**I. COURSE TITLE:** Private Security Training Course

**COURSE NUMBER:** 1104 **CATALOG PREFIX:** CJUS

**II PREREQUISITE(S):** None

**III. CREDIT HOURS:** 6 **LECTURE HOURS:** 4

**LABORATORY HOURS:** 2(3 contact) **OBSERVATION HOURS:** 0

**IV. COURSE DESCRIPTION:**

This 157 hour training academy is designed to meet the requirements of the Ohio Revised Code and the Ohio Administrative Code for armed private security officer certification, and will address all academic and skill areas of basic private security duties.

**V. ADOPTED TEXT(S):**

# Handouts and worksheets will be provided.

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**VI. COURSE OBJECTIVES:**

At the completion of this course, the student will:

* 1. Know the reason for private security training,
  2. Understand the role of private security,
  3. Understand the foundation of law,
  4. Know the aspects of criminal law,
  5. Know the basic elements of liability which a security officer may incur,
  6. Understand the authority of a private security officer to detain,
  7. Know how citizens are protected against unlawful searches,
  8. Know the aspects of court admissible evidence,
  9. Know the role of a private security officer as a witness in legal proceedings,
  10. Know the essential elements of good public relations,
  11. Know the elements of responding to crisis situations,
  12. Know the significance of substance abuse in the workplace,
  13. Know the basic elements of the problem of sexual harassment in the workplace,
  14. Know the elements of the juvenile justice system,
  15. Know the procedures for dealing with persons with developmental disabilities,
  16. Understand the importance of cultural sensitivity in society,
  17. Know the elements of field note taking,
  18. Know the principles of report writing,
  19. Know the elements of the process of interviewing,
  20. Know how to use a communication system,
  21. Know the elements of effective interpersonal communication,
  22. Know how to use the process of observation and description as a security tool,
  23. Know how to provide physical security for the protections of facilities,
  24. Know measures to provide protection for proprietary information,
  25. Know the principles of security in a retail environment,
  26. Know the principles for providing security for people,
  27. Know the methods to detect and prevent internal theft,
  28. Know the principles of crime prevention,
  29. Know the elements of prevention, detection and suppression of fires,
  30. Know the guidelines for safety on the job,
  31. Know the patrol functions for private security officers,
  32. Know the guidelines for crowd control,
  33. Know the basic principles of defensive tactics and subject control techniques,
  34. Know first aid and CPR procedures,
  35. Understand the authority and conditions for carrying a firearm as a registered security officer,
  36. Understand the guidelines for the use of force,
  37. Understand the legal justification for the use of deadly force,
  38. Understand the elements necessary to use deadly force in self-defense,
  39. Know the nomenclature of the double-action revolver, semi-automatic pistol, pump action shotgun and related equipment,
  40. Understand the need for and the ways to clean and care for the revolver, semi-automatic pistol, pump action shotgun, and related equipment
  41. Be able to safely handle the double-action revolver, semi-automatic pistol, and pump action shotgun,
  42. Be able to meet the minimum state standards for proficiency with the handgun and pump action shotgun,

**VII. GRADING**

Students will be required to complete written exams, quizzes, presentations, and/or homework assignments at the times designated by the course instructor. Late assignments will be considered for half credit.

Grades will be awarded using the following schedule:

A= 90 – 100 %

B= 80 – 89 %

C= 70 -79 %

D= 60 – 69 %

F = 59 %and below – Student will be required to repeat course

Honesty and integrity are major elements in professional behavior and are expected of each criminal justice student. Cheating is an unacceptable behavior within all criminal justice courses. Students having academic difficulties should seek guidance and/or assistance from the instructor, academic advisor, or college counselor.

A student observed or found to be cheating on a test or assignment in any criminal justice course will be given a “zero” on the test or assignment. A written report of the incident, signed by the instructor and the student, will be placed in the student’s file. This notice will remain on file and in effect for the remainder of the student’s enrollment in the criminal justice program. Should a second incident of cheating occur in any criminal justice course, the student will be given a failing grade for the course and will be dismissed from the criminal justice program for one year. The “zero” grade for dishonesty will not be used as the drop grade in a course in which a drop grade option is given.

