

PRIVATE SECURITY: PHASE 2 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) _____

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.

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.



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1500 West Seventh Avenue, Stillwater, Oklahoma 74074-4364 1-800-654-4502 Fax 405-743-5154

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

UNIT 1—PRACTICING PUBLIC RELATIONS

- _____ 1. State the role and responsibilities of the security guard.
- _____ 2. Explain the importance of public relations skills.
- _____ 3. Define the proper relationship of the security guard to the public or client employees.
- _____ 4. State guidelines for maintaining a professional appearance.
- _____ 5. State general guidelines for communicating with people.
- _____ 6. State general guidelines for communicating across language barriers.
- _____ 7. State general guidelines for communicating with the media.
- _____ 8. Give general guidelines for appearing in court.
- _____ 9. State basic rules for using a telephone properly during "normal" and emergency situations.
- _____ 10. Record telephone messages. (Assignment Sheet 1)
- _____ 11. State basic rules for using a radio properly.
- _____ 12. Identify common responsibilities for assisting the public.
- _____ 13. Explain the security guard's role in quieting disputes.
- _____ 14. State guidelines for quieting disputes in public and private places.
- _____ 15. Respond to a public dispute scenario. (Assignment Sheet 2)
- _____ 16. Respond to a private dispute scenario. (Assignment Sheet 3)

UNIT 2—PERFORMING FIXED POST DUTIES

- _____ 1. Identify common fixed post duties.
- _____ 2. Distinguish among types of fixed posts.
- _____ 3. State guidelines for checking personnel and vehicle identification.
- _____ 4. Identify common fixed post duties.
- _____ 5. Respond to scenarios involving controlled access. (Assignment Sheet)

UNIT 3—PATROLLING

- _____ 1. Identify general guidelines for patrolling on foot.
- _____ 2. State basic guidelines for patrolling clocked rounds.
- _____ 3. Identify types of alarm systems.
- _____ 4. State basic guidelines for responding to alarms.
- _____ 5. List advantages and disadvantages of patrolling in a vehicle.
- _____ 6. Identify general guidelines for patrolling in a vehicle.
- _____ 7. List steps for approaching persons while patrolling on foot.
- _____ 8. List steps for approaching another vehicle while patrolling in a vehicle on private property.
- _____ 9. List basic guidelines for approaching trespassers.
- _____ 10. Explain the role of the security guard at a crime scene.
- _____ 11. Identify basic guidelines for approaching a crime scene.
- _____ 12. Name common fire hazards.
- _____ 13. Name common safety violations.
- _____ 14. Identify questions for major checkpoints of fire fighting equipment.
- _____ 15. List basic guidelines for responding to signs of arson.
- _____ 16. Describe a shift report.
- _____ 17. State guidelines for completing a shift report.
- _____ 18. Prepare a shift report. (Assignment Sheet)

Date/Initials

UNIT 4—INVESTIGATING SECURITY INCIDENTS

- _____ 1. Identify possible signs of security violations.
- _____ 2. Distinguish among the forms of theft (larceny).
- _____ 3. List possible signs of theft.
- _____ 4. State steps for limiting the opportunity for theft.
- _____ 5. Name basic steps for investigating security incidents.
- _____ 6. State basic guidelines for protecting a scene.
- _____ 7. Arrange in order the responses to accidents.
- _____ 8. Arrange in order the responses to equipment failures or malfunctions.
- _____ 9. Arrange in order the responses to fights and other disturbances.
- _____ 10. Explain the importance of correctly responding to a bomb threat.
- _____ 11. State basic guidelines for responding to a bomb threat.
- _____ 12. Record bomb threat details. (Assignment Sheet)
- _____ 13. Identify possible consequences of actions judged illegal.
- _____ 14. State correct responses to incidents involving arrests.
- _____ 15. State correct responses to incidents involving search and seizure.
- _____ 16. State correct responses to incidents involving the use of force.

UNIT 5—TERRORISM AWARENESS

- _____ 1. Define terrorism.
- _____ 2. Describe the different types of terrorism.
- _____ 3. Discuss the nature and characteristics of terrorist attacks.
- _____ 4. Discuss typical weapons used in terrorism.
- _____ 5. Identify factors that help deter terrorism.
- _____ 6. Describe emergency preparation measures for the workplace.
- _____ 7. Respond to scenarios related to terrorism. (Assignment Sheet)

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.