



# GLOBAL STAR SECURITY SERVICES

YOUR SHIELD OF SECURITY

## DETENTION PROCEDURE POLICY

### POLICIES & PROCEDURES

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## 1. PREAMBLE

As a licensed and law-abiding private security company operating under the legal framework of the Afghanistan government, Global Star Security Services Company (GSS) is committed to upholding the highest standards of professionalism, legal compliance, and respect for human rights. GSS recognizes that in certain limited and urgent situations, it may become necessary to temporarily detain individuals to prevent harm, protect property, or ensure public safety.

This Detention Procedure Policy provides clear guidelines to ensure that any such actions are conducted strictly within the bounds of Afghan law, client protocols, and the principles outlined in the International Code of Conduct for Private Security Providers (ICoCA). The policy emphasizes the use of restraint only when absolutely necessary, the humane treatment of all individuals, and the immediate notification and coordination with relevant authorities.

The aim of this policy is to protect the rights of individuals, reduce the risk of misuse of authority, and ensure that all GSS personnel understand their responsibilities and limitations when engaging in detention-related situations.

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## 2. PURPOSE

The purpose of this policy is to establish clear, lawful, and ethical procedures for the temporary detention of individuals by GSS personnel during the execution of security duties. GSS strictly complies with the laws of the Islamic Emirate of Afghanistan, the International Code of Conduct (ICoCA), and applicable international human rights and humanitarian law.

GSS does not operate detention centres, nor does it exercise any form of long-term or punitive detention. Temporary detention is permitted only under specific conditions and in response to imminent threats or criminal acts within areas of GSS responsibility.

To ensure that any temporary detention carried out by GSS personnel is lawful, necessary, and respectful of human rights:



- Prevent unlawful or arbitrary detention.
- Define clear procedures for lawful, short-term detention.
- Ensure timely reporting and handover to Afghan authorities.
- Promote accountability and humane treatment of all individuals.

### 3. AIM

The primary aim of these detention procedure policies is **to manage and regulate the process of detaining individuals while upholding their human rights and ensuring a safe and humane environment**. These policies aim to balance the need for detention with the fundamental rights of detainees, ensuring that detention is used as a last resort and that conditions are appropriate and respectful.

#### Here's a more detailed breakdown of the aims:

- **Protecting fundamental rights:**

Detention policies should ensure that detainees' rights are respected, including their right to humane treatment, access to legal counsel, and communication with family.

- **Ensuring safety and security:**

Policies aim to maintain a safe and secure environment for both detainees and staff, preventing violence, escapes, and other security breaches.

- **Promoting rehabilitation and reintegration:**

In some cases, detention policies may also incorporate elements aimed at rehabilitation and preparing individuals for their eventual release and reintegration into society.

- **Providing adequate living conditions:**

Policies should outline minimum standards for accommodation, food, hygiene, and healthcare within detention facilities, ensuring a humane living environment.

- **Preventing arbitrary detention:**



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Policies should clarify the grounds for detention and the procedures for review, aiming to prevent arbitrary or prolonged detention.

- **Promoting accountability:**

Detention policies should establish clear lines of responsibility and accountability for the management of detention facilities and the treatment of detainees.

- **Encouraging alternatives to detention:**

Policies should explore and prioritize alternatives to detention, such as community-based supervision, whenever appropriate and feasible.

- **Monitoring and oversight:**

Regular monitoring and oversight mechanisms are crucial to ensure compliance with detention policies and to identify and address any human rights violations.

- **Providing training and guidance:**

Detention policies should be accompanied by training programs for staff to ensure they understand their roles and responsibilities and can implement the policies effectively.

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## 4. SCOPE

This policy applies to all GSS security personnel who may, in the course of duty, be required to **briefly detain or restrain individuals** posing immediate threats to life, property, or public safety.

- All GSS personnel, including armed guards, supervisors, and mobile response teams.
- All GSS project sites, checkpoints, compounds, and client-designated areas.
- All interactions with individuals detained or temporarily restrained by GSS under authorized circumstances.



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## 5. POLICY STATEMENT

Global Star Security Services Company (GSS) maintains a strict policy governing the temporary detention of individuals to ensure that any such actions are lawful, necessary, proportionate, and respectful of human dignity. As a licensed private security company operating under the laws of the Afghanistan government, GSS personnel are not authorized to arrest individuals but may conduct temporary detentions under specific and limited circumstances, such as preventing immediate harm, responding to a criminal act in progress, or securing a threat pending the arrival of lawful authorities.

This policy prohibits arbitrary or excessive use of force, unlawful restraint, or the mistreatment of any person in custody. All GSS personnel involved in a detention incident must act with professionalism, report the event promptly, and follow all required documentation and handover procedures.

Compliance with this policy is mandatory for all GSS staff and contractors. Any breach will be subject to disciplinary action, up to and including termination and legal referral. GSS is committed to ensuring that all detentions are conducted in line with national law, client requirements, and the standards outlined in the International Code of Conduct for Private Security Providers (ICoCA).

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## 6. DEFINITION

The following definitions are provided to support clarity and consistency in the interpretation and implementation of this policy:

**Detention:** The temporary restraint or restriction of an individual's movement by GSS personnel to prevent harm, criminal activity, or security breaches, pending transfer to the appropriate legal authority.

**Detainee:** Any person who has been temporarily apprehended or restrained by GSS personnel in accordance with this policy.

**Lawful Authority:** A government body or official recognized under the laws of the Islamic Emirate of Afghanistan (e.g., police or judicial authorities) with the legal power to arrest, investigate, or prosecute.