**VIII. COURSE METHODOLOGY:**

This course is geared towards adult learning and uses participatory approaches as much as possible. A variety of methodologies will be used, including lecture/presentation, discussions, debates, group work, video discussions, question and answers, demonstrations, practical exercises (hands-on practice), small and large group exercises, role-play and simulations.

**IX. COURSE OUTLINE:**

A. Administration

Orientation

Role of Private Security

## B. Legal

Overview of Legal System

Criminal Law

Liability

Laws of Arrest

Search and Seizure

Evidence

Testifying

C. Human Relations

Public Relations

Crisis Situations

Substance Abuse

Sexual Harassment

Juveniles

Dealing with Persons with Developmental Disabilities

Cultural Sensitivity

D. Communication

Field Note Taking

Report Writing

Interviews

Communications Systems

Interpersonal Communications

E. Loss Prevention

Observation and Description

Physical Security

Information Security

Retail Security

Personnel Security

Internal Theft

Crime Prevention

F. Safety & Protective Services

Fire Safety

Occupational Safety

Patrol Techniques

Crowd Control

G. Unarmed Self-Defense Techniques

H. First Aid/ CPR

I. Firearms

Revolver / Semi-Auto

Shotgun

**Sample Course Outline\***

**Private Security Academy**

Week 1 Orientation

Overview of the Legal System

Role of Private Security

Criminal Law

Liability

Evidence

Week 2 Testifying

Public Relations

Dealing with Persons with Developmental Disabilities

Communication Systems

Substance Abuse

Week 3 Search and Seizure

Laws of Arrest

Sexual Harassment

Juveniles

Crisis Situations

Interview

Observation and Description

Week 4 Cultural Sensitivity

Report Writing

First Aid/ CPR

Field Note Taking

Report Writing

Week 5 Physical Security

Retail Security

First Aid/ CPR

Firearms / Classroom

Firearms/ Range

Week 6 First Aid/ CPR

Crowd Control

Personnel Security

Information Security

Patrol Techniques

Week 7 Crime Prevention

Patrol Techniques

Firearms/ Range

Week 8 Unarmed Self Defense

Interpersonal Communications

Week 9 Occupational Safety

Internal Theft

Unarmed Self Defense

Week 10 Fire Safety

Firearms/ Range

\*Instructor reserves the right to organize work to meet the objectives of the course.

\*Commander reserves the right to organize work to meet the objectives of the course.

**X. OTHER REQUIRED TEXTS, SOFTWARE AND MATERIALS:**

Instructor will provide handouts for topics as needed. A list of items that the student must provide will be provided to each student at the begin of the course. The lead instructor of the topic in which the gear will be used must approve all items before that item can be deployed.

**XI.** **EVALUATION:**

A written test will be provided for each unit of the suggested state curriculum. A practical proficiency examination will be conducted in addition to a written test for the unarmed self-defense techniques, first aid, and firearms units of the suggested state curriculum. Students will be required to maintain a written notebook designated for student performance objectives according to the suggested state curriculum. All methods of evaluation will be conducted in accordance with Ohio Administrative Code Section 109 and related statutes, related statutes of the Ohio Revised Code, and the *Ohio Peace Officer Training Commission: Commander Manual for Private Security Academic Training Course.*

Class Assignment:

**Final Grade Calculation:**

Measuring Tool Number Required Maximum Points

Written Exams 6 @ 100 points each 600

Practical Exams 3 @ 100 points each 300

Note Book 1 @ 100 points each 100

Attendance 157 hours 100

1200

Grading Scale:

1200 – 1100 = A

1099 – 1000 = B

999 – 900 = C

899 – 800 = D

799 – 0 = F Must retake course

**XII. SPECIFIC MANAGEMENT REQUIREMENTS:**

Student Responsibilities: To meet the objectives of this the student must attend all scheduled classes. The student must attend all mandatory topics: however, he/she will be permitted to miss up to and including four hours of non-mandatory topics. Non-mandatory classes can be made up at the student’s expense and upon the approval of the commander. All make-ups must be completed before the last date of the scheduled calendar and in accordance with the guidelines of the *Ohio Peace Officer Training Commission: Commander Manual for Private Security Academic Training Course*.

