

Syllabus



PRIVATE SECURITY SYLLABUS

COURSE NUMBER AND TITLE:	CJ 180 Private Security
CONTACT HOURS:	40 (Lecture 40, Lab 0)
ACADEMIC CREDIT:	4 quarter credit hours
PREREQUISITES:	None TIME: 6:00 PM – 8:30 PM, Monday & Wednesday
INSTRUCTOR NAME:	Mr. Christopher Bruno
INSTRUCTOR CONTACT INFORMATION:	(209) 513-7456 cfbruno@sbcglobal.net www.desksgt.com
COURSE START DATE:	November 9, 2011
COURSE END DATE:	January 24, 2012

COURSE INFORMATION

COURSE DESCRIPTION:

This course introduces students to the private security profession in the United States. Topics covered include current trends and the role of private security compared to that of police officers. Students explore specialized security fields and career opportunities in various industries. The course also explains computer security, the organizational role for security, risk analysis, litigation, and technological advancements.

COURSE OUTCOMES:

Upon completion of the course, the student is expected to:

- Describe the evolution of private security.
- Analyze the concept of risk management as it relates to crime prevention and liability reduction.
- Contrast the legal powers that govern the actions of private security personnel versus public law enforcement.
- Develop a private security survey or plan.
- Identify the concepts of emergency management, preparedness, and response.

TEXTBOOK AND RESOURCE LIST:

Fischer, R.J., Halibozek, E., and Green, G. (2008). *Introduction to Security* (8th ed.). Burlington, MA: Elsevier/Butterworth-Heinemann. ISBN: 978-0-7506-8432-3

TEACHING STRATEGIES:

Instructional strategies may include lecture, board work, demonstration, lab activity, classroom exercises, discussion, practice questions, examination, reading assignments for homework, field trips, guest lectures, group projects, and oral presentations. All students will be required to demonstrate proper use and application of the materials located in the Learning Resource Center throughout the course.

OUTLINE OF COURSE:

- Unit One: History of Security and Crime Prevention
- Unit Two: Security Today
- Unit Three: Basic Issues of Defense
- Unit Four: Basic Security Equipment
- Unit Five: Midterm Unit
- Unit Six: Personnel Issues and Internal Theft
- Unit Seven: Information, Retail, and Transportation Security
- Unit Eight: Special Topics in Private Security
- Unit Nine: Violence and Drugs in the Work Place
- Unit Ten: Course Reflection

ASSESSMENT

Students will be assessed by a variety of methods including participation, in-class activities, out-of-class assignments, quizzes, exams, projects, or other appropriate methods.

Measure	% of Final Grade
Participation	10%
Assignments*	20%
Quizzes	15%
Midterm Exam	15%
Final Exam	20%
Final Project	20%
Total	100%

* Out-of-class work is required as part of this course. Examples of out-of-class work may include reading and writing assignments, practice and practical application assignments, and projects.

REQUIREMENTS FOR SUCCESSFUL COMPLETION

Students must pass this course with a final grade of at least 60% (D) or higher; however, a cumulative GPA of 70% (C) is required to graduate, and courses passed with 60% may need to be repeated in order to meet graduation requirements. Refer to the Satisfactory Academic Progress Standards section of the school's current catalog for a complete description of the policy.

POLICIES AND PROCEDURES

Nothing in this syllabus in any way modifies the Academic Policies of Kaplan Higher Education or Kaplan College.

Students must be familiar with and comply with the standards set forth in the Code of Student Responsibility and the Standards of Student Behavior which can be found in the Kaplan Catalog and the Student Handbook.

All performance assessments during the course are based upon the accomplishment of learning objectives and criteria established for each assignment. Students are graded on achievement, rather than on effort. All course work must be submitted by the final night of class.

All graded papers need to be written and cited in APA format as summarized in the Publication Manual of the American Psychological Association.

All graded assignments must be formatted pursuant to the APA style, as delineated in the APA Manual (5th edition, 2002). Document your study throughout your assignment by referencing and citing the works you used during your research. References should include only those sources used in your research and preparation of the document.

