



Working as a Security Officer

Specimen Examination Paper

The specimen examination questions contained in this specimen examination paper are representative of the type of questions used to assess candidates taking the Working as a Security Officer examination.

Candidates are assessed by a 40 question, 60 minute, multiple choice examination. Candidates have to answer 28 questions correctly to pass.

The answers to each of these questions are shown on the last page.

Specimen Questions

- 1 One of the **most** important responsibilities of a security guard is to:
 - A Provide back up to the emergency services
 - B Detect crimes and report them to the police
 - C Control access to and egress from a premises
 - D Protect people, property and premises

- 2 The **best** description of assignment instructions is a:
 - A Detailed record of all operational procedures for a particular organisation
 - B Reference manual needed for security officers to carry out their duties effectively
 - C Record of all health and safety risk assessments carried out over the previous year
 - D Contract between the security officers and the company which employs them

- 3 Which of these is a piece of personal protective equipment (PPE) that might be used by security officers?
 - A Wet weather clothing
 - B Communication equipment
 - C Incident book
 - D Swipe card

- 4 Which of these statements regarding confidential information is **true**?
 - A It can be discussed with colleagues, close friends and family
 - B It is safe to disclose such information to unauthorised personnel
 - C It is unlikely that a security officer would hold any confidential information
 - D Unauthorised disclosure of confidential information can have serious consequences

- 5 The **main** purpose of a control room is to:
 - A Meet health and safety requirements
 - B Provide a rest area for security officers
 - C Be the nerve centre of a security operation
 - D Co-ordinate shift rotas and staff salary payments

- 6 Which of these is **not** a recognised type of patrol?
 - A Initial
 - B Specific
 - C Subsequent
 - D Occasional

Working as a Security Officer

- 7 Before starting a patrol, a security officer should:
- A Read the accident book to see what happened on the previous shift
 - B Inform the control room that they are about to start patrolling
 - C Check off all visitor passes against records in the visitor log
 - D Discuss the appropriate number of patrols for the shift with colleagues
- 8 What is the **first** priority of security officers when they are carrying out a patrol?
- A The preservation of the health and safety of others
 - B The prevention of loss and damage
 - C The preservation of their own health and safety
 - D The preservation of the integrity of the site
- 9 Which of these **must** a security officer carry with them when they are patrolling?
- A Handcuffs
 - B The incident book
 - C A map of the site
 - D A pocket notebook
- 10 What is the **main** reason that it is important for security officers to be vigilant when patrolling?
- A It will reduce the number of patrols to be carried out on each shift
 - B It will enable them to carry out their patrols safely and effectively
 - C It will increase the job satisfaction experienced by officers
 - D It will enable the security company to charge higher prices for their services
- 11 One of the **main** benefits of access control is that it:
- A Improves employee and contractor timekeeping
 - B Ensures the site is compliant with health and safety legislation
 - C Reduces the risk of criminal activity on the premises
 - D Provides a permanent record of visitors to the site
- 12 What is the **main** responsibility of security officers in relation to temporary passes?
- A To ensure that all passes are signed out and returned on exit
 - B To only issue passes to anyone coming to the site for the first time
 - C To prepare all passes in advance to make site access more efficient
 - D To only write in upper case letters to make the passes legible
- 13 Which statement regarding representatives from statutory agencies is **true**?
- A They are not required to show any identification when entering the site
 - B They can only take statements once they have permission from management
 - C They can cordon off or close down any or all areas of the premises
 - D They are required to have a warrant before they can enter a premises

Working as a Security Officer

- 14 If a site operates a policy to search visitors, it is a **minimum** requirement that:
- A Every visitor is searched to ensure the policy is seen to be fair
 - B Visitors are provided with full details of what a search may involve
 - C A notice is displayed informing visitors of this policy
 - D A letter is sent to visitors in advance of their visit outlining the policy
- 15 Which of these defines a **random** search?
- A People to be searched are selected using an agreed system
 - B Everyone entering the premises is searched as a matter of course
 - C Areas identified as possible hiding places are routinely searched
 - D Only a particular person or group of people are searched
- 16 Which statement about searching is **true**?
- A If a person refuses to empty their bags or their pockets, a security officer has the right to remove all items contained within them
 - B A security officer should never put their hand into pockets, bags, wallets or purses belonging to another person
 - C It is perfectly acceptable for a security officer to remove items from a bag or pocket if the owner has given permission
 - D A security officer can search the pockets and bags of another person without permission as long as the search is witnessed
- 17 If anyone refuses to be searched on arrival at a site, the security officer should:
- A Arrest the person and call the police
 - B Allow entry to the site but make a note of the refusal
 - C Confiscate their property and call a manager to assist them
 - D Refuse the person entry to the site but do not detain them
- 18 Which of these does **not** need to be recorded in search documentation?
- A The signature of the person being searched
 - B The date and time that the search was carried out
 - C The name of the person being searched
 - D The value of any items found during the search
- 19 What is the **first** action a security officer should take if potentially unauthorised property is found during a search?
- A Confiscate the property and refuse the person access to the site
 - B Return the property and ask the person to dispose of it off-site
 - C Ask the person to justify why they are in possession of the property
 - D Allow the person to keep the property but report the incident to the police

