



**S.C. LAW ENFORCEMENT DIVISION  
(SLED) PRIVATE SECURITY TRAINING  
PROGRAM**

**Primary Plus Training**



## PRIMARY PLUS TRAINING

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## **PATROL PROCEDURES**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Describe what you must do to be ready for patrol.
2. State the first important thing you must know for your patrols to be effective.
3. List two words describing what you must be looking for on your patrols.
4. List five occurrences or abnormalities you will look for on your patrols.
5. List five strategies you might use to make your patrols more effective.
6. List five ways you can make yourself more likely to detect an intruder before he or she becomes aware of you.
7. List the four specific purposes of patrol.



## PATROL PROCEDURES

(Presented by Security Training Officer)

### Lesson Plan

This lesson is necessary if you will be assigned to patrol the property you are assigned to protect, either on foot or by vehicle.

Regardless of the type of site you're assigned to, your patrol begins before you report for work. You must ensure that you have all of your required equipment and that all of this equipment is operable and ready for use. You must also insure that you have been authorized to carry the equipment you intend to use.

According to the South Carolina Regulation 73-421, "Private security officers must not be issued or use equipment or devices for which they have not successfully completed training adequate to ensure the proper, accurate and safe use of such equipment. Documentation of such training must be maintained by the licensee and be available for inspection by SLED." S.C. Code Ann. Regs. 73-421

Patrol procedures will vary from site to site. Your **Post Orders** are the controlling guide that determines when, where, and how you patrol at your assigned post. You are expected to adhere to those orders.

The first important thing you must know for your patrol to be effective is the normal state of your environment.

- What doors are normally left open or unlocked?
- What windows are usually open?
- What lights are normally on or off?
- What gates are normally open, closed, locked, or unlocked?
- What personnel are normally present?
- Which employees are authorized to leave the property with equipment, products, or other materials?
- What odors and sounds are normal?

**Patrol** is designed to identify those things that are not normal and to determine whether there is an active threat to your client's property, personnel, or to any member of the public on this property.

You must perform patrols so that they deter potential offenders, prevent crime on the property, and protect the client's property and assets.

During your patrol, you must focus your senses to look for any activity that indicates potential harm to client employees, potential loss of client property, or potential harm to the public on your client's property. Some examples of this type of activity are as follows:

- holes in fences;
- open, propped open, or unlocked doors;

- damaged lighting;
- altered, damaged, or vandalized security equipment (cameras, motion detectors, etc.);
- broken windows or doors;
- merchandise, tools, or other client property hidden in garbage dumpsters;
- tools or articles present in unusual places;
- unattended vehicles in inappropriate places;
- vehicles stopped near warehouse doors or loading docks;
- employees or others present in unauthorized places;
- evidence of drug use;
- blocked fire exits;
- odors at inappropriate places;
- sounds that are unusual for a particular place and time;
- loiterers in or around employee and public parking lots; or
- female employees walking to and from their vehicles.

Any deviation from the *normal state* should catch your attention and should trigger your examination of the abnormality.

As allowed by your Post Orders, patrols should be scheduled irregularly so employees and potential offenders don't know when they will occur. As allowed by Post Orders, there are several strategies that will make your patrol more effective:

- periodically “double back” on your patrol route;
- walk or ride your patrol route “backward”;
- stop and step out of your vehicle to listen;
- when walking, stop, stand, and listen;
- vary the time of your patrols, if allowed;
- minimize use of headlights, flashlight;
- investigate all unexpected noise;
- be alert for unexpected lights and movement; and
- unless there are reasons to be seen, be inconspicuous, unnoticed and quiet.

Keep in mind that your patrol activity has a specific purpose. This purpose is:

- to detect an intruder before he or she becomes aware of you;
- to find a threat to the property before the threat harms the property;
- to find and report emergency situations or conditions; and
- to find, fix, or report security problems.

Patrols that are inconspicuous and unnoticed give you a better chance to see or hear an intruder before he or she detects your presence. Some actions that can make your patrol more effective are to:

- walk quietly;
- don't whistle, sing, or talk;
- don't carry “jangling” keys or other objects;

- use your flashlight only when you have cause to light up a specific space;
- keep radio (walkie-talkie) and other noises to a minimum; and
- don't smoke.

Be safe, be ready, be observant, and know what you expect to see; but be focused so you detect the unexpected and have a plan in mind for responding to the unexpected or abnormal situation or event.



## **VEHICLE OPERATIONS**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Identify the word that must appear on your vehicles unless your vehicles are specifically exempted by SLED.
2. State the circumstances under which you may stop a vehicle.
3. State the circumstances under which you may engage in vehicular pursuit.
4. State what important information you must notice and retain prior to beginning a vehicular pursuit.
5. State where you will find instructions for your enforcement of traffic laws on your protected property.
6. State where you will find specific instructions governing authorization to conduct or undertake vehicular pursuit.
7. If your security vehicle has blue lights mounted, describe what you must do when you leave the property in that vehicle.
8. State whether it is permissible for you to bring personal equipment from home to use at your security post.
9. State whether or not there are restrictions on your use of foot pursuit.
10. Describe where your pursuit of an offender must end, whether you have “captured” the offender or not.
11. State whether you may drive your personal, unmarked vehicle for patrol duties at a security post.



## **VEHICLE OPERATIONS**

(Presented by Security Training Officer)

### **Lesson Plan**

You are in this class because state law, your employing security company, and your SLED security officer registration give you certain law enforcement authority. This includes the authority drive a marked security vehicle and to make traffic stops in certain limited circumstances. However, you have this authority **ONLY IF** your Post Orders authorize such and **ONLY IF** you comply with all applicable laws, regulations and standards.

SLED standards for operation of vehicles used in security duties include:

1. Vehicles must be maintained in safe working order.
2. Security officers assigned to drive such vehicles must be currently licensed drivers with no infirmities that affect their ability to safely operate the vehicles.
3. Security officers may not use their personally owned vehicles for patrol functions at a security site.

Security vehicles must be operated in compliance with the following:

### **VEHICLE MARKINGS**

South Carolina Regulation 73-412 addresses security vehicles and states:

“1. Unless otherwise approved in writing by SLED, vehicles used by private security officers for patrol and enforcement activities must be clearly marked with the word “security” and must display the name or symbol identifying the security company.

2. In its discretion, SLED may approve exemptions from this requirement upon written request submitted to SLED by a contract private security company principal and a representative of the client company citing specific special circumstances or by an official of the company holding a proprietary private security license.” S.C. Code Ann. Regs. 73-412.

### **VEHICLE STOPS**

As a security guard, if you are specifically authorized by your Post Orders, you have certain limited authority to stop vehicles on the property you are hired to protect under certain circumstances. However, you do **NOT** have the authority to stop vehicles that are not on your client’s property under any circumstances.

If authorized, you may only stop a vehicle if you have reasonable suspicion that the person you intend to stop “has committed, is committing, or is about to commit a crime.” We will discuss the topics of reasonable suspicion and probable cause in more detail in another class; however, a security guard “whose observations lead him reasonably to suspect that a particular person has committed, is committing, or is about to commit a crime, may detain



that person briefly in order to investigate the circumstances that provoke that suspicion.” State v. Nelson, 336 S.C. 186, 192, 519 S.E.2d 786, 789 (1999).

Before you stop a vehicle, must be able to state your reasonable suspicion to believe that the person you intend to stop “has committed, is committing, or is about to commit a crime” before you stop the vehicle.

In South Carolina, “as a general matter, the decision to stop an automobile is reasonable where police [or private security] have probable cause to believe that a traffic violation has occurred.” State v. Nelson, 336 S.C. 186, 193, 519 S.E.2d 786, 789 (1999). As such, if you witness a traffic violation, you have reasonable suspicion to stop the vehicle.

## **VEHICLE PURSUITS**

While a private security officer is granted the powers of a deputy sheriff by virtue of S. C. Code Ann. § 40-18-110, which, as a matter of law, includes the power to pursue offenders, SLED has established, pursuant to authority in S. C. Code Ann. § 40-18-30(A)(4) the following standards of conduct:

1. Vehicular pursuit must not be initiated except in cases where the necessity to pursue can be explained by the security officer. The reasons for this pursuit must be that it is absolutely necessary to protect life or client assets when a serious crime is involved. There must also be no potential danger to residents, visitors, and others caused by the pursuit.
2. A security officer faced with the necessity of a vehicular pursuit on the protected property should attempt to take notice of and retain the physical description or identification of the driver and the description of the offender vehicle prior to beginning pursuit.
3. Due to the dangers involved, vehicular pursuit should not be initiated for minor offenses. Instead, the officer should note sufficient information to identify the offender and/or offender’s vehicle so as to go to a magistrate to secure an arrest warrant or to issue a uniform traffic ticket at a later date if possible.
4. Private security officers may not pursue offenders past the property lines of the property they are hired to protect. **All pursuits must end at the property line.**
5. Vehicular pursuits may be conducted only by specifically authorized security officers who are driving properly marked and equipped vehicles.
6. Foot pursuits may be conducted as needed; however, your authority ends at the property line of the property you are hired to protect.
7. Vehicular pursuits must be conducted at speeds and in ways that effectively minimize or eliminate risk to people on the property.

