

SECURITY OFFICER TRAINEE (90 Hours)

Course No.: 78-85-70

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
- _____ 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

B. POWERS OF ARREST (4 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
- _____ 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 (4 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. Methods to recruit members at a workplace
- _____ 8. Terrorism
- _____ 9. 2 ways terrorist organization becomes viable
- _____ 10. Types of weapons a terrorist can use
- _____ 11. 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
- _____ 17. Arousing security officer's suspicions
- _____ 18. Actions after terrorist event has taken place
- _____ 19. Security officer & coordinating critical info
- _____ 20. Gathering data and larger intelligence effort
- _____ 21. Pass listed student workbook exercises

D. PUBLIC RELATIONS (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Influence of stereotype on attitude
- _____ 3. Stereotyping has positive and negative
- _____ 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

E. OBSERVATION AND DOCUMENTATION (4 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. Advantages/disadvantages of types of patrol
- _____ 11. Techniques for daylight& night patrol
- _____ 12. Examples of suspicious activities during patrols
- _____ 13. Response of security guard to listed activities
- _____ 14. State what an appropriate question is
- _____ 15. Examples of listed types of questions
- _____ 16. Define items used in report documentation
- _____ 17. Purpose of a notebook
- _____ 18. How to organize notes in the notebook
- _____ 19. Review fact vs. opinion
- _____ 20. Type of info to enter in the notebook
- _____ 21. How notebook reflects work/ability of officer
- _____ 22. Reasons for preparing good reports
- _____ 23. Purpose of an operational report
- _____ 24. Characteristics of a good operational report
- _____ 25. Report writing styles
- _____ 26. Pass Observation and Documentation quiz

F. COMMUNICATION PROTOCOLS (4 hrs)

- _____ 1. Internal and external communication
- _____ 2. When & whom to contact in various situations
- _____ 3. Common protocols used to communicate
- _____ 4. Common codes used in radio communication
- _____ 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 (4 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. Info in Business & Professions Code Division 3
- _____ 11. Info in CA code of Regulations Title 1
- _____ 12. Info in sections of CA Penal Code
- _____ 13. State the liability for false arrest
- _____ 14. Pass Liability/Legal Aspects quiz

H. TRANSPORTATION SECURITY OFFICER (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Aviation & Transportation Security Act of 2001
- _____ 3. Fourth amendment to the U.S. constitution
- _____ 4. 4th amendment & airport screening procedures
- _____ 5. Porous areas vulnerable to terrorist attack
- _____ 6. Employment qualifications to become a TSO
- _____ 7. Knowledge/skills/abilities of a TSO
- _____ 8. Employment outlook for TSOs

- _____ 9. Permitted and prohibited travel items
- _____ 10. Demo operation of listed equipment
- _____ 11. Operation of new security equipment
- _____ 12. Screening of passengers/baggage/cargo
- _____ 13. Processing passengers orderly/efficiently
- _____ 14. Processing passengers with special needs
- _____ 15. TSA screening procedures
- _____ 16. Security breaches & emergency situations
- _____ 17. Demo listed security situations/techniques
- _____ 18. Security use of computer hardware/software
- _____ 19. Weakness/vulnerability in security screening
- _____ 20. Demo listed formal write-ups
- _____ 21. Demo info briefings
- _____ 22. Pass Transportation Security Officer quiz

I. 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

J. OFFICER SAFETY (4 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. Importance of Material Safety Data Sheet
- _____ 13. Nat'l Fire Protection Assn. 704 Diamond
- _____ 14. Warning placards for hazardous materials
- _____ 15. Pass Officer Safety quiz

K. ARREST, SEARCH, AND SEIZURE (4 hrs)

- _____ 1. Review list of terms related to topic
- _____ 2. Loss prevention
- _____ 3. Review individual protections under law
- _____ 4. CPC Sections 836 & 837/powers of arrest
- _____ 5. Impact of power to arrest on parties
- _____ 6. Technology that aid in loss prevention
- _____ 7. Role of security officer in loss prevention
- _____ 8. Summarize Merchant's Privilege Rule
- _____ 9. Elements of a lawful arrest
- _____ 10. Felony vs. misdemeanor arrest policy

- _____ 11. Pursuit policy
- _____ 12. Procedures for taking suspect into custody
- _____ 13. Procedures for advising suspects of their rights
- _____ 14. Arresting party/party who takes custody
- _____ 15. Role of security officer before /after violation
- _____ 16. Employer responsible for officer's actions
- _____ 17. Escalation/de-escalation in the use of force
- _____ 18. Restraint techniques & their implication
- _____ 19. Demo how to handcuff a suspect
- _____ 20. Deadly vs. non-deadly force
- _____ 21. Lawful use of deadly weapons
- _____ 22. Laws that address use of excessive force
- _____ 23. How to write a report
- _____ 24. Procedure for prosecuting a suspect
- _____ 25. Pass Arrest, Search and Seizure quiz

L. 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

M. TRESPASS (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Nature of & penalties for trespassing
- _____ 3. Arrested for entering & remaining listed places
- _____ 4. Any circumstances that permit trespassing
- _____ 5. Legality of use of force to prevent trespassing
- _____ 6. Pass Trespass quiz

