

# Private Security Training Center

699 N. Arrowhead STE 102, San Bernardino, CA 92401

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[www.PrivateSecurityTC.com](http://www.PrivateSecurityTC.com)



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## REGISTRATION DISCLOSURE STATEMENT

Private Security Training Center is located at 699 N Arrowhead STE 102, San Bernardino, CA 92401. All courses are held at 699 N. Arrowhead STE 102, San Bernardino, CA 92401. We are a private institution that is approved to operate by the bureau.

Instruction is in residence with the facility occupancy level accommodating a maximum of 70 students at any given time. Class size is limited to forty students per class. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action can be made to Jason Cooke or Mark Carpenter, Owner/Partner, Private Security Training Center in writing. Resolution will be sought within three to seven business days following the filing date.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Scholl Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

Private Security Training Center does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the past five years, and has not had a petition in bankruptcy filed against it within the past 5 years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Post Secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, PO Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: (888) 370-7589 Fax: (916) 263-1897

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)

## INTRODUCTION

Private Security Training Center began offering classes in 2011. The Training Center was designed to accommodate the training and licensing needs of individuals interested in entering the growing field of security; or for those individuals who desire additional training to retain their security licenses; or to simply enhance their existing skills. Private Security Training Center offers training to the general public.

The educational philosophy of Private Security Training Center is to provide short term, high quality training programs to qualified students which will enable them to attain employment in entry-

level positions; or upgrade their existing experience and skills to further their career. Incorporated with this philosophy is our goal to provide instruction in a professional, educational environment using modern equipment, small class sizes, qualified industry experienced instructors and teaching methodologies that provide for individualized instruction and maximum retention.

Our programs are designed to teach the skills needed to perform in the student's chosen field of training within a short time frame. The training is intensive and demanding, but the education and skills attained will be well worth the effort.

It is the belief of Private Security Training Center that education is an investment in the student's vocational future. Together we can work as a team to help students reach career goals with self-confidence gained through solid, practical training and knowledge.

## **OWNERSHIP**

Private Security Training Center is a Private for Profit Partnership operated by: Jason Cooke and Mark Carpenter

## **PROGRAM INFORMATION**

The mission of Private Security Training Center is to provide the finest and most up to date training for security professionals so they can successfully adapt to the changing needs of the security industry; to instill the values of honor, integrity, and self-discipline; and to mentor future security professional leaders

Our objective is to provide Security Officers in Southern California with the skills, licensing, and abilities required to seek and maintain employment in the security profession. To obtain our objective:

- We utilize the Bureau of Security and Investigative Services curriculum and course material to ensure that our students are equipped with the knowledge required to perform their job safely and legally.
- Utilize case law, current industry events, and utilize current professional standards and guidelines in our training and evaluation of all students as required by the Bureau of Security and Investigative Services.
- Work with the majority of security companies in the Inland Empire to ensure that our training complies with the real world requirements and expectations necessary for employment in the Security Industry.

Private Security Training Center offers the following courses of instruction:

- Unarmed Security Guard
  - The objective of the Unarmed Security Guard program is to provide students with the basic training requirements necessary to work as an unarmed security guard within the state of California. This program follows the standards prescribed by section 7583.6 (b) of the business professions code. The purpose of this program is to obtain the minimum required training required under section 7583.6 (b) of the business professions code for unarmed security guards in the state of California.

- Security Guard Armed
  - The objective of the Security Guard Armed program is to provide students with the basic training requirements necessary to work as an Armed security guard within the state of California. This program includes the unarmed guard program. This program also includes additional training in Firearms, Taser, Pepper Spray, and other electives defined by section 7583.6 (b) of the business professions code. This program follows the standards prescribed by section 7583.6 (b) of the business professions code. The purpose of this program is to provide the skills and licensing for armed security guards in the state of California.

The programs include instruction, use of classroom and required equipment. Licenses and tools of the trade are optional.

## **FACILITY SPECIFICATIONS**

Private Security Training Center is located at 699 N. Arrowhead STE 102, San Bernardino, CA 92401. The Center is approximately 2,000 square feet and has three spacious, air conditioned classrooms for instruction and video training, an indoor firing range, a student lounge, handicap accessible rest room facilities, and a reception area. The campus complies with all applicable state and federal safety, health, building and fire codes. Class sizes are limited to a maximum of 40 students per class. The maximum occupancy level of the facility for any one time is 70 students. Ample free parking is provided to all students. The campus is located near freeways and on a major public transportation route with restaurants within walking distance.

## **ADMISSION REQUIREMENTS**

The school will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation or physical disabilities. The school does reserve the right to deny admission to an applicant based on scholastic record, criminal records or attitude. A high school diploma is not necessary for admission to the school. To be eligible for admission to the "Security Guard" course, a prospective student must meet the following requirements:

1. Must be at least 18 years of age.
2. Possess right to work in the United States.
3. No history of *felony* convictions.
4. Not currently on probation or parole.
5. Have no other prohibiting license issues.
6. No active or temporary court ordered restraining orders.
7. Possess valid picture identification.
8. Possess US Citizenship if firearm training is desired.
9. Read & write in the English Language-(We do not offer instruction in ESL)
10. Posses appropriate security licenses as required for individual class.

## **ADMISSIONS PROCEDURE**

Prospective students may apply for admission to the Training Center by scheduling an appointment for an interview with an Admissions Representative. Upon completion of the school application, the student will be interviewed by an Admissions Representative. The representative will explain the school's philosophy and curriculum, as well as, discuss the prospective student's eligibility for desired security licensing, goals, interests, previous education and professional experience. Some students may not be eligible for enrollment based upon criminal history. The director will be responsible for final enrollment determination in these instances. Prospective students will be provided with a tour of the school.

Seats are assigned on a first come - first serve basis to all qualified students based upon the date the student completed all admission requirements.

## **EEO STATEMENT**

Private Security Training Center is fully committed to Equal Employment Opportunity with respect to its employees and students; without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work and educational environment free from discrimination and harassment, and where employees and students are treated with respect and dignity. When a conflict occurs, the company promptly addresses the matter.

