

50-STATE KIT

SECURITY GUARD SCHOOL SYLLABUS DETAIL & HOURS 2020 CURRICULUM

ATTENTION there are **FOUR** important factors regarding our lesson plans content and hours:

1. The Florida Kits are specifically designed for Florida and include required Florida Statutes.
2. The 50-State Kits are designed to meet the class requirements for all other States except that the legal section is generic. That means you need to look up your state's laws and teach the statutes that your State requires, which are free and easy to find.
3. The curriculum outline in the table below is VERY high-level. Your state requirements may list topics you might not initially recognize in the table below but that nevertheless are included within one of these topics. For example, the "**Crime & Acc Prevent**" topic listed as component # K below includes a variety of sub-topics such as *Active Shooter Prevention & Response, OSHA, Hardware and Lock System, Alarm Systems*, etc. So if you do not see a topic you need to teach, check the curriculum detail in the pages that follow the table.
4. The "*Minimum*" and "*Maximum*" hours indicate the time range for each section as per this logic:
 - a. **Minimum:** Corresponds to the least amount of time it takes to read the section or cover the essentials. You can always go below the minimum by only teaching the sub-topics your State requires
 - b. **Maximum:** Corresponds to the amount of time when trainer and students share experiences and discuss events of techniques in greater details. You can always stretch it beyond these hours, but it may take away from the primary topics.

Component # and Generic Topic		# Hours Depending on Media Used				# Questions /Topic
		NCPs (Narrated Class Presentation Software)		Online Course (Time and Process Controlled) (Locked Time)	Lecturing Kit Traditional or Modern Lecturing Style (Min → Max)	*Note: answer sheets allow for tests to be administered in 2 parts and includes 17 + 25 empty question slots to accommodate your State's Law Questions
		Using NCPs with time-control (Locked Time)	Using NCPs as Slide Presentation (muted) (Min → Max)			
A	General Law	1-1/2	30 min – 4 hours	1-1/2	45 min – 4 hours	
B	Legal Issues & Liability	1	30 min – 5 hours	1	30 min – 2 hours	1*
C	Basic Emergency 1 st Aid	2	30 min – 3-½ hours	2	30 min – 3 hours	8
D	Emergency, Bomb & Fire	1-12	25 min – 3 hours	1-12	1 hour – 3-½ hours.	7
E	Ethics & Prof Conduct	2	30 min – 3 hours	2	1-½ – 4 hours	8
F	Access Control	1	30 min – 3 hours	1	45 min – 4 hours	6
G	Patrol Techniques	1-1/2	45 min – 3-½ hours	1-1/2	1 hour – 4-½hours	7
H	Observation & Report	3	1 hour – 4 hours	3	2 hours – 5 hours	11
I	Interviewing Techniques	1	30 min – 2 hours	1	45 min – 1-½ hours	6
J	Fire Detection Life Safety	1-1/2	45 min – 2-½ hours	1-1/2	1 hour – 3-½ hours	7
K	Crime & Acc Prevent	2	1-½ hours – 5 hours	2	2 hours – 6 hours	8
L	Crime Scene Protection	1	30 min – 2 hours	1	45 min – 2-½ hours	6
M	Terrorism Awareness Part I	2	45 min – 2-½ hours	2	1-¼ hours – 3-½ hours	8
	TEST I (83-100 questions)	N/A	N/A	1 – 2	1 hour – 2 hours	Total Section: 83
N	Public Relations	1	30 min – 2 hours	1	45 min – 2-½ hours	6
O	Courtroom Procedures	1	35 min – 3 hours	1	45 min – 3 hours	6
P	Fundamentals Pers Safety	2	1 hour – 4-½ hours	2	1-½ – 4-½ hours	8
Q	Interpersonal Comm	2	1 hour – 4 hours	2	1-½ – 4-½ hours	8
R	Professional Communication	1/2	20 min – 1 hour	1/2	30 min – 1-½ hour	4
S	Traffic Direction	1	30 min – 1-¼ hours	1	45 min – 1-½ hours	4
T	Crown Control	1	30 min – 1-¼ hours	1	45 min – 2 hours	4
U	Special Problems	4	2-½ hours – 5-½ hours	4	2-½ hours – 7 hours	20
V	Terror Awareness Part II	2-1/2	1-½ hours – 4 hours	2-1/2	1-¾ hours – 5 hours	10
W	TEST II (70-100 questions)	N/A	N/A	N/A	1 hour – 2 hours	Total Section: 70

Table of Contents

INTRODUCTION

Before You Start	ii
Introduction to Teaching	iii
Benjamin J. Bloom: Six Levels of Learning	vii