## **DISPLAY OF BLUE LIGHTS ON PRIVATE SECURITY VEHICLES**

The display of blue lights on private security vehicles is governed by South Carolina Regulation 73-411. It states:

1. Display of blue lights on security vehicles is prohibited unless authorized in writing by SLED pursuant to the following procedures:
  - A. The owner or designee of the owner of the property being patrolled must comply with the provisions of Article 45, Chapter 5, Title 56, South Carolina Code of Laws, concerning regulation of traffic on private roads.
    - i. This means that the owner of the private roads has followed the statutory procedure in the South Carolina traffic code to enroll those roads pursuant to the S.C. Code Ann. §§ 56-5-6310 *et. seq.* Further, authority to enforce State traffic laws on those private roads extends to public law enforcement officers as well as private security officers.
  - B. The owner or designee of the owner of the property being patrolled must submit documentation to SLED of such compliance, along with a written request to display and use blue lights on the security vehicles used on the property.
  - C. The licensee of the private security business must have written approval from SLED before displaying blue lights on security vehicles to be used on the property.
2. Blue lights approved for use on private security vehicles may be displayed only on vehicles properly marked in accordance with S.C. Code Ann. Regs. 73-412; and may only be used on the property specifically described in the application for use of blue lights. Blue lights must be removed from the vehicle or covered so as to be protected from public view when the vehicle is not on protected property.

LED blue lights with clear lenses (no blue color visible) do not need to be removed or covered.

## **USE OF EQUIPMENT OR DEVICES**

In accordance with South Carolina Regulation 73-421, Private security officers must not be issued or use any equipment or devices for which they have not successfully completed training adequate to ensure the proper, accurate, and safe use of such equipment. Documentation of such training must be maintained by the licensee and must be made available for inspection by SLED. Such devices include speed detection devices as well as all other types of specialized devices.

## **ARREST REPORTING**

In accordance with South Carolina Regulation 73-415, arrests made by private security officers must be reported to the law enforcement agency of primary jurisdiction immediately after the suspect and the scene of the incident are secured. Security officers should also notify their supervisor, and any other entity, as required by their Post Orders.



## REASONABLE SUSPICION, INVESTIGATIVE DETENTION, AND PROBABLE CAUSE

(Presented by Security Training Officer)

### Performance Objectives

1. Define *reasonable suspicion*.
2. Describe the legal standard you need to meet to arrest somebody.
3. Define the type of information that must support reasonable suspicion *or* arrest.
4. Define the word *articulable*.
5. Define the phrase *investigative detention*.
6. State what legal standard you must meet to initiate an investigative detention?
7. State whether you may use force to continue an investigative detention.
8. Define *probable cause*.
9. State whether you may handcuff a suspect during an investigative detention.



## REASONABLE SUSPICION, INVESTIGATIVE DETENTION, AND PROBABLE CAUSE

(Presented by Security Training Officer)

### Lesson Plan

You are in this class because state law, your employing security company, and your SLED security officer registration give you certain law enforcement authority. This includes the authority to stop and detain people on the property you are assigned to protect in certain circumstances. However, you have this authority **ONLY IF** you Post Orders authorize such.

If authorized by your Post Orders to stop and detain individuals, you **must** have either **reasonable suspicion** or **probable cause** before you can exercise this authority. An unauthorized stop or detention is illegal and if you conduct an illegal stop or detention, you can subject yourself to potential criminal and civil liability and you can also subject your company to potential civil liability.

**At all times, you should operate with the belief that any interruption, disruption, or interference of a person's movements is illegal, unless you can articulate and show that you have reasonable suspicion to justify the interruption, disruption, or interference.**

### **REASONABLE SUSPICION**

Here are several definitions of **reasonable suspicion**.

Reasonable suspicion is:

1. a standard established by the United States Supreme Court in a 1968 case in which the Court ruled that police officers should be allowed to stop and briefly detain individuals, **based upon the officer's training and experience, when there is reason to believe that the individual is engaging in criminal activity.** (<http://thelawdictionary.org/article/definitions-of-probable-cause-vs.-reasonable-suspicion/>)
2. "a suspicion based upon facts which would warrant an ordinarily cautious, prudent, and experienced security officer to believe the individual was guilty of a criminal offense"
3. the possession of a collection of facts sufficient to lead an objectively reasonable security officer in your position, with your knowledge, experience and training, to a conclusion that a crime (a) has been committed, (b) is about to be committed or (c) is being committed and that the person you are interested in is involved.

When you become aware of suspicious behavior that you think might be criminal behavior you should begin thinking of what you see and hear in terms of the existing **facts and circumstances** that can be articulated in terms of your reasonable suspicion to justify interfering in an individual's movements. Remember you must have reasonable suspicion before you detain an individual and interfere with his or her movements.

Here's an easy example:

- It is late night;
- the plant you are assigned to safeguard is closed;
- there is nobody working on the property but you;
- the property is posted "No Trespassing" with signs along the fencing;
- you have been told that there should be nobody on the property at night; and
- you see a person near one of the buildings.

So far, what are the facts? (Instructor: All of those details are *facts*).

**DISCUSSION:** Does this collection of facts make you suspicious that criminal activity might be happening and your suspect might be involved? (Yes)

**That is articulable reasonable suspicion based upon facts that you can state.**

### **FACT**

The word fact will appear throughout this section, so it's important to understand exactly what that means:

A fact is:

- something that you saw, heard, or found;
- a circumstance, event, or occurrence that actually (not maybe or probably) happened;
- a physical object or appearance as it actually exists or existed;
- an actual and absolute reality (not mere supposition, guess, or opinion)
- a truth (as distinguished from fiction or error);
- an absolute truth in which there is no error;

A fact is free from your personal bias or beliefs and experiences; it is a thing that you saw, heard, touched, or smelled.

Here are some *facts* you should notice that might support a **reasonable suspicion** to stop and detain someone:

- Your experience and knowledge of the property (i.e. Is anyone supposed to be in that area at that time?),
- Suspicious conduct or demeanor of a person (in detail):
  - ❖ What the person was doing that made you suspicious,
  - ❖ Why are the actions suspicious?
    - Furtive movements;
    - time and place;
    - odor you smell;
    - attempts to evade;
    - the business is closed;
    - no employees are on premise;
    - person gives answers that don't "add up;"
    - high crime area;

- uncommon noise in the area (glass breaking, wood splintering, banging, etc.);
- person is not an employee;
- person carrying items not reasonable at that place and time;
- person appears watchful or nervous (include specific details);
- what you know about the suspect (previous interactions, etc.).

Would several of these facts, put together, convince you and any other cautious, reasonable, and prudent person to become suspicious that this person (a) is about to commit a crime, (b) is involved in committing a crime or (c) has committed a crime?

Remember, you don't have to be certain – only reasonably suspicious – and you must be able to describe the facts on which your belief is based.

The courts allow you to put together all the facts you know about a situation and use them to form a conclusion that the activity you see is unusual and suspicious.

### **THE STOP**

A stop is your confrontation of a person to determine the reason or explanation for the suspicious activity you have witnessed and to this is a legal opportunity for you to develop further information to determine whether actual criminal activity is occurring and your suspect is involved.

At the time of the stop, you must identify yourself to the suspect and explain the reason for the stop. (**Latek v. K-Mart Corporation, 401 N.W. 2d 503 (1987)**).

You may only use reasonable and minimally necessary force to accomplish the stop.

At the time of the stop, you might not be sure that you will arrest the individual. This is an investigative stop – not an arrest.

If your stop is proper, you may use reasonable force to keep the subject at the location of your stop for the brief period of time that it takes you to actively and continuously investigate the activity. This is an investigative detention.

You **may not use deadly force** to accomplish a stop or to keep the suspect at the place of the stop unless deadly force becomes necessary to protect your life or the life of another person from imminent harm and you must be able to articulate this.

If the suspect doesn't answer your questions or explain his actions satisfactorily, and you have articulable facts that indicate his possible involvement in criminal activity, you may detain him for a reasonable time for the police to arrive to assist you.

If you fail in a short, reasonable time, to develop enough facts to constitute probable cause to arrest, which will be discussed later, you must **immediately** release the person. (**Rogers v. T.J.X. Companies, Inc., 404 S.E.2d 664 (1991)**).

