

# SECURITY OFFICER TRAINEE/1 (40 Hours)

Course No.: 78-85-71

## COMPETENCY CHECKLIST

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ School Site \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Certificate Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

(Signatures verify completion of course competencies)

### A. **ORIENTATION AND SAFETY** (3 hrs)

- \_\_\_\_\_ 1. Scope and purpose of the course
- \_\_\_\_\_ 2. Course content as part of Linked Learning
- \_\_\_\_\_ 3. Classroom policies and procedures
- \_\_\_\_\_ 4. Jobs in industry w/impact on security officers
- \_\_\_\_\_ 5. Role of BSIS in licensing security officers
- \_\_\_\_\_ 6. Opportunities to promote gender equity
- \_\_\_\_\_ 7. Cal/OSHA laws governing security officers
- \_\_\_\_\_ 8. EPA legislation on industry sector practices
- \_\_\_\_\_ 9. Pass safety test with 100% accuracy

### B. **POWERS OF ARREST** (3 hrs)

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. BSIS Power to Arrest Manual
- \_\_\_\_\_ 3. Training in exercising the power to arrest
- \_\_\_\_\_ 4. Annual review of security officer skills
- \_\_\_\_\_ 5. 100% score on security officer examination
- \_\_\_\_\_ 6. Responsibilities of registered security officer
- \_\_\_\_\_ 7. Security officer vs. police officer
- \_\_\_\_\_ 8. How security officers should perform job
- \_\_\_\_\_ 9. Security officer: if an offense occurs
- \_\_\_\_\_ 10. Other duties security officer might perform
- \_\_\_\_\_ 11. Relationship of security officer & local police
- \_\_\_\_\_ 12. Facts vs. conclusions
- \_\_\_\_\_ 13. Six facts to include in a report
- \_\_\_\_\_ 14. Authority to question people
- \_\_\_\_\_ 15. Right of property owner to establish rules
- \_\_\_\_\_ 16. Security officer and owner of property
- \_\_\_\_\_ 17. Handling violations on property
- \_\_\_\_\_ 18. Security officer & persons attempting entry
- \_\_\_\_\_ 19. Other duties a security officer might perform
- \_\_\_\_\_ 20. Security officer and arrest decisions
- \_\_\_\_\_ 21. Inspection vs. a search
- \_\_\_\_\_ 22. Security officer & inspecting an employee
- \_\_\_\_\_ 23. If employee refuses to cooperate
- \_\_\_\_\_ 24. Different powers to arrest

- \_\_\_\_\_ 25. Criminal vs. civil liability
- \_\_\_\_\_ 26. Security officer and criminal liability
- \_\_\_\_\_ 27. Employer and security officer's actions
- \_\_\_\_\_ 28. Factors to consider before making an arrest
- \_\_\_\_\_ 29. Categories of arrestable offenses
- \_\_\_\_\_ 30. Common misdemeanors
- \_\_\_\_\_ 31. Common felonies
- \_\_\_\_\_ 32. Powers of arrest according to CA penal code
- \_\_\_\_\_ 33. Person w/authority to decide suspect guilt
- \_\_\_\_\_ 34. Statement info that puts suspect under arrest
- \_\_\_\_\_ 35. Use of reasonable force in detaining a suspect
- \_\_\_\_\_ 36. Reasonable force vs. excessive force
- \_\_\_\_\_ 37. Guilt by association
- \_\_\_\_\_ 38. Guideline for touching or searching a suspect
- \_\_\_\_\_ 39. Guidelines for "frisk" searching a suspect
- \_\_\_\_\_ 40. Procedures involving weapons or stolen items
- \_\_\_\_\_ 41. State the Merchant's Privilege Rule
- \_\_\_\_\_ 42. Searching a suspect: Merchant's privilege rule
- \_\_\_\_\_ 43. Duties of security officer after an arrest
- \_\_\_\_\_ 44. Responsibilities of peace officer after arrest
- \_\_\_\_\_ 45. Making a misdemeanor arrest
- \_\_\_\_\_ 46. Terrorism
- \_\_\_\_\_ 47. Nature and characteristics of terrorism
- \_\_\_\_\_ 48. Domestic vs. international terrorism
- \_\_\_\_\_ 49. Four counter-terrorist techniques
- \_\_\_\_\_ 50. Characteristics of a terrorist
- \_\_\_\_\_ 51. List items that contribute to professionalism
- \_\_\_\_\_ 52. Following the Security guard's creed
- \_\_\_\_\_ 53. Key points in Power to Arrest Training Manual
- \_\_\_\_\_ 54. BSIS Power to Arrest exam

