

I. Roles and Responsibilities of Security Officers

11/2 Hours

- A. Prevention and Deterrence
- B. Use of Force Continuum
- C. Ethics
 - a. Nondisclosure
 - b. Client
 - c. Company
 - d. Morals
- D. Perception of Officer
 - a. Professional look and conduct
 - b. Uniform
 - i. Requirements
 - ii. Care and wearing
- E. Liaison between Police and Client
- F. Observation and Report Writing
 - a. Safety hazards
 - b. Criminal acts
 - c. Awareness exercises
- G. Emergency response
- H. Detainment of offender
- I. Site assigned to only

II. Offenses and Arrests

1 Hour

- A. Types of arrest
 - a. Actual
 - b. Constructive
- B. Power of Security Officer
 - a. Citizen
 - b. Not law officer
- C. Types of offences
 - a. Misdemeanors
 - b. Felonies
- D. Rights of suspect after arrest or detention

III Radio Procedures

½ Hour

- A. Proper methods of speaking
- B. Courtesy
- C. FCC Regulations
- D. Care
- E. Practice

IV. Report Writing

1 3/4 Hours

- A. Types
 - a. Narrative
 - b. Pre-printed
- B. Correct writing
 - a. Spelling
 - b. Grammar
 - c. Objective vs. Subjective
 - d. Legibility
- C. Importance
 - a. Client
 - b. Court documentation
- D. Legal document
- E. Writing exercise

VI.	Response to Emergencies	1 Hour
	A. Fire <ul style="list-style-type: none"> a. Types b. Indications c. Extinguishers <ul style="list-style-type: none"> i. Types ii. Proper use d. Panic control 	
	B. Hazmat <ul style="list-style-type: none"> a. Types b. Emblems c. Safety of public 	
	E. Bombs <ul style="list-style-type: none"> a. Types b. Where placed c. Call in threats 	
	F. Company and client's S.O.P.'s	
	G. Shots fired	
VIII.	Conflict Resolution	11/2 Hour
	A. Use of Force	
	B. Five Step Hard Style	
	C. Practice	
IX	Written Test	1 Hour
	Total Training	8 Hours

Level II should be taught by approved schools. It could be adapted to an on-line course but handouts and visual aids will make it more difficult to learn in a 12-hour format. A Basic Non-commissioned Officer's Handbook should be developed to be retained by the officers upon completion of training.