During your investigative detention, you should try to gather enough personal identifying information so that law enforcement can later locate the person if additional information or evidence comes to light after you release him or he escapes.

When you are sure that a crime has occurred but you are unsure how to proceed, call the local law enforcement agency with jurisdiction to assist.

## **THE FRISK**

As you begin to interview a suspect that you have lawfully stopped, you may handcuff the suspect and frisk the suspect's **outer clothing** for anything that feels like a firearm, knife or other weapon. This is not a search, but is a frisk of outer clothing to determine whether the suspect is carrying a weapon that might be used against you. This is for your safety and your safety should guide your efforts. Any time that you put your hands on a suspect, you must be prepared for an attack, an attempt to flee, or some type of resistance.

If you feel an object with the size and feel of a knife or firearm, you may reach into the clothing to retrieve it; when you do this you should prepare yourself for an attack or an attempt to escape as the suspect realizes that you are about to find evidence of a possible crime – potentially the illegal possession of a firearm or knife.

A frisk of a female should be conducted by a female; however, if you do not have access to a female security officer, a frisk of a female by a male security officer should be conducted with the edges of his hands only, so as not to grasp, feel or appear to fondle any area of the female's body. **You have the right to frisk a female to detect the presence of a weapon, but this activity should be handled as you have been instructed.**

A frisk cannot be used to search for evidence of a crime. A frisk is for your safety only.

**NOTE TO INSTRUCTOR: Demonstrate a proper frisk, male and female.**

If you find a weapon that is unlawfully carried, you may arrest the person for this illegal conduct.

Your Post Orders will contain lists of South Carolina criminal offenses that you are subject to encounter and authorized to enforce.

## **THE INVESTIGATIVE DETENTION**

An investigative detention is when you detain an individual for the purpose of an investigation into a possible crime. This detention begins immediately when you interrupt a person's movements and you keep them from walking away.

Remember that any interruption of a person's movements is, *per se*, unlawful – **unless it is supported by reasonable suspicion based on facts.**

An investigative detention must be based on facts such as those we have studied, not mere suspicion of his involvement in criminal activity.

**For your safety, you may handcuff the suspect during the detention.**



During this interview, maintain a safe distance from the suspect so that you will have time to counter an attack by the suspect.

Be hyper-alert for the introduction of a weapon of any kind by the suspect. Have him or her keep their hands in view and watch their hand movements. Don't, for example, allow them to put their hands into their pockets.

As mentioned earlier, for your safety, you may handcuff the suspect at the beginning of the investigative detention. When it becomes clear that you are going to handcuff the suspect, prepare yourself for resistance, an attack or an attempt to escape.

You may detain the suspect for the brief period of time while you are actively, continuously and diligently pursuing information about reasons for his suspicious activity, but only for a reasonable period of time. The next step is to question the suspect to learn the facts you need to know to decide whether to arrest: his or her identity, reason for presence on the property, reason for possession of what appears to be contraband (stolen goods, burglary tools, items that might be used to damage the property, etc.).

If necessary, you may move the subject to the area where you last saw him or her to check for evidence of criminal activity (i.e. broken windows, breached doors or other factual evidence indicating that a crime has occurred and your detained individual might have been involved.)

You may move the suspect to another nearby location to escape adverse weather, to use a telephone, to have better lighting or for any other prudent and reasonable reason that you can articulate.

An investigative detention must be brief - the suspect not detained longer than it takes for you to diligently pursue your investigation and either make and arrest or release the person, or to wait for the arrival of police officers to assist you with this inquiry.

During this brief detention, you may ask specific questions about the person's actions, converse generally and ask questions about their identity, home address, vehicle being driven, identification of others accompanying the person, motive for being on the property, and other topics. You may ask, for example, whether the subject just broke into a building, threw merchandise over a fence or in a dumpster.

Overall, your purpose for this stop and detention is to determine whether a crime has been committed and your suspect was involved.

Keep in mind that, even by confronting and questioning the suspect, you have provided security to the client's property and assets. You do not have to, and should not, "stretch" to make an arrest.

## **PROBABLE CAUSE**

**Probable cause** is the Fourth Amendment standard by which all arrests and most searches are judged.

Probable cause is a reasonable belief that a person has committed or is committing, or is about to commit, a crime that is grounded on facts that you can articulate. The courts have said that the standard is not a technical standard, but is to be judged in the light of everyday experience, and not as an abstract legal principle. The standard deals with *probability*, not *certainty*.

To put it another way: *Probable cause* is a practical and nontechnical concept based on conventional considerations of everyday life on which reasonable and prudent people, not legal technicians, act. **(David A. Maxwell (1993), *Private Security Law, Case Studies*, Butterworth-Heineman, Boston, p. 431.)**

If the facts you develop during the investigative stop and detention would lead a prudent person to believe the suspect is involved in committing a crime or has committed a crime and you are authorized by our company to make an arrest, you have likely developed *probable cause* to arrest the suspect. Upon arresting a subject, you are required to inform the subject why he or she is under arrest. In addition, South Carolina Regulations state that “arrests made by private security officers must be reported to the law enforcement agency of primary jurisdiction immediately after the suspect and the scene of the incident are secured.” S.C. Code Ann. Regs. 73-415. You have NO AUTHORITY to transport a detainee off of the property you are hired to protect and must contact a law enforcement agency with jurisdiction to assist.

The South Carolina Attorney General has stated that “a deputy sheriff is under a duty to assist a private security guard or private citizen in bringing the criminal offender to justice. If a law enforcement officer is asked by a private security guard who has arrested a prisoner, to transport that prisoner to jail, the deputy is under a duty to transport that prisoner to jail.(S.C.A.G. Opinion Sept. 25, 2012). Because of this requirement, you and/or your company should secure an agreement with the local law enforcement agency of jurisdiction as to the procedures to be employed in this circumstance.

Remember: The stop of a person may be based on reasonable suspicion, but the subsequent arrest of that person must be supported by *probable cause* that existed at the moment the arrest was made.

To repeat: *Probable cause* does not mean that you are certain that a crime has been committed and that your suspect was involved. You may think of it as meaning that, based on the facts you know, the suspect *probably* committed a crime.

*Reasonable belief* means that *an objective and reasonably cautious and prudent person with your knowledge, skills, abilities, and training would have come to the same conclusions you did: that a crime was probably committed and your suspect was probably involved.*

After you make an arrest, unless the local police or sheriff's department agree to handle the case for you, you will have to explain to a judge your *probable cause* for believing that the suspect committed the crime, was committing the crime or was about to commit the crime. The judge will decide, using the precise facts and circumstances you tell him or her, whether your arrest is proper or not. Be sure to include your knowledge, experience and training in your statement of probable cause.

The judge's decision might depend upon how well you can identify and *articulate* the facts and circumstances that were involved.

Whether or not the court finds that you acted properly will depend on the totality of the circumstances, meaning everything that you knew or reasonably believed at the time of an arrest. (*United States v. Humphries* 372 F3rd 653, 657 (4<sup>th</sup> Cir. 2004)).

Your case depends upon the legal system's (whether it is the judge or prosecutor's) interpretation and analysis of the facts you describe to him or her in your affidavit for an arrest warrant or summons. Depending upon the specific crime involved, your case might be handled directly by a magistrate or by a solicitor. Either way, whether your charge is accepted and your arrest is judged to be lawful and proper will depend upon how you present your case to the officials.

This process is a somewhat intellectual process, meaning that you have to be familiar with the standards we are discussing concerning the legal principle of probable cause, be able to focus that knowledge on the circumstances of your case and be able to properly think your way through those principles.

When you become aware of possible criminal activity, you must begin thinking of what you see and hear in terms of facts that you can *articulate* to justify your actions.

*Reasonable suspicion* allows you to interrupt a person's movements - for questioning; *probable cause* allows you to arrest the person after your questioning and investigation have identified additional facts that move you a level above suspicion, to probable cause.

Let's put these actions in order: The same facts that you recognized as giving you *reasonable suspicion* to stop and question a person also can be used as facts to determine whether *probable cause* to arrest exists. If you are specifically authorized to make arrests on the property you are hired to protect, you must follow a series of activities:

- Awareness of suspicious activity,
- Recognition of facts that make the activity suspicious,
- The investigative stop,
- Frisk,
- Interview,
- Development of facts that add up to probable cause,
- Making the arrest,
- Following correct post-arrest procedures.

At your post, you might be assigned to merely observe and report, and not to initiate confrontations.

If so, and you are faced with activities that are life threatening to others on the property, you are expected to take whatever action is reasonable and necessary to end the threat. Remember that your primary duties as a security officer are to safeguard lives and client assets. Your Post Orders should guide you.