## **ENROLLMENT DATES**

*Please refer to class calendar*

Students may enroll at any time however; scheduled class start days for each module of instruction are the only days that students may begin classes. For most classes, each module of instruction is designed and taught as a "stand alone" module. Therefore, students may begin instruction on the first day of any individual module in the sequence and proceed until all the required modules have been attended per the program graduation requirements.

## **ADMISSION POLICIES**

Private Security Training Center welcomes applications from students with disabilities or special needs. Private Security Training Center is committed to giving academic opportunities to all appropriately qualified applicants, irrespective of disability, wherever practical. Admissions policy is that all students will be judged in their academic merits. Only after the decision as to whether or not to offer a place has been taken is consideration normally given to the effects of any disability.

When Private Security Training center is not adequately made aware of the special needs or requirements of disabled person prior to admission, the special needs student cannot be guaranteed that suitable staff and/or facilities will be made available to meet these needs or requirements. In some cases, the school may require appropriate evidence of the extent of a particular disability before it is able to commit itself to providing resources and/or appropriate support.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Private Security Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Private Security Training Center is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Private Security Training Center to determine if your certificate will transfer

### **STUDENTS REQUESTING TRANSFER OF CREDIT MUST:**

- Provide an official transcript or certificate from the granting college, university, or training facility.
- Provide a detailed Course Description, Syllabus or Catalog describing the course.

Transfer credit must be requested at the time of enrollment. If transfer credit is granted, the applicable course credit charges will be deducted from the students total tuition cost and the corresponding course will be listed on the students transcript with a grade of "TC".

**Students may appeal** the decision of sceptance of transfer credit by written request to the School Administrator for a review. A review and determination will be completed within 14 days and the student will be informed in writing.

Private Security Training Center does not offer challenge examinations or achievement tests. Private Security Training Center does not utilize the Ability to Benefit entrance exam for admision into any program.

**Private Security Training Center has not entered into an articulation or transfer agreement with any other college or university**

## **ENGLISH AS A SECOND LANGUAGE INTRUCTION**

Private Security Training Center does not provide language services. No visa services are provided for students. Private Security Training Center courses can only be taken in english.

## **ACCREDIDATION**

Private Security Training Center and its training programs are not accredited by an accrediting agency recognized by the United States Department of Education. Private Security Training Center does not offer any degree programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **COMPLETION REQUIREMENTS**

In order to complete each course of instruction a student must meet the following requirements within the maximum allowable time frame:

1. Acheive a total overall attendance time of 70% of scheduled hours.

2. Pass final examination according to the required competency levels and satisfactorily perform all physical demonstrations of proper procedures of technique required.
3. Fulfill all financial obligations to the school.

Certificates of Completion will be awarded to all students who successfully fulfill the course requirements. (See the Course Description and License/ Permit Information.)

## **SCHOOL HOURS**

The training center and administrative offices are open Monday - Friday from 8:00 a.m. until 4:00 p.m. When evening classes are held, campus will be open 6:00 pm to 10:00 p.m.

## **SCHOOL HOLIDAYS**

The school will be closed for the following holidays:

New Years Day  
Presidents Day  
Independence Day  
Veterans Day  
Christmas Eve Day

Memorial Day  
Labor Day  
Thanksgiving Day  
Christmas Day

## **ATTENDANCE POLICY**

Private Security Training Center provides accelerated learning programs and strongly encourages students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his/her certificate. Students are expected to remain in class for the scheduled duration of the class. "Cutting" classes is not permitted and will be counted as an absence. We do however understand that emergencies may arise, and therefore, the minimum attendance requirement is 70% attendance of scheduled hours of instruction to qualify for certificates or license applications.

## **TARDINESS**

Tardiness is discouraged. Students are expected to be on time. Tardiness without a legitimate excuse will be recorded and will be counted against total attendance credit. If a student arrives to class after the scheduled class start time (including breaks and lunches), the student will be considered tardy. Students who arrive late for class are required to check-in with the front desk and receive a "permission slip" prior to reporting to class.

## **DRESS CODE**

Students are encouraged to wear comfortable clothing, however we encourage students to wear appropriate attire at all times, as recruiting employers are often on campus for application and interview process. No gang attire or suggestive attire allowed.

## **TUTORING**

Tutoring services are available to any student having difficulty with their studies in relation to our courses. This service is provided at no charge to the student.

## **STUDENT RECORDS**

Due to the confidential nature of a students records, both personal and academic, the school exercises extreme caution in the recording and maintaining of student records. Access to student records are limited to staff members and the training centers approving and accrediting authorities. Student records will be maintained indefinitely after enrollment. There is no fee for copies of completion certificates and no fee for duplicate Private Security Training Center certification. Additional transcripts may be ordered for a free of charge. Students requesting copies of these items must complete the "Record Request Form" available at the Student Service Dept. during normal business hours. Please be advised it will take three business days for process of any duplicates.

## **DISCLOSURE OF STUDENT INFORMATION**

Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education §94900, 94900.5, 94900.7. No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. ROP, WIA, VA) may review any educational records without the approval of the student. Without the student's written consent and upon authorization of the President/ Executive Director or designee, Private Security Training Center may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- College with a legitimate educational interest.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is

- necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  - Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
  - Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
  - Accrediting organizations in order to carry out their accrediting functions.

## **GRADING POLICY**

Modules of instruction which have written, graded examinations require a minimum passing score of 70%. The Firearms Module of the Security Guard program requires a minimum passing score of 85% on the written examination along with a score of 200 out of a possible 250 on the firing range portions.

The written grading system is determined by a numerical equivalent according to the following:

Passage of certain modules of instruction require the student to successfully demonstrate competence and responsibility to the instructor's satisfaction by showing physical proficiency and understanding as evidenced by the correct, actual demonstration of the required procedures. Modules containing this objective include Firearms Safety, CPR and First Aid and Defensive Tactics. Students who fail to meet the minimum standards of competency as determined by the instructor will not be certified in that specific skill area.

