边，而你却意识不到。巡逻保安员在酒店内检查时必须记住“不要在酒店客人或用餐客人面前这样做”。

2. A patrol officer has the following duties and responsibility to carry in the course of his patrol:-  
巡逻保安员在巡逻过程中要履行以下职责：

- a) Maintaining peace and order in his area of patrol, which mean that if he sees a quarrel or any breach of peace, he must do something about in order to restore peace and in good order. If he sees a crime being committed, he must act to apprehend the offender.


保持巡逻区域的安静与秩序，这意味着当巡逻保安员看到吵架或其他不安定情况时，他必须采取一定的行动以控制事态发展并恢复其秩序；如果看到有人作案，他必须对作案者做出反应。

- b) Rendering assistance to guests, patrons and visitors as needed.

在必要的时候巡逻保安员应向住店客人，就餐客人及访客提供帮助。

- c) Checking door, locks, opening etc to ensure that areas which are meant to be secured. For this purpose, checklist identifying the places to be checked will be prepared and issued to patrol officers. 检查门、锁，通道等此区域被监管，保证检查到的区域都安全。为了做好此项工作，将准备好的巡逻检查表提前发给巡逻保安员。

- d) Detain anyone found tampering with locked doors unless he/ she can establish his/ her benefits. 制止任何人损坏已上锁的门，除非他/她能证明那样对他/她非常有利。

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- e) Check on fire fighting equipment patrolling to ensure they have been maintained. Any defects or malfunctions should be immediately reported to the Assistant Safety & Security Manager or Safety & Security Manager.

在巡逻中检查消防设备，确保其已被维护并能正常工作。如发现任何故障要立即报告保安副经理或保安经理。

- f) Check all escape routes to ensure that they are not obstructed.

检查所有安全出口，确保畅通无阻。

- g) Be on the look out for smoke or outbreak of fire and raise the alarm immediately. Meanwhile there must be an attempt to fight the fire.

留神烟雾及明火的蔓延，如有紧急情况应立即报警，同时，应尽力采取行动控制火情。

- h) Be a member of the fire fighting team when directed.

按要求做消防队员。

- i) Enforcing House Rules and Regulations in the area of his patrol.

在巡逻区域执行店内的规章制度。

3. To maximize effective coverage of patrol area, CLOCKING POINTS are located at strategic place to provide patrolmen with a guide to the areas they to cover. A patrolling officer passing any of this point is required to “clock-in” as the clocking tape which will capture every visit to clocking points.

尽可能地增大有效巡逻的区域，门磁点都安装在关键性的地方，引导巡逻人员去巡逻。巡逻保安员要在他所经过的每一个点上打一下，巡逻棒将会记录下他所到的每一个地方

4. The duty Safety & Security Manager to monitor the progress of patrol as receiving regularly, especially if they are patrolling alone. Appropriate action upon him receiving a report of damages, neglect, faults, crime and incident to be further immediately.

值班保安经理定期监控巡逻过程，特别是一个人巡逻时。适当的处理巡逻保安员报告的损坏、漏做、故障、犯罪行为 and 突发事件，立即做进一步的处理。