# Certified Protection Officer Course No. 44210 Credit: 0.5

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| --- | --- | --- | --- |
| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Corrections, Security, Law, & Law Enforcement Services (43.0199) – Law Enforcement

Course Description: An **application level** course designed to provide students with the skills and knowledge needed to obtain the International Foundation for Protection Officers (IFPO) certification for CPO (Security Guard).

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Understand and Describe the Foundations of the Security and Protective Services Field

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Describe the International Foundation for Protection Officers (IFPO), its integral part in the Criminal Justice field, and the certification available to students who successfully complete IFPO requirements. |  |
| 1.2 | Demonstrate understanding of the key articles of the industry standard Professional Code of Ethics (e.g. loyalty, exemplary conduct, protecting confidentiality, maintaining safety and security, deportment, enforcement of rules and regulations, developing rapport, honesty and integrity, lack of prejudice, and self-discipline). |  |
| 1.3 | Demonstrate professional officer conduct in and out of the school setting. |  |
| 1.4 | Detail the importance and historical background of private security (hired protection) and public law enforcement (police). |  |
| 1.5 | Understand the four classifications of assets: People – employees, visitors, clients; Property – real estate, buildings, merchandise; Information – vital data; and Image – image cultivated through public relations & customer good will. |  |

## Benchmark 2: Describe and Demonstrate Effective Communication Skills

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Describe and demonstrate proper radio protocols and procedures. |  |
| 2.2 | Demonstrate basic verbal techniques to diffuse a situation. |  |

## Benchmark 3: Identify, Explain, and Demonstrate Protection Officer Functions

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Identify and explain the purposes of patrol: detection, prevention and deterrence, ensure compliance, report/record and investigate, and respond to emergencies. |  |
| 3.2 | Demonstrate proper technique to conduct traffic control on public and private property (e.g. proper use of hand signals, whistle, signage, and reflective clothing and equipment). |  |
| 3.3 | Identify and react to different types of crowds and motives for crowds forming – including demonstration of effective management of large groups of people, and maintaining a good attitude and full attention to safety at all times. |  |
| 3.4 | Recognize leaders and agitators within a crowd and be able to effectively and safely remove them. |  |
| 3.5 | Explain the need to plan in advance for demonstrations, sporting events, parades, and other events. |  |
| 3.6 | Identify, practice, and follow the three rules for officer guidelines (e.g. remain calm, act appropriately, be objective). |  |

## Benchmark 4: Understand and Explain Crime Prevention and Physical Security

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Explain how and why an alarm system is used to provide early warning of an intruder(s). |  |
| 4.2 | Explain and recognize the four methods of alarm monitoring: Local monitoring; Central station; Direct fire and police; and Proprietary |  |
| 4.3 | Define and describe the four types of surveillance (e.g. covert, overt, personal, and electronic). |  |
| 4.4 | Describe how laws protecting privacy should be honored and protected during surveillance. |  |

## Benchmark 5: Understand, Identify, and Apply Concepts of Preparedness (Basic Incident Response) in Safety and Fire Protection

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Know and apply the three actions to take when first on the scene: Securing the scene; Rendering aid to any victim(s); and Calling for backup |  |
| 5.2 | Know fire prevention and detection, hazardous material identification and handling, and the necessary steps to deal with each. |  |
| 5.3 | Recognize a bomb threat, how to handle the threat, and conduct a search of the premises to determine if a threat exists. |  |
| 5.4 | Understand, explain, and demonstrate the necessity and benefits of good physical fitness, a good exercise program and dietary habits, and a good night’s sleep. |  |

## Benchmark 6: Describe and Discuss Concepts and Techniques of Information Protection

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Explain how information stored on computer systems can be compromised including confidentiality, integrity, availability, and authorization. |  |
| 6.2 | Detail types of computer/information security policies that should be in place at client sites including password protection, e-mail and Internet policies, backup and restore policies, and vulnerability of computer and other office hardware (fax lines, phone lines and wireless transmission systems). |  |

## Benchmark 7: Click or tap here to enter text.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Recognize the difference between a strike, lock-out, and labor disputes and be able to react accordingly. |  |
| 7.2 | Identify and describe the causes of disruptive behavior (e.g. illness, emotional problems, drugs and alcohol, stress, anger/frustration). |  |
| 7.3 | Identify multiple effective and specific ways to manage disruptive behavior. |  |
| 7.4 | Recognize the signs of employee dishonesty (e.g. falsifying time sheets, theft of company property, and unauthorized use of company equipment or vehicles). |  |
| 7.5 | Recognize the signs and symptoms of substance abuse. |  |
| 7.6 | Detail the process and procedures for a victim of sexual harassment to pursue to seek a remedy for the offense(s). |  |
| 7.7 | Identify current sexual harassment prevention and response resources available at local, regional, and national levels. |  |

## Benchmark 8: Define and Describe Aspects of Risk and Threat Management

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Define and explain the differences between international and domestic terrorism and their basic structures. |  |
| 8.2 | Describe the differences between nuclear, biological and chemical weapons (NBC) and the consequences of their use against civilian targets. |  |
| 8.3 | Describe how and why communication and confidentiality are paramount when dealing with issues of threat. |  |

## Benchmark 9: Explain and Demonstrate Investigation Skills

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Explain and demonstrate the three most important aspects of field notes (e.g. detect, observe and report) and demonstrate how field notes are used to create reports. |  |
| 9.2 | Write accurate, professional field notes and reports. |  |
| 9.3 | Demonstrate basic techniques that can be applied to most situations (e.g. ways to develop rapport with a suspect or witness, encourage the subject to keep talking, and avoid/prevent leading questions or faulty assumptions during an interview). |  |
| 9.4 | Take a statement from a witness quoting exactly what the witness stated. |  |
| 9.5 | Develop listening skills and know how to ask open ended questions to elicit information from a suspect or witness. |  |

## Benchmark 10: Analyze and Discuss the Legal Aspects of Security

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Analyze and distinguish between the various classifications and designations of offenses under local, county, state, and federal laws. |  |
| 10.2 | Understand the principles of the Miranda Warning. |  |
| 10.3 | Demonstrate the ability to research information about laws and identify credible resources to assist with understanding them. |  |
| 10.4 | Discuss how differences between/among people and/or groups can contribute to situations that may benefit from, or require, intervention from different sectors of the criminal justice system. |  |

## Benchmark 11: Identify and Demonstrate Officer Safety and Use of Force

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 11.1 | Demonstrate proper frisking, cuffing, and take down techniques. |  |
| 11.2 | Identify the circumstances under which a police or security officer may detain a subject, conduct a legal search of the subject, and if necessary properly restrain a subject. |  |
| 11.3 | Demonstrate basic restraint techniques (e.g. takedowns, hand cuffing). |  |
| 11.4 | Understand and explain when force is necessary, proportionate to the circumstances, that eminent danger of harm exists, deadly vs. non-deadly options, justification of the use of force, civil and criminal liabilities attached to the use of force. |  |

## Benchmark 12: Analyze and Utilize Conflict Resolution Skills in Public and Human Relations Situations

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 12.1 | Distinguish between public relations and human relations. |  |
| 12.2 | Demonstrate how to deal effectively with people including supervisors and managers, fellow employees and security officers, emergency personnel, and outsiders and visitors. |  |
| 12.3 | Develop and demonstrate conflict resolution skills to better deal with stressful situations. |  |
| 12.4 | Recognize, understand, and respect disputant points of view. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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