Letter Grade	% Equivalent	Grade Point	Achievement
A	90-100	4.0	Excellent
B	80-89	3.0	Good
C	70-79	2.0	Satisfactory
D	60-69	1.0	Poor
F	50-59	0.0	Fail

A student receiving a grade of “F” will be required to make up the portion of the module that he/she has failed. (See Make-Up Work) The second option would be to seek tutoring and re-take the exam.

The student grade card will indicate grade and attendance. The grade cards are used to track attendance and viewed daily by students so they may view their progress. Student progress and academic standing are logged daily onto the student's grade card and will be discussed individually with each student at the conclusion of each module of instruction. In the event that a student is not maintaining satisfactory progress in either academics or attendance, the student will be advised in private by the Director.

### **MAKE-UP WORK POLICY**

Students may not graduate without completing all required courses for their particular curriculum. However, it is a principal concern at Private Security Training Center to offer students every opportunity to prepare themselves to perform competently in their work environment. Therefore, students will be accommodated by instructors where reasonable and permitted to make-up work previously missed due to being absent or tardy from class regardless of reason missing.

### **SATISFACTORY PROGRESS**

Satisfactory progress is measured by both academic and attendance minimums calculated at the end of each module of instruction per the requirements set forth in the “Grading Policy” section. You may view your exam scores and progress on your attendance sheet.

### **POLICY ON ACADEMIC PERFORMANCE**

While there is no probationary period at Private Security Training Center, students are required to perform at minimum standards of academic performance. We require an average score of 85% or higher to pass all courses. Some of the tests are additionally or separately comprised of practical scenarios, and physical performances where applicable such as both techniques and

acceptable demonstrative competency in C.P.R, for example; which are all graded as pass/fail by the academy instructor(s).

If a student is having difficulty grasping a subject, all attempts will be made to help the student understand the subject material. If a student cannot successfully pass an exam, they will be given an opportunity to retake the exam. If at that point they cannot pass the exam. If at that point they cannot pass the exam on the second attempt, they will no longer be permitted to continue through the program; as the legal consequences of not having a minimal understanding of laws or procedures in the security field can result in detrimental legal consequences for the both the student and their employer.

Students who perform satisfactorily may enroll in courses at their convenience. If a student is academically dismissed, they must submit a written petition to the Director explaining why they would be successful if granted re-admission.

## **CURRICULUM CHANGES**

Due to constant changes in State & Federal laws, the Academy needs to continually update its curriculum and equipment. Private Security Training Center reserves the right to modify or change course content and/or structure of course curricula at any time.

## **TUITION PAYMENTS**

You may seek assistance through outside agencies such as Private and Third Party Loan Programs. Please see the Admissions Department for a referral list. Individual class costs and fees are detailed in the back of the catalog. We do not require payment in advance of any individual class, however students must present payment upon admission into class, with the exception of students who are attending all of the classes and the fees are being paid by a third party. Students funded by third parties are expected to be available to the school for follow up on employment information for statistical purposes.

## **FINANCIAL AID DISCLOSURE TO ALL STUDENTS 94909(A)(10)**

Private Security Training Center participates in federal and state financial aid programs.

Any student who obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

If the student is eligible and receives a loan that is guaranteed or insured by the

state or federal government and the student defaults on the loan (fails to repay the loan per the terms of the loan agreement), the following actions may be taken:

The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the student is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

## **EQUIPMENT AND SUPPLIES**

Private Security Training Center Provides materials and equipment required for students while in training. The Equipment used for each of the programs is as follows:

### **Unarmed Guard**

- This Program is taught in one of our two classrooms we utilize for training.
- Equipment Used
  - Handcuffs – Stainless Steel Double Locking handcuffs are used for demonstrative purposes only to help students identify the components and understand basic functionality of handcuffs.

### **Security Guard Armed**

- This Program is taught in one of our two classrooms we utilize for training.
- Equipment Used
  - Handcuffs – Stainless Steel Double Locking handcuffs are used for demonstrative purposes only to help students identify the components and understand basic functionality of handcuffs. The handcuffs that are used are owned by Private Security Training Center.
  - Adult and infant mannequins approved by Medic First Aid are used during the CPR course. The mannequins that are used are owned by Private Security Training Center.
  - Firearms Simulators are used for the firearms course. There are 4 models that we use:
    - Taurus Beretta for the 9mm
    - Sig Sauer 226 for the 40mm

- Wilson Combat 1911 for the 45mm
- S&W revolver

## **CANCELLATION, WITHDRAWAL & TUITION REFUND POLICY**

Student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation to the institution at 699 N. Arrowhead Ave Ste 102, San Bernardino, CA 92401. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by this agreement. The student shall have no liability, and the school shall refund any consideration paid by the student within 30 days after the institution receives notice of cancellation. If your tuition and fees are paid by a third party, the refund will be sent to the third party not the student within 30 days.

## **WITHDRAWAL RIGHTS AND REFUND POLICY**

Students are entitled to a full refund of 100% of the amount paid for institutional charges without penalty less the application fee not to exceed \$100.00 if notice of cancellation is made at the first class session, or the seventh day after enrollment, whichever is later. The notification to withdraw or cancel shall be made in writing to the school. Please mail your request to Jason Cooke. Private Security Training Center refunds all money for courses not completed by student. This policy is 100 percent pro-rata refund policy that comports with Section 21.4255 of the Code of Federal Regulations.

## **STUDENTS' RIGHTS AND GRIEVANCES**

The staff at Private Security Training Center is uncommonly accessible to all students. Students who have a grievance are encouraged to discuss the matter privately and confidentially with the school's Grievance Officer, Jason Cooke. If an intervention is necessary which involves a third party student, the identity of the complaining student is kept confidential.