PART 1

SNS SECURITY GUARD INSTRUCTOR MANUAL 3

I: LEGAL ISSUES AND LIABILITY 3

Simple Assault	Simple Assault	4
Battery and Simple Battery	Battery and Simple Battery	4
Robbery	Robbery	7
Loitering and Prowling	Loitering or Prowling; Penalty	10
Disorderly Conduct	Breach of the Peace; Disorderly Conduct	11
Disorderly Intoxication	Disorderly Intoxication	11
Burglary	Burglary	12
Trespassing	Trespass on Property	14
Criminal Mischief	Criminal Mischief	18
Felony Criminal Mischief	Criminal Mischief; Penalties	18
Elements of Theft	Theft	21
Theft of Services	Theft of Services	21
Elements of Retail Theft	Elements of Retail Theft	22
Subpoena	Subpoena	23
Use of Force	23
Objective Reasonableness	Objective Reasonableness	24
Use of Force: Defensive	Overview	25
Use of Force to Prevent Escape	Use of Force to Prevent Escape	26
Forcible Felony	Forcible Felony	26
Response to a Crime	Response to a Crime in Progress	26
Warning Shot	Warning Shot	29
Guidelines for Searches	Guidelines for Performing Searches and Security Checks	29

III: BASIC EMERGENCY FIRST AID 33

ABCs of First Aid	Check Airway	34
	Check for Breathing / Circulation	36
	Rescue Breathing	36
Common Injuries	Burns	36
	Cold Emergencies	37
	Choking	37
	Diabetes	37
	Electrocution	37
	Eye Injuries	38
	Heat Emergencies	38
	Poisoning	38

Table of Contents

PART 1 (continued)

III: BASIC EMERGENCY FIRST AID (continued)		97
Common Injuries (cont.)	Nosebleed	39
	Other Bleeding Scenarios	39
	Minor Cuts and Scrapes	40
	Severe Bleeding	40
	Seizures	40
Good Samaritan Act	Good Samaritan Act	40
OSHA Pathogens	OSHA Bloodborne Pathogens	41
First Aid Terminology	First Aid Terminology	42
IV: EMERGENCY PROCEDURES: BOMB THREAT AND FIRE EVACUATIONS		43
Bomb Threat	Bomb Threat	44
	Responding to Bomb Threats	45
	Decision Time	45
	Evacuation	47
	When Locating a Suspicious Object	48
Fire Hazards	Fire Hazards	48
Natural Disasters	Natural Disaster Preparation and Response	49
Preparation and Reponse	Preparation is Key	49
	Safe N Secure's 5-Component Approach to Disaster	50
	Threat (the 'What')	50
	Human Asset (the 'Who')	52
	Equipment, Preparedness/Survival Groups (the 'With')	53
	Skills (the 'How')	62
	Time (the 'When' and 'How Long')	62
Major Electrical Failure	History and Statistics of Electrical Fires	63
	Detection	64
	Fire Watch	66
	Equipment	69
	Using Your Senses	72
V: ETHICS AND PROFESSIONAL CONDUCT		75
Standards of Conduct and	Standards of Conduct and Codes of Ethics	76
Codes of Ethics		
Uniform and Personal	Uniform and Personal Grooming	77
Grooming		
Effective Assertiveness	Effective Assertiveness	78
Discipline	Discipline	80
Readiness: Shift Work	Readiness: Shift Work and Sleep Adjustment	82
and Sleep Adjustment		
Alertness	Alertness	83
	Monotonous Routine	83
	Set of Filters	84
Honesty	Honesty	85
Developing Rapport	Developing Rapport with Management, Employees and Guests	86

Table of Contents

V: ETHICS AND PROFESSIONAL CONDUCT (continued)

Sexual Harassment	Sexual Harassment	87
Internet, Cell Phone and Text-Messaging	Etiquette	89

VI: ACCESS CONTROL 93

Access Control	Access Control	94
Controlling the Who, What Where and When	Controlling the Who, What, Where and When	95
People	People	96
Building and Perimeter	Building and Perimeter Protection	97
Vehicular	Vehicular	99
Basic Technology	Basic Technology	101
TWIC	TWIC: A Definition	102

VII: PATROL TECHNIQUES 103

Patrol Techniques	Patrol Techniques	104
Patrol: Its Purpose	Patrol: Its Purpose	104
Types of Patrols	Types of Patrols	105
Shift (or Event) Briefing	Shift (or Event) Briefing	106
Required Equipment	Required Equipment	107
Mobile Patrol	Mobile Patrol and Vehicle Safety	114
Preventative Patrols	Preventative Patrols and Fire Watches	118
Fixed Post Duties and Vehicle Control	Fixed Post Duties and Vehicle Control	120