Students must satisfactorily pass all written tests and notebook requirements. Students will be permitted two attempts on all proficiency examinations and the written test for the firearms unit.

Academy applicants must meet stringent entrance requirements as directed by the Attorney General of the State of Ohio. All class meetings will be held on the campus. Firearms, driving, and physical conditioning portions of the academy will be conducted off campus and will require students to provide their own transportation. Students must provide their own firearms, firearms related equipment, ammunition, and safety equipment for firearms training. Students must provide their own clothing and safety gear for subject control training. Students must be free of any felony record, crimes of violence, drunk driving, theft, excessive driving record, or have any civil restraining orders or criminal charges pending or be under the control of any court or administrative agency of he government (Probation or Parole). Students must hold and maintain a valid driver license. Students will be fingerprinted and their record checked through Ohio Bureau of Criminal Investigation & Identification and the Federal Bureau of Investigation. Students must be a minimum of 18 years of age by the start of the firearms portion of the academy. Students will receive disciplinary action up to and including removal for failure to maintain a level of conduct outlined in student agreement form.

Instructor Responsibilities: At the beginning of the course, the commander will distribute syllabi listing all class sessions and course requirements. Instructors will enhance and expand the meaning and application of the subject matter covered throughout the course. Instructors will facilitate class discussion and be available to students who need additional educational assistance.

**XIII.** **OTHER INFORMATION:**

**Classroom courtesy and decorum**

Old –fashioned courtesy and mutual respect are the order of the day. Rude behavior of any sort will not be tolerated. It is especially important that there be no disruptions that hinder the learning process during class. Such disruptions include, but are not limited to sleeping, eating, listening to iPods, talking and or text messaging on cell phone or other device, using wireless internet connections not related to the subject matter being covered in the class room, reading newspapers, or other unrelated materials during lectures, coming late, leaving early, etc. If you have a need to engage in any of the aforementioned activities, kindly do it somewhere other than this classroom. If you engage in any of the aforementioned activates the instructor has the authority to remove you from the classroom and remove you from the class list.

**Cheating**

STATEMENT OF ACADEMIC HONESTY

(Southern State Community College Catalog 2009-2011, pp.53-56)

Southern State Community College is committed to providing educational opportunities that promote academic, professional and personal growth in students. To these ends, all members of the college are expected to uphold the highest academic and ethical stands.

Types of Academic Misconduct

1. Any unauthorized use of material (books, notes, of any kind, and so forth) during an examination, test, or quiz.
2. Copying from another student’s work, permitting one’s work to be copied during an examination, test, or quiz.
3. Unauthorized use of equipment (computers, calculators, or any type of educational or laboratory equipment).
4. Permitting a person to pose in one’s place during an examination, test, quiz, or posing as another person during an examination, test, quiz.
5. Altering an examination, test, quiz, or any other type of evaluated work in an effort to have the work re-evaluated for a higher grade.
6. Plagiarizing or permitting one’s work to be plagiarized.
7. Using unauthorized or improper methods to determine in advance the contents of an examination, rest, or quiz.
8. Unauthorized use of computer software during an examination, tests, or quiz.
9. Submitting as one’s own a work of art, a speech, or oral report, a musical composition, a computer program, a laboratory project or any other creation done by another person.

Plagiarism Defined

Plagiarism can be defined as copying someone else’s words or ideas and passing it of as your own. This includes copying material from the World Wide Web, the Internet, books, videos, and all copyrighted material without express permission and documentation.

Possible Sanctions for Academic Misconduct

By an instructor:

Instructors must state possible options at the beginning of a quarter of what sanctions they will apply to cases of academic misconduct. Instructors may choose any of the following possible sanctions:

“F” for an individual examination, test, quiz, or evaluated project.

“F” for the course.

Refer the case to the Academic Appeals Committee.

**FERPA:** Work submitted in this class may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Other instructors may also see your work during the evaluation/feedback process. There is also a possibility that your papers may be submitted electronically to other entities to determine if content is original and references are cited appropriately.

**Disabilities:** If you have any condition or situation which will make it difficult for you to carry out the work as outlined, please notify the instructor as soon as possible. Students with disabilities may contact the Disabilities Service Office, Central Campus at 800-628-7722 or 937-393-3431.