If you are not authorized by the company to make arrests, and no life threatening circumstances are present, your first step after recognizing potential criminal activity should be to call 911 and request police assistance.

If you are not authorized to make arrests, and life threatening circumstances are present, your duty is to call 911 and then interrupt the activity in some manner that will protect the lives of everyone present.



## **ARREST**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Define the word *Arrest*.
2. State two circumstances that would prevent you from making arrests.
3. Describe your arrest authority when you are outside the property you are hired to protect.
4. Name the legal principle under which you are authorized to arrest a person.
5. If force is necessary to complete an arrest, at what point must you discontinue using force.
6. Describe when you must administer Miranda Warnings to the suspect.
7. Describe what you must do after placing an individual under arrest.
8. Describe whether you are authorized to transport your prisoner to the police department.
9. Describe the next step in your handling of the case that you must complete immediately after the arrest.
10. State whether you are required to inform a person of the reason for their arrest.
11. Cite the legal principle upon which a lawful arrest may be made.
12. State what probable cause must be based upon.
13. State whether reasonable suspicion is enough to arrest someone.



## ARREST

(Presented by Security Training Officer)

### Lesson Plan

You are in this class because state law, your employing security company, and your SLED security officer registration give you certain law enforcement authority. This includes some authority to arrest private citizens on the property that you are assigned to protect in certain circumstances. You must be specifically authorized by your Post Orders to make arrests and you **must fully** comply with the law and all SLED standards of conduct before you exercise this authority.

You must have **probable cause** before you can legally make an arrest. An illegal arrest can subject you to potential criminal and civil liability and you can also subject your company to potential civil liability. In addition, any abuse of your authority may lead to regulatory action from SLED against your license or your company's license.

**Arrest** is defined as *using legal authority to deprive a person of his or her freedom of movement and take him into custody to answer to a criminal charge.* In order to make a lawful arrest, you must have the legal authority and probable cause to do so.

At all times, you should operate with the belief that any interruption, disruption, or interference of a person's movements, especially an arrest of that person, is illegal, unless you have the legal authority and probable cause to make this arrest and the legal justification to do so. **An unlawful arrest is illegal and may subject you to potential criminal and civil liability.**

South Carolina law grants security guards certain arrest authority. The law states:

**"A person who is registered or licensed under this chapter and who is hired or employed to provide security services on specific property is granted the authority and arrest power given to sheriff's deputies in Section 23-13-60 of the S. C. Code. The security officer may arrest a person violating or charged with violating a criminal statute of this State but possesses the powers of arrest only on the property on which he is employed."** S.C. Code Ann. § 40-18-110.

South Carolina law Section 23-13-60 states:

**"deputy sheriffs may for any suspected freshly committed crime, whether upon view or upon prompt information or complaint, arrest without warrant...."** S.C. Code Ann. § 23-13-60.

However, your arrest authority is limited. You are authorized to make arrests only when you have been specifically authorized by your company to do so in Post Orders.

This authorization will be a part of your written job duties and/or Post Orders depending upon the post you are assigned. Your Post Orders should fully inform you concerning your authority and should provide directions and guidance for your reactions to possible criminal behavior at your assigned site. If your company has not authorized you to make an arrest, you may not do so. Any arrest made without legal authority is illegal.

In addition, because of the complexity of the legal principles involved in making and supporting arrests and the responsibility conveyed to law enforcement; SLED has established the following standard of conduct for security guards regarding arrest authority:

The arrest powers given to private security officers by State law are restricted by SLED to circumstances presenting an articulable imminent threat to life or public safety, or to circumstances presenting an articulable and imminent threat that, without immediate intervention by the security officer, client property or assets will be damaged or lost due to a criminal act.

This means that you must be able to state that you saw an imminent threat to life or client property on the property you were hired to protect before you make an arrest.<sup>1</sup>

Your arrest powers are also limited to client property only and your SLED registration card gives you **NO AUTHORITY WHATSOEVER** when you are not on the specific property that you are hired to protect. When you are not on the property you were hired to protect, you are a private citizen and have no additional rights or authority whatsoever.

In addition, because an arrest is a confrontation that might provoke a violent reaction and resistance by the suspect, an unarmed security officer is at a disadvantage when threatened with a weapon or other type of resistance that might also endanger others in the area. **For this reason, it is the opinion and recommendation of SLED that all unarmed security officers granted arrest authority use extreme caution and awareness when making arrests.**

**If you are unarmed, and become aware of suspected criminal behavior, it is advised you observe and document the situation and immediately notify the local law enforcement agency with jurisdiction. In notifying local law enforcement, you should relay full details of the activity and request immediate assistance. However, if your failure to confront a situation will create imminent danger to the safety of others, your duty is to act to protect life. (NOTE: THIS DOES NOT ALLOW YOU TO EXERCISE AUTHORITY IN ANY PLACE WHERE YOU DO NOT HAVE LEGAL AUTHORITY).**

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<sup>1</sup> SLED's authority to establish this standard of conduct can be found in S.C. Code Ann. § 40-18-30(A)(4).

**(INSTRUCTOR NOTE: Discuss an example of an active shooter or other emergency, in which an unarmed officer might be able to assist in moving people to safety on protected property.)**

If you meet the above legal requirements and standards of conduct and have the legal authority to make an arrest, you must have probable cause to believe that a crime has been committed before you do. In South Carolina, “probable cause exists ‘when the circumstances within the arresting [security guard’s] knowledge are sufficient to lead a reasonable person to believe that a crime has been committed by the person being arrested.’” State v. Baccus, 367 S.C. 41, 49, 625 S.E.2d 216, 220 (2006).

In determining if there is probable cause, “all the evidence within the arresting [security guard]’s knowledge may be considered, including the details observed while responding to information received.” State v. Roper, 274 S.C. 14, 17, 260 S.E.2d 705, 706 (1979)

**In the event that you do make an arrest, you must be able to later articulate the circumstances that established that an imminent threat to life, public safety, or assets of the client that mandated your immediate action. If you did not have evidence within your knowledge that a reasonable person would believe indicate that a crime has been committed, your arrest may be found to be illegal and, not only will the person you arrested be released, an unlawful arrest is illegal and may subject you to potential criminal and civil liability.**

In addition, South Carolina law mandates that persons under arrest be informed of the true ground on which the arrest is made. The law states:

(A) A person arrested by virtue of process or taken into custody by an officer in this State [or an armed security guard with proper authority] has a right to know from the officer who arrests or claims to detain him the true ground on which the arrest is made. It is unlawful for an officer to:

- (1) refuse to answer a question relative to the reason for the arrest;
- (2) answer the question untruly;
- (3) assign to the person arrested an untrue reason for the arrest; or
- (4) neglect on request to exhibit to the person arrested or any other person acting in his behalf the precept by virtue of which the arrest is made.

(B) An officer who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined in the discretion of the court or imprisoned not more than ten years, or both.

S.C. Code Ann. § 17-13-50. If you arrest a citizen, you must comply with this provision.



In addition, *Miranda*<sup>2</sup> warnings are required when a suspect is in custody. “Custody” has been defined to include any situation in which a defendant is under formal arrest or there has been a restraint on his freedom of movement to the degree associated with a formal arrest. In accordance with *Miranda*, you must inform an individual under arrest that the individual has the following rights: “that: he has the right to remain silent; anything he says can be used against him in a court of law; he has a right to the presence of an attorney; if he cannot afford an attorney, one will be appointed for him prior to any questioning, if he so desires;” (S.C.A.G. Opinion June 4, 2009).

Also, once a lawful arrest is made, there is a duty to get a detained individual to the proper legal authority to be dealt with according to the law. If you make an arrest, you must immediately notify the local law enforcement agency with jurisdiction and deliver the arrested individual to this agency as soon as is reasonably possible. South Carolina Regulations state that “arrests made by private security officers must be reported to the law enforcement agency of primary jurisdiction immediately after the suspect and the scene of the incident are secured.” S.C. Code Ann. Regs. 73-415

You cannot transport a detainee off of the property that you were hired to protect. S.C. Code Ann. Reg. 73-416 specifically states that “[p]rivate security officers exercising law enforcement authority of South Carolina Code Chapter 18, Title 40 must not transport prisoners or pursue suspects off the protected property.”

As such, only a law enforcement officer with jurisdiction has this authority. The South Carolina Attorney General has stated that “a deputy sheriff is under a duty to assist a private security guard or private citizen in bringing the criminal offender to justice. If a law enforcement officer is asked by a private security guard who has arrested a prisoner, to transport that prisoner to jail, the deputy is under a duty to transport that prisoner to jail...(S.C.A.G. Opinion Sept. 25, 2012). Because of this requirement, you and/or your company should secure an agreement with the local law enforcement agency of jurisdiction as to the procedures to be employed in this circumstance.