It has been our experience that the few issues which have risen over the years have been handled to everyone's satisfaction by the school's administration. It represents in the best sense of the word personal attention which each student receives. In the event that a student is not satisfied with the explanation or solution offered student may contact:

Bureau for Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833  
(888) 370-7589

## **DRUG AND ALCOHOL PREVENTION/AWARENESS PROGRAMS**

Private Security Training Center maintains a Drug and Alcohol free campus. We also have an extensive list of referral agencies that can assist any student in these areas. Please contact any staff member for information on referral sources. All inquiries or requests for information on Drug or Alcohol awareness/prevention are held in strictest confidence.

## **STUDENT TUITION RECOVERY FUND STATEMENT**

The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements signed on or after January 1, 2013, is \$.50 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments

### **Student Tuition Recovery Fund Disclosure**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The School's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **CONDUCT**

The training center strives to provide a professional learning environment for its students. Students are expected to conduct themselves as mature & responsible adults. The following rules apply:

1. No smoking is allowed in the facility. Smoking is permitted outside the facility.
2. Use of alcohol or illegal narcotics on campus grounds is strictly prohibited.
3. Unauthorized weapons of any kind are not permitted on school grounds. PLEASE DO NOT BRING A PERSONAL FIREARM TO CLASS UNLESS AN INSTRUCTOR REQUESTS YOU TO DO SO.

Weapons must be in locked container and inspected by Range Master prior to admittance on campus.

The following is classified as misconduct:

1. Academic cheating or plagiarism.
2. Destruction or theft of school property or that of a fellow student.
3. Being under the influence of alcohol or any illegal drug while on campus
4. Physical abuse of another person on campus.
5. Disruptive behavior in class or on campus.
6. Sexual discrimination
7. Any offense that, in the opinion of the Executive Director, may be contrary to the best interest of the school, students and staff.

## **STUDENT TERMINATION**

Students may be terminated for any of the following reasons:

1. Failure to maintain satisfactory academic or attendance progress levels.
2. Dangerous or abusive behavior towards school personnel or other students.
3. Failure to attend scheduled classes for 10 consecutive days without notifying the Academy.
4. Failure to return to school on the scheduled return date of a Leave of Absence.
5. Violation of school policies concerning alcohol/drugs or weapons.
6. Failure to provide timely tuition payment in accordance with the terms of the enrollment agreement

## **READMITTANCE REQUIREMENTS**

Students who have withdrawn from classes or have been terminated from school will not be allowed automatic readmission. Any student who wishes to be considered for readmission must submit a written request to the Executive Director explaining the reasons for readmission.

## **SCHOOL POLICIES**

Private Security Training Center is one of the finest learning facilities in the Inland Empire. We want the time that you spend with us to be both effective and at the same time, enjoyable.

We, in turn, encourage you to review all of the policies and procedures in the school catalog. Please do not hesitate to ask any staff member about any question you may have regarding the rules and policies of the training center. We are here to help you! Readmission will be determined on an individual basis and will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. The decision of the Executive Director with regards to readmission is final.

## **LEAVE OF ABSENCE POLICY**

A leave of absence may be granted to students who require one for medical or extreme hardships/legal reasons or military orders. Leaves of Absence are granted on an individual basis and must be requested in writing by the student and approved by the management. A student may take multiple

Leaves of Absence during their entire program. The total cumulative length of time that a student may take for a leave of absence will be granted only if the student has completed at least one course of instruction and the school can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students who take a Leave of Absence will be required to return to the training program at the point of instruction where they left off.

Failure to return from a leave of absence on the scheduled return date will result in termination from classes. No additional charges will be assessed to a student's account during a leave of absence.

**No distance education will be offered by this institution**

**SCHEDULE OF FEES**

**Tuition Fees:**

• Powers to Arrest (8 Hours)	\$60
• Public Relations (4 Hours)	\$40
• Report Writing (4 Hours)	\$40
• Communications (4 Hours)	\$40
• Liability & Legal Aspects (4 Hours)	\$40
• Arrest Search & Seizure (4 Hours)	\$40
• Radio 10 Codes (4 Hours)	\$40
• Trespassing (4 Hours)	\$40
• Crowd Control (4 Hours)	\$40
• Firearms Training (16 Hours)	\$120
• Pepper Spray (2 Hours)	\$40
• Taser (6 Hours)	\$80
• Post Orders (4 Hours)	\$40
• CPR/First Aid (4 Hours)	\$40
• Campus Security (24 Hours)	\$240
• Officer Safety (4 Hours)	\$40
• Loss Prevention (4 Hours)	\$40
• Workplace Violence (4 Hours)	\$40
• Credential Identification (4 Hours)	\$40
• Interview & Interrogation (4 Hours)	\$40

## **COURSE INFORMATION FOR SECURITY GUARD**

**COURSE DESCRIPTION:** Instruction is presented in both lecture and lab format using audio visual support materials, handouts and industry standard equipment. Students will be required to demonstrate skill competencies through both written examinations and physical demonstrations. Classes are instructed by licensed, experienced Private Patrol Opporators and/or Peace Officers under the guidelines and proficiency levels established by the State of California, Department of Consumer Affairs, Bureau of Security & Investigative Services. Courses and curriculum reflect current legal requirements and are subject to change without notice as new laws and curriculum become effective.

### **Powers to Arrest/AB2880-Module A 8 Hours**

AB2880 requires that security guards complete 8 hours of training to obtain the guard registration card. The department requires that guards complete 16 hours of mandatory training within 30 days of post assignment and an additional 16 hours within six months of post assignment. This course includes the required Eight hours and mandatory curriculum. Guard Registration Card may be applied for after completion of the 8 hour For permit issuance please see the section under “Licensing Information” Two tests are required for the completion of this course. The State course with a passing grade of 100% (open book) and the academy course with a passing grade of 70%. This class also satisfies the B.S.I.S. requirements for Continued Education for Security Guard Registration renewal.

**Public Relations (4 Hours):** This class teaches the significance of Public Relations and its importance in the role of a security professional

**Report Writing (4 Hours):** This class teaches the fundamentals of completing a daily activity report effectively utilizing the skills of observation and documentation.

