Law, Public Safety, Corrections and Security Career Cluster
Security and Protective Services
Course Number: 43.45800

Course Description:

This course provides an analysis of the various careers in Security and Protective Serves, including the history, procedures and objectives. Topics include: history and evolution of private security and private security services; regulatory and organizational guidelines; the impact of federal, state and local laws on security and protective services; public relations; strategies; supervision and management; intelligence analysis; and staffing. Prerequisites for this course include Introduction to Law, Public Safety, Corrections and Security, and Criminal Justice Essential.

Course Standard 1

LPSCS-SPS-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1   Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé

Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2   Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3   Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

1.4   Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict

Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5   Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6   Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence
L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

LPSCS-SPS-2
Explore and evaluate careers in Security and Protective Services and the legal and ethical responsibilities.

2.1   Analyze the different types of private security services.
2.2   Identify character traits that should be present in security and protective services employees.
2.3   Create a portfolio for a security and protective services career.
2.4   Investigate personal career interests and develop a career plan.
2.5   Compare and contrast alternative responses in private security situations on the basis of how ethics and legal responsibilities were applied.
2.6   Describe appropriate responses to private security situations that represent sound ethical and legal reasoning.
2.7   Assess ethical issues and demonstrate ethical behavior in security and protective services environment.
2.8   Discuss the possible ramifications of ethical lapses on the part of security professionals.
2.9   Discuss basic qualifications, training needs, licensing, advancement, and leadership opportunities in security and protective services.

Course Standard 3

LPSCS-SPS-3
Explore the history and overview of security and protective services.

3.1   Explore the history of private security from ancient times, going through the Middle Ages, the eighteenth, and to nineteenth-century England.
3.2   Analyze the purpose and objectives of modern private security objectives as well as the types of private security services and personnel needed to fill the positions.
3.3   Compare and contrast proprietary and contract security services as well as the regulation of private security, private investigators, and certified protection professionals.
3.4   Differentiate the security field and the law enforcement component of the criminal justice field.
3.5   Explain how security agencies interact with other law enforcement and public safety agencies.

Course Standard 4

LPSCS-SPS-4
Analyze the basic origins of conflict and the needs to motivate behavior.

4.1   Assess various responses to conflict and the results normally generated by each response.
4.2   Compare the different conflict resolution processes to recognize conditions under which they may be applied.
4.3   Execute the principle-centered conflict resolution process in the workplace.
4.4   Describe the use of force options.

Course Standard 5

LPSCS-SPS-5
Explain the technical skills needed by security and protective services personnel to carry out their duties in a safe and healthy environment.

5.1   Adhere to workplace safety and health guidelines as required by OSHA (Occupational Safety and Health Administration) and facility protocol.

5.2 Inspect a simulated workplace to identify potential workplace health, safety, and environmental.

5.3 Demonstrate the ability to ask appropriate questions and document findings to investigate accidents and related incidents.

5.4 Exhibit critical thinking and problem solving in discussing the various issues and problems associated with hazardous materials.

5.5 Explain the health requirements governing security officers and protective services.

5.6 Summarize how to prevent loss from accidents and emergencies in the workplace, and how OSHA (Occupational Safety and Health Administration) has impacted accident prevention.

Course Standard 6

LPSCS-SPS-6
Describe the legal, regulatory and organizational guidelines governing the security and protective services.

6.1 Discuss topics of Legal Liability, elements of negligent liability, and common civil lawsuits brought against private security and the civil rights act.

6.2 Investigate how security and protective services deal with: civil disturbances, hazardous materials incidents, riots and strikes, bombs and bomb threats, preventing and protecting against loss by fire, natural disasters, and other emergencies.

6.3 Describe crimes and civil offenses that concern private settings.

6.4 Discuss the effects of alcohol and other drugs in the workplace:
- enforcing proprietary rights
- expelling
- detaining and arresting
- use of force
- investigating
- searching
- interviewing and interrogating

6.5 Research the trend towards transferring police tasks to private security.

6.6 Analyze the types of threats to computer security and legislation related to computer crimes.

6.7 Explain security measures (inner and outer defenses), threats and solutions.

Course Standard 7

LPSCS-SPS-7
Analyze the impact of federal, state, and local laws on the security and protective services field.

7.1 Outline the connections between constitutional law and private security operations by referencing relevant constitutional amendments.

7.2 Research specific federal, state and local laws and regulations affecting private security operations.

7.3 Describe how specific federal, state and local laws and regulations affect government security.

7.4 Identify specific juvenile laws related to security operations and the effect of juveniles on security operations.

Course Standard 8

LPSCS-SPS-8
Evaluate the application and relevance of crime prevention concepts and security assessments to security and protective services functions.

8.1 Describe security strategies that apply the 4-D's concept (Deter, Detect, Delay, and Deny).

8.2 Explain how the concept of Crime Prevention through Environmental Design (CPTED) can be used to enhance security through the effective design and use of spaces, buildings, areas within and around buildings, and communities.

8.3 Assess the role of security surveys, inspections, and exercises in order to properly assess security needs, test existing protection measures, and prepare for unexpected situation.

8.4 Plan effective security and emergency exercises.

Course Standard 9

LPSCS-SPS-9
Explain the application of risk management principles to the protection of assets in the various settings.