N. FIRST AID AND CPR (10 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Good Samaritan law and security officers
- _____ 3. Major areas of the body
- _____ 4. Signs/symptoms/emergency treatment
- _____ 5. Components of CPR course
- _____ 6. Proper use of AED
- _____ 7. Pass CPR test offered by national organization

O. HANDLING DIFFICULT PEOPLE (4 hrs)

- _____ 1. Review definitions for listed terms
- _____ 2. Review good verbal skills in a crisis situation
- _____ 3. Demo verbal skills used in crisis intervention
- _____ 4. Related items to duties of security guard
- _____ 5. Influence of stereotype on attitude
- _____ 6. Stereotyping has a positive or negative effect
- _____ 7. Harassment vs. discrimination

- _____ 8. Examples of harassment/discrimination
- _____ 9. Review culture/ethnicity/diversity
- _____ 10. Items/properties unique to a culture
- _____ 11. Differences may appear threatening
- _____ 12. Positive strategies to help control situation
- _____ 13. Strategy for dealing with disturbed people
- _____ 14. Dealing w/people under the influence
- _____ 15. Role-play proper conduct incidents
- _____ 16. Pass Handling Difficult People quiz

P. WORKPLACE VIOLENCE (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Levels on workplace violence spectrum
- _____ 3. Types of workplace violence
- _____ 4. Basis for employer to prevent violence
- _____ 5. Behavior signs that can lead to violence
- _____ 6. Sexual harassment as form of violence
- _____ 7. Benefits of anger management program
- _____ 8. Valuing diversity among employees
- _____ 9. Valuing diversity reduces workplace violence
- _____ 10. Security measures for involved parties
- _____ 11. Document incident w/workplace violence
- _____ 12. Complete report/workplace violence
- _____ 13. Pass Workplace Violence quiz

Q. CHEMICAL AGENTS (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Common air-& water-borne chemical agents
- _____ 3. Air-borne vs. water-borne chemical agents
- _____ 4. Effects of pepper spray
- _____ 5. Effects of tear gas
- _____ 6. Authority to carry /use tear gas
- _____ 7. CPC-tear gas & private patrol operator
- _____ 8. Legality of using pepper spray
- _____ 9. Penalties: misuse of tear gas/pepper spray
- _____ 10. Situations to use chemical agent on suspect
- _____ 11. Pass Chemical Agents quiz

R. PRESERVING THE INCIDENT SCENE (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Ultimate objective in securing incident scene
- _____ 3. Items that may be considered as evidence
- _____ 4. How to care and preserve evidence
- _____ 5. Evidence: transferred, lost, contaminated
- _____ 6. Ways to secure the incident scene
- _____ 7. Results of not protecting evidence at scene
- _____ 8. Legal issues re: evidence tampering/removal
- _____ 9. Steps in identifying witnesses to scene
- _____ 10. Pass Preserving the Incident Scene quiz

S. CROWD CONTROL (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. U.S. Constitution and peaceful assembly
- _____ 3. CA Penal Code/references to demonstrations

- _____ 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. U.S. Constitution and labor disputes/actions
- _____ 11. Purpose of an organized bargaining unit
- _____ 12. If employer and union are not able to agree
- _____ 13. CA PC sections for demonstrators
- _____ 14. Why hire security officer in case of dispute
- _____ 15. Employer expectations of security officer
- _____ 16. Recent relations employer with labor
- _____ 17. Lawful/unlawful acts occurring on picket line
- _____ 18. Nat'l Labor Relations Act regarding picketing
- _____ 19. CA PC Section 12590 Article 5 - Picketing
- _____ 20. General duties of security officer scenarios
- _____ 21. Gate patrol duties of security officer
- _____ 22. Perimeter duties of security officer
- _____ 23. Pass Crowd Control quiz

T. COURTROOM DEMEANOR (2 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Creating a professional appearance
- _____ 3. Importance of pretrial testimony
- _____ 4. Professional behavior in the court
- _____ 5. Considerations when testifying as witness
- _____ 6. Tactics often used by defense attorneys
- _____ 7. Professionalism in simulated courtroom
- _____ 8. Pass Courtroom Demeanor quiz

U. 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. CA Vehicle Code authorizing parking control
- _____ 12. Significance of pavement markings
- _____ 13. Parking lot security
- _____ 14. Pass Parking/Traffic Control quiz

V. FIRE SAFETY (4 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Elements a fire needs to exist
- _____ 3. Four classes of fire
- _____ 4. Workplace hazards that can cause fires
- _____ 5. Teamwork in fire suppression

- _____ 6. Info security officer needs to suppress a fire
- _____ 7. Checklist to evaluate decision to fight a fire
- _____ 8. Firefighting resources
- _____ 9. Contents of a fire extinguisher label
- _____ 10. Four types Fire extinguishers
- _____ 11. Water and dry chemical extinguishers
- _____ 12. What to know before extinguishing a fire
- _____ 13. P.A.S.S. in operating a fire extinguisher
- _____ 14. Importance of listed items in fire suppression
- _____ 15. Characteristics of hazardous materials
- _____ 16. Sign info that identifies hazardous materials
- _____ 17. Building/container w/haz-mat sign outside
- _____ 18. Demo how team members communicate
- _____ 19. Demo fire extinguisher w/team member
- _____ 20. Pass Fire Safety quiz

W. EMPLOYABILITY SKILLS (5 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