

PRIVATE SECURITY: PHASE 1 PROFILE OF TRAINING MASTERY

Instructor _____

Date _____

Program _____	
Grade _____	School _____
Name _____ Soc. Sec. No. _____	
Address _____ Phone _____	
In Case of Emergency, Contact _____	
Address _____ Phone _____	
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
<p>The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.</p>	

Date of Enrollment ____ - ____ - ____ Total Class Hours _____ Total Hours Absent _____
 Date of Withdrawal ____ - ____ - ____ Total On-the-Job Training Hours _____ Total Hours Tardy _____
 Date of Completion ____ - ____ - ____ Total Lab Hours _____

ON-THE-JOB TRAINING/WORK EXPERIENCE

_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone
_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials	Date/Initials
<p style="text-align: center;">UNIT 1 — INTERPRETING THE OKLAHOMA SECURITY GUARD AND PRIVATE INVESTIGATOR ACT</p> <p>_____ 1. Define terms from the Oklahoma Security Guard and Private Investigator Act.</p> <p>_____ 2. Identify types of licenses issued to qualified applicants.</p> <p>_____ 3. Identify persons not affected by the Act.</p> <p>_____ 4. Identify the powers granted to the Council on Law Enforcement Education and Training (CLEET).</p> <p>_____ 5. List the qualifications that license applicants must meet.</p> <p>_____ 6. State conditions under which application information may be disclosed.</p> <p>_____ 7. Define provisions for psychological evaluation.</p> <p>_____ 8. State the fee(s) for each type of license.</p> <p>_____ 9. Match types of licenses with their length of validity.</p> <p>_____ 10. Identify requirements for personal and vehicle identification.</p> <p>_____ 11. Review violations and punishments under the Act. (Assignment Sheet)</p> <p style="text-align: center;">UNIT 2—RESPONDING TO ACCIDENTS AND EMERGENCIES</p> <p>_____ 1. Select from a list some guidelines for providing first aid.</p> <p>_____ 2. State guidelines for responding to accidents and emergencies.</p> <p>_____ 3. Complete statements about first aid kits.</p> <p>_____ 4. State guidelines to help reduce disease transmission when providing first aid.</p> <p>_____ 5. Select from a list guidelines for administering first aid to cuts.</p> <p>_____ 6. Select from a list signs and symptoms of traumatic shock.</p> <p>_____ 7. Classify burns according to their symptoms.</p> <p>_____ 8. Locate pressure points to control bleeding.</p> <p>_____ 9. Distinguish between symptoms of heat exhaustion and heat stroke.</p> <p>_____ 10. State measures to prevent heat cramps, heat exhaustion, and heat stroke.</p> <p>_____ 11. State guidelines for administering first aid for an eye injury.</p> <p>_____ 12. State guidelines for administering first aid in response to a poisonous or chemical substance.</p> <p>_____ 13. State guidelines for responding to electrical accidents.</p> <p>_____ 14. Distinguish among signs and symptoms of types of head injuries.</p> <p>_____ 15. Distinguish among signs and symptoms of sprains and fractures.</p> <p>_____ 16. Select from a list signs and symptoms of fainting.</p> <p>_____ 17. Select from a list signs and symptoms of a heart attack.</p> <p>_____ 18. State guidelines to follow in administering first aid to a choking victim.</p> <p>_____ 19. List methods of controlling a nosebleed.</p> <p>_____ 20. State guidelines for responding to seizures.</p> <p>_____ 21. Describe the risks associated with exposure to blood or other body fluids.</p> <p>_____ 22. List warning signs of potential workplace violence.</p> <p>_____ 23. List do's and don'ts for dealing with potentially violent individuals.</p> <p>_____ 24. Respond to scenarios involving first aid situations. (Assignment Sheet 1)</p> <p>_____ 25. Report on a workplace accident. (Assignment Sheet 2)</p> <p>_____ 26. Respond to scenarios related to workplace violence. (Assignment Sheet 3)</p>	<p style="text-align: center;">UNIT 3—RESPONDING TO A FIRE</p> <p>_____ 1. Define the basic classes of fires.</p> <p>_____ 2. Explain the "fire triangle."</p> <p>_____ 3. Describe methods of extinguishing a fire.</p> <p>_____ 4. Match the types of fire extinguishers to the class(es) of fires on which each is used.</p> <p>_____ 5. Identify classes of fires. (Assignment Sheet)</p> <p>_____ 6. Define the basic steps for using a fire extinguisher.</p> <p>_____ 7. Arrange in order the procedures for responding to a fire.</p> <p>_____ 8. Identify ways to report a fire.</p> <p style="text-align: center;">UNIT 4—WRITING FIELD NOTES</p> <p>_____ 1. State the purposes of field notes.</p> <p>_____ 2. Identify basic equipment for writing field notes.</p> <p>_____ 3. State basic guidelines for writing field notes.</p> <p>_____ 4. Describe criteria for effective field notes.</p> <p>_____ 5. Arrange in order from first to last the points in the standard description of a person.</p> <p>_____ 6. Describe a person. (Assignment Sheet 1)</p> <p>_____ 7. Arrange in order from first to last the points in the standard description of a vehicle.</p> <p>_____ 8. Demonstrate observation skills. (Assignment Sheet 2)</p> <p>_____ 9. Prepare a set of field notes. (Assignment Sheet 3)</p> <p style="text-align: center;">UNIT 5—WRITING REPORTS</p> <p>_____ 1. Distinguish between basic types of written reports.</p> <p>_____ 2. Explain the questions answered by a written report.</p> <p>_____ 3. List criteria for effective written reports.</p> <p>_____ 4. State basic guidelines for writing narrative reports.</p> <p>_____ 5. Prepare a written report from field notes. (Assignment Sheet)</p> <p style="text-align: center;">UNIT 6—INTERPRETING YOUR LEGAL POWERS AND LIMITATIONS</p> <p>_____ 1. List common criteria for "reasonable suspicion."</p> <p>_____ 2. Summarize the "plain view" clause.</p> <p>_____ 3. Describe the arrest authority of a security guard or private investigator.</p> <p>_____ 4. Explain the elements of an arrest.</p> <p>_____ 5. State the circumstances under which a lawful search can be made.</p> <p>_____ 6. State the circumstances under which a "pat down" search can be made.</p> <p>_____ 7. Discuss the use of deadly force.</p> <p>_____ 8. Interpret reasonable suspicion and arrest authority. (Assignment Sheet)</p>

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.