9.1 Analyze the three sources of threat involved in security settings (natural, intentional, and unintentional).

9.2 Present examples that depict potential physical, procedural, personnel, and electronic (technical) vulnerabilities.

9.3 Explore the concept of risk management from a security perspective, including the importance of assets (knowing what you want to protect) and impact (the consequences of a loss).

Course Standard 10

LPSCS-SPS-10
Describe the importance of utilizing good public relations techniques and building relationships in security and crisis situations.

10.1 Analyze the relationship between public relations and the security functions related to public relations techniques.

10.2 Explain the nature and importance of a customer-service approach as it applies to delivering security products and services.

10.3 Describe the advantages of developing mutually beneficial relationships with other people and organizations in order to demonstrate the role of the liaison in the security and protective services.

10.4 Examine the role of security personnel and the factors involved in successful public relations.

10.5 Show the importance of projecting a professional image when promoting the security and protective services industry.

Course Standard 11

LPSCS-SPS-11
Describe the role of security systems in an overall security strategy.

11.1 Identify the purposes, types, and applications of physical and electronic access control systems.
- electronic surveillance systems
- intrusion detection systems (IDS)
- barrier, key, and lock systems

- protective lighting systems
- communications and monitoring systems

11.2 Compare and contrast physical and electronic security systems and exhibit critical thinking skills to describe the benefits of an integrated system.

11.3 Perform a risk analysis and security survey to determine risks and the appropriate risk management.

11.4 Select alternatives to handle risks, how to report the results, implementing the recommendations, and evaluating the security system.

11.5 Explain the security responsibilities in the utilities industry including:
- types of industrial losses
- sabotage and espionage
- vulnerable areas
- transporting goods by truck, rail, and ship
- special problems

11.6 Discuss retail security and how shrinkage, shoplifting, bad checks, fraudulent credit cards and retail employee theft impact profit.

11.7 Describe the problems with shopping center/mall security and the assistance in enhancing retail security.

11.8 Assess security issues in the following: office buildings, housing, hotel, and motel movie theatres, recreational parks, racetracks, airport and other mass transit, cruise ships, health care facilities, educational institutions, public libraries, museums and art galleries.

11.9 Describe the details of enhancing security through physical controls such as locks, alarm systems, lighting, physical layout and appearance, building exteriors and interiors, and card operated locks and access.

11.10 Explain how to enhance security through procedural controls which affect shortage if not properly addressed (in addition to hiring, training and supervision, access control, insurance and bonding).

Course Standard 12

LPSCS-SPS-12
Apply basic management principles for the effective supervision and management of a security force or an organization's security program.

12.1 Compare and contrast the organizing and supervising responsibilities of security force management.

12.2 Analyze the impact organizational structure may have on issues related to organizing and staffing security functions.

12.3 Exhibit critical thinking and problem solving skills to discuss management issues involved in supervising security force team members.

Course Standard 13

LPSCS-SPS-13
Demonstrate the ability to perform the roles and responsibilities of a security officer, including the basic incident response.

13.1 Describe and demonstrate the actions to be taken in a bomb incident.

13.2 Analyze the role of security officers in dealing with medical emergencies.

13.3 Assess the potential dangers and proper procedures to effectively deal with a utility outage.

13.4 Examine techniques for detecting and responding to fires.

13.5 Assess the actions to take in the event of a hazardous material (HazMat) incident and in the event of an intrusion.

13.6 Apply the basic crisis intervention techniques that address common sources of conflict and appropriate use of force.

13.7 Identify the procedures for protecting and managing evidence in dealing with crime scene investigations.

Course Standard 14

LPSCS-SPS-14
Compare types and techniques of security approaches within the public and private sectors.

14.1 Identify the various elements and methods to implement personnel security in government settings.

14.2 Analyze the various security methods used to ensure a safe working environment, including employee screening, training, hotlines, and workplace violence prevention.

14.3 Compare public sector (e.g. police, government) investigations with private (e.g. business and commercial) sector investigations.

14.4 Distinguish between criminal and non-criminal investigations.

Course Standard 15

LPSCS-SPS-15
Demonstrate the concepts and techniques used to ensure the security of information-based and intangible assets.

15.1 Describe methods to identify and protect sensitive information in both government and commercial settings.

15.2 Analyze the damage that could be caused in government and business operations by information leaks or theft of sensitive data.

15.3 Compare and contrast the functions of information systems security (or information technology/IT security) and traditional information protection.

15.4 Identify the most common threats to information technology (IT) systems in government and commercial settings.

15.5 Evaluate the various controls that may be set up to protect IT systems and the data that resides on them.

Course Standard 16

LPSCS-SPS-16
Exhibit critical thinking in describing the importance and roles of intelligence analysis in crime prevention and homeland security.

16.1 Summarize and apply basic terms used in intelligence, including flow charting, analysis, geographic information systems, imagery analysis, and financial analysis.

16.2 Identify the steps in the intelligence cycle and give examples of each:
  - planning
  - collection
  - collation evaluation
  - analysis
  - dissemination
  - feedback

16.3 Execute a crime pattern analysis process to identify links between a given crime and set of potentially related incidents/people to reveal similarities and differences.