However, if you make an arrest without a warrant, you are required to be before the magistrate to swear out a warrant and to explain your probable cause to the magistrate. In addition, you “must fully cooperate in the prosecution and disposition of cases resulting from activities of the security officer, including but not limited to the furnishing of statements, provision of evidence, bail or bond hearings and court appearances. Private security officers are prohibited from hindering, obstructing or failing to cooperate with an investigation or other official law enforcement matter.” S.C. Code Ann. Regs. 73-417

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<sup>2</sup> *Miranda v. Arizona*, 384 U.S. 436, 86 S. Ct. 1602, 16 L. Ed. 2d 694 (1966)

The police officer who responds to your call to transport might inform you that he will “take over” the post-arrest handling of the prisoner and handle the signing of an arrest warrant and bond procedures. In these cases, you need not appear at the court unless you are notified by the law enforcement officer that you are needed as a witness. If you are notified that your assistance is needed, you are required to fully cooperate with the officer and prosecutors in all aspects of the case.

- Furnishing an incident report as requested
- Furnishing written statements or affidavits as requested
- Submitting to interviews by prosecutors
- Assisting police officers as requested
- Testifying in court.

In any circumstance, however, it is your responsibility – not the transporting officer’s - to ensure that an arrest warrant or courtesy summons is issued for placing your prisoner in jail and that a bond appearance in court is afforded the prisoner without delay.

When you report events to police, details that should be reported include: time and place of crime, detailed physical description(s) of suspects, description(s) of vehicle(s) involved, detailed description of activity observed and specific location, and direction of suspect(s) departure.

**EXAMPLE 1:** It is 2:30 A.M.. You are at your post. The plant is closed. You see a person drop from the top of a rear fence into the property. You approach and confront the person. He is wearing black clothing, a toboggan hat, gloves and is carrying a crowbar. Based on what you see and know at the time, is he subject to arrest? If you think you don’t have enough to arrest, what additional facts do you think you need.

**EXAMPLE 2:** It is 2:30 A.M. You are at your post. The plant is closed. You see a person unknown to you leave the plant by a side door. You approach and confront. He is wearing greasy coveralls and carrying a toolbox. He says he was called in to fix a broken machine. Based on what you see and know at the time, is he subject to arrest? Detention? If you decide to investigate his claim, what will you do?

**INSTRUCTOR:** Each of these paragraphs should be discussed as necessary to ensure trainee understanding of the reasoning involved in determining reasonable suspicion and probable cause and the decision to arrest.

**INSTRUCTOR: DEMONSTRATE PROPER HANDCUFFING**

Remember that, the moment the suspect is handcuffed, **the fight and arrest are over and no additional physical force against the suspect is allowed.**

## MIRANDA

What is the proper progression of statements that you must make to an individual when making an arrest?

- “You are under arrest;
- You have the right to remain silent;
- Anything you say can be used against you in a court of law;
- You have a right to an attorney;
- If you cannot afford an attorney, one will be provided for you without cost.
- Do you understand these rights?”

You must administer *Miranda* warnings only when the subject is under arrest, or you are performing a custodial interrogation, which is when you have a suspect detained in your custody, **and** you begin to question him or her about the criminal conduct you observed.

The underlying practical principle governing *Miranda* advice of rights is this: a person has a Constitutional right not to talk to you. If you arrest and question your suspect without advising him of his *Miranda* rights, any confession, acknowledgement or details he gives you cannot be used against him in court. In other words, you may have no case.

If your suspect is under arrest, but still willing to talk to you, you must *Mirandize* the person. It is best, but not required, to have him or her sign a written *Miranda* waiver form before questioning.

If the suspect signs the form, you are free to begin questioning about the suspected crime.

The suspect can “change his mind” at any time during your questioning and refuse to answer more questions and/or demand an attorney.

If your suspect is initially not willing to talk to you, you must write “Refused to sign” in the signature space on the form and save the form.

In this case, you may not begin questioning the suspect until he or she has an attorney present.

When a police officer arrives to assist you, you must tell the officer whether or not you have administered a *Miranda* warning.

To properly administer the *Miranda* warnings not only protects your prisoner’s Constitutional rights, but might prevent court decisions that result in restraints on the authority of all private security officers.



## **USE OF FORCE**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Name two things that are vitally important when approaching and communicating with a potential arrestee.
2. State how much force you can lawfully use to accomplish an arrest.
3. Identify the point at which you may not use additional force.
4. State what level of force you may use after you try verbal force.
5. State whether you should make an arrest for every crime – even minor crimes.
6. State when deadly force is reasonable and can be used.
7. Name the two reasons to use deadly force.



## USE OF FORCE

(Presented by Security Training Officer)

### Lesson Plan

You are in this class because state law, your employing security company, and your SLED security officer registration give you certain law enforcement authority. This includes some authority to use force against citizens. You must be authorized by your Post Orders and you **must fully** comply with the law and all SLED standards of conduct before you exercise this authority. Otherwise, you can subject yourself to potential criminal and civil liability and you can also subject your company to potential civil liability. In addition, any abuse of your authority may lead to regulatory action from SLED against your license or your company's license.

You will likely confront during your career an individual who is uncooperative, resistant to your instructions, and possibly hostile. Your uniform will not always receive the same respect as a police uniform. And there are plenty of people out there today who have no respect for any uniform.

Many people probably don't understand that a private security officer has the power of arrest and is, for purposes of South Carolina law, a law enforcement officer.

You have the power of arrest, but you will find that some people will not willingly submit to arrest. Some of those people will attempt to flee or otherwise resist your arrest.

If your interference with a person's movements is lawful, you have the authority to use reasonable force to bring him or her under control; however, you must keep in mind that the slightest injury to the subject can result in a lawsuit against you, your employer, your client, and your trainer.

What is the alternative? When possible, use your other skills to attempt to resolve the matter. Conversation doesn't physically injure anyone and can sometimes "bring the subject down" without a fight.

Attempt to use verbal techniques to calm an agitated or angry person. These techniques will be discussed in more detail later.

Conduct yourself so that you are later able to say that you used force as a last resort.

For these reasons, your professional demeanor and manner of approaching and communicating with a potential arrestee is vitally important. You must immediately be in control, and leave no room for doubt, that you are in control of the interaction with the suspect.

If you approach timidly, nervously, unsure of yourself, your demeanor may invite resistance.

If you approach confidently, professionally, with the proper tone and force behind your commands and words, you are more likely to have the advantage in the exchange and will likely dominate the situation enough so that the arrest, if necessary, can be made without force.

Prevailing law states that an arrest must be made using the *minimum necessary force* necessary to complete the arrest.

When the subject submits to arrest, no additional force is permitted.

When you have made it clear to the subject that he is under arrest, and he has submitted, you must handcuff the subject for your safety. Later, we will practice the proper way to do this.

When a subject is handcuffed, the arrest is over and no additional physical force is authorized except that necessary to maintain control of the prisoner until you turn him over to a police officer.

You may never hit, punch, slap, shove or otherwise use physical force against a handcuffed person. This will subject you to potential criminal and civil liability.

### **RESISTING ARREST**

A person has no right to resist a lawful arrest. You may use such force as is reasonably necessary to complete the arrest. You may not use more force than necessary to get the suspect under control.

However, if your attempted arrest is unlawful (without probable cause), the defendant possesses the right to resist the arrest, even to the point of using deadly force against you.

### **(INSTRUCTOR: DEMONSTRATE THE FOLLOWING STEPS ILLUSTRATING THE PROPER DEMEANOR AND TECHNIQUES)**

You must start with minimum necessary force: voice command: “Security. You are under arrest. Turn around and put your hands behind your back.”

If the subject complies, the arrest is over and no force may be applied except to attach handcuffs,

If the subject will not comply, you may escalate force: physical force with your hands,

If and when the suspect is handcuffed, the arrest is over and no additional force may be applied,

If resistance continues, you may escalate force by using increased physical pressure of compliance holds, if, and only if, you have been trained to use them and your company has specifically authorized you to use them.

If resistance continues, you may escalate force by using non-lethal force, such as a chemical spray, if, and only if, you have been properly trained on the use of this equipment and spray is issued to you by your company. You must be specifically authorized to use this equipment, or it is illegal for you to do so.

If resistance continues, you may escalate force by using non-lethal contact weapons such as a baton if you have been properly trained and the weapon is issued to you by your company.

If resistance continues and you are in imminent fear of the loss of life, you may escalate to deadly force by using your firearm. You must be in imminent fear of death or serious injury or you may not use deadly force.