**Communications (4 Hours):**This class teaches students the importance of effective comunication when dealing with the public and other individuals

**Liability & Legal Aspects (4 Hours):** This class teaches students the different aspects of legal liability they will encounter in the profesion of security and how to prevent these situations.

**Firearm Training:** Day 1 includes state-mandated rules and regulations along

with the legal and moral aspects of using a firearm. A written test must be passed with a score of 85% in order to continue on the second day. Day two is held on our range where a passing score of 480 out of a possible 600 on a target is required. The State Firearms Card is issued with the completion of the course and only after the NCI criminal background check has been completed and passed. The firearms permit takes approximately 120 days to be issued. Firearms may not be carried until the student receives this permit. This means student is not of peak value to the employer, until this permit is in student's possession.

**Chemical Agent:** This class covers the California Penal codes in relations to carrying chemical agents/pepper spray. Emphasis on carrying, usage, disbursement, effects, decontamination and storage of chemical agents OC/CN.

**CPR/AED/First Aid:** This course is taught utilizing the curriculum from Medic First Aid. All physical elements must be demonstrated with proficiency to the instructor. The CPR/AED/First Aid license is valid for two years and will be issued upon completion.

**Trespassing (4 Hours):** This class teaches students the different aspects and legal variations of invoking the laws regarding trespassing

**Taser :** This class This course includes instruction in the proper use of the Taser weapon, deployment and removal of probes, care and maintenance of device, tactical consideration and liability issues .Scenario based training including the firing of live cartridges. Students with certain disabilities or injuries may attend the training but may not participate in being tased.

**Crowd Control (4 Hours):** This class teaches students the fundamentals of how to effectively manage a large crowd, what to expect, and the potential dangers involved.

**Officer Safety:** This class provides an overview on various techniques which will assist the officer in keeping his/her self safer while on duty. Covering basics such as approaching vehicles and individuals

**Post Orders (4 Hours):** This class teaches students how to read and understand different aspects of post orders and assignments so that they can effectively follow those orders.

**Campus Security Guard:** This course includes instruction on the Roles and Responsibilities of the the school security officer, laws and liability, security awareness in the educational environment. Also emphasis on mediation/conflict resolution, disasters and emergencies and the dynamics of student behavior.

Includes certificate required per Senate Bill 1626.

**Workplace Violence (4 Hours):** This class teaches students how to effectively handle and de-escalate violent situations in the workplace.

**Credential Identification (4 Hours):** This class teaches students the different types of identification used by various aspects of law enforcement so that they can ensure that access to a given site is only granted by individuals who have a legal authority to be there.

**Loss Prevention:** This course will cover the basics on when you may make an arrest in a Loss Prevention atmosphere while working as a loss prevention agent or asset protection agent. We will cover ways to make a “hands off” arrest as required by many large retailers and define the differences between “Petty Theft” vs “Burglary” following up with suspect statements and determining the proper charge.

**Interview and Interrogations:** This class teaches the basic knowledge that one needs to perform an interview in the retail environment. Basics of conducting an investigation.

**Resume & Interviewing Workshop (8 Hours):** This class teaches students the skills and fundamentals required to create an effective resume and the proper interviewing methods needed to secure a job in the security field.

**Full Course Hands on Application (8 Hours):** This class teaches students how to utilize all of the skills learned in their other classes in a real life scenarios.

**CLOCK HOURS**

Powers to Arrest Module 8 Roles and Responsibilities	8 Hours
Powers to Arrest Module B Puclic Relations	4 Hours
Powers to Arrest Module B Report Writing	4 Hours
Powers to Arrest Module B Communication & Its Significance Hours	4
Powers to Arrest Module C Arrest, Search & Seizure	4 Hours
Powers to Arrest Module C Use of Force Hours	4
Powers to Arrest Module C Courtroom Environment	4 Hours
Powers to Arrest Module C Evacuation Procedures	2 Hours
Powers to Arrest Module C Radio 10 Codes	2 Hours
Firearms Initial Course	16 Hours
Chemical Agents/Pepper Spray	2 Hours
Taser	6 Hours
Officer Safety	4 Hours
Loss Prevention	4 Hours
Interview & Interrogation Techniques	4 Hours
CPR/First Aid	4 Hours
Campus Security	24 Hours
Credential Identification	4 Hours
Trespassing	4 Hours

## RENEWAL OF PERMITS

Firearms Requalification Renewal	4 Hours
CPR Recertification	4 Hours

## LICENSE INFORMATION

The state licenses or permits listed below are conditional upon satisfactory completion of criminal background checks by state and federal agencies in addition to compliance with school agreements and payment arrangement.. Generally with the changes in the processing time at B.S.I.S. and due to the use of livescan, most students will receive certification within 60 days.

**Guard License AB 2880 Module A 8 Hours (Guard Card):** Upon completion of the Powers to Arrest module, passage of the written examination, and financial obligations are fulfilled, the student will be eligible to receive a guard permit issued by the Bureau of Security & Investigative Services authorizing the student to work as an unarmed Security Guard. Student should receive a two-year guard license directly from the Department of Consumer Affairs upon completion of a criminal background investigation conducted by the FBI and fee submission to BSIS. This process takes a minimum of 14 days to complete from the date of application & fee submission. The Guard Registration is valid for two years. This permit is a required to continue with issuance of the baton & firearms permit.

**Firearms Permit:** Guard Registration & Proof of United States Citizenship or permanent US resident status is required for application process. In order to receive a Firearms Permit, the student must complete and pass the 14 hour firearm course and pass a background investigation as required by the Department of Consumer Affairs. The usual processing time for this is 120 days after completion of the program and passage of the state examinations. A full criminal record check is completed through both the FBI and NCI in Washington, DC prior to issuance of the Firearms Permit. Convicted felons are prohibited from attending this class. The firearms permit is valid for two years, however student will be required at their own expense to requalify every four to six months during the permit validation period in order to renew the permit. The permit must be renewed prior to expiration.

