

**Sault College Of Applied Arts And Technology**

**Sault Ste. Marie, Ontario**

**COURSE OUTLINE**

COURSE TITLE:    Introduction To Private Security

CODE NO:            LAS 300

PROGRAM:           Law and Security Administration

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INSTRUCTORS:    Timothy Pritchard/Geoff Tyrell

DATE:                January 1 996

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REVISION   x

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## **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 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 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
3. Selection and responsibilities of a security supervisor
4. Customer service and security
5. legislated enforcement authority
6. WHMIS
7. Report writing
8. Labour relations
9. Executive protection
10. Security hardware
11. Retail security
12. Hotel security
13. Fire protection and disaster planning

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

- 4.1 Understand the relationship between security and customer service.

#### **5.0 Legislated Enforcement Authority**

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

- 5.1 State the intent of the Ontario Trespass to Property Act.
- 5.2 Define the terms occupier and premises.
- 5.3 Define the offence of trespass.
- 5.4 State the conditions in which signs are or are not required prohibiting entry or an activity under the T.P.A.
- 5.5. State the methods in which notice may be given under the T.P.A.
- 5.6 State the occupiers authority to arrest.
- 5.7 State the authority to arrest off premises.

#### **6.0 Workplace Hazardous material Information System (WHMIS)**

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

- 6.1 Define WHMIS.
- 6.2 List the components that make up WHMIS.
- 6.3 . List the requirements of labels.
- 6.4 Define and explain an MSDS.

#### **7.0 Report Writing**

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

- 7.1 State the reason 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 Labour Relations**

## **9.0 Executive Protection**

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

- 9.1 State 8 components of an executive protection program.
- 9.2 Complete a Threat Analysis and Assessment.
- 9.3 Review a Executive profile.
- 9.4 Complete a residential security survey
- 9.5 State the four steps to ensuring reasonable executive protection.
- 9.6 State three of six categories which make up executive security awareness.
- 9.7 State at least 2 points within the 3 categories above and explain them.
- 9.8 State the five points to hostage survival.

## **10.0 Security Hardware**

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

- 10.1 List four 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 hardware as given by facilitator.

## **11.0 Retail Security**

Upon successful 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 shop lifters.
- 11.3 Prepare a loss prevention plan for retail.
- 11.4 List the common signs of a shop lifter.

## **12.0 Hotel Security**

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

- 12.1 Review the InnKeepers act and discuss security implications
- 12.2 Review the Hotel Fire Safety Act and prepare an assignment as specified.
- 12.3 List a given number of problems unique to hotel security.
- 12.4 State the sensitivity of the hotel industry to actual or perceived security problems.
- 12.5 List loss prevention techniques utilized in the hotel industry.

## **13.0 Fire Protection and Disaster Planning**

Upon successful 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 a given number of fire protection systems
- 13.4 Develop a fire prevention policy.
- 13.5 Define major and minor disasters.
- 13.6 Define the role of the security officer in a disaster.
- 13.7 Develop disaster plans for a given situation.

## **Administration**

### **Mark Distribution**

Participation	5%
Unannounced Quiz	<b>15%</b>
Assignments	30%
Midterm Exam	25%
Final Exam	<b>25%</b> (No exemptions are given for final exam)

### **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 the scheduled time sharp unless previously indicated. Anyone not arriving on time will be responsible for determining what they missed - After the class.

**Sault College Of Applied Arts And Technology**  
**Introduction To Private Security**

Major Assignment - 20%

**Description**

The students will develop and submit to the facilitator a complete In-House Security Department outline/plan.

**Assignment Components**

The components of this hypothetical department will be;

1. Department objective
2. Departmental organization chart
3. Job descriptions for all positions
4. Department 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 a 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.

**Grading**

This assignment is 20% of the 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.

**Note:** Complete minutes of all group meetings are to be submitted.