Remember that, the moment the suspect is handcuffed, **the fight and arrest are over and no additional physical force against the suspect is allowed.**

### **TO ARREST OR NOT TO ARREST**

When you witness possible criminal activity, you must decide whether to attempt an arrest or merely report the activity to police, you must take into account the nature of the crime and the guidance of your supervisor and Post Orders.

There is a significant difference, in terms of response to criminal activity, between observing a person who breaks a window as opposed to a person carrying merchandise from client property or threatening violence.

In one instance, you are dealing with *vandalism*. If you attempt an arrest, and the suspect resists, the struggle may escalate and you find that you have no alternative except to use deadly force to protect your own life. You were certainly attempting to enforce the law, but will your actions be viewed as reasonable? How will you explain killing someone for committing vandalism? How will your client, your company and the public react?

Once you begin the arrest procedure, you must intend to complete it. To complete the arrest you are authorized to use reasonable, and deadly, force, if necessary. Do you really want to kill a person for committing a minor criminal act? A minor criminal act involving a client's employee or a visitor to the property might be a crime, but would deadly force be reasonable? What will be the reactions of your client, our company, the press, the public and the courts, none of whom were beside you during the incident? If your actions appear to have been unreasonable you will be left with little support for your defense.

This is a problem faced by law enforcement officers every day: I know I can do it, but should I do it?

The prudent decision, depending upon your Post Orders, when confronted with a minor property crime might be to:

- observe carefully and report immediately to law enforcement – 911,
- report immediately to your supervisor and client contact person,
- record detailed descriptions of the people and vehicles involved,
- write detailed notes and reports,
- follow the procedures to secure arrest warrants for identified subjects,
- cooperate fully with law enforcement and the courts in the prosecution(s),

Your post orders should prescribe your actions in cases like these.

### **DEADLY FORCE**

Pursuant to responsibility given to SLED in law, SLED has established the following standard:

#### **USE OF DEADLY FORCE BY A PRIVATE SECURITY OFFICER IS AUTHORIZED ONLY TO DEFEND HIMSELF, HERSELF OR ANOTHER PERSON AGAINST LOSS OF LIFE OR SERIOUS INJURY AT THE HANDS OF ANOTHER.**

Deadly force is not authorized to stop a fleeing suspect unless he has attacked you or another person and presents an articulable clear and imminent danger to the safety of the public or law enforcement officers. If the person is running away from you, this will be difficult or not impossible to articulate.

*Articulate* means that you can cite the reasons for believing that the fleeing person presents a clear and imminent danger to others.

Before using deadly force, you are required to identify yourself in the following manner:

“Security.”

“Stop or I will shoot.”

**Remember that any unlawful use of force will subject you to potential criminal or civil liability.**





## **TESTIMONY**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Name three venues in which you could expect to be called to testify.
2. Describe what you must do at work at all times so as to be prepared for your testimony.
3. Describe how any physical evidence you take to your appearance must be properly prepared.
4. Identify whose responsibility it is to ensure that all evidence in this case is present in court.
5. Describe what, above all else, you must do when testifying.
6. What are five “don’ts” that must guide your behavior on the stand?
7. What kind of appearance you must present when you go to court.
8. Name the three things that must describe your notes.
9. Describe whether you should give short or expanded answers to questions.
10. Describe why any notes you use in court must be neat, professional and factual.



## **TESTIMONY**

(Presented by Security Training Officer)

### **Lesson Plan**

As a security officer, you “must fully cooperate in the prosecution and disposition of cases resulting from activities of the security officer, including but not limited to the furnishing of statements, provision of evidence, bail or bond hearings and court appearances. Private security officers are prohibited from hindering, obstructing or failing to cooperate with an investigation or other official law enforcement matter.” S.C. Code Ann. Regs. 73-417.

This means that you might be called upon to testify in civil or criminal procedures in court, or to give sworn testimony in depositions.

To be ready, it is important for you to keep complete, legible notes and reports about all activities and events in which you are involved and witness on the property you are hired to protect. Know that you may be required to turn your notes over to the lawyers involved in the case or to the Judge.

Review all of your notes and reports before you appear in court or for your deposition.

If you have physical evidence in your possession, make sure to have it with you, properly labeled and identified. Make sure any such evidence has been secured and that no one has had an opportunity to tamper or alter this evidence.

If a law enforcement agency has maintained evidence for you, you must secure it from the agency and keep it in your possession until your court appearance unless an expert from the agency will be appearing in court with you.

Review your testimony with the attorney representing your side of the case.

Make sure that you present a professional appearance:

- Dress in uniform or suit and tie,
- be neat and well groomed,
- know the facts of the situation, names, dates, times, places,
- speak and act with confidence but without “swagger”,
- be able to state the facts you used to establish reasonable suspicion or probable cause,
- make sure your notes are neat, professional and factual,
- have your notes and reports with you to refresh your memory,
  - (if you use notes, copies might be demanded by opposing counsel)
- use proper English and grammar,
- be calm and professional,
- consider carefully your answer to each question,
  - take your time,
  - if you don’t know the answer, say so,

- listen carefully to each question and give only the information requested,
- give short answers,
- don't guess,
- don't volunteer information,
- don't lose temper,
- don't argue,
- don't show nervousness,
- be absolutely accurate, tell the truth, and only the truth.



## **HANDLING DIFFICULT PEOPLE**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Describe your duty when approached by an agitated or angry person.
2. Define *defensive distance*.
3. Describe what kind of demeanor you must project during this confrontation.
4. Describe what you should do if the subject is angry and wants to talk.
5. Describe how long you should listen to the subject.
6. State what you should introduce and point out during this confrontation.
7. Describe how, without issuing orders, you can gain some amount of control over the person.
8. Describe, if you have to use force to arrest this person, at what point the fight is over?
9. Describe one proper way to deal with a difficult person.
10. Describe two things not to say to an angry, aggressive person.



## **HANDLING DIFFICULT PEOPLE**

(Presented by Security Training Officer)

### **Lesson Plan**

At some point in your career, you will be confronted by an angry, aggressive person.

This type of behavior can quickly turn violent.

It is your duty, and in the interest of your client, to know how to de-escalate the situation and prevent violence.

Be constantly alert for signs of agitation or aggression in others.

Assess the manner of a person approaching you.

Look for clenched hands, hostile facial expression, angry manner of speaking.

Maintain defensive distance between you and an angry person, staying outside of the striking zone; blade your body to his. Watch the hands, particularly if they go out of sight. Be focused on what each hand holds, if anything. Be alert for a weapon. Be prepared to react to attack.

Project calmness and concern.

Keep your tone and body language neutral.

Be calm and non-threatening.

Speak quietly.

Be unexpectedly friendly, helpful and positive.

Listen without interruption.

Let him verbally spend his anger.

Don't talk too much. Listen until he "runs out of steam."

Don't argue; ignore "challenging" questions. You won't win an argument.

Make your statements and replies non-threatening, ("...if this happened to you on my watch, I'm upset also; let's see what we can do to resolve this.")

Set clear, simple, and enforceable limits:

- "Sir, you have to lower your voice."

- “Ma’am, I have explained why this happened to you. Now you will have to work with me to resolve this situation.”

Don’t make light of the situation or problem.

Don’t make jokes about the problem.

Introduce options and point out choices for dealing with the problem.

- “Sir, the manager is not available to see you now. You and I will try to resolve this issue to your satisfaction.”

Allow time for him to think about what you have said and to make a decision.

Tell the truth. If he detects that you are lying, it will increase anger.

- “I understand that you are angry. Talk to me and let me help.”

Don’t challenge or threaten; don’t crowd or touch him.

Treat him with dignity and respect, even if he is not treating you the same way.

Pay attention to his complaints.

Don’t issue orders, but ask for small favors, such as,

- “...will you take your hand out of your pocket, please”; or
- “Could you move over here, please?”

This gives you a little control without seeming authoritarian or threatening.

Repeat back to him his specific complaints, paraphrasing them,

- “...so you believe this person didn’t want to help you because of your race? What did they do wrong?”

Don’t tell him to “calm down” or “be reasonable”, or “I’m not going to tell you this again.”

These are inflammatory words that will most likely escalate anger.

Recognize that there is a point at which you know you are not going to successfully defuse the situation.

Have someone call police, or if the person is making direct threats of violence toward you or someone else, or makes threatening moves toward you or someone else, and you are authorized by your employer to make arrests, tell him he is under arrest for disorderly conduct. “Fighting words” (direct threats to injure you or someone else) constitute probable cause to arrest.

If you tell someone he is under arrest, you must be firm, in control and professional, take control of his person immediately and handcuff him. Expect resistance and a violent response. If possible, tell a co-worker to call 911 and request assistance.

