

# Public Safety Institute



**Bureau of Security & Investigative Services (BSIS)**

**State Lic #TFF 1303**

**August 26<sup>th</sup>, 27<sup>th</sup>, & 28<sup>th</sup>**

**Security Officer Academy - Criminal Justice Program**

<b>Program Name:</b>	Security Officer Academy: Criminal Justice Program
<b>Dates:</b>	August 26 <sup>th</sup> – August 28 <sup>th</sup> , 2019 (Monday-Thursday)
<b>Instructors:</b>	Mr. Aguila Lic#TIF 2110 Mr. Martin TIB 1627
<b>Contact Number:</b>	(323) 767-8484
<b>Email:</b>	Staff@publicsafetyinstitute.us
<b>Office hours:</b>	Monday – Friday 8:00am – 2:00pm

## **Program Objective:**

This 1 week program will provide you with hands on training with industry validated and required permits and licenses to work in the Security, Public Safety, and Criminal Justice Fields.

## **Program Description:**

You will learn California laws, Use of Force, Community Relations (Customer Service) for protection agents, and a variety of subjects such as How to Handle Difficult People and Workplace Violence. You will gain valuable experience on how to conduct proper Tactical Handcuffing Technique, approaching subjects, and defensive tactics. You will gain vital skills for on the job such as report writing, responding to a variety of scenarios.

You will learn how to use a firearms on duty, along with officer safety and tactics. You will handle a firearms and conduct LIVE FIRE range qualification. You will learn a variety of Intermediate Weapons to obtain permits on how to use a Baton (PR-24/Expandable), Pepper Spray and TASER.

## **Requirements:**

- 18 years or older
- Minimum U.S Resident
- NO Felonies, NO Domestic Violence Convictions, NO CURRENT Restraining Orders

## **Grading:**

Powers to Arrest Course: 44/44 Questions 100%  
Exposed Firearms Permit: Live Fire: Hit 40/50 rounds on NRA B-27 Target, Written Examination  
Baton Examination: 20/24 Questions and Hands on Application

## **Attendance:**

If you miss any dates, you will not be able to graduate. Any missed days, you will be required to make up on the next Academy dates and graduation on that program date. No tardies, like any workplace, you are expected to be on time every day.

## Course Books and Texts: Required Readings:

Bureau of Security and Investigative Services . (2015). *Powers to Arrest Training Manual*.

Bureau of Security and Investigative Services. (2005). *Weapons of Mass Destruction and Terrorism Awareness for Security Professionals*.

Bureau of Security and Investigative Services. (2018). *Firearms Training Manual*.

Bureau of Security and Investigative Services. (2006) *Baton Training Manual Student Text*.

California Department of Justice. (2019). *Firearms Safety Certificate Study Guide*.

Public Safety Institute. (2018). *Report Writing, Officer Safety, Workplace Violence, Evidence, Criminal Law, Pepper Spray, Handling Difficult People, Use of Force, Criminal Law, Community Relations*.

## Homework Assignments:

Read above training manuals prior to class.

Complete updated Resume with Employment Portfolio.

## Training Schedule:

<b>Powers to Arrest California Guard Card -Arrest / Tactical Handcuffing and Searches will be covered during PTA</b>	Monday: August 26 <sup>th</sup> , 2019 8:00am-2:00pm
<b>Exposed Firearms Permit</b>	Two Days  Tuesday August 27 <sup>th</sup> , 2019 Day 1: 7am-7pm  Wednesday August 28 <sup>th</sup> , 2019 Day 2: 11am – 2pm
<b>PR-24 / Expandable Baton</b>	Thursday August 29 <sup>th</sup> , 2019th 8am-5pm
<b>Office hours:</b>	Monday – Friday 8:00am – 2:00pm