**Chemical Agent Permit:** Upon successful completion of the module of instruction and practical, a lifetime Pepper Spray Permit will be issued by the Academy to the student. Students will be certified and trained to carry pepper spray while on duty.

**CPR / First Aid: Students** who successfully complete the module of instruction

through demonstrated proficiency in the physical elements and passage of the written examinations will be issued certification, which is valid for two years. Refresher courses are required at a nominal cost to obtain a new certification.

Students must submit to electronic fingerprinting for licensure for a guard registration card or a firearms permit. A complete criminal background investigations will be conducted by both State and Federal agencies as required for processing of licenses and permits. Completion of the course of instruction does not guarantee the issuance of the appropriate permits or licenses. Each student must be approved for appropriate permits and licenses by the issuing agency after completion of a criminal background check to be assigned to security guard duties. Fees for licenses and livescan are non refundable one the application or livescan has been processed.

**IF YOU HAVE ANY CONCERNS THAT MAY AFFECT YOUR ELIGIBILITY TO RECEIVE THE LICENSES OR PERMITS REQUIRED, PLEASE DISCUSS THEM WITH THE ADMISSIONS DEPARTMENT OR SCHOOL INSTRUCTORS PRIOR TO ENROLLMENT IN THE PROGRAM.**

#### **ADDITIONAL COST DISCLOSURE**

Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

1. Housing Costs –
  - a. Private Security Training Center does not have a dormitory facility under its control
  - b. There are numerous Motels within 2 miles that charge approximately \$65 per night.
  - c. **Private Security Training Center does not offer housing to any student. You will be responsible for your own Housing.**
2. Travel expenses to and from school and/or extern or clinical sites (if applicable). Private Security Training Center does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school, traveling to externship or clinical site (if applicable)
3. Incidental School Supplies. Private Security Training Center does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the school catalogue. You will be responsible for paying for these items separately.

#### **JOB PLACEMENT ASSISTANCE**

It is the goal of the Private Security Training Center to assist students and the security employers within the private security. The training center makes no

claims in guaranteeing employment for its graduates. Nor do we provide formalized placement assistance, however, staff will assist customers in obtaining employment. We strive to help the students with interviews and locate possible job openings through publishing employment lists of major security employers throughout Southern California. Many recruiting security companies contact us for qualified personnel and/or conduct interviews at our facility. We do request that students assist us by providing current address, license and telephone information to us. We have placed our previous graduates in the following positions:

Security Guard  
Security Officer  
Casino Security

Armored Car Driver  
Shopping Investigator  
Body Guard

Previous Graduates who have successfully completed the 128 hour course for security guard and have met financial obligation to Private Security Training Center are welcome to come in at any time during operating hours for a list of current job openings. In addition, Students who are attending continuing education classes may request to be added to our " Job Seekers List" which is sent to employers who request qualified candidates. This information will include your name, telephone number and the city of which you live. It will also enable our staff to contact you when employers are scheduled to utilize Private Security Training Center facilities for recruitment or for our free job fairs. Please feel free to come in and complete the school request form to be added to this list.

## **Administration**

**The Instructors maintain current Authorization licensing from the State of California, Department of Consumer Affairs Bureau for Security and Investigative Services (B.S.I.S.)**

### **Administration Department**

School Director	Jason Cooke/ Mark Carpenter
Student Records-Student Service Manager	Jason Cooke
Admissions	Jason Cooke

### **Student Services/Placement & Case Management**

Student Services	Jason Cooke
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### **Faculty Instructors:**

#### **Mark Carpenter**

Mr. Carpenter has had extensive firearms training, extending over 40 years. He served in the U.S Army where he graduated from all Non Commissioned Officers Leadership courses. He served as a Drill Sergeant for three and a half years. He is certified by the NRA as a Law Enforcement Firearms Instructor, Basic Handgun/Shotgun, Home Firearm safety, Personal Protection in the home, and Range Safety Officer. He is certified by the DOJ as a Handgun safety Course instructor. He also holds a BSIS Firearms Instructor Certificate. Mark served seven and a half years as the Contract Security Officer in charge of the Office of Disability Adjudication and Review. Mark has recently acquired a Federal Firearms License.

#### **Jason Cooke**

Mr. Cooke possesses 4 independent bachelors degrees in the areas of Management, Marketing, Finance, and Real estate. He is also a certified NRA instructor. Mr. Cooke has 10 years experience in the private management sector. His real world experience handling various situations in the retail industry brings an important training perspective to our students.

## Unarmed Guard

### Schedule of Charges:

Powers to Arrest	(4 Hours)	\$30
Weapons of Mass Destruction	(4 Hours)	\$30
Public Relations	(4 Hours)	\$40
Report Writing	(4 Hours)	\$40
Communications	(4 Hours)	\$40
Liability & Legal Aspects	(4 Hours)	\$40
Arrest Search & Seizure	(4 Hours)	\$40
Post Procedures	(4 Hours)	\$40
Trespassing	(4 Hours)	\$40
Crowd Control	(4 Hours)	\$40
Livescan Fee		\$61 (non-refundable)
B.S.I.S. Application Fee		\$50 (non-refundable)
<u>Student Tuition Recovery Fund</u>		<u>\$0.50 (non-refundable)</u>
<b>Total</b>	<b>(40 Hours)</b>	<b>\$491.50</b>

*(There is no additional equipment, books, or supplies needed for this program)*

### Admission Requirements:

- Must be at least 18 years of age.
- Possess right to work in the United States.
- No history of *felony* convictions.
- Not currently on probation or parole.
- Have no other prohibiting license issues.
- No active or temporary court ordered restraining orders.
- Possess valid picture identification.
- Possess US Citizenship if firearm training is desired.
- Read & write in the English Language-(We do not offer instruction in ESL)
- Posses appropriate security licenses as required for individual class.