If other people are present, expect for your actions to be recorded via cellphone camera. Be professional and reasonable.

Your arrest must be legally proper, after gathering probable cause, and performed with minimum necessary force. Keep in mind the force continuum for escalating force.

When the arrest is complete, the fight is over.



## **HANDCUFFING**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Identify and name the nomenclature of a set of handcuffs.
2. Identify the three types of suspects an officer will handcuff.
3. Demonstrate how to properly grip a set of handcuffs for application.
4. Demonstrate how to speed-cuff from a suspect standing position.
5. Demonstrate how to escort a handcuffed suspect.





## **HANDCUFFING**

(Presented by Security Training Officer)

### **Lesson Plan**

The instructor will go over the Nomenclature of handcuffs that the student will be using, explaining the name of each part of the handcuff and the function of that part.

#### **NOMENCLATURE**

To begin, the different parts of the handcuffs must be identified:

- Single Strand and Teeth
- Double Strand
- Rivet
- Key Hole and Double Lock Mechanism
- Swivel
- Chain

Handcuffs are oval in shape and are made to fit only when they are applied either to the thumb side of the hand or to the little finger side of the hand. The handcuffs must be applied to the part of the wrist with the smallest diameter; a good guideline is using the ulna bone. This is the bone structure that is located on top of the wrist on the little finger side. This area between the ulna bone and the hand is called the “handcuffing groove.”

Once the handcuffs are applied, the officer should double lock the cuffs as soon as it is tactically safe to do so. The officer should also check the tightness of the cuff on the suspect’s wrist. This can be accomplished by the officer envisioning placing his/her little finger in between the cuff and the suspect’s wrist; if he/she can do this, the cuffs have been applied to a proper degree of tightness.

The suspect’s hands will always be cuffed to the rear, behind the back, unless he/she has a physical condition that would prevent this type of cuffing from occurring. Keep in mind that handcuffs are considered a temporary restraining device only.

It is recommended that the handcuffs be carried on the gun (strong) side of the officer’s duty belt. The cuffs should also be carried preset, which means that a couple of teeth on the single strand should be exposed through the double strand.

The type of handcuffs an officer carries should match his/her tactical environment. The hinged cuffs, also called security cuffs, offer a higher degree of control for a longer period of

time. This is one of the reasons this type of cuff is seen so frequently in the correctional environment, especially when transporting a suspect. The chain link cuffs offer the police officer more flexibility and are generally easier to apply when arresting a resistive suspect. (Siddle, 2005, p 3-1 - 3-24.)

## **TYPES OF SUSPECTS**

When making an arrest, an officer will encounter one of three types of suspects; a totally cooperative suspect, a potentially uncooperative suspect, or a totally uncooperative suspect.

### Totally Cooperative Suspect

This is probably the most common type of suspect an officer will face. The majority of arrests an officer makes are misdemeanor arrests, where the suspect complies with all of the officer's verbal commands. This is not to imply that the suspect could not become uncooperative and resist at any time, but it is not likely.

### Potentially Uncooperative Suspect

This is the most dangerous type of suspect to handcuff. There are two types of suspects who will normally fit this profile: the experienced criminal and the intoxicated suspect. Studies show that this resistance most often occurs when the suspect is first "touched."

### Totally Uncooperative Suspect

A common sense rule of "do not attempt to handcuff unless the suspect is under control" should be followed with this type of resistor. An officer should never try to handcuff this type of individual until he/she has adequate backup or assistance. (Siddle, 2005, p 3-1 – 3-24.)

## **PROPER GRIP**

Handcuffs will be gripped in the strong hand, using the pistol grip. The single strand of the top cuff will face forward, which means the officer can look through the double strand much like the sights on his/her firearm. The bottom cuff is turned a quarter turn towards the officer with the single strand facing his/her body for a bottom load, and turned a quarter turn away from the officer with the single strand facing to the outside of the officer's hand for a top load. Again, the top cuff is turned to where the officer is looking down his/her sights and the bottom cuff is turned to where he/she is looking through an oval. (Siddle, 2005, p 3-1 – 3-24.)

Students will demonstrate proper grip of the cuffs.

## **SPEED-CUFFING FROM A STANDING POSITION**

Standing speed-cuffing is initiated by directing the suspect into a tactically safe position for the officer. First, the officer will identify himself/herself as a security officer and verbalize to the suspect that he/she is under arrest (if applicable). The suspect is directed to extend the arms straight out to the side, thumbs up. Then, the suspect should be told to turn away from the officer and turn the thumbs down towards the ground, place his/her feet shoulder width apart (or further), and point the toes outward; bend over at the waist, extend his/her hands behind his/her back with the palms facing upward, then look forward (or upward). The suspect will then be told not to move, as any movement will be considered resistance.

Proper grip of the handcuffs should be attained before the officer begins his/her approach from a Level II ½ gun (strong) side position. While the reactionary gap is being maintained, the officer should use the “double push principle” to cuff the first hand; the base of the thumb is grabbed with the officer’s non-gun (weak) hand as the cuff is brought up to little finger side of the suspect’s hand with the gun side (strong) hand. The officer pushes in on the thumb and the cuff at the same time, hence the term “double push”. If the single strand does not close, the officer’s non-gun (weak) closed fist hand should be used to close it before moving to the second hand. The suspect’s thumb is then rotated to the outside as the officer flips his/her palm under, releases the thumb on the first hand, and grasps the fingers in a handshake grip on the second hand. The suspect’s thumb on the second hand is turned up, and the second hand is then cuffed either thumb-side or little finger-side (top load or bottom load).

Once the suspect is cuffed, the officer should check for tightness and double lock the handcuffs when it is tactically safe to do so.

When removing the handcuffs, the last handcuff that was applied is the first one to come off. The officer should make sure that the single strand is closed down before removing the second cuff. As the cuffs are removed, he/she should also tell the suspect to place the hands in the small of the back.

Speed-cuffing is considered soft empty hand control and is designed for the totally cooperative suspect. The average time for speed-cuffing is three seconds. (Siddle, 2005, p 3-1 – 3-24.)

Students will demonstrate speed-cuffing with practical application exercises.

## **ESCORTING A HANDCUFFED SUSPECT**

Proper escort to the patrol unit can be done in several ways. The officer can grab the suspect's elbow and the chain link of the handcuff, while keeping the gun-side away from the suspect (Level II ½ strong side approach). This method can be used if the suspect is cooperative. If the suspect refuses the officer's verbal direction, then the officer can use a rear wrist lock and grab the suspect's elbow and place pressure on the back of the hand at the same time. (Siddle, 2005 p 3-1 – 3-24.)

Students will demonstrate escorting a handcuffed suspect with practical application exercises.

### **SUMMARY**

A security officer's ability to properly apply handcuffs is critical to a safe and effective arrest. The use of handcuffs is a skill just like many other skills that an officer must master in order to be able to perform his/her job. Properly practicing this skill will improve the officers' capabilities to apply the handcuffs in the most efficient means possible under various circumstances. However, like other skills, the lack of practice could result in the officer being unable to handcuff properly.



## **FIREARMS**

(Presented by Security Training Officer)

### **Performance Objectives**

1. Know the four rules of firearm safety
2. Be familiar with the workings and nomenclature of the firearm
3. Be able to safely draw, re-holster and shoot the firearm
4. Be able to place at least 80% of their rounds on a man size target
5. Demonstrate the techniques necessary to “win” an armed encounter.



## **FIREARMS**

(Presented by Security Training Officer)

### **Lesson Plan**

#### **1. All firearms are always loaded**

Explain to the students that all firearms must always be treated as if they are loaded, the instructor will demonstrate how to make the weapon unable to fire by taking the weapon out of battery by locking the slide to the rear on a semi auto, or opening the cylinder of a revolver.

#### **2. Never place your finger in the trigger guard until you have make a decision to fire**

Demonstrate to the student how placing the finger alongside the barrel of the firearm not only is safe, but allows the shooter to “point” at the target with their index finger which brings them on target faster.

#### **3. Be aware of your target and what is beyond the target**

The instructor should discuss that the bullet can travel up to one mile and can skip and ricochet

#### **4. Never point the firearm at anything you do not wish to destroy**

Talk with the students about how we can get into a false sense of what a bullet does by observing a nice neat hole in a paper target. Describe the destructive power if the bullet on a human body.

### **Nomenclature**

The instructor will go over the nomenclature of the firearm that the student will be using, explaining the name of each part of the firearm and the function of that part.

