




FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

IMPORTANT NOTICE

DATE: July 24, 2019

TO: Class "DS" Security Officer Schools or Training Facilities

FROM: Stephen D. Hurm, Director, Division of Licensing 

SUBJECT: Summary of Changes and Implementation Guidelines for the Revised Security Officer Training Curriculum

This is a follow-up to an Important Notice dated June 19, 2019, that the division sent to inform you about the adoption of an amendment to Rule 5N-1.140, Florida Administrative Code, incorporating a revised Security Officer Training Curriculum Guide (P-01878, Rev 11/18).

The curriculum guide establishes the core requirements for the security officer course and is intended to be used as a framework or model around which schools should design their training curriculum, selecting and developing the teaching tools and materials (textbooks, lectures, videos, study guides, student handouts, examinations, etc.) that will be used in class.

With a new curriculum guide in place, Class "DS" schools will need to revise their current curriculums and examinations to meet the requirements of the new 40-hour curriculum guide and submit to the Division of Licensing for approval. **The due date for revised curriculum and exam submissions is no later than October 1, 2019. These materials can be returned to the division: (1) BY FAX: (850) 245-5655; (2) BY EMAIL: DOLWeb@freshfromflorida.com; or (3) BY MAIL: Division of Licensing, P.O. Box 5767; Tallahassee, FL 32314-5767.**

The new curriculum guide contains significant new material. We understand that our request for the submission of new curriculums from your institutions will pose a challenge and that it will take time to expand your teaching materials to include the greater depth and breadth of the topics to be taught. To assist you the division has prepared a summary of the additions and revisions made in this new curriculum guide. A copy of that document is enclosed. Please use this as a tool in developing and designing your new curriculums and examinations.

Thank you in advance for your prompt and careful attention to this matter. If you have any questions about this Important Notice, please call our Public Inquiry Center at (850) 245-5691. One of our service representatives will be happy to assist you.



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Summary of Changes to the Security Officer Curriculum Guide Revision Date: November 2018 — Adoption Date: June 23, 2019

The new curriculum guide features a list of 18 subject areas to be taught, many of which were incorporated into the new guide from its predecessor. Most notably, the new guide significantly expands the list of topics that must be taught in each of those subject areas. These revisions, which were made after lengthy consultation with representatives from the security industry, will better prepare security personnel for the challenging and ever-changing demands of their profession.

Note: all references to the previous curriculum guide are underlined.

Section 1. Legal Aspects of Private Security (6 Hours)

Incorporates material from four key sections of the previous version of the Security Officer Training Curriculum Guide listed below:

- Overview of Chapter 493, Florida Statutes, and Chapter 5N-1, Florida Administrative Code
- Legal Issues: Liability, incorporated in subsection 1.2. Topic “Use of Force” was moved to and expanded in subsection 1.3
- Crime and Accident Scene Protection, now incorporated in subsection 1.4
- Courtroom Procedures, now included in subsection 1.5

Note the addition of new legal topic subsection 1.6 Equal Employment Opportunity (EEO), and diversity.

Section 2. Role of Private Security Officers (2 hours)

This is a new section that was previously only a subject in the Terrorism Awareness (Part 1) section. Considerable new subject matter has been added to this new section and it incorporates material from Crime and Accident Prevention Techniques and Practices Code.

Section 3. Security Officer Conduct (3 hours)

Incorporates material from the two sections listed below contained in the outdated guide.

- Ethics and Professional Conduct
- Public Relations

The material in the new guide also expands on topics dealing with the security officer’s conduct in the workplace and includes a new subsection titled Cultural Diversity.

Section 4. Principles of Communications (2 hours)

Incorporates material from Interpersonal Communications. Topics were expanded and now include subjects such as Dealing with the Media, Conflict Resolution, and Active Listening to name a few.

Section 5. Observation and Incident Reporting (4 hours)

Incorporates material from Observation Techniques and Report Writing. Note the expanded list of topics and the 1-hour increase to be devoted to teaching this section.

Section 6. Principles of Access Control (1 hour)

Incorporates material from Access Control.

Section 7. Patrols (1 hour)

Incorporates material from Patrol Techniques. Note the more detailed list of topics in this new section and the slight reduction in the time to be devoted to teaching this section.

Section 8. Principles of Safeguarding Information (1 hour)

The material in this section is new for the most part. However, the previous version of the curriculum guide did include a teaching component dealing with proactive counterintelligence and operational security (OPSEC) in the Terrorism Awareness (Part II) section.

Section 9. Physical Security (1 hour)

This new section expands on methods of crime prevention and the topics are partly related to section Crime and Accident Prevention, Techniques, and Practices found in the previous curriculum.

Section 10. Interviewing Techniques (1 hour)

Content in this section taken directly from the earlier version of Interviewing Techniques; however, the section was condensed from 8 to 6 of topics.

Section 11. Emergency Preparedness (1.5 hours)

Provides expanded content to Emergency Procedures section from the old guide.

Section 12. Safety Awareness (2.5 hours)

This section includes some elements from the Fire Detection, Suppression, and Life Safety section from the previous manual. However, several new technical topics have been added here.

Section 13. Medical Emergencies (4.5 hours)

Incorporates material from the Basic Emergency First-Aid section. New technical matter has been added to the material that must be taught, and the number of hours to be devoted to this section has increased by 2 hours.

Section 14. Terrorism (2.5 hours)

In the previous curriculum guide, Terrorism Awareness was taught in two parts, and a total of 4.5 hours was devoted to the subject. There is only a single part to this topic now, and the number of hours has been reduced.

Section 15. Event Security and Special Assignments (1 hour)

Incorporates material from the Traffic Direction and Crowd Control sections of the previous guide. Note that the list of topics to be taught has expanded in this section.

Section 16. Communications Systems (1 hour)

Incorporates and expands on the material from the Professional Communications section of the previous curriculum guide.

Section 17. Special Issues (4 hours)

Incorporates material from the Special Problems for Security section of the previous curriculum guide.

Section 18. Introduction to Weapons (1 hour)

Content of this new dedicated section to weapons was previously addressed only as materials in the subsections of Fundamentals of Personal Security section in the old curriculum guide.

Note concerning deletion from previous version of the curriculum guide

The section titled Fundamentals of Personal Security in the previous edition of the curriculum guide was deleted. However, important components from this section (handling disruptive people, responding to potentially violent situations, and weapon safety awareness, for example) have been incorporated in other sections of the new edition.

Note concerning the number of hours devoted to the training course and testing

Instructors will note that the number of hours to be devoted to instruction in the 18 sections of the curriculum totals 40. This is in keeping with the law, which requires Class “DS” schools to teach a 40-hour course. Instructors will need to allow for a minimum of two additional hours to be devoted to the administering of the required examination when developing their course schedules. Schools and instructors should continue to issue certificates to their students indicating that they have completed a 40-hour course.