



ACTION DEFENSE

Firearm & Personal Safety Training



124-HOUR PRIVATE SECURITY ACADEMY

**2025
PROGRAM GUIDE**

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We're Taking Private Security to the Next Level

124-Hour Private Security Catalog

Introduction:

Action Defense opened in 2016 as a firearms training company. In 2018 Action Defense introduced the OPOTA Private security programs, starting with the OPOTA Firearms certifications and requalification's. Shortly thereafter in 2019 we began offering the 124-Hour Private Security Academy along with other electives in subject control. The mission is simple: Action Defense is bringing Private Security to the next level! We will accomplish this by not only teaching guards their required course, but truly focusing on honing their skills and professionalism.

Administration and Staff:

Governing Body:

Doug Murillo, Owner

Administration:

Amy Murillo, Administrator

Faculty:

Zeniel Martinez, OPOTA Commander and Program Director
James Biehl, OPOTA Commander

Facilities:

Training for Private Security Academy courses is conducted at Action Defense 100 Ken Mar Industrial Pkwy, Broadview Hts., OH 44147. The facility consists of two classrooms; the Blue room seats 20, the Tan room seats 30, and converts from tables to mats for psychomotor SPO's

Equipment:

In Each classroom there is a TV, Internet Access, a laptop computer with HDMI cables and a projector. Also for use during class is practical equipment such as gym mats, and miscellaneous gear and supplies that would be used on the job by security guards. Examples include training handcuffs, water trainers, and training batons.

Fees and Tuition:

Tuition: \$1850.00 *

State Certification Exam: \$95.00*

Make up time: \$60.00 per hour.

*All Fees are subjected to Change

Class Schedule:

The Private Security Academy program meets 16 hours per week, Monday through Thursday from 6 p.m. to 10 p.m.

Calendar:

Spring Session 2025:

Mar. 17 - May 8, 2025 | Mon, Tue, Wed, & Thus | 6-10 p.m.

Fall Session 2025:

Sep. 15 – Nov 6, 2025 | Mon, Tue, Wed, & Thus | 6-10 p.m.
No classes on Columbus Day, Monday Oct. 13, 2025.

*Calendar is subject to change

Enrollment Dates:

A student may enroll by phone any day the school is open, or anytime on the school's website. Enrollment must be complete no later than one week prior to the start of classes. The student will start classes at the beginning of the session they enrolled for.

School Policies

Admission Requirements:

Students must be 18 years of age or older.

Standards of Conduct:

Students are expected to act as professionals. Any behavior that is disruptive to the educational environment or that is destructive to property is unacceptable and the student will be dismissed from the program.

Granting Credit for Previous Education and Training:

Credit for previous education and training is not accepted for this program.

Grading System:

Academic Course:

Student academic progress is measured by the Pass/ Fail method. In order to receive a score of P, students must achieve completion of all class hours, their notebook must be evaluated as satisfactory by the commander, and students must successfully complete every psychomotor skill assessment. Once the student earns a score of P they are eligible to take the State Certification Examination.

State Certification Exam:

The State of Ohio uses a Grading Percentage system.

Minimum Grades Considered Satisfactory:

Academic Course:

A student must score a P to be considered satisfactory, and to be eligible for the State Certification Exam.

State Certification Exam:

The minimum passing Score is 70%

Conditions for Interruption For Unsatisfactory Grades or Progress:

The score of F in academic course disqualifies the student from taking the SCE.

Conditions for Re-entrance after Unsatisfactory Progress or Conduct:

A student cannot re-enter a program already in session, but they may re-enroll into a future session.

Dress Code:

Classroom attire:

- Polo- style Uniform Shirt (Provided by Action Defense) - or your Agency Uniform if you are asked to wear it by your agency. Shirts must be tucked in during class hours.
- Black Shoes. Shoes/boots should be laced up and tied during class hours.
- Black or Blue uniform pants, dress pants or BDU's

Subject Control attire:

- Tee-Shirt provided to you by Action Defense
- Black Sweatpants
- Athletic shoes and socks

Attendance/Absence: 100% attendance is required. A student who misses any portion of class is not eligible to take the State Certification Exam unless all missed time is made-up.*
A student who misses any portion of the academy and has not made up the time* will fail the academy and will be ineligible to take the written State Certification Examination.

Tardiness Policy: A student reporting any time after the start time of the class is considered tardy. The start time of class is 6:00 p.m.

Leave Policy: The school does not allow a leave of absence. A student would be required to withdraw and re-enroll for another class should they require a leave of absence.

Class Cut Policy: A class cut is considered an absence.

Make Up Time Policy: If a student is late 15 minutes or less, the instructor has the discretion to (1) Make up the time and the missed material at the end of the class day or (2) count it as a ½ hour absence. If a student is more than 15 minutes late, the time must be made up in a minimum of ½ hour increments at a later time, but within 14 days. Make up time is billed at \$60.00/ Hour at the cost of the student. *Make-up time for missed time cannot be guaranteed. We highly advise 100% attendance, and 0% Tardiness.