**Reasonable Grounds:** Objective and justifiable reasons, based on facts or immediate circumstances, that support the decision to detain a person temporarily for safety or legal purposes.

**Use of Force:** The application of physical restraint or control techniques to ensure safety during a detention incident. It must be proportionate, necessary, and used only as a last resort.

**Temporary Detention Area:** A secure and supervised location within a GSS-controlled facility where a detainee may be held for a short duration (not exceeding the permitted timeframe) before transfer to authorities.

**Handover:** The formal process of transferring custody of a detainee from GSS personnel to the appropriate legal or governmental authority, documented and witnessed.

**Human Dignity:** The inherent worth of every individual, requiring that all persons—including detainees—are treated with respect, fairness, and without abuse, humiliation, or discrimination.

**Incident Report:** A formal written record prepared by GSS personnel detailing the circumstances, actions taken, and outcomes related to a detention event.

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## 7. DETENTION PROCEDURE

### Immediate Action

GSS personnel must clearly identify themselves as security personnel.

Only proportionate force may be used to detain or restrain an individual.

Detainees must not be harmed, insulted, or threatened.

Ensure that the detainee is disarmed (if armed) and respectfully searched for weapons or contraband.

### Notification



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Immediate notification must be made to:

- GSS Operations Department
- On-site supervisor

The department also coordinates with relevant Afghan authorities, including local police, as necessary.

If safe and possible, the detainee must be informed of the reason for their detention.

### **Documentation**

A Detention Report must be completed and signed by the responsible officer within 2 hours. The report must include:

- The name of the detainee, if known, a physical description, and the time and location of the detention
- A clear statement of the reason for the detention
- Documentation of any use of force applied during the detention
- Names of any witnesses present
- The time and name of the authority to whom the detainee was handed over

### **Holding Conditions**

Detainees must not be held longer than 2 hours, unless there is a pending immediate handover to lawful authorities. While in custody, the detainee must:

- Be kept in a safe, ventilated, and supervised area
- Not be blindfolded, excessively restrained, or subjected to inhumane treatment
- Be given access to water and basic comfort when appropriate

### **Handover to Authorities**

Detention ends immediately upon transfer to Afghan police or another competent authority. A formal handover receipt must be obtained from the receiving authority, including the date and signature.



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## 8. PRINCIPLES

GSS upholds the following principles:

- Legality: No person may be detained without clear legal justification.
- Necessity and Proportionality: Detention must be the least restrictive means necessary to manage a threat.
- Human Dignity: Detainees must be treated with respect and be free from abuse or humiliation.
- Transparency and Accountability: All detentions must be documented, monitored, and reported.

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## 9. GROUNDS FOR DETENTION

Temporary detention may occur under the following limited circumstances:

- Self-defense or defense of others from an immediate threat.
- Prevention of a serious crime in progress, such as armed assault or theft.
- Protection of a secure site, client asset, or personnel when other de-escalation tactics fail.
- Holding a suspect for handover to Afghan authorities or authorized law enforcement.

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## 10. PROHIBITED CONDUCT

Under no circumstances shall GSS personnel:

- Detain individuals without cause or beyond the legal timeframe.
- Torture, beat, harass, or humiliate any detainee.



- Engage in racial profiling, ethnic or religious targeting, or discriminatory practices.
- Conduct interrogations or extract confessions.
- Transfer detainees to third parties known to use torture or mistreatment.

## 11. CONDITIONS FOR LAWFUL DETENTION

GSS personnel may detain a person only under the following circumstances:

1. The individual is caught committing or attempting a serious crime, such as armed assault, sabotage, or terrorism.
2. Detention is necessary to prevent immediate harm to individuals or property.
3. Law enforcement is not available at that moment, and any delay would exacerbate the threat.

## 12. STANDARDS FOR CONDUCT DURING DETENTION

### A. Treatment of Detainees

- Detainees must be treated humanely at all times.
- Use only the minimum necessary force.
- No torture, coercion, or humiliation.
- Provide access to water and basic needs when it is safe to do so.
- Never detain a person in secret or remote locations.

### B. Duration of Detention

- Detention must be as brief as possible, typically lasting under 1 hour.
- Law enforcement must be contacted immediately.

### C. Location of Detention

- Detention must occur in a visible and monitored location, not in hidden or isolated areas.



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### **13. PROHIBITED PRACTICES**

GSS strictly prohibits the following actions:

- Arbitrary or prolonged detention
- Detaining individuals based on their race, religion, or political views
- Physical or psychological abuse
- The use of gags, blindfolds, or excessive restraints
- Transporting detainees without legal authority

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### **14. REPORTING AND DOCUMENTATION**

All detention incidents must be documented using GSS's Incident Report Form. This documentation should include:

- Full details of the incident, including the date, time, and location
- The reason for the detention
- The identity of the individual involved, if known
- The name and ID of the GSS personnel involved
- Any use of force that occurred
- The name of the law enforcement agency or personnel who took custody
- The signatures of the GSS supervisor and the authority responsible for the handover are required.

All reports must be submitted to the Compliance Officer within 12 hours.

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### **15. TRAINING AND AWARENESS**

All personnel are required to complete annual training on this policy, covering the following topics:

- Human rights standards for detainees



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- Legal limits of force and detention
  - Reporting obligations

The HR Department will maintain training records.

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## **16. MONITORING AND COMPLIANCE**

The Compliance Team will conduct quarterly audits of detention reports.

Any breaches of policy may result in disciplinary action, which could include termination.

Serious violations will be reported to local authorities and ICOCA as necessary.

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## **17. POLICY REVIEW**

This policy will be reviewed each year, or after any incident related to detention or any changes in the law, to ensure it remains compliant and effective.