### C. **WEAPONS OF MASS DESTRUCTION AND TERRORISM** (3 hrs)

- \_\_\_\_\_ 1. Define/identify listed terms related to topic
- \_\_\_\_\_ 2. State purpose of terrorism
- \_\_\_\_\_ 3. Target/why chosen/effect of attack

- \_\_\_\_\_ 4. Harming large groups w/out using bombs
- \_\_\_\_\_ 5. Requirements in order to carry out an attack
- \_\_\_\_\_ 6. Preventing and handling terrorist attacks
- \_\_\_\_\_ 7. Terrorism
- \_\_\_\_\_ 8. 2 ways terrorist organization becomes viable
- \_\_\_\_\_ 9. Types of weapons a terrorist can use
- \_\_\_\_\_ 10. Date/site/transporting weapon
- \_\_\_\_\_ 12. Weapons of mass destruction
- \_\_\_\_\_ 13. Importance of B-NICE
- \_\_\_\_\_ 14. Define/identify listed terrorist weapons
- \_\_\_\_\_ 15. Advantages/disadvantages to terrorist
- \_\_\_\_\_ 16. Define CBRNE and TLO
- \_\_\_\_\_ 16. Arousing security officer's suspicions
- \_\_\_\_\_ 17. Actions after terrorist event has taken place

**D. PUBLIC RELATIONS (3 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Influence of stereotype on attitude
- \_\_\_\_\_ 3. Stereotyping - positive and negative effects
- \_\_\_\_\_ 4. Harassment vs. discrimination
- \_\_\_\_\_ 5. Examples of harassment/discrimination
- \_\_\_\_\_ 6. Crisis intervention/I-message/non-judgmental
- \_\_\_\_\_ 7. Good verbal skills in crisis intervention
- \_\_\_\_\_ 8. Verbal skills used in crisis intervention
- \_\_\_\_\_ 9. Culture/ethnicity/diversity
- \_\_\_\_\_ 10. Features unique to each culture
- \_\_\_\_\_ 11. Cultural differences threatening to outsider
- \_\_\_\_\_ 12. Help control situation w/different cultures
- \_\_\_\_\_ 13. Ways to value diversity among employees
- \_\_\_\_\_ 14. Terms related to mental illness
- \_\_\_\_\_ 15. Behaviors associated with mental illness
- \_\_\_\_\_ 16. Strategy for dealing w/disturbed people
- \_\_\_\_\_ 17. Physical & psychological action of substances
- \_\_\_\_\_ 18. Dealing with people under influence
- \_\_\_\_\_ 19. Terms related to behavior
- \_\_\_\_\_ 20. Behavior/professionalism in eyes of public
- \_\_\_\_\_ 21. Role-play proper security officer conduct
- \_\_\_\_\_ 22. Pass Public Relations quiz - 100% accuracy

**E. OBSERVATION AND DOCUMENTATION (3 hrs)**

- \_\_\_\_\_ 1. Importance of having good English skills
- \_\_\_\_\_ 2. Powers of observation
- \_\_\_\_\_ 3. Noticing, interpreting, & recalling
- \_\_\_\_\_ 4. Memory improving skills
- \_\_\_\_\_ 5. How senses aid in powers of observation
- \_\_\_\_\_ 6. Facial/body characteristics aid identification
- \_\_\_\_\_ 7. Various techniques for patrolling
- \_\_\_\_\_ 8. State the purpose of a patrol
- \_\_\_\_\_ 9. Purpose of patrol & preparation for a patrol
- \_\_\_\_\_ 10. Techniques for daylight& night patrol
- \_\_\_\_\_ 11. Examples of suspicious activities during patrols