Working as a Security Officer

- 20 Which of these is **not** a main function of an electronic security system?
- A Detecting changes of state
 - B Controlling the monitoring of the change of state
 - C Making the system take action in response to the change of state
 - D Detaining any persons responsible for causing the change of state
- 21 Which of these statements about access control systems is **false**?
- A They rely on authorised persons inputting something they know such as a PIN or password
 - B They rely entirely on human intervention, in the form of a security officer checking identification
 - C They require authorised persons to have a means of access such as a swipe card or key fob
 - D They use the biometric data of authorised persons, such as finger prints, to allow access
- 22 What does a **red** light on a fire alarm panel indicate?
- A The next patrol must investigate the cause of the incident
 - B An alarm has been activated and must be responded to accordingly
 - C There is a fault with either the panel or the electricity supply which requires attention
 - D The site is due for a fire inspection and arrangements need to be made immediately
- 23 What should a security officer do **first** in the event of an alarm being activated?
- A Organise an evacuation of the site to minimise the risk to health and safety
 - B Call the emergency services to site so that they are on hand if the incident is serious
 - C Inspect the control panel to identify the location and nature of the incident
 - D Do nothing until the duty manager confirms that it is not a false alarm
- 24 Which of these is the **best** definition of a false alarm?
- A An alarm raised by a member of the general public
 - B An alarm that must be ignored by security officers
 - C An alarm that can only be dealt with by emergency services
 - D An alarm that causes an unnecessary response
- 25 Assault is an offence under:
- A Civil law
 - B Contract law
 - C Tort law
 - D Criminal law

Working as a Security Officer

- 26 Which of these statements about the offence of trespass is **true**?
- A It is an offence under criminal law but only the police can arrest a trespasser
 - B Anyone found trespassing should be arrested immediately and handed to the police
 - C It is an offence under civil law and a security officer cannot arrest a trespasser
 - D It is an offence under contract law and trespassers will always be prosecuted
- 27 If a security officer is required to carry out an arrest, they **must** provide the individual who they are arresting with:
- A A reason for the arrest
 - B Details of their statutory rights
 - C Information about where they will be detained
 - D Access to a telephone to call a solicitor
- 28 The use of force might be judged **not** to be reasonable when it is used to:
- A Protect yourself or others
 - B Prevent a crime
 - C Undertake a search
 - D Carry out an arrest
- 29 What is hearsay?
- A Evidence that does not point to a conclusion
 - B A statement from a witness of what they saw and heard
 - C Photographs of property and photocopies of documents
 - D What another person has heard a witness say
- 30 What actions should be taken to preserve evidence at a crime scene?
- A Clean away any debris to make the crime scene easier to investigate
 - B Make notes of anything that has been moved, removed or left behind
 - C Collect up all items at the scene and store them in numbered evidence bags
 - D Enter the building or room to ensure that the criminals have left the scene
- 31 When should an incident which has resulted in an arrest taking place be reported to the police?
- A Immediately so that the detainee can be handed over
 - B After a statement has been taken from the person
 - C Once the security officer has written up their notes
 - D Only after site management have been briefed on events
- 32 Which document should a security officer complete to record **brief** details of any occurrences or activities on site?
- A The patrol log
 - B The duty sheet
 - C The site log book
 - D The search register