Policy for Granting a
Certificate upon Satisfactory
Completion of Training:

A student who successfully completes their academic training course, including the written SCE, will receive a certificate for the academic training course.

Failing the SCE: (1) A Student who does not pass the SCE may take one retest, normally given within the two weeks following notification of the original test score. (2) Students who fail the retest are not permitted to take the written SCA again until they successfully complete another private security academy training course.



Program Descriptions

124-Hour Private Security Certification Program

Course	Classroom	Practical	Total Clock Hours
Administration	5	0	5
Legal	6	0	6
Human Relations	21	0	21
Communications	10	0	10
Loss Prevention	6	0	6
Safety and Protective Services	16	0	16
Subject Control	0	40	40
First Aid/ CPR/ AED	4	4	8
Homeland Security	12	0	12
TOTAL HOURS	80	44	124

Class Descriptions:

Administration:	Students will be introduced to the program, discussion on the role of Private Security, ethics, and professionalism.
Legal:	Students will be taught an overview of the Criminal Justice system, provides an overview of liability for private security officers, and introduces the officer to basic concepts for providing accurate and effective testimony in legal or administrative proceedings
Human Relations:	Students will be taught techniques in human relations including interacting with the media and crisis intervention. The student will become familiarized with their role in interacting with youth as well as receiving an introduction to community diversity and procedural justice.
Communications:	Students will be taught the basics of report writing and will be introduced to the student to the concepts of conducting a successful interview.
Loss Prevention:	Students will be taught observation skills, privacy issues when conducting surveillance, explain the major components of crime prevention, asset protection and recognizing shoplifting and internal theft.
Safety and Protective Services:	Students will be taught the basic concepts of fire safety including prevention, detection, and suppression. It will give students a basic understanding of occupational health and safety, Patrol techniques and an understanding of crowd control.

Subject Control:

Students will be taught the safety and legal considerations of subject control and ethical decision making. Students will also learn and perform various defensive tactics such as strikes, takedowns, handcuffing, and more.

First Aid/ CPR/ AED:

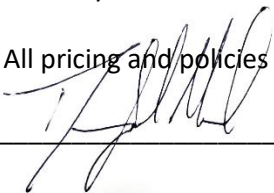
Students will be taught and earn their certification in first aid, cardio-pulmonary resuscitation, and automated external defibrillator.

Homeland Security:

Students will be taught Terrorism awareness, incident command System (ICS) and National Incident Management System (NIMS)



This is to certify that the information contained in this publication is true and correct in content and policy. All pricing and policies are subject to change. Doug Murillo, Owner

 _____ Date 10/5/2024

Important Dates for Spring Session 2025

Spring 2025 Important Dates:	Session Begins	3/17/2025
	Session Ends	5/8/2025
	Payment Plan made by	3/3/2025
	\$500 Down Payment due by	3/3/2025
	Registration Deadline	3/16/2025

Spring 2025 Payment Plan: Down Payment due by the date indicated. For payment agreements on or after an established date, the down payment is due at the time of application. All other payments are due as scheduled:

	Payment due on or before:	Amount Due:
1st / Down Payment	3/3/2025	\$500.00
2nd Payment	3/20/2025	\$500.00
3rd Payment	3/31/2025	\$500.00
4th/ Final Payment	4/9/2025	\$445.00

**Spring 2025 Withdraw/
Refund Schedule:**

If you withdraw from your class, you may still be responsible for all or a percentage of the tuition and fee charges.

You are responsible for...	Withdraw on or before...	Amount responsible for:
10% of tuition and fees	3/20/2025	\$194.50
30% of tuition and fees	3/27/2025	\$583.50
50% of tuition and fees	3/31/2025	\$972.50
75% of tuition and fees	4/10/2025	\$1,458.75
100% of tuition and fees	after 4/10/2025	\$1,945.00

Important Dates for Fall Session 2025

Fall 2025 Important Dates:

Session Begins	9/15/2025
Session Ends	11/6/2025
Payment Plan made by	9/1/2025
\$500 Down Payment due by	9/1/2025
Registration Deadline	9/14/2025

Fall 2025 Payment Plan:

Down Payment due by the date indicated. For payment agreements on or after an established date, the down payment is due at the time of application. All other payments are due as scheduled:

	Payment due on or before:	Amount Due:
1st / Down Payment	9/1/2025	\$500.00
2nd Payment	9/18/2025	\$500.00
3rd Payment	9/29/2025	\$500.00
4th/ Final Payment	10/8/2025	\$445.00

Fall 2025 Withdraw/ Refund Schedule:

If you withdraw from your class, you may still be responsible for all or a percentage of the tuition and fee charges.

You are responsible for...	Withdraw on or before...	Amount responsible for:
10% of tuition and fees	9/18/2025	\$194.50
30% of tuition and fees	9/25/2025	\$583.50
50% of tuition and fees	9/29/2025	\$972.50
75% of tuition and fees	10/9/2025	\$1,458.75
100% of tuition and fees	after 10/9/2025	\$1,945.00