## Course Descriptions:

### Criminal Justice – Security Officer Programs / Packages

5 Day Certification Program: Everything you need for a Career in Public Safety!



Course Number	SECURITY OFFICER ACADEMY	Instr. Hours
CJ101	Powers to Arrest – Guard Card	8
CJ102	Exposed Firearms	14
CJ103	Expandable Baton	8
CJ104	Handcuffing Certification	2
CJ105	Oleoresin Capsicum (OC) – Pepper Spray	4
CJ106	American Red Cross First AID/CPR/AED	2
CJ107	Patrolling Techniques	2
CJ108	Public Relations (Community & Customer)	4
CJ109	Observation & Documentation (Report Writing)	4
CJ110	Communications & Its Significance	4
CJ111	Liability & Legal Aspects	4
CJ112	Officer Survival-Safety	4
Cj113	Handling Difficult People	4
CJ114	Workplace Violence	4
CJ115	California Laws, Penal Codes, & Regulations	4
CJ118	Use of Force	4
CJ121	Criminal Law	4
CJ122	Preserving the Incident Scene (Crime Scenes)	4
CJ123	Courtroom Demeanor – Testifying in Court	4
CJ125	Career Services – Job Placement	4

## **CJ 101: Powers to Arrest 4 hours**

Objective: To familiarize and instruct the individual on the training topics including, without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and may include lecture, discussion, exercises and role-playing.

1. Overview of Power to Arrest Manual and subject matter.
2. Definition of arrest and discussion on the implications to the subject, the guard and the company.
3. Lecture/discussion on escalation and de-escalation techniques in the use of force.
4. Lecture/discussion in the use of restraint techniques and their implications.
5. Discussion of trespass laws and implications of enforcement.
6. Completion of the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions.

## **B. Weapons of Mass Destruction (WMD) & Terrorism Awareness 4 hours**

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook and Facilitator Manual.

1. Introduction and overview of the training.
2. The Role of a Security Officer.
3. The Nature of Terrorism.
4. Weapons of Mass Destruction.
5. Coordinating and Sharing of Critical Information.

## **CJ 102: Exposed Firearms Training 14 hours**

During your 12 of classroom Security Guard Training - firearms permit training, you will learn moral and legal aspects of firearms use, firearms nomenclature, weapons handling and shooting fundamentals, and emergency procedures. (See outline below) (must have proof of citizenship or U.S legal resident. Show copy of U.S Birth Certificate, or, DD214, or, green card, or Naturalization Certificate, or Valid un- expired U.S passport)

Firearms Range Training –

The six hours of firearms range training will give you practice in safely handling and firing your weapon. You will shoot with live, real bullets. You must hit the target 40 times out of 50 to pass. (NO open toed shoes, NO shorts, NO sweat pants must wear jeans/slacks with a BELT with belt loops.

## **CJ 103: PR-24 / Expandable Baton 8 hours**

This eight (8) hour course of instruction provides the practical, legal and moral aspects relative to carrying and using covers side handle, straight, expandable, and A.S.P. brand batons. You will learn proper stance, Forward Spin, Jabs, Blocks, Side Jabs, and many other techniques for self defense.

## **CJ 104: Tactical Handcuffing / Restraints 2 hours**

The following topics will be covered: safe approach, officer position, restraining and handcuffing resistant subjects, removal of handcuffs and various laws regarding handcuffs and restraints. We will also cover contact and cover officer, officer safety, and handcuff nomenclature along with patterns of movement. At the end of the course, you will master how to properly handcuff from the standing, kneeling, and prone positions!

## **CJ 105: Pepper Spray – Chemical Agents 2 hours**

During this hands on course, you will deploy a live canister of pepper spray in various distances. You will learn tactical considerations, use of force, how to deploy, and decontamination procedures, and the effects of chemical agents.

## **CJ 106: American Red Cross First AID/CPR/AED 2 hours**

As the first responder, you will gain life saving techniques when an emergency strikes at your facility!

## **CJ 107: Electronic Control Devices (ECD) 4 hours**

You will learn how to use different types of ECD devices like stun guns, and TASERS. You will learn about the use of force, legal issues, nomenclature, and Tactical Considerations.

## **CJ 107 – CJ 125**

These programs are blended learning. These programs will be conducted in our Online Training Portal.

## Professional Appearance Guidelines and Dress Code

Professional appearance presents the image of being able to perform well in the workplace. Public Safety Institute prides itself on training the highest quality student for today's workplace and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal.

In order to present a professional and positive image and to maintain a safe environment for students, visitors, faculty and staff, each student is expected to come to school neatly groomed, paying attention to personal hygiene habits, with attire that is in good taste for a professional environment.

The standards listed below are to be followed by all students of Public Safety Institute, at all times while on Public Safety Institute facilities, field trips, or off site events where Public Safety Institute is represented. This includes break periods.