Lesson Plan

9 November 2011-- Unit One: History of Security and Crime Prevention

This unit examines the origins of private security and its evolution as a profession. Educational requirements and career opportunities for those who work in the field will also be explored.

Overview

Origins and Development of Security;

The development of private security has been linked with the development of the police. Historically, public protection was largely paid for by the community, businesses, or individuals. That began to change in the 1700s with Sir Henry Fielding and the Bow Street Runners, and culminated with the development of the London Metropolitan Police in an effort led by Sir Robert Peel. The evolution of security continued in the United States through people like Allan Pinkerton, William Burns, and Edwin Holmes.

Career Opportunities in Loss Prevention

Today, private security barely resembles what it did when it first began. Since World War II, and particularly since the events of September 11, 2001, organizations such as the American Society of Industrial Security have brought forth a new era of professionalism for the security field and a need for highly educated professionals to provide the necessary manpower.

Security Education

The tremendous growth in the field of private security and the sophistication of the equipment involved means that individuals entering private security agencies need advanced education and skills. National studies have pointed to a need for more education and training for security personnel. Considering that today the ranks of private security professionals far outnumber those of public police, there is an ever increasing demand for highly trained personnel.

Unit Outcomes

- Explain the evolution of private security to the present day.
- Identify significant events and individuals in the history of private security.
- Describe the education and training needed to enter the field of private security.
- Discuss the opportunities available to those with specialized education in security.
- Recognize the need for regulation to ensure quality in the security industry.
- Explain the roles of national and international organization in professionalizing private security.

Reading

Chapter 2: Origins and Development of Security

Chapter 5: Career Opportunities in Loss Prevention

Chapter 6: Security Education, Training, Certification, and Regulations

Final Project (due in Unit 9)

Introduce the final project, as described below:

This is a group project. Group sizes may vary, but each group member must provide five to six pages of individual, signed effort, which necessarily limits group size. If more than one group is assigned the same project, **there shall be no collaboration between groups.** If I suspect any duplication of effort between groups, both groups shall receive a failing grade for their projects. My judgment on this issue shall prevail and no appeal will be accepted. Do your own work.

One of three scenarios will be assigned. You will work together to develop a comprehensive security plan for the problem presented. You must divide responsibilities between members of the group, as each group member will be graded individually for 50% of your individual grade. The other 50% of the individual grade will be the quality of the group effort.

Each proposed change or action item should be supported in terms of why it is needed, with references to the security systems and procedures you have studied throughout the course. You may use the textbook as a source, along with personal interviews and scholarly academic journals and resources available in the library.

Every week during this course, I will meet with each group to discuss your progress. The following schedule will be followed:

Week 2: provide a general written outline of what issue(s) each group member is assigned to do.

Week 3: provide a detailed written breakdown from each group member describing how they will accomplish their task.

Week 5: Each group member should have identified sources of information and have a rough draft of their report. Instructor feedback will help with keeping you focused in the correct direction.

Weeks 6 to 8: I want to see your security plan progressively improve each week.

Week 9: Turn in final project at the beginning of class.

Assessments

Administer the Unit 1 Quiz.

Student grades will be reflected by an informal assessment of student participation levels during each class session. Additionally, students will be graded formally on all in-class activities including the Unit 1 Quiz.

Assignments

Reading

Chapter 1: Homeland Security—Changing the Emphasis on Security in the United States

Chapter 3: Defining Security's Role

Chapter 4: The Proprietary Security Organization

Unit Two: Security Today

Overview

This unit identifies the role of private security in relation to homeland security issues, public law enforcement, and areas of contract versus proprietary security in today's environment.

Homeland Security

This chapter identifies the impact of the events of September 11, 2001, on today's security environment. These events have created an unprecedented demand for trained security professionals. There are numerous key federal agencies involved in the United States' war on terrorism, each with a specific role. Many of these agencies are under the umbrella of the U.S. Department of Homeland Security and it is important to understand the objectives of this agency. The impact of various rules, regulations and guidelines on private businesses and industry will also be examined.

