



Standard Operating Procedure

Procedure #: 13.35
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Supersedes: N/A
Approved BY:

TAB: CORPORATE SECURITY STAFF

SUBJECT: ARREST POLICY

- If an individual is or is believed to be a minor, officers shall follow the procedure set out for Youth Offenders and notify the parent /legal guardian of the arrest.
- Individuals under arrest shall only be released to the custody of the police.
- If an individual is placed under arrest he should be monitored closely at all times by the officer(s). Under no circumstance should an arrested person be left unattended.
- Officer safety and the safety of all are of paramount importance and when it's safe to do so a cursory search of the individual should be made, for weapons or means of escape.
- Inform the police immediately. Notify Shift Supervisor/Security Control Room and relevant personnel as stipulated in the Security Notification Protocol.
- Officers shall ensure that all arrests are reasonable, lawful and justified.
- Officers who carry out an arrest shall document the incident in a Special Occurrence Report.
- Officers shall also document in their report, whether the person was taken away by the police, if they were released or escorted off the property.
- Officers shall not state whether the individual was charged by police, such details shall be noted in the officer's memo book.