VIII: OBSERVATION TECHNIQUES AND REPORT WRITING 123

Observation	Observation	124
Using Your Senses	Using Your Senses	124
Logs	Logs	125
Field Note-Taking	Prerequisite to Good Reporting	126
Report Elements	Report Elements	127
Report Characteristics	Characteristics of a Good Report	127
Punctuation / Capitalization	Punctuation and Capitalization	131
Grammar Guidance	Grammar Guidance	109
Use of Bullets	Use of Bullets	134
Sample Reports	Sample Security Industry Reports	134

IX: INTERVIEWING TECHNIQUES 137

Preparing for Interviews	Preparing for Interviews	138
Interview vs. Interrogation	Interview and Interrogation Differences	140
Styles of Interviews	Styles of Interviews	141
Developing a Rapport	Developing a Rapport	142
Motivation and Interviews	Motivation and the Interview	142
The Interview Approach	The Interview Approach	143
Deceptive Clues	Deceptive Clues	144
Ending an Interview	Ending an Interview	145

Table of Contents

PART 1 (continued)

X: FIRE DETECTION, SUPPRESSION AND LIFE SAFETY	147
Fire Ingredients	Ingredients of a Fire 148
Officer Responsibilities	Fire Prevention 149
	Safeguarding Others 150
	Extinguishing a Fire 150
Controlling Small Fires	Controlling Small Fires 151
Extinguishing Agents	Extinguishing Agents 151
Extinguishing Methods	Extinguishing Methods 153
Extinguisher Identification	Extinguisher Identification 153
Using a Fire Extinguisher	Using a Fire Extinguisher 154
Sodium Fires	Sodium Fires 155
Acid Fires	Acids 156
Life Safety Plans	Life Safety Plans 157
Classes of Fire	Classes of Fire - A, B, C, D, and K 158
Evacuation	Evacuation 160
Example State Statute	Failure to Control or Report a Dangerous Fire 161

XI: CRIME AND ACCIDENT PREVENTION	163
--	------------

Overview	Crime and Accident Prevention 164
Theft Prevention	Hardware 165
	Fences and Barricades 166
	Simple Wire Fence 166
	Lock System 166
	Traditional Keys 166
	Security Keys 166
	Card Keys 167
	ID Card Keys 167
	Perforated Keys 167
	Keypad lock 167
	Biometric lock 168
	Voice recognition lock 168
	Scale lock 168
	Alarm System 169
	Physical Inspection 169
Injury & Hazards Prevention	General Considerations 170
	OSHA, the role and moral obligations of the Security Guard 172
	Safe N Secure's STOP Program 173
	The Pyramid of Defense 173
	Policies 174
	Strategies 174
	Tactics 175
	Practical Skills 176
	Principles 176
	Process and Application (Case Study) 177
	Handling Potential Injuries 185

Table of Contents

XI: CRIME AND ACCIDENT PREVENTION (continued)

Securing Equipment	Securing the Scene	185
CCTV	Securing Equipment	187
	CCTV	187

XII: CRIME AND ACCIDENT PROTECTION 189

Overview	Crime and Accident Protection	190
Security Officer's Duty	Duties of the First Security Officer on the Scene	190
Steps to Protect a Scene	Steps to Protect a Scene	194
Preserving Evidence	Preserving Evidence	195
Contaminating Evidence	Contamination of Evidence	197
Chain of Custody	Chain of Custody	197
Identifying Witnessess	Identifying Witnessess	198

XIII: TERRORISM AWARENESS 201

History	History	202
National Threat Levels	National Threat Levels	203
Normalcy Bias	Normalcy Bias	204
Types of Terrorism	Types of Terrorism	205
Role of Security Officers	Role of Security Officers	208
Recognition and Response to Terrorist Activities	Recognition and Response to Terrorist Activities	209
Reporting	Reporting	212

PART 2

I: PUBLIC RELATIONS 215

Private Security vs Law	Private Security vs. Public Law Enforcement	218
Firefighters and EMT	Firefighter and EMT Interaction	220
Relations with the Media	Relations with the Media	221
Community Relations	Community Relations	221
Courtesy and Etiquette	Courtesy and Etiquette	223

II: COURTROOM PROCEDURES 225

The Officer as a Witness	The Officer's Role as a Witness	226
Officers of the Court	Officers of the Court	227
Security Officer's Rights	As a Victim or Witness	229
Reports as Evidence	Reference Reports as Evidence	232
Terminology	Terminology	232
Attending a Deposition	Who Needs to Attend a Deposition?	233
Pre-Trial Meetings	Pre-trial Meetings	234
Courtroom Testimony	Courtroom Testimony	235
Courtroom Demeanor	Courtroom Demeanor	237