Defining Security's Role

This chapter will discuss the differences between proprietary and contract security services. It is important to understand the distinctions between the two as well as to recognize the growth in "hybrid" security services. The material will identify the similarities and differences between security and public law enforcement. Public law enforcement and private security currently work closer together than at any other time in our nation's history. The material will conclude with a discussion of the major categories of security services.

The Proprietary Security Organization

This chapter will identify the basics of management within an in-house (proprietary) security operation as well as discuss the appropriate placement of security operations within various companies. The need to deal forcefully and systematically with security issues and problems has become increasingly evident and the trend is toward security operations that are controlled by an in-house staff, with specific services provided by technology, contract guard operations and security consultants.

Unit Outcomes

- Define private security.
- Describe the mission of the Department of Homeland Security and private security's role in it.
- Address the relationship between private security and public law enforcement.
- Explain the differences in contract, proprietary, and hybrid security systems.
- Describe security's role in the organizational setting.
- Discuss the steps involved in organizing a security effort.

Assessments

Final Project: provide a general written outline of what issue(s) each group member is assigned to do.

Assignments

Reading

Chapter 7: Security and the Law

Chapter 8: Risk Analysis and the Security Survey

Chapter 9: The Outer Defenses and Perimeter Protection

Remind students about next week's in-class quiz.

Writing (due at the beginning of Unit 3)

Using the text and other resources, consider the response and responsibilities of the U.S. Government since the attacks of September 11, 2001. Answer these questions in essay format: What does U.S. Homeland Security do today that the government did not do in the past? Has Homeland Security replaced private security? If no, what is the role of private security in the age of increased government involvement in security functions? (Bruno).

Responses should be 2–3 pages in length – APA Format.

Unit Three: Basic Issues of Defense

Overview

This unit covers how security interfaces with the criminal and civil legal systems. The ever-changing world of technology as it applies to the field of asset protection has led to a demand for sufficiently trained and highly adaptable professionals. The demands that these changes place on individuals entering the field of private security require that they be well versed in the application of security surveys, risk management procedures, and the equipment available to protect clients' assets. This includes products available for securing the perimeter of premises with different types of barriers and lighting systems.

Security and the Law

Among the many issues in private security, one of the most important is an understanding of criminal and civil law and legal systems. Just as private security has changed over the years, so has the surrounding climate in which it functions. There have been numerous changes in the laws, the legal system, and the technologies used in the day-to-day work of the private security officer. In order to apply this in the workplace, students need a thorough knowledge of classes of crimes, tort law, liabilities, and case law development.

Risk Analysis and the Security Survey

Risk analysis has increasingly become a necessary part of effective security operations. The use of a probability/criticality/vulnerability matrix is an effective method for determining security risks. Security managers who assume major responsibility for risk management should consider enrolling in courses directed toward risk management and insurance due to the complicated nature of risk analysis and legal requirements. The goal of effective risk analysis is to avoid spending money on security measures that

have little impact on the actual protection of company assets while other assets remain vulnerable to destruction, theft or other risks.

The Outer Defenses and Perimeter Protection

This chapter will identify various types of security barriers and explain their role in perimeter protection, including various types of lighting fixtures, lamps, and security fence detection sensors. Physical security devices are commonly referenced as security measures and many older techniques are still used today. The trend, however, is to augment these older systems with state-of-the-art sensors and computerized monitoring.

Unit Outcomes

- Identify the sources of criminal and civil law.
- Describe the powers and liabilities of private security.
- Summarize the risk management process.
- Apply the use of a security survey.
- Identify the various perimeter barriers available.
- Describe the use of lighting in a security plan.

Assessments

Administer the Unit 3 Quiz.

Final Project : provide a detailed written breakdown from each group member describing how they will accomplish their task.

Collect the writing assignment from Unit 2.

Assignments

Reading

Chapter 10: Interior and Exterior Security Concerns

Chapter 11: The Inner Defenses: Intrusion and Access Control

Chapter 12: Contingency Planning, Fire Protection, Emergency Response, and Safety

Remind students about next week's in-class quiz.

