

Victoria Police Manual – Procedures and Guidelines

Site security plans

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Physical security

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Requirement to have a site security plan

- As required by VPMP Physical security, Department Heads must ensure that each work site has a site security plan. For these purposes, a 'work site' is determined by the common security requirements that apply to the location. For example, a police station, police complex, or unit/division/floor within a police complex may be considered a work site, depending on what common security requirements apply.
- Department Heads may delegate responsibility for preparing the site security plan to the highest ranking manager of the work site.
- Site security plans should be marked 'For Official Use Only' as a minimum, and handled accordingly; see **VPMP Information use, handling and storage**.

- Site security plans may inform workplace reviews, including annual work area security risk reviews and protective security risk reviews, where applicable.

2. Content of site security plans

- Information entered into the site security plan should be as detailed and comprehensive as possible, and should address:
 - site details
 - site description
 - site risk review
 - access control
 - restricted /secure areas
 - guarding
 - monitoring
 - visitor access
 - information security
 - communication security
 - telecommunications.
- Further details including a template for site security plans is available on the intranet on the IMSSD page.

Further Advice and Information

For further advice and assistance regarding these Guidelines, contact the Agency Security Adviser

Update history

Date of first issue	22/2/10	
Date updated	Summary of change	Force File number
5/11/2012	Relocation of site security plan template to intranet.	074929
18/11/13	References to redundant instruments following IMSSD review have been updated with corresponding new instruments.	069562/11