Table of Contents

PART 2 (continued)

II: FUNDAMENTALS OF PERSONAL SECURITY	239
Cognitive / Affective Skills	Proper Use of Cognitive and Affective Skills 240
Calmness, Courtesy, Patience & Self-Control	Calmness, Courtesy, Patience and Self-Control 242
Types of Stress	Types of Stress 244
Symptoms of Stress	Symptoms of Stress 244
Types of Weapons	Types of Weapons Used Against Officers 245
Responding to Violence	Security Officers Deaths..... 245
Responding to Crime	Responding to Violent Crimes 246
Weapon Safety	Weapon Safety Awareness 252
Short Range Weapons	Short Range Weapons 254
Range Weapons	Range Weapons 256
Generic Statute Sample	Weapons and Firearms 256
Responding to Situations	Responding to Potentially Violent Situations 257
III: INTERPERSONAL COMMUNICATIONS	259
Getting the Message Across	Getting the Message Across-The Importance of Good Communication 260
Methods of Communication	Methods of Communication 261
Non-verbal Communication	Non-verbal Communication 262
Clarifying Communication	Clarifying Communication 267
Components	Components of Communication 267
Your Responsibility	Your Responsibility as a Communicator 270
Listening Skills	Listening Skills 271
Communication Demo	Communication Demonstration 273
Threats and Barriers	Threats and Barriers to Communication 273
IV: PROFESSIONAL COMMUNICATION	275
Two-Way Radio	Two-way Radio Use 276
Telephone Etiquette	Telephone Etiquette 278
Other Techniques	Other Professional Communication Techniques 278
V: TRAFFIC DIRECTION	281
General Responsibilities	Responsibilities of Traffic Controllers 282
Areas	Areas Where Security Officers May Direct Traffic 282
Body Position	Position and Posture When Directing Traffic 283
Practical Hand Signals	Practical Hand Signals 285

Table of Contents

V: TRAFFIC DIRECTION (continued)

Safety Equipment	Safety Equipment	286
Use of the Whistle	Use of the Whistle	287
Use of the Flashlight	Use of the Flashlight	287
Traffic Cones and Flares	Traffic Cones and Flares	287

VI: CROWD CONTROL 289

Types of Crowds	Types of Crowds	290
Characteristics	Characteristics of Crowds	291
Methods for Directing	Methods for Directing Crowd Flow	292
Security Officer Teamwork	Security Officer Teamwork in Crowd Control	292
Techniques	Crowd Control Techniques	293
Effective Behavior	Effective Officer Crowd Control Behavior	296
Riots and Protests	Riot and Protest Preparation	296

VI: SPECIAL PROBLEMS 299

Fundamentals	Fundamentals of Unique Behavior	300
	ADA	300
	Mobility Impaired	302
	Visually Impaired	304
	Hearing Impaired	305
	Cognitive Disabilities	306
	Emotionally Distressed	308
	Mentally Ill	310
	Elderly	311
	Juveniles	312
	Street People (Trespassers)	313
Controlled Substances	Controlled Substances	316
Identification	Identification and Recognition	316
Dealing with DUI	Dealing with People Under the Influence	320
OSHA	First Responders	322
HAZMAT	Understanding HAZMAT Labels	323
Responding to Incidents	Responding to Hazard Materials Incidents	330
	Security Officer Safety and Accident Prevention	332
Violence In The Workplace	History and Scope of the Problem	334
	Awareness of Potential Violence	336
	Security Actions to Prevent Workplace Violence	339
	Detection of Abnormalities	340
	Reporting Incidents	341
	Physical Security Measures	343
	Responding to Violent Behavior	344
	Role of Crisis Management and Trauma Teams	346
	(Security Officer's Role in Providing Assistance)	

Table of Contents

PART 2 (continued)

VII: TERRORISM AWARENESS: PART 2	349
Dynamics on Attacks	Dynamics of a Terrorist Attack 350
Proactive Counterintelligence & Operational Security	OPSEC 351
Physical Security	Physical Security and Access Control 353
Bombs	Bomb Incident Response 354
Mail Screening	Mail Screening 355
Other Threats	Biological/Chemical and Explosive 358
BENICE	Types of Attacks and Responses (BENICE) 360
	Biological 360
	Explosives 362
	Nuclear 363
	Incendiary 364
	Chemical 364
	Energetic 365
Examples	Samples of Incidents 366

APPENDIX -- (INSTRUCTOR ONLY)

COGNITIVE AND AFFECTIVE SKILLS TABLES	371
COMMUNICATION DIAGRAMS EXAMPLES	374
BOMB THREAT STAND-OFF CHART	376
SPECIAL ACKNOWLEDGEMENT	377