Unit Four: Basic Security Equipment

Overview

This unit builds on the principles covered in Unit 3. Students will learn how to apply available security equipment to meet the needs established through risk analysis and security surveys to reduce potential losses. Different types of barriers, maintaining clear zones, the correct use of lighting, locking devices, safes, and alarm systems are covered. The ability to identify fire protection and workplace safety needs

will also be discussed. The elements of workplace safety, OSHA requirements, and emergency disaster planning will be demonstrated.

Interior and Exterior Security Concerns

Conceptually, the theory and practice of security is one of layered protection. Once the perimeter is considered secure, the next step is to apply approaches similar to those demonstrated in Unit 3 to secure the buildings and other areas within the perimeter. The exterior of the buildings, including windows and doors, must be evaluated and weaknesses secured. Locking systems, interior access, and traffic control in and around the facility must also be taken into account.

The Inner Defenses

Using doors and traffic patterns in a security plan is an effective method for improving the overall security of a facility. This chapter will examine various types of employee identification plans, distinguish between various types of safes and vaults, and discuss various alarm systems and types of alarms. Security personnel must minimize or control access to the facility's or the building's interior without interfering with the functions of the business. It is also important to remember the need to protect against the internal thief as well as the potential intruder.

Fire Protection, Safety, and Emergency Planning

Decisions on whether to use surveillance equipment such as closed-circuit television or alarm systems must be made depending on whether or not they fit into the overall security plan. Other critical elements in this phase of the planning of asset protection are a fire protection and prevention program, and emergency planning for natural disasters.

Unit Outcomes

- Describe the various locking systems used in security.
- Make recommendations for security based upon the specific needs of a business.
- Explain the operation of alarm systems and their various sensors.
- Identify the different types of fires and extinguishing agents.
- Discuss emergency planning issues.

Assessments

Administer the Unit 4 Quiz.

Student grades will be reflected by an informal assessment of student participation levels during each class session. Additionally, students will be graded formally on all in-class activities including the Unit 4 Quiz.

Assignments

Prepare for Midterm Exam.

Unit Five: Midterm Unit

Overview

This unit is intended to be used to complete any material remaining from Units 1–4. Additionally, all the outcomes from Units 1–4 should be reviewed. At the conclusion of the unit, a Midterm Exam will be administered.

Unit Outcomes

N/A

Reading

N/A

New Material and Key Concepts

- Complete any uncovered material from Units 1–4.
- Review outcomes from Units 1–4.
- Administer Midterm Exam.

Assessments

Final Project: Each group member should have identified sources of information and have a rough draft of their report. Instructor feedback will help with keeping you focused in the correct direction.

Administer Midterm Exam.

Assignments

Reading

Unit 6:

Chapter 13: Internal Theft Controls and Personnel Issues

Unit Six Personnel Issues and Internal Theft

Overview

This unit focuses on threats against companies from within their employee ranks. It also covers personnel policies and hiring practices and regulations that impact them, such as the Americans with Disabilities Act.

Internal Theft Controls

A major problem facing nearly every business in the U.S. today is that of internal theft. Estimates are that companies lose between six and ten percent of their profits to dishonest employees. In this unit you will learn about key methods for reducing the losses—recognizing dishonest employees and setting up proper procedural controls.

Personnel Policies for Internal Security

Another key is proper pre-employment screening, which is the first line of defense against internal theft. It is also critical to understand the limitations placed on pre-employment screening by laws such as the Americans With Disabilities Act and the Employee Polygraph Protection Act, to name a few.

Unit Outcomes

- Recognize the danger signs of a dishonest employee.
- Define the "theft triangle."
- Illustrate various methods of employee theft.
- Describe procedural controls to prevent internal theft.
- Identify key legislation affecting pre-employment screening.
- Explain the concept of "backgrounding."
- Address the need for employee assistance programs.