### General Education Requirements:

There are no general education prerequisites.

High School Diploma or its equivalent is not required by the Bureau of Security and Investigative Services

**Equipment To Be Used**

Double Locking Handcuffs - are used during the Arrest Search & Seizure Course.

**Faculty Licensure**

Bureau of Security and Investigative Services Firearm Training Instructor License required to teach the Unarmed Guard Course.

**COURSES**

**COURSE DESCRIPTION:** Instruction is presented in both lecture and lab format using audio visual support materials, handouts and industry standard equipment. Students will be required to demonstrate skill competencies through both written examinations and physical demonstrations. Classes are instructed by licensed, experienced Private Patrol Operators and/or Peace Officers under the guidelines and proficiency levels established by the State of California, Department of Consumer Affairs, Bureau of Security & Investigative Services. Courses and curriculum reflect current legal requirements and are subject to change without notice as new laws and curriculum become effective.

**Powers to Arrest/AB2880 (8 Hours)**

- AB2880 requires that security guards complete 8 hours of training to obtain the guard registration card. The department requires that guards complete 16 hours of mandatory training within 30 days of post assignment and an additional 16 hours within six months of post assignment. This course includes the required Eight hours and mandatory curriculum. Guard Registration Card may be applied for after completion of the 8 hour For permit issuance please see the section under “Licensing Information” Two tests are required for the completion of this course. The State course with a passing grade of 100% (open book) and the academy course with a passing grade of 70%.
- This class also satisfies the B.S.I.S. requirements for Continued Education for Security Guard Registration renewal.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Public Relations (4 Hours):**

- This class teaches the significance of Public Relations and its importance in the role of a security professional
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Report Writing (4 Hours):**

- This class teaches the fundamentals of completing a daily activity report effectively utilizing the skills of observation and documentation.

- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Communications (4 Hours):**

- This class teaches students the importance of effective communication when dealing with the public and other individuals
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Liability & Legal Aspects (4 Hours):**

- This class teaches students the different aspects of legal liability they will encounter in the profession of security and how to prevent these situations.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Arrest Search & Seizure (4 Hours):**

- This course is designed to teach students basic handcuffing and proper frisk techniques.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Trespassing (4 Hours):**

- This class teaches students the different aspects and legal variations of invoking the laws regarding trespassing
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Crowd Control (4 Hours):**

- This class teaches students the fundamentals of how to effectively manage a large crowd, what to expect, and the potential dangers involved.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Post Orders (4 Hours):**

- This class teaches students how to read and understand different aspects of post orders and assignments so that they can effectively follow those orders.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Total Course Instruction Hours: 40**

**Graduation Requirements:**

In order to complete each course of instruction a student must meet the following requirements within the maximum allowable time frame:

1. Achieve a total overall attendance time of 70% of scheduled hours.
2. Pass final examination according to the required competency levels and satisfactorily perform all physical demonstrations of proper procedures of technique required.

3. Fulfill all financial obligations to the school.

Certificates of Completion will be awarded to all students who successfully fulfill the course requirements. (See the Course Description and License/ Permit Information.)

**Jobs Licensed for:**

Unarmed Security Guard

**Security Guard Armed**

**Schedule of Charges:**

Powers to Arrest	(4 Hours)	\$30	
Weapons of Mass Destruction	(4 Hours)	\$30	
Public Relations	(4 Hours)	\$40	
Report Writing	(4 Hours)	\$40	
Communications	(4 Hours)	\$40	
Liability & Legal Aspects	(4 Hours)	\$40	
Courtroom Procedures	(4 Hours)	\$40	
Arrest Search & Seizure	(4 Hours)	\$40	
Firearm Training	(16 Hours)	\$120	
Chemical Agents	(2 Hours)	\$40	
CPR/First Aid	(4 Hours)	\$40	
Post Orders	(4 Hours)	\$40	
Trespassing	(4 Hours)	\$40	
Crowd Control	(4 Hours)	\$40	
Taser	(6 Hours)	\$80	
Officer Safety	(4 Hours)	\$40	
Campus Security Guard	(24 Hours)	\$240	
Workplace Violence	(4 Hours)	\$40	
Credential Identification	(4 Hours)	\$40	
Loss Prevention	(4 Hours)	\$40	
Interview and Interrogation	(4 Hours)	\$40	
Full Course Hands on Application	(8 Hours)	\$80	
Livescan Fee		\$99 (non-refundable)	
B.S.I.S. Guard Card Application Fee		\$50 (non-refundable)	
B.S.I.S. Firearms Application Fee		\$80 (non-refundable)	
Student Tuition Recovery Fund		\$1 (non-refundable)	
<b>Total</b>	<b>(124 Hours)</b>	<b>\$1450.00</b>	

*(There is no additional equipment, books, or supplies needed for this program)*

**Admission Requirements:**

- Must be at least 18 years of age.
- Possess right to work in the United States.
- No history of *felony* convictions.
- Not currently on probation or parole.
- Have no other prohibiting license issues.
- No active or temporary court ordered restraining orders.
- Possess valid picture identification.
- Possess US Citizenship if firearm training is desired.
- Read & write in the English Language-(We do not offer instruction in ESL)
- Posses appropriate security licenses as required for individual class.

**General Education Requirements:**

There are no general education prerequisites.

High School Diploma or its equivalent is not required by the Bureau of Security and Investigative Services

**Equipment To Be Used**

- Double Locking Handcuffs - are used during the Arrest Search & Seizure Course. Provided by Private Security Training Center
- Firearm Training Simulator – Used for qualification for firearms permits. Provided by Private Security Training Center
- CPR Mannequin – Used for CPR Training. Provided by Private Security Training Center
- X26 Taser – Used for Taser Training Course. Provided by Private Security Training Center

**Faculty Licensure**

- Bureau of Security and Investigative Services Firearm Training Instructor License required to teach the Armed Guard Course.
- CPR Instructor Licensure through Medic First Aid required to teach the CPR Course.

