



ARIZONA DEPARTMENT OF PUBLIC SAFETY

UNARMED SECURITY GUARD 8-HOUR TRAINING SYLLABUS

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This syllabus was developed by the DPS Security Guard Licensing Unit and meets the **mandatory 8-hour pre-assignment training requirement** that must be completed prior to submitting a security guard license application. All training must be conducted by an authorized instructor – Training may not be performed using videos alone, however, they may be used to supplement the instructor’s training.

- **Trainers:** Training shall be **at least 8-hours** in duration and **does not** include a lunch break. Ten-minute breaks each hour are permissible and will not count against the 8-hours. Establish and maintain (5 years) a sign-in roster for each class.
- The agency shall ensure the application and training verification has been signed by the instructor and designee.
- Guards **may not** work a security post until they are in possession of a valid security guard card and are wearing the DPS **approved** uniform (as applicable).

1. Orientation – Introduction to Security

2. **Criminal Law / Laws of Arrest** (Legal Authority) the law and legal portion of this course is a vital block of instruction for security guard applicants. Instructors must cover all topics listed below. References include ARS Title 13 and the AZ DPS Website: [Arizona Department of Public Safety – Licensing Unit](http://www.azdps.gov).

A. Authority and Responsibility of a Security Guard

- 1) Definitions
- 2) ARS Title 32, Chapter 26, Security Guard Regulation: Sections 2632.D, 2633, 2634, 2635, 2636, 2637, 2638, 2639.D, and 2642. Additionally, specifically state that security guards may not work a post unless they are physically in possession of a valid guard card and in the proper uniform – guards working under a “pending” application are in violation of State law.
- 3) ARS Title 13, Chapter 4, Justification: All relevant sections to include 402, 402.B.2, 403.3, 403.4, 403.6, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 416, 417, 418 & 419. Subsections that do not pertain to security guards carrying weapons may be omitted. This chapter is the most crucial section of the law and legal training requirement, and all instructors must be thoroughly knowledgeable of this section.

B. Laws of Arrest

- 1) Interaction with Law Enforcement/Assisting Law Enforcement (Be a good witness but do not physically assist law enforcement unless asked).
- 2) A.R.S. 13-3801, Preventing offenses; aiding officers (Briefly Discuss)
- 3) A.R.S. 13-3802, Right to command aid for execution of process; punishment for resisting process (Briefly Discuss)

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- 4) A.R.S. 13-3881, Arrest
- 5) A.R.S. 13-3882, Time of Making Arrest
- 6) A.R.S. 13-3884, Arrest by Private Person
- 7) A.R.S. 13-3889, Method of Arrest by Private Person
- 8) A.R.S. 13-3892, Right of Private Person to Break into Building
- 9) A.R.S. 13-3893, Right to Break a Door or Window to Effect Release
- 10) A.R.S. 13-3894, Right to Break into Building in Order to Effect Release of Person Making Arrest Detained Therein
- 11) A.R.S. 13-3895, Weapons to be Taken from Person Arrested
- 12) A.R.S. 13-3896, Arrest After Escape or Rescue; Method of Recapture
- 13) A.R.S. 13-3900, Duty of Private Person After Making Arrest (Call the Police)

C. Search and Seizure

- 1) 4th Amendment Rights (Briefly Discuss)
- 2) Unlawful Search and Seizure, A.R.S. 13-3925 (Briefly Discuss)

D. Criminal Law and Recognizing Crimes (Security guards should be able to identify these crimes):

- 1) Briefly discuss ARS Title 13, Chapter 11, Homicide 13-1102, 1103 (Use of force aspects relating to security guards)
- 2) Briefly discuss ARS Title 13, Chapter 12, Assault and Related Offenses 13-1201, 1202
- 3) Briefly discuss ARS Title 13, Chapter 15, Criminal Trespass and Burglary. Cover aspects that pertain to security guards.
- 4) Briefly discuss ARS Title 13, Chapter 16, Criminal Damage to Property. Cover aspects that pertain to security guards.
- 5) Briefly discuss ARS Title 13, Chapter 17, Arson. Cover aspects that pertain to security guards.
- 6) Briefly discuss ARS Title 13, Chapter 18, Theft: Sections 1802, 1803, 1804, 1805, 1816, and 1817. Cover aspects that pertain to security guards.
- 7) Briefly discuss ARS Title 13, Chapter 19, Robbery. Cover aspects that pertain to security guards.
- 8) Briefly discuss ARS Title 13, Chapter 24, Obstructing Government Operations: Sections 2402, 2403, 2404, 2406, 2409, and 2411. Cover aspects that pertain to security guards.
- 9) Briefly discuss ARS Title 13, Chapter 29, Offenses Against Public Order – Disorderly Conduct 2904, 2905, 2907, 2907.01, 2908, and 2911.
- 10) Briefly discuss ARS Title 13, Chapter 31, Weapons and Explosives 13-3101, 3102, 3107. Cover aspects that pertain to security guards.
- 11) Briefly discuss ARS Title 4, 4-244.29. Patrons may not bring firearms into commercial establishments that serve alcohol for consumption on the premises (except peace officers).

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12) Request students visit the AZ DPS Licensing website at:

<http://www.azdps.gov/license/default.asp>.

3. Uniform and Grooming

- A. Arizona Law Pertaining to Uniforms
 - 1) Authorized Uniform by Law and Agency
 - 2) Responsibility to Wear the Authorized Uniform
- B. Basic Hygiene Policy

4. Communications

- A. Written
 - 1) Report Writing
 - 2) Note Taking
 - 3) Steps in Writing a Report
 - 4) Grammar and Spelling
 - 5) Report Forms
- B. Human Relations / Communications
 - 1) Verbal Control
 - 2) Physiological Responses to Stress
 - 3) How to Bring Down Stress
 - 4) Bridging Barriers of Communication
- C. Use of Force / Levels of Force
 - 1) Define Use of Force and When Can it be Used
 - 2) Elements of Resistance
 - 3) Escalation and De-Escalation of Force
 - 4) Handcuffs/Restraints
 - 5) Physical Force
 - 6) Non-Lethal Weapon Use and Company Policies (Tasers, Mace, Capstun, Batons, etc.)
 - 7) Deadly Physical Force (Choke Holds, Lethal Strikes, Unauthorized Weapons)

5. Crime Scene Preservation / First Response

- A. Responsibilities
- B. Reasons for denial of entry to a crime scene

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- C. Procedures of protecting a crime scene
- D. Emergency Response Procedures
- E. Practical Exercise

6. Ethics

Include a basic ethics policy in regard to good moral character

- 1) Guards on Duty
- 2) Guards off Duty (Incidents Leading to Loss of Guard Card)
- 3) Driving Courtesy (On Duty in Security Vehicles)

7. Sexual Harassment

- A. Verbal
- B. Non-Verbal
- C. Innuendos

8. **General Security Guard procedures (Post or Job Procedures)** Specific post responsibilities should be explained at the work location.

9. **Close of Training** – Sign Training Forms and Submit Applications – **Guards may not work a security post until they are physically in possession of a valid guard card and wearing the DPS approved uniform** (as applicable).