New Material and Key Concepts

- ⊕ Discuss Unit 6 outcomes and review outcomes for chapters covered.
- ⊕ Discuss employee honesty.
- ⊕ Discuss loss prevention strategies.
- ⊕ Describe the importance of internal controls.
- ⊕ Discuss the need for effective employee screening procedures.
- ⊕ Cover "backgrounding."
- ⊕ Discuss the role of lie detection tests.
- ⊕ Discuss the Americans with Disabilities Act.
- ⊕ Discuss screening options.

Assessments

Student grades will be reflected by an informal assessment of student participation levels during each class session. Additionally, students will be graded formally on all in-class activities.

Assignments

Reading

Chapter 14: Transportation and Cargo Security

Chapter 16: Retail Security

Chapter 18: Computers, Information, and Information Systems Security

Remind students about next week's in-class quiz.

Writing (due at the beginning of Week 8)

The local Tarjay department store is concerned that someone, probably employees, are stealing product from trucks delivering new merchandise to the store. The store manager orders new product each week, but some product will be backordered and not delivered from the warehouse, some product may be delivered to the wrong store, and other product just disappears. The delivery truck driver has a manifest that lists all product to be delivered and store employees unload the truck. When product is unloaded, it is supposed to be scanned into the store inventory system. In addition, the store manager has a list of all product that has been ordered. What can Tarjay do to account for the merchandise and ensure that no product is stolen before it is entered into the automated inventory system? (Bruno).

Responses should be 2–3 pages in length – APA Format.

Unit Seven: Information, Retail, and Transportation Security

Overview

This unit covers specific areas of concern involving computer and information security, retail security, and transportation security. These issues have taken on a special urgency since the turn of the millennium because of increased reliance on safety in the transportation industry, increased vulnerability of retailers, and the ever-growing dependence on computers and technology. Specifically, the areas of transportation and computer technology have been exposed to numerous hazards since the September 11, 2001, attacks.

Transportation and Cargo Security/Computer and Information Security

The transportation and cargo industries have long battled the problem of theft and pilferage, but are now the subject of increased scrutiny because of their possible use by terrorists to transport weapons of mass destruction. Similarly, private companies and the government rely on computer systems that are viewed as potential targets by terrorists as well as thieves stealing identities of consumers. Retailers are most frequently the conduit for identity theft in the form of stolen credit cards and personal checks, which cost them and consumers hundreds of millions of dollars each year.

Retail Security

The very nature of retailing demands that quantities of merchandise be attractively displayed in easily accessible areas. In reality, the theft from employees contributes to more monetary losses than do thefts by shoplifters. The tools for discovering, preventing, and apprehending internal thieves and shoplifters continue to improve each year. The material will also discuss the very real threat that large retail establishments such as malls might become targets for terrorist attacks.

Unit Outcomes

- Identify special issues in airline security.
- Explain the role of private security in transportation security.
- Describe transportation accountability procedures.
- Identify security problems related to personal checks and credit cards.

- Address the need for computer security.
- Discuss the problem of identity theft.

Continue working on the final project, which is due in Unit 10, Week 9.

Assessments

Administer the Unit 7 Quiz.

Student grades will be reflected by an informal assessment of student participation levels during each class session. Additionally, students will be graded formally on all in-class activities including the Unit 7 Quiz.

Assignments

Reading

Chapter 17: Terrorism and Other Tools of Destruction
Chapter 19: Selected Security Threats of the 21st Century

Continue working on the final project, which is due in Unit 10

Unit Eight: Special Topics in Private Security

Overview

This unit discusses many of the evolving issues in private security. From the growth computer crimes to the increased threat of terrorism, the private security industry faces numerous challenges. The availability of qualified, trained, and competent security professionals will be the key to being able to meet these challenges.

Terrorism and Other Tools of Destruction/Specific Security Threats

The private security industry has long faced the problems of what many consider “common” crimes such as robbery, burglary, and embezzlement. While the industry has made progress in dealing with these problems, progress has also been made by those perpetrating these crimes. This is also true in the case of espionage, which is the theft of the intellectual property of companies and governments. Compounding the situation has been the increased threat of terror attacks directed at government and private entities. It is critical that private security personnel are aware of all of these threats as well as how to respond to them in cases of an actual occurrence, or in a preventive role. While few could have conceived the possibility of two airliners being used as guided missiles into the twin towers of the World Trade Center, it is now clear that emergency planning, and a heightened sense of alert, should be ingrained in the field of security.