- \_\_\_\_\_ 12. Response of security guard to listed activities
- \_\_\_\_\_ 13. Appropriate vs. non-appropriate question
- \_\_\_\_\_ 14. Examples of good written content
- \_\_\_\_\_ 15. Define items used in report documentation
- \_\_\_\_\_ 16. Purpose of a notebook
- \_\_\_\_\_ 17. How to organize notes in the notebook
- \_\_\_\_\_ 18. Type of info to enter in the notebook
- \_\_\_\_\_ 19. How notebook reflects work/ability of officer
- \_\_\_\_\_ 20. Reasons for preparing good reports
- \_\_\_\_\_ 21. Report writing styles
- \_\_\_\_\_ 22. Pass Observation and Documentation quiz

**F. COMMUNICATION PROTOCOLS (3 hrs)**

- \_\_\_\_\_ 1. Internal and external communication
- \_\_\_\_\_ 2. When & whom to contact in various situations
- \_\_\_\_\_ 3. Individual's rights against search/seizure
- \_\_\_\_\_ 4. Individual's rights to remain silent
- \_\_\_\_\_ 5. Demo radio protocol
- \_\_\_\_\_ 6. Demo use of other communication devices
- \_\_\_\_\_ 7. Common protocols used to contact agencies
- \_\_\_\_\_ 8. Pass Communication Protocols quiz

**G. LIABILITY/LEGAL ASPECTS (3 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Roles and responsibilities of security guard
- \_\_\_\_\_ 3. Identify protections offered to individual
- \_\_\_\_\_ 4. Operational of California's legal system
- \_\_\_\_\_ 5. Civil law vs. criminal law
- \_\_\_\_\_ 6. Wrongful acts/security officer criminally liable
- \_\_\_\_\_ 7. How security officer may incur civil liability
- \_\_\_\_\_ 8. Vicarious liability for employer or contractor
- \_\_\_\_\_ 9. Private Security Services Act
- \_\_\_\_\_ 10. State the liability for false arrest
- \_\_\_\_\_ 11. Pass Liability/Legal Aspects quiz

**H. EVACUATION PROCEDURES (2 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Role of security officer during an evacuation
- \_\_\_\_\_ 3. Know employer's emergency procedures
- \_\_\_\_\_ 4. Know building evacuation routes
- \_\_\_\_\_ 5. Security officer during a power outage
- \_\_\_\_\_ 6. Points of contact after an evacuation
- \_\_\_\_\_ 7. General protocol during an evacuation
- \_\_\_\_\_ 8. Pass Evacuation Procedures quiz

**I. OFFICER SAFETY (3 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Officer actions/create threatening situation
- \_\_\_\_\_ 3. Types of threats security office might face
- \_\_\_\_\_ 4. Senses & assessing nature of a threat
- \_\_\_\_\_ 5. Contact w/subject may pose threat
- \_\_\_\_\_ 6. Diffusing threatening situations
- \_\_\_\_\_ 7. Safety strategies while patrolling

- \_\_\_\_\_ 8. Types of blood-borne pathogens
- \_\_\_\_\_ 9. Info regarding blood-borne pathogens
- \_\_\_\_\_ 10. CalOSHA regulations & hazardous materials
- \_\_\_\_\_ 11. Protocol in reporting chemical spill
- \_\_\_\_\_ 12. Pass Officer Safety quiz with 100% accuracy

**J. ACCESS CONTROL (2 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Minimum/medium/maximum access control
- \_\_\_\_\_ 3. Identification procedures
- \_\_\_\_\_ 4. State info usually found on ID card
- \_\_\_\_\_ 5. How visitors can be granted access
- \_\_\_\_\_ 6. Electronic means of controlling access
- \_\_\_\_\_ 7. Components of an alarm system
- \_\_\_\_\_ 8. Non-electronic means of controlling access
- \_\_\_\_\_ 9. Strength/weakness of access control systems
- \_\_\_\_\_ 10. Purpose and safety screening methods
- \_\_\_\_\_ 11. Pass Access Control quiz with 80% accuracy

