

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO PRIVATE SECURITY

CODE NO: LAS 3 00

PROGRAM: LAW AND SECURITY ADMINISTRATION

SEMESTER: FOUR

DATE: 09 FEBRUARY, 1991

REVISION DATE: 12 DECEMBER, 1991

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APPROVED: ^, £} J fa . ^v, ^, _____ DATE: [frj! • p /&
K.' DeRosa'rxo, Dean /
School of Human Sciences I
and Teacher Education

COURSE GOALS

The design of this course is to familiarize the student with the various techniques employed in the private security sector 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, as well as the desired skills and attributes required to be effective in the private security field.

STUDENT PERFORMANCE OBJECTIVES

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

- 1/ State the difference between the types and levels of security available to the private sector.
- 2/ Develop total loss prevention programs unique to the various needs of private sector.
- 3/ State the applicable statutes 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 the terms generally associated with the field of private security.

TOPICS TO BE COVERED

1. Contract vs. In-House advantages & disadvantages
2. Selection and responsibilities of a security officer
3. Selection and responsibilities of a security supervisor
4. Customer service and private security
5. Legislated enforcement authorities
6. Human rights
7. Report writing
8. Investigational procedure
9. Executive protection

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10. Security hardware
11. Retail security
12. Hotel security
13. Fire protection and disaster planning

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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 5 provisions which constitute an offence under the Private Investigator and Security Guard Act of Ontario

2.0 THE SELECTION OF A SECURITY OFFICER

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 the requirements to be "bonded"
- 2.3 state specific qualities for given security positions

3.0 THE SELECTION OF A SECURITY SUPERVISOR

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

- 3.1 state the preferred qualities of a security supervisor
- 3.2 Define the mandate of a security supervisor
- 3.3 list the resources available which the security supervisor may utilize to achieve their goals
- 3.4 Prepare a budget
- 3.5 state the difference in the role of a supervisor in a in-house position to that of a contract position

3.6 state the considerations for resource deployment

3.7 prepare a security shift schedule

4.0 CUSTOMER SERVICE AND PRIVATE SECURITY

upon completion of this unit the student
will be able to:

5.0 LEGISLATED ENFORCEMENT AUTHORITY

upon completion of this unit the student
will be able to:

5.1 State the legislated authority that permits the use of physical force against another person

5.2 define justified , grievous bodily harm and deadly force

5.3 State the authority to intervene where there is a breach of the peace

5.4 state the authority to arrest for a violation of a federal statute

5.5 state the obligation upon a person making an arrest relative to: right to counsel and reason for arrest

5.6 differentiate between summary and indictable offences, found committing and reasonable grounds

5.7 State the intent of the Ontario "Trespass to Property Act" (T.P.A.)

5.8 define the terms: Occupier and Premises

5.9 Define the offence of trespass

5.10 State the conditions in which signs are or are not required prohibiting entry or an activity under the Ontario Trespass to Property Act

5.11 state the methods in which notice may "be given under the T.P.A.

5.12 State occupiers authority to arrest

5.13 State the authority to arrest off premises

6.0 HUMAN RIGHTS

upon completion of this unit the student will be
able to:

6.1 Define the aim of the human rights Code

- 6.2 List 7 of 10 duties of the Human Rights Commission
- 6.3 State the basic rights enshrined in the Human Rights Code as well as the Charter of Rights and freedom
- 6.4 List 4 types of discrimination
- 6.5 define Harassment
- 6.6 State the responsibilities of the person in authority

7.0 REPORT WRITING

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

- 7.1 State the reasons why reports are necessary in private security
- 7.2 list the essential components of a report
- 7.3 State the rules governing confidentiality
- 7.4 State the difference between subjective and objective reporting
- 7.5 Complete a report on a given typical field incident

8.0 INVESTIGATIONAL PROCEDURE

upon completion of this unit the student will be able to:

- 8.1 Develop policy detailing standards to be followed during investigations
- 8.2 Given examples, identify and define different interviewing techniques
- 8.3 State the rules of evidence

9.0 EXECUTIVE PROTECTION

upon completion of this unit the student will be able to:

10.0 SECURITY HARDWARE

upon completion of this unit the student will be able to:

- 10.1 List 7 categories of security hardware available for detection and loss control
- 10.2 State a number (as defined by facilitator) of hardware items for each category