Unit Outcomes

- Describe the evolution of terrorism and its implications for private security.
- Define international terrorism.

- Discuss specific issues related to white collar crime.
- Explain steps a business can take to prevent robbery.

Reading

Chapter 17: Terrorism and Other Tools of Destruction
Chapter 19: Selected Security Threats of the 21st Century

Assessments

Final Project : Meet with each group and I want to see your security plan progressively improve .

Collect the writing assignment from Unit 6/7.

New Material and Key Concepts

- Discuss Unit 8 outcomes and review outcomes for chapters covered.
- Discuss the history of terrorism.
- Discuss current terrorist tactics and methods.
- Describe specific threats and responses.
- Discuss the impact of white collar crimes.
- Describe methods to reduce the occurrence of burglary and robbery.
- Summarize issues related to espionage and piracy.

Assignments

Reading

Chapter 15: Violence and Drug Use in the Workplace

Writing (due at the beginning of Unit 9)

Discuss the links between ordinary crimes and the issue of terrorism. For example, to what degree do the proceeds from robberies, burglaries, drug trafficking, kidnapping, etc., contribute to the efforts of terrorists? This assignment does not have to be restricted to the U.S. The experience of other countries can inform potential future threats on U.S. soil, so studying them is instructive. You may consider the drug cartels of Mexico and Columbia, heroin poppy cultivation in Afghanistan, or current and former U.S. groups such as the Symbionese Liberation Army, Black Panthers, Weathermen, Earth Liberation Front, or others.

Responses should be 2–3 pages in length. APA Format.

Unit Nine: Violence and Drugs in the Workplace

Overview

This unit concentrates on security's role in coping with the problems of violence and drug use in the workplace. Both of these issues not only present risks to employees, but also affect the operation of the client's business.

Workplace Violence: Prevention and Intervention/Drugs in the Workplace

The problem of drugs and violence in the workplace is not exactly a new phenomenon. Workers in the private sector have experienced violence since the late 19th century, and the use of mind altering drugs, including alcohol, also has a storied history in America. In recent years, the two problems have become linked, along with the effects of mental illness brought on by stress in the working environment. While law enforcement is often called upon to deal with these problems in the public sector, the first line of defense in the private workplace is most often the well trained and educated security officer, whose role has become crucial in maintaining a safe environment for employees.

Unit Outcomes

- Identify the potential for violent situations in the workplace.
- Discuss job performance problems and related issues associated with drug abuse at work.
- Explain specific intervention strategies for workplace violence.
- Outline the components of an employee substance abuse program.

Reading

Chapter 15: Violence and Drug Use in the Workplace

New Material and Key Concepts

- Discuss Unit 9 outcomes and review outcomes for chapters covered.
- Describe the prevalence of violence in the workplace.
- Discuss how the working environment relates to workplace violence.
- Identify violent behavior profiles.
- Discuss tactics for preventing workplace violence.
- Describe intervention strategies.
- Discuss the impact of drug use in the workplace.
- Describe drug testing and use identification techniques.
- Discuss the components of a comprehensive substance abuse program.

Assessments

Final Project : Meet with each group and I want to see your security plan nearly finished .

Collect writing assignment from Week 8

Assignments

Prepare for the Final Exam.

Unit Ten: Course Reflection

Overview

This unit is intended to be used to complete any material remaining from Units 6–9. Additionally, all the outcomes from Units 6–9 should be reviewed. At the conclusion of the unit, a Final Exam will be administered.

Unit Outcomes

N/A

Reading

N/A

New Material and Key Concepts

- Complete any uncovered material from Units 6–9.
- Review outcomes from Units 6–9.
- Administer Final Exam.

Assessments

Administer Final Exam.
Collect the final project.

Assignments

N/A
