

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON



COURSE OUTLINE

COURSE TITLE: Introduction to Private Security

CODE NO.: CJS415 **SEMESTER:** II and IV

PROGRAM: Law and Security Administration

AUTHOR: Ugo Capy

DATE: Jan. 4/99 **PREVIOUS OUTLINE DATE:** Jan./98

Approved: Rose Jan 5/99
for Dean Date

TOTAL CREDITS: 4 **PREREQUISITE(S):** none
LENGTH OF COURSE: 16 wks **TOTAL CREDIT HOURS:** 48

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Course Goals

The course is designed to familiarize the student with various techniques employed in the private security sector that are necessary to develop and maintain total loss prevention programs. Emphasis will be directed towards prevention programs that target loss through theft, fire, abuse and accident. Students will examine common offences related to the industry as well as the legislative authorities that allow security personnel to function within legal parameters.

Student Performance Objectives

Upon completion of this course the student will be able to:

1. Identify the types and levels of security available to the private sector and state the difference between them.
2. Develop loss prevention programs unique to the various needs of the private sector.
3. State the applicable status and corresponding sections legislated by the federal and provincial governments authorizing enforcement proceedings.
4. Develop response procedures relative to the actual or perceived threat of major loss.
5. Define terms generally associated with the field of private security.

Topics Covered

1. Contract vs. In-House
2. Selection and responsibilities of a security officer and security supervisor
3. Customer service and security
4. Legislated enforcement authority
6. Report writing
7. Crime Prevention and Retail security
8. Hotel security
9. Institutional Security

Learning Activities**1.0 Contract vs. In-House Security**

Upon successful completion of this unit the student will be able to:

- 1.1 State the difference between public sector security and private sector security.
- 1.2 Define the terms Security, Contract Security, IN-House Security.
- 1.3 State the advantages and disadvantages of contract and in-house security.
- 1.4 Define the licensing function with regards to:
 - purpose of licensing
 - who must be licensed
 - documentary requirements
 - investigation of applicant
- 1.5 State the five provisions, which constitute an offence under the Private Investigator and Security Guard Act of Ontario.

2.0 The Selection of a Security Officer and Security Supervisor

Upon successful completion of this unit the student will be able to:

- 2.1 State the preferred qualities of a security officer.
- 2.2 State specific qualities for given security positions.
- 2.3 State the preferred qualities of a security supervisor
- 2.4 Define the mandate of a security supervisor.
- 2.5 List the resources available that will assist a security supervisors to achieve their goals.
- 2.6 Identify five resources found on the Internet
- 2.7 State the difference in the role of a supervisor in an in-house position to that of a contract position.

3.0 Customer Service and Private Security

Upon successful completion of this unit the student will be able to:

- 3.1 Understand the relationship between security and customer service.

4.0 Legislated Enforcement Authority

Upon successful completion of this unit the student will be able to:

- 4.1 Define selected terms;
- 4.2 Identify and describe the provisions of the Criminal Code that impact on a security officers duties;
 - a) arrest,
 - b) search,
 - c) seizure,
 - d) use of force

- 4.3 Identify common Criminal offences that are encountered by security personnel during their tour of duty;
 - a) Offences against persons;
 - b) Offences against property;
 - c) Disturbance offences;
 - d) Drug related offences.
- 4.4 Identify common Provincial offences that are encountered by security personnel during their tour of duty;
 - a) Trespass to property Act;
 - b) Liquor Licence Act
- 4.5 State the purpose of the Ontario Trespass to Property Act;
- 4.6 State the conditions in which signs are or are not required prohibiting entry or an activity under the T.P.A.;
- 4.7 State the methods of giving notice under the T.P.A.
- 4.8 State the occupier's authority to arrest on and off premises;
- 4.9 Describe the procedure for dealing with LLA infractions;
- 4.10 Describe the process for becoming a provincial offences officer.

5.0 Report Writing

Upon successful completion of this unit the student will be able to:

- 5.1 State the reason why reports are necessary in private security.
- 5.2 List the essential components of a report.
- 5.3 State the rules governing confidentiality.
- 5.4 State the difference between subjective and objective reporting.
- 5.5 Complete a report on a given typical field incident.

6.0 Crime Prevention and Retail Security

Upon successful completion of this unit the student will be able to:

- 6.1 Identify the components of a crime
- 6.2 Explain the concept of target hardening
- 6.3 State the vulnerability of retail outlets to loss.
- 6.4 Provide a comparison of various types of shop lifters.
- 6.5 Prepare a loss prevention plan for retail.
- 6.6 List the common signs of a shop lifter
- 6.7 From a given factual situation (case study)
 - Determine if an offence has been committed;
 - State the arrest authority available to the loss prevention officer;
 - Identify the statutory and common law requirements placed on security personnel with respect to arrest, search, release and questioning of suspects,
 - Prepare a loss prevention plan,
 - Present to the class

7.0 Hotel Security

Upon successful completion of this unit the student will be able to:

- 7.1 Review the Hotel Fire Safety Act ;
- 7.2 Identify elements of the Inn Keepers act that apply to security personnel;
- 7.3 List and describe the problems unique to hotel security.
- 7.4 State the sensitivity of the hotel industry to actual or perceived security problems.
- 7.5 From a given factual situation (case study)
 - Determine if an offence has been committed;
 - State the arrest authority available to the loss prevention officer;
 - Identify the statutory and common law requirements placed on security personnel with respect to arrest, search, release and questioning of suspects,
 - Prepare a loss prevention plan,
 - Present to the class

8.0 Institutional Security

Upon successful completion of this unit the student will be able to:

- 8.1 Identify legislation that impacts on a security officer's function within institutions;
- 8.2 List problems associated with maintaining a secure environment within large institutions;
 - a) Colleges and Universities,
 - b) Hospitals,
 - c) Casinos
- 8.3 From a given factual situation (case study)
 - Conduct research,
 - Prepare a loss prevention plan,
 - Present to the class

EVALUATION PROCESS / GRADING SYSTEM

Students will be evaluated in the following manner:

| | |
|-------------|------|
| Assignments | 20% |
| Mid Term | 40% |
| Final Exam | 40% |
| | |
| TOTAL | 100% |

Students are responsible for attending and writing their mid term and final exams on the scheduled dates and times.

Re-writes will not be permitted unless accompanied by a doctor's note.

Intro to Private Security

CJS 415

COLLEGE GRADING POLICY

| | | |
|-----------|---|-------------------|
| 90 - 100% | = | A+ |
| 80 - 90% | = | A |
| 70 - 80% | = | B |
| 60 - 70% | = | C |
| BELOW 60% | = | R (Repeat Course) |

SPECIAL NOTES

- a) If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the faculty member and/or the Special Needs Office, room E1204, ext. 493, 717 or 491 so that support services can be arranged for you.
- b) It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post secondary institutions.
- c) There is no specific grade assigned to attendance, however, it has been demonstrated year after year that students who do not attend classes on a regular basis will have a very difficult time in being successful.