

## **SECTION 4 - ADDITIONAL LICENSING CONDITIONS FOR SECURITY TRANSPORTATION**

### ***Part I: For security transportation involving cash and/or valuables of any value***

#### **Conditions relating to Standard Operating Procedure ("SOP")**

1. Before starting any security transportation assignment, the licensee shall develop a SOP to cover all relevant operational aspects of the deployment, including:
2.
  - a. The individual roles of deployed security personnel, that is, Security Officers ("SO") and/or Auxiliary Police Officers ("APO");
  - b. The actions that are to be taken in the event that the vehicle used for security transportation ("the security transportation vehicle") is involved in an accident or breakdown;
  - c. Plans for an alternate transportation route;
  - d. The documentation to be completed by deployed security personnel;
  - e. The actions that are to be taken in the event that the security transportation vehicle is being/has been hijacked or broken into;
  - f. The actions that are to be taken in the event that any cash and/or valuables in custody during transportation are lost; and
  - g. Such other operational aspects as the Licensing Officer may specify.
3. If the licensee engages an Auxiliary Police Force ("APF") to provide APOs, he shall develop the SOP together with the APF.
4. The licensee shall ensure that all security personnel deployed for such duties are familiar with the SOP.
5. The licensee shall review the SOP at least once annually.
6. The licensee shall establish a command centre or operations room with a system capable of tracking all security transportation vehicles in real-time as well as trained personnel to operate this system.
7. In these conditions, the term "security officer" has the same meaning as that in the Private Security Industry Act, the terms "Auxiliary Police Officer" and "Auxiliary Police Force" have the same meaning as that in the Police Force Act 2004, and the term "security transportation" has the same meaning as that in the Private Security Industry (Private Investigation and Security Agencies) Regulations 2009. The term "hijack" will, in addition to its ordinary meaning, include a situation of a vehicle being driven away, removed, or towed away by an unauthorised person.

#### **Conditions relating to Operational Requirements**

7. Before starting any security transportation assignment, the licensee shall conduct a security risk survey for each transportation route, including alternate routes and routes where the cash and/or valuables will be carried on foot. This security survey shall identify points of vulnerability to hijacking and/or theft. The licensee shall review all such routes at least once annually.

8. The licensee shall ensure that all security personnel are equipped with communications equipment that is capable of sending out a distress alarm to the command centre or operations room.
9. Unless otherwise exempted by the Licencing Officer, the licensee shall only deploy a licensed Security Officer for security transportation if the Security Officer has successfully completed the Workforce Skills Qualifications course: "Perform Cash and/or Valuable Escort".
10. The licensee shall immediately make a Police report in the event that any cash and/or valuables in custody during transportation are lost.
11. The licensee shall ensure that the doors and windows of any security transportation vehicle are secured at all times when there is cash and/or valuables in the vehicle.
12. The licensee shall ensure that all cash and/or valuables are carried or stored in tamper-proof security containers or security-sealed bags. The term "tamper-proof" here means that any unauthorised access to the security containers or security-sealed bags shall be evident.

Conditions relating to Security Transportation Vehicles

13. The licensee shall ensure that all security transportation vehicles comply with the following requirements:
  - a. All vehicles must be equipped with an anti-theft alarm system;
  - b. All tyres on all vehicles must be either puncture proof or capable of running while flat;
  - c. All vehicles must have windscreens and glass windows that are protected by a layer of wire mesh and/or other smash resistant material; and
  - d. All vehicles must be equipped with Closed Circuit Television ("CCTV") cameras that adequately cover all doors and access points.

***Part II: Additional conditions for security transportation involving cash and/or valuables of a value exceeding S\$250,000***

14. For the security transportation of cash and/or valuables of a value exceeding S\$250,000, the licensee shall comply with all the conditions in this Part and Part I above.
15. The licensee shall deploy at least two armed APOs to protect cash and/or valuables when it is being transported on foot from point to point.
16. The licensee shall deploy at least one armed APO to guard the security transportation vehicle.
17. The requirement in paragraph 16 above does not apply if the licensee has put in place such protective measures in respect of the security transportation vehicle as the Licensing Officer may approve or the following measures:
  - a. Measures to protect the vehicle from hijacking:
    - i. The vehicle must be immobilised once the engine is switched off;

- ii. A unique authentication code (*e.g.* a password or personal identification number) which can only be provided by the command centre or operations room shall be required in addition to the vehicle key to start the vehicle;
  - iii. The unique authentication code shall be generated for each vehicle and it shall only be valid for each shift;
  - iv. Any unauthorised movement of the vehicle shall trigger a security alert to the command centre or operations room;
  - v. The command centre or operations room shall have the means to immobilise the vehicle remotely;
  - vi. The command centre or operations room shall be capable of activating and receiving live footage from the vehicle's CCTV cameras; and
  - vii. The command centre or operations room shall be able to track the location of the vehicle in real time;
  - viii. The command centre or operations room must be able to arrange for armed APOs to intercept the vehicle.
- b. Measures to prevent the vehicle from being broken into:
- i. The vehicle must be fitted with sensors such that any attack on the vehicle (*e.g.* prying, hammering, or use of blow torch) will trigger a security alert to the command centre or operations room; and
  - ii. The vehicle shall be fortified such that it is able to withstand any attack (*e.g.* prying, hammering, use of blow torch or a combination of such means) for at least 30 minutes.

**Issued by Licensing Officer**  
**Police Licensing & Regulatory Department**  
**Dated: 12 Jul 2023**