**COURSES**

**COURSE DESCRIPTION:** Instruction is presented in both lecture and lab format using audio visual support materials, handouts and industry standard equipment. Students will be required to demonstrate skill competencies through both written examinations and physical demonstrations. Classes are instructed by licensed, experienced Private Patrol Operators and/or Peace Officers under the guidelines and proficiency levels established by the State of California, Department of Consumer Affairs, Bureau of Security & Investigative Services. Courses and curriculum reflect current legal requirements and are subject to change without notice as new laws and curriculum become effective.

**Powers to Arrest/AB2880 (8 Hours)**

- AB2880 requires that security guards complete 8 hours of training to obtain the guard registration card. The department requires that guards complete 16 hours of mandatory training within 30 days of post assignment and an additional 16 hours within six months of post assignment. This course includes the required Eight hours and mandatory curriculum. Guard Registration Card may be applied for after completion of the 8 hour For permit issuance please see the section under “Licensing Information” Two tests are required for the completion of this course. The State course with a passing grade of 100% (open book) and the academy course with a passing grade of 70%.
- This class also satisfies the B.S.I.S. requirements for Continued Education for Security Guard Registration renewal.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Public Relations (4 Hours):**

- This class teaches the significance of Public Relations and its importance in the role of a security professional
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Report Writing (4 Hours):**

- This class teaches the fundamentals of completing a daily activity report effectively utilizing the skills of observation and documentation.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Communications (4 Hours):**

- This class teaches students the importance of effective communication when dealing with the public and other individuals
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Liability & Legal Aspects (4 Hours):**

- This class teaches students the different aspects of legal liability they will encounter in the profession of security and how to prevent these situations.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Courtroom Procedures (4 Hours):**

- This course teaches students the basic rules, regulations, and procedures of our court system for criminal and civil proceedings.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Arrest Search & Seizure (4 Hours):**

- This course is designed to teach students basic handcuffing and proper frisk techniques.

- Course is taught by a live instructor with the use of video, audio, and security related visual aids

#### **Firearm Training (16 Hours):**

- Day 1 includes state-mandated rules and regulations along with the legal and moral aspects of using a firearm. A written test must be passed with a score of 85% in order to continue on the second day.
- Day two is held on our range where a passing score of 480 out of a possible 600 on a target is required. The State Firearms Card is issued with the completion of the course and only after the NCI criminal background check has been completed and passed. The firearms permit takes approximately 120 days to be issued. Firearms may not be carried until the student receives this permit. This means student is not of peak value to the employer, until this permit is in student's possession.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

#### **Chemical Agents (2 Hours):**

- This class covers the California Penal codes in relations to carrying chemical agents/pepper spray. Emphasis on carrying, usage, disbursement, effects, decontamination and storage of chemical agents OC/CN.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

#### **CPR/First Aid (4 Hours):**

- CPR and First Aid are four hours for each class. These are the standard Emergency Medical Inc., of America certified courses. All physical elements must be demonstrated with proficiency to the instructor. The CPR/First Aid license is valid for two years and will be issued upon completion.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

#### **Trespassing (4 Hours):**

- This class teaches students the different aspects and legal variations of invoking the laws regarding trespassing
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

#### **Taser (6 Hours) :**

- This class This course includes instruction in the proper use of the Taser weapon, deployment and removal of probes, care and maintenance of device, tactical consideration and liability issues .Scenario based training including the firing of live cartridges. Students with certain disabilities or injuries may attend the training but may not participate in being tased.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

#### **Crowd Control (4 Hours):**

- This class teaches students the fundamentals of how to effectively manage a large crowd, what to expect, and the potential dangers involved.

- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Officer Safety (4 Hours):**

- This class provides an overview on various techniques which will assist the officer in keeping his/her self safer while on duty. Covering basics such as approaching vehicles and individuals
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Post Orders (4 Hours):**

- This class teaches students how to read and understand different aspects of post orders and assignments so that they can effectively follow those orders.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Campus Security Guard (24 Hours):**

- This course includes instruction on the Roles and Responsibilities of the the school security officer, laws and liability, security awareness in the educational enviroment. Also emphasis on mediation/conflict resolution, disasters and emergencies and the dynamics of student behavior. Includes certificate required per Senate Bill 1626.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Workplace Violence (4 Hours):**

- This class teaches students how to effectively handle and de-escalate violent situations in the workplace.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Credential Identification (4 Hours):**

- This class teaches students the diffent types of identification used by various aspects of law enforcement so that they can ensure that access to a given site is only granted by individuals who have a legal authority to be there.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Loss Prevention (4 Hours):**

- This course will cover the basics on when you may make an arrest in a Loss Prevention atmosphere while working as a loss prevention agent or asset protection agent. We will cover ways to make a “hands off” arrest as required by many large retailers and define the differences between “Petty Theft” vs “Burglary” following up with suspect statements and determining the proper charge.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Interview and Interrogations (4 Hours):**

- This class teaches the basic knowledge that one needs to perform an interview in the retail environment. Basics of conducting an investigation.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Full Course Hands on Application (8 Hours):**

- This class teaches students how to utilize all of the skills learned in their other classes in a real life scenarios.
- Course is taught by a live instructor with the use of video, audio, and security related visual aids

**Total Course Instruction Hours: 124**

**Graduation Requirements:**

In order to complete each course of instruction a student must meet the following requirements within the maximum allowable time frame:

1. Acheive a total overall attendance time of 70% of scheduled hours.
2. Pass final examination according to the required competency levels and satisfactorily perform all physical demonstrations of proper pocedures of technique required.
3. Fulfill all financial obligations to the school.

Certificates of Completion will be awarded to all students who successfully fulfill the course requirements. (See the Course Description and License/ Permit Information.)

**Jobs Licensed for:**

- Unarmed Security Guard
- Armed with Firearm Security Guard
- Armed with Taser Security Guard
- Armed with Baton Security Guard
- Armed with Pepper Spray Security Guard
- Campus Security Guard
- Loss Prevention