- 10.3 State the function of various pieces of security hardware as given by the facilitator
- 10.4 state the difference between proactive and reactive detectors

11.0 RETAIL SECURITY

upon the completion of this unit the student will be able to:

- 11.1 State the vulnerability of retail outlets to loss
- 11.2 Provide a comparison of various types of shoplifters
- 11.3 Prepare a loss prevention plan for retail
- 11.4 List the common signs of a shoplifter

12.0 HOTEL SECURITY

upon completion of this unit the student will be able to:

- 12.1 list a given number of problems unique to hotel security
- 12.2 State the sensitivity of the hotel industry to actual or perceived security problems
- 12.3 list common theft practices within the hotel industry
- 12.4 List loss prevention techniques utilized in the hotel industry

13.0 FIRE PROTECTION AND DISASTER PLANNING

upon completion of this unit the student will be able to:

- 13.1 State the basic principals of fire chemistry
- 13.2 List the four groups of fire and the appropriate extinguishment
- 13.3 List 10 fire protection systems
- 13.4 Develop a fire prevention policy
- 13.5 define major and minor disaster, give examples
- 13.6 define the role of security in a disaster
- 13.7 Develop disaster plans for given situations

ADMINISTRATION

MARK DISTRIBUTION

Participation	5%
Unannounced quiz	15%
Assignments	30%
Midterm exam	20%
Final exam	25%

ATTENDANCE

All students are expected to attend class in a condition suitable to learning and participating.

It is the students responsibility to catch up on what was missed

PUNCTUALITY

All classes begin at 1830 hours sharp unless previously indicated. Anyone not arriving on time will be responsible for determining what they have missed - AFTER THE CLASS

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

INTRODUCTION TO PRIVATE SECURITY

MAJOR ASSIGNMENT - 20 %

DESCRIPTION OF ASSIGNMENT

The students will develop and submit to the facilitator a complete In-House security department.

ASSIGNMENT COMPONENTS

The components of this department will be;

1. Department objective
2. Departmental organizational chart
3. Job descriptions for the positions in the department
4. Departmental budget
5. Security officer shift schedule
6. Policy on fire prevention
7. Disaster plan for fire emergencies
8. Disaster plan for bomb threats

PRESENTATION

This assignment must be in typed format, presented in suitable business form.

ASSIGNMENT GROUPS

This assignment will be conducted in groups as assigned by the facilitator. The distribution of work will be decided upon by the group members.

MARKING

This assignment is worth 20% of your final mark.

Each group member will submit a one to two page paper in which they will grade each member of the group, providing rationale for these marks.

Also to be submitted with this assignment is a report which will provide historical data on group meeting dates/times, assignments to individual group members and project development.

DUE DATE

27 MARCH, 1992

COURSE SCHEDULE

TOPIC	CLASS #	DATE	READING
1. CONTRACT VS. IN HOUSE	1 & 2	JAN 7 & 9	CH 1 & 2
2. SELECTION & RESPONSIBILITY OF A SECURITY OFFICER	3	14	CH 4
3. SELECTION & RESPONSIBILITY OF A SECURITY SUPERVISOR	4	16	CH 3
4. CUSTOMER SERVICE	5	21	
5. LEGISLATED ENFORCEMENT AUTHORITY	6 & 7	23 Sc 28	CH 6 & 8
6. HUMAN RIGHTS	8	30	CH 24
7. REPORT WRITING	9 & 10	FEB 04 & 06	CH 11
8. MIDTERM EXAM	11	11	
9. INVESTIGATIONAL PROCEDURE	12	13	CH 12
10. EXECUTIVE PROTECTION	13 & 14	18 & 20	
11. SECURITY HARDWARE	15 & 16	25 & 27	CH 15
12. 17 ... RETAIL SECURITY	17	MAR 10	CH 17
13. HOTEL SECURITY	18	12	CH 18
14. FIRE PROTECTION & DISASTER PLANNING	19 & 20	17 & 19	CH 19&20
15. FINAL EXAM	21	24	

COLLEGE GRADING POLICY

90 - 100% = A+
80 - 89% = A
70 - 79% = B
60 - 69% = C
BELOW 60% = R

SPECIAL NOTE

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.