

# INSTRUCTIONAL SYSTEMS INC.

## SECURITY OFFICER TRAINING

### Lesson 1 - Introduction

Provides an overview of the Security Officer Legislation and the Eight-Hour Pre-Assignment Training course for Security Officers.

### Lesson 2 - Role of a Security Officer

Offers an overview of the industry and its evolution to one that requires specialized training and professional staffing. Instruction covers duties performed by security officers and specific tasks that must be monitored and reported.

### Lesson 3 - Legal Powers and Limitations

Instruction is provided in the legal rules governing practices and procedures, particularly with respect to arrest situations.

### Lesson 4 - Patrol Tactics

Instruction covers the wide variety of duties required of a security officer when on patrol.

### Lesson 5 - Emergency Situations

This lesson is intended to provide guidance in identifying and responding to emergency situations and the need for increased awareness in making decisions relative to personal and public safety.

### Lesson 6 - Communications and Public Relations

The communications process is explored, including certain pertinent areas of concern: attitude, demeanor and prejudices. Emphasis is placed on receiving and sending clear messages for effective relationships with the public.

### Lesson 7 - Access Control

Provides instruction in elements related to the movement and control of persons entering or leaving property. Emphasis is placed on security functions related to the identification and prevention of crime.

### Lesson 8 - Report Writing

Instruction outlines the importance of clear, concise reports and identifies the key elements of any incident report.

Lesson 9 - Ethics and Conduct

Security Officers' attitudes and practices are presented as well as the importance of having a Standard Code of Ethics in place. A Code of Ethics pledge and affirmation is detailed with justification.

Lesson 10 - Review and Examination

A final examination, consisting of fifty (50) multiple-choice questions, covering all aspects of the course, concludes the course. This examination should be administered upon the conclusion of all chapters and lessons in the Security Officers Training Course.