SCP FOUNDATION
FOUNDATION ARCHIVE

FOUNDATION HANDBOOK SEC
LEVEL 1, RESTRICTED

Security Department Handbook

The Security Department keeps personnel, anomalies and the site safe from each other. It holds the checkpoints, escorts personnel, manages Class-D personnel and leads the first response to a breach.

DOCUMENT	**FOUNDATION HANDBOOK SEC**	CLASSIFICATION	**LEVEL 1, RESTRICTED**
APPLIES TO	**ALL MEMBERS OF THE SECURITY DEPARTMENT**	KIND	**IN CHARACTER**
REVISION	**2**	ISSUED	**[redacted]**

1. Ranks

RANK	CLEARANCE	ROLE
Guard	Level 1	Stands checkpoints and posts; escorts Class-D personnel
Officer	Level 2	Leads escorts and patrols; secures tests and interviews
Sergeant	Level 3	Commands a shift; first responder to alarms
Security Chief	Level 4	Site lead; second in site command
Head of Security	Site-01 Level 4	Federal head, appointed by the O5 Council; also heads the Class-D Programme

The Clearance column is the Site Clearance a rank usually holds at the member's posting. It is granted by that site's Director and does not carry to other sites or to Site-01 (Directive 001).

2. Duties

1. Hold checkpoints and admit only those whose clearance allows.
2. Escort Class-D personnel and visitors everywhere outside their assigned areas.
3. Secure every test and interview the Scientific Department runs.
4. Respond first to every alarm and hold the line until the Mobile Task Forces arrive.

3. Checkpoints

1. Check every person's clearance before they pass. No clearance, no entry, whatever the rank they claim.
2. Log every passage into Heavy Containment and the Command Level.

3. Report anyone who tries to pass without clearance to the shift Sergeant.

4. Escorts

1. Class-D personnel leave the D-Block only with at least one Guard per two Class-D.
2. Escorts follow the route to the test chamber and back; they do not stop on the way.
3. An escort that loses sight of a Class-D member raises a Yellow alarm.

5. Lockdown and breach response

1. On a Yellow alarm, the shift Sergeant sends Officers to the zone and stops movement into it.
2. On Orange, Security seals the zone, evacuates non-essential personnel and holds the doors.
3. On Red, Security follows the Site-02 Charter: all posts manned, the site locked down, MTF given right of way.
4. Use the least force the situation needs. Personnel are protected first, then containment.

6. What the department writes

Incident reports (by the senior member present), interview logs when Security conducts them, and posts. Reviews and approvals follow Foundation Directive 003.

7. Joining

Apply on Form A-01. A Sergeant reviews the application and runs an induction: checkpoint drill, escort route and alarm conditions. You start as a Guard.

Revisions

REVISION	DATE	CHANGE
0	[redacted]	[redacted].
1	[redacted]	[redacted] is [redacted] at the [redacted] ([redacted]).
2	[redacted]	[redacted]: [redacted] at [redacted], [redacted] by the [redacted] ([redacted]).

Foundation Handbook SEC. Security Department Handbook, revision 2. The official text is held in the SCP Metaverse repository; printed copies are uncontrolled.