**K. CROWD CONTROL (3 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Crowd control techniques
- \_\_\_\_\_ 3. Riot control techniques
- \_\_\_\_\_ 4. Crowd vs. hostile crowd vs. mob
- \_\_\_\_\_ 5. Psychological factors for disorderly crowd
- \_\_\_\_\_ 6. Security officers regarding protection
- \_\_\_\_\_ 7. Verbal skills can help confront conflicts
- \_\_\_\_\_ 8. Controlling a hostile crowd
- \_\_\_\_\_ 9. Preparing a crowd control plan
- \_\_\_\_\_ 10. Why hire security officer in case of dispute
- \_\_\_\_\_ 11. Employer expectations of security officer
- \_\_\_\_\_ 12. General duties of security officer scenarios
- \_\_\_\_\_ 13. Gate patrol duties of security officer
- \_\_\_\_\_ 14. Perimeter duties of security officer
- \_\_\_\_\_ 15. Pass Crowd Control quiz

**L. COURTROOM DEMEANOR (2 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Creating a professional appearance
- \_\_\_\_\_ 3. Professional behavior in the court
- \_\_\_\_\_ 4. Considerations when testifying as witness
- \_\_\_\_\_ 5. Tactics often used by defense attorneys
- \_\_\_\_\_ 6. Professionalism in simulated courtroom
- \_\_\_\_\_ 7. Pass Courtroom Demeanor quiz

**M. PARKING/TRAFFIC CONTROL (2 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Goals of traffic control
- \_\_\_\_\_ 3. Vehicle Code that permits control by security
- \_\_\_\_\_ 4. Nature of traffic flow
- \_\_\_\_\_ 5. Controlling the intersection
- \_\_\_\_\_ 6. Proper clothing for traffic duty

- \_\_\_\_\_ 7. Traffic control equipment officer would use
- \_\_\_\_\_ 8. Proper stance in traffic control
- \_\_\_\_\_ 9. Demo traffic control techniques
- \_\_\_\_\_ 10. Goals of parking lot security
- \_\_\_\_\_ 11. Significance of pavement markings
- \_\_\_\_\_ 12. Parking lot security
- \_\_\_\_\_ 13. Pass Parking/Traffic Control quiz

**N. FIRE SAFETY (2 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Notifying Fire dept prior to action taken
- \_\_\_\_\_ 3. Security Guard's regular patrol for fire hazards
- \_\_\_\_\_ 4. Elements a fire needs to exist
- \_\_\_\_\_ 5. Four classes of fire
- \_\_\_\_\_ 6. Workplace hazards that can cause fires
- \_\_\_\_\_ 7. Teamwork in fire suppression
- \_\_\_\_\_ 8. Info security officer needs to suppress a fire
- \_\_\_\_\_ 9. Checklist to evaluate decision to fight a fire
- \_\_\_\_\_ 10. Firefighting resources
- \_\_\_\_\_ 11. Contents of a fire extinguisher label
- \_\_\_\_\_ 12. Four types Fire extinguishers
- \_\_\_\_\_ 13. Water and dry chemical extinguishers
- \_\_\_\_\_ 14. What to know before extinguishing a fire
- \_\_\_\_\_ 15. P.A.S.S. in operating a fire extinguisher
- \_\_\_\_\_ 16. Importance of listed items in fire suppression
- \_\_\_\_\_ 17. Characteristics of hazardous materials
- \_\_\_\_\_ 18. Sign info that identifies hazardous materials
- \_\_\_\_\_ 19. Building/container w/haz-mat sign outside
- \_\_\_\_\_ 20. Demo how team members communicate
- \_\_\_\_\_ 21. Demo fire extinguisher w/team member
- \_\_\_\_\_ 22. Pass Fire Safety quiz

**O. EMPLOYABILITY SKILLS (3 hrs)**

- \_\_\_\_\_ 1. Employer requirements in employees
- \_\_\_\_\_ 2. Identify potential employers
- \_\_\_\_\_ 3. Role of electronic social networking in search
- \_\_\_\_\_ 4. Design sample resumes and cover letters
- \_\_\_\_\_ 5. Importance of filling out a job application
- \_\_\_\_\_ 6. Complete sample job applications correctly
- \_\_\_\_\_ 7. Importance of enthusiasm on a job
- \_\_\_\_\_ 8. Appropriate appearance on a job
- \_\_\_\_\_ 9. Continuous upgrading of job skills
- \_\_\_\_\_ 10. Resources for a successful interview
- \_\_\_\_\_ 11. Appropriate interviewing techniques
- \_\_\_\_\_ 12. Design sample follow-up letters
- \_\_\_\_\_ 13. Appropriate follow-up procedures