### **Why a Dress Code?**

- You never get a second chance to make a first impression.
- To promote a professional appearance among students.
- To prepare you for the workplace.
- To ensure personal safety and the safety of those around you.
- To develop a professional attitude about your profession.

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### **Guidelines for the Criminal Justice Program**

#### **General guidelines:**

- Clothing must be clean, neatly pressed, and in good repair when reporting to school.
- Shirts must be a solid color with no writing or logos.
- Shirts must be professional looking with sleeves (no tank tops or spaghetti straps). Off the shoulder shirts or bare midriff shirts are also not allowed.
- Students may wear jeans or long pants during orientation week. Shorts are not permitted.
- Torn, faded, and revealing types of fabric are unacceptable.
- Guidelines must be followed at all times while a student is on campus.
- Student **name badges must be worn at all times** while on campus and on externship.
- When special dress days are designated by campus leadership these rules may be temporarily altered and will be specifically outlined for that occasion.
- Jewelry should be kept to a minimum. Simple wedding bands and engagement rings are allowed. No more than one pair of small simple earrings, preferably studs or small hoops (fingertip should not be able to pass through hoops) may be worn. No visible body piercing jewelry other than ears is allowed. Jewelry in the nose, lips, eyebrows, tongue, etc. is prohibited.

## **Grooming Standards:**

- Students are expected to bathe every day and use deodorant. Whenever it appears to be justified, students may be required to consult a private physician for any hygiene problem that appears to be medical in nature.
- Hair must be neat, clean and well groomed.
- Hair dyed any color (i.e., blue, green, orange, etc) other than natural hair color is not allowed.
- Hair is to be pulled away from your face.
- Hair must be off collar at all times. (If your hair length is longer than the top of your shoulders, it must be pulled up and off your collar during school hours.)
- Braids need to be well groomed and maintained.
- Facial hair is acceptable but must be kept neat, clean, and well groomed.
- Cosmetics are acceptable, but need to be neutral and kept to a minimum.
- Heavily scented colognes, perfumes, and deodorants are to be avoided.
- The display of “hickeys” is prohibited, unsightly and unprofessional.
- Fingernails are to be kept clean and neat in appearance. Nail length should not extend beyond the fingertips. Nail polish, if used, must be clear in color.

## **Tattoos:**

- Although not prohibited at the school, visible tattoos are not considered professional and may inhibit a person’s pursuit of success in their new career.
- Tattoos should be covered by clothing, makeup, or bandages whenever possible.
- Getting a tattoo may expose you to many communicable diseases such as hepatitis, which in turn makes you a carrier and you could transmit diseases to your fellow students, friend and/or family members.

## **Headwear:**

- Hats, head wear and sunglasses may not be worn inside school buildings or classrooms.
- Skull caps, bandanas, scarves and do-rags may not be worn at the college. Cultural head covering is permitted.
- Blue tooth devices are not to be worn during class.



# Criminal Justice Program

## Enrollment Disclosure

Public Safety Agencies conduct employee background checks and investigations prior to hiring a potential application. Failure to pass background checks, to include drug use and psychological tests will result from employment disqualifications and job placement assistance.

Below are some of the screening procedures and requirements by some Public Safety Agencies:

- 18 years of age
- U.S. Citizen or Permanent Resident Alien
- No High School Diploma, but highly encourage you have a G.E.D or High School Diploma
- No Felony Convictions
- No Misdemeanors Convictions
- Undergo Fingerprints (livescan) for Criminal History Check
- Undergo Employer Background Investigation
- Medical Evaluations to Include drug use. Drug use will disqualify you from certain employers.
- Psychological Evaluations
- Polygraph (lie detector)
- **IF YOUR LICENSES or PERMITS GET DENIED DUE TO YOUR CRIMINAL BACKGROUND, NO TRAINING OR STATE FEES WILL BE REFUNDED.**

Public Safety Agencies might conducted criminal history checks. Felonies and Misdemeanors will disqualify you from the program. Criminal History such as “nolo non contender”/no contest, and expunged records must be disclosed.

I understand that any conviction of a felony or misdemeanor will disqualify me from the Criminal Justice Program or some licenses and permits being denied. I understand that employment is contingent upon specific requirements from Public Safety Agencies.

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Signature

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Date