Working as a Security Officer

- 33 One of the **main** reasons why it is important to ensure that incident reports are completed properly is that they:
- A Allow everyone involved in any incident to agree on exactly what took place
 - B Stop any third parties involved in an incident from taking legal action
 - C Will prevent anyone putting forward a different view of any incidents
 - D Provide permanent records of any incidents that take place
- 34 Which statement regarding incident reports is **true**?
- A The home addresses of all those involved in the incident must be recorded
 - B The report can be completed by another officer who was not directly involved in the incident
 - C The person completing the report must ensure that it is signed and dated at the end
 - D The completion of an incident report must be witnessed by at least one other security officer
- 35 What should a security officer do if they need to make a correction in their pocket note book?
- A Tear out the page which needs correcting and rewrite it
 - B Put a single line through the error and initial the alteration
 - C Use correction fluid to erase the mistake and overwrite on top
 - D Write the correction on a new piece of paper and stick this in the notebook
- 36 What is the **main** reason that it is important to carry out a hand-over between shifts?
- A To ensure that the incoming security officers are properly briefed and equipped to maintain security
 - B To enable any property seized during the previous shift to be properly logged and disposed of
 - C To accurately record details of any security officers who are late arriving for their shift
 - D To allow the outgoing shift to pass on all incomplete reports and documentation to their incoming colleagues
- 37 What is the correct phonetic alphabet for the letters PFT?
- A Papa, Foxtrot, Tango
 - B Popper, Fandango, Tarantella
 - C Peter, Flamingo, Tarantula
 - D Pita, Flamenco, Tangent
- 38 One of the principles of the Data Protection Act 1998 is that all data **must** be:
- A Only processed manually
 - B Kept for at least 5 years
 - C As detailed as possible
 - D Accurate and up to date

Working as a Security Officer

39 Which of these is **not** a right under the Human Rights Act 1998?

- A The right to respect for private and family life
- B Prohibition on discrimination
- C The right to a fair trial
- D Freedom from arrest

40 What is the **main** reason that it is important for security officers to continually observe and monitor anyone who has been arrested?

- A To encourage the arrested person to make a full confession before the police arrive
- B To stop others from committing offences for which they could be arrested
- C To ensure that the person does not pose a risk to themselves or anybody else
- D To make the arrested person fully appreciate the serious trouble they are in

Working as a Security Officer

Answers

Q	Answer	Assessment Criteria	
1	D	1.1	Identify the main responsibilities of a security officer
2	B	1.2	Identify the purposes of assignment instructions
3	A	1.3	List items of equipment needed when on duty
4	D	1.4	Explain the term “confidentiality” within the context of a security officer’s responsibilities
5	C	1.5	Identify the purposes of control rooms
6	D	2.1	Identify the types and purposes of different patrols
7	B	2.2	Identify actions that should be taken before starting a patrol
8	C	2.3	Describe patrolling procedures and techniques
9	D	2.4	State the equipment required for patrolling
10	B	2.5	Explain the importance of vigilance and using local
11	C	3.1	Identify the purposes of access and egress control
12	A	3.2	Identify duties of a security officer when using different methods of access and egress control
13	C	3.3	State the powers and identification requirements of statutory agencies
14	C	4.1	List the conditions that have to be in place before searching can be carried out
15	A	4.2	Identify the different types of search
16	B	4.3	State the correct procedures for carrying out personal and vehicle searches
17	D	4.4	State actions to be taken in the event of a refusal to be searched
18	D	4.5	State the information to be recorded in search documentation
19	C	4.6	State the action to be taken when property is found during a search
20	D	5.1	Identify the types and main purposes of security and monitoring technology
21	B	5.2	Identify the main features of security, monitoring and emergency systems
22	B	5.3	Identify alarm system operator controls and indicators
23	C	5.4	List actions to be taken in response to alarm activations
24	D	5.5	State the meaning of the term “false alarm”
25	D	6.1	Identify relevant legislation
26	C	6.2	State the correct procedure to be used when dealing with a trespasser
27	A	6.3	Identify arrest procedures
28	C	6.4	Identify what is meant by the reasonable use of force
29	D	6.5	List the different types of evidence
30	B	6.6	State the actions to be taken when preserving evidence
31	A	6.7	Identify reporting procedures following a crime
32	C	7.1	List the different types of records relevant to the role of a security officer
33	D	7.3	State the importance of an incident report

Working as a Security Officer

34	C	7.4	Identify the information to be recorded in an incident report
35	B	7.5	Identify the do's and don'ts of keeping a notebook
36	A	7.6	Identify the content and importance of a hand-over
37	A	7.7	Use the NATO phonetic alphabet
38	D	6.1a	Identify relevant legislation
39	D	6.1b	Identify relevant legislation
40	C	6.3	Identify arrest procedures