Describe the operation of the:

Single Action Semi Auto

Double Action Semi Auto

Double Action to Single Action Semi Auto

Safe Action (Glock) Semi Auto

### **Cleaning and Storage of Weapons**

- Ensure that weapon is unloaded
- Ammo at a safe distance from the weapon
- Where and how to safely store weapon

### **Three factors for Accuracy**

- Sight Alignment
- Trigger Control
- Both eyes open when sighting the weapon.

### **Proper Draw**

- Grip  
Proper grip should be obtained while firearm is in the holster
- Defeat retention
- Pull straight up
- Push out  
No swinging out, down, or up.

### **Drawing Considerations**

- **ALWAYS** start with holster firmly secured
- Common drawing mistakes:
  - Muzzle covering body
  - Bowling
  - Anti-aircraft
  - Excessive body movement (bending, dipping)
  - Discus-throw

### **Holstering**

Involves Three Activities:

#### 1. Down & Scan

After immediate threat is over

Muzzle **DOWN** to ready position (uncocked, safety, trigger finger discipline)

**SCAN** for other threats and break tunnel vision

## **Immediate Action for Semi-Automatic Stoppages**

TAP the magazine

RACK the canted slide – ejection port down

READY to fire IF necessary

## **Spare Ammunition Placement on the Duty Belt**

### ***Semi-automatics***

Horizontal carry: Bullets UP to prevent rounds from unseating and allow proper draw of magazine

Vertical carry: Bullets facing center line of body

ALL magazines must face the SAME direction on the SUPPORT side of the body

### ***Revolvers***

Speed loaders on strong side forward of firearm

## **Holsters**

Discussions on the following:

- The type holster being used
- How the firearm is secured in the holster
- How to defeat the security of the holster
- Magazine Pouch
- Material

## **Shooting Stance**

Discussions on the following:

- The Weaver and Isosceles stance
- “Shoot Like You Fight” If you are going to fight a person, your stance should not change when you draw the firearm. Good steady platform.
- The importance of “Finger on the OUTSIDE of firearm”



## Low Light Shooting

Discussions on the following:

- The different techniques to shooting with a flashlight or gun mounted light and how a suspect is likely to shoot toward the light.
- FBI Technique – firearm held in strong hand, light in support hand away from the body
- Harries Technique - firearm in strong hand, light in the support hand, support hand crosses under the strong hand with back of support hand supporting the back of the strong hand.
- Neck Index- firearm in strong hand, light in support hand close to neck area.
- Rogers/SureFire- firearm in strong and support hand supporting the firearm in a normal grip, a small SureFire type light held between the index and middle finger.

### *Gun Mounted Lights*

With all the above methods the light should be used in a momentary mode to identify the suspect and that a deadly force situation exists, the light should be off as the officers moves and shoots.

## Malfunctions

Discussions on the following:

- Failure to fire
- Failure to feed
- Stovepipe
- Double feed

## On The Range

*Range Rules:*

- Hearing Protection Required
- Eye Protection and Cap are Strongly Recommended
- All Weapons are **TREATED** and **PRESUMED** loaded at all times
- Any weapon that is picked up will be inspected to ensure it is unloaded
- Unholstered weapons should have cylinders or actions open when not on the firing line
- The muzzle direction of any unholstered weapon will be pointed downrange at all times unless directly instructed by the range instructor to do otherwise
- No weapon will be handled on firing line while a person is downrange

- Weapons will be loaded only on the direction of the range instructor
- Finger will be outside the trigger guard until you make a decision to fire
- Any injury is to be reported regardless of how minor to the range instructor immediately
- Anyone can call a cease fire

## **Draw**

Discussions on the following:

- Obtain proper grip while the firearm is in the holster
- Release any retention device
- Pull weapon up from the holster
- Rotate weapon towards target without dipping or swinging the muzzle up
- Shooter will practice a proper draw of the firearm
- Push the weapon out towards the target
- Bring non-shooting hand to meet the weapon with proper grip

**The following exercises are optional and are intended to increase the chances for the officer to “win” the gunfight. These exercises should be demonstrated and practiced on ranges that allow for the required movement needed for the exercises.**

- **Scan before holstering**

Shooter will be instructed to scan for other potential suspects after drawing and/or shooting the weapon. This will be observed throughout the remainder of the time on the range.

- **Tactic Dip of Firearm**

After a proper draw the shooter will bring the firearms muzzle down and to the chest releasing the grip from the non-shooting hand while maintaining grip with the shooting hand. Shooter will now be able to move while maintaining safe muzzle discipline.

- **Challenge**

Shooter will challenge the target with “Security Officer Don’t Move” Shooter will move to the side while drawing the weapon. This drill will be done several times teaching the shooter to move while drawing as well as conditioning the shooter that shooting is not always justified every time a weapon is drawn.

- **Challenge then shoot on number**

Shooter will be given the challenge drill, and told they will only shoot on a number. Instructor gives the command “Challenge” after the shooter has challenged the suspect. The

instructor will call out a number and the shooter will fire onto the target the number of rounds called out by the instructor. This drill will be repeated several times with the instructor calling out “Challenge” first, then a number, or “Challenge”, then scan and holster.

- **Challenge False Shoot**

Shooter will be given several “Challenge” drills. Instructor will give the command Challenge, then yell SHOOT. Instructor will then fire a round. This should cause sympatric shots by some of the shooters which will then open discussion about sympatric shooting.

- **Movement with a gun**

While executing a proper Tactical Muzzle Dip, the shooter will move and turn without covering anything or anyone with the muzzle until target is identified.

- **Movement while drawing**

Shooter will face right when given the command and will draw while turning toward target using muzzle discipline.

Shooter will face left when given the command and will draw while turning toward the target using muzzle discipline.

Shooter will face to the rear when given the command and will draw while turning toward the target using muzzle discipline

- **Movement while drawing/shooting**

Shooter will face right when given the command and while moving will draw while turning toward the target using muzzle discipline until the target is engaged.

Shooter will face left when given the command and while moving will draw while turning toward the target using muzzle discipline until the target is engaged.

Shooter will face to the rear when given the command while moving and will draw while turning toward the target using muzzle discipline until the target is engaged.

- **Shooting while injured**

Shooter will place their dominate hand behind their back, with the non-dominate hand. Shooter will grab their duty belt, pull belt and holster toward center and release retention with their non-dominate hand, grasp firearm, pull the firearm from the holster, rotate firearm and place firearm loosely in holster, grasp firearm with non-dominate hand with a proper grip, draw and engage the target. **(Be sure the index finger is outside the trigger guard as**

**the firearm may cover person to the shooters side due to cross draw with non-dominate hand).**

- **Prone shooting**

Shooter will be taught the proper way to fall on their back without being injured and while on their back draw, bring knees up for cover, and engage the target firing their weapon between their elevated bent knees. (**Knees and legs provide cover from incoming rounds**).

Shooter will come to a sitting position while keeping weapon on target

Shooter will come to kneeling position on both knees on ground while keeping weapon on target

Shooter will come to one knee while keeping weapon on target

Shooter will come to a standing position while keeping weapon on target.

- **Shove and shoot**

Shooter will stand one arm's length from target and will strike the target with the non-shooting hand while moving to the side and drawing and bringing the non-shooting hand to their chest to ensure the non-shooting hand is out of the way of the firearm, and also in a defensive position while firing rounds into target.

This stage should be done without firing several times prior to "live firing" to ensure the non-shooting hand is not in front of muzzle.

- **Shoot head, pelvic**

This drill will teach the shooter to shoot areas other than center mass.

Head – area above the vest area but below the mouth

Pelvic – area below the vest/belt area above the groin

Instructor will give command One to Head One to Pelvic – Two to chest One to Head, etc.

Shooter will be instructed to put as many rounds as called out by instructor in the area identified. (If shooter misses the area, they shoot until that area is hit).

- **Failure to Fire Drill**

Shooter will give magazine to instructor who will insert a dummy round somewhere in the magazine.

Instructor will give a course of fire until each shooter has performed a malfunction drill.

- **Shooting while stressed**

Shooter will start with their firearm in holster and will be instructed to run in and drop down and do as many pushups as they can as fast as they can. When they stand up, they will do jumping jacks or run in place until everyone is up. The shooters will in unison run to firing line and engage targets.

- **Moving toward and away from target while shooting/covering**

Shooter will move toward the target while engaging the target as well as keeping center of gravity low.

Shooter will move away from the target by feeling of the ground behind them with their foot before fully putting weight on that foot.



## **FIREARMS QUALIFICATION** (Administered by the Training Officer)

### **OPTION 1**

Courses of Fire (50 Rounds)

Qualification - Revolver or Semi-auto Pistol

1. Stage 1 from 15 yards shoot 6 rounds in 25 seconds

*From holster*

2 rounds – standing - unsupported

2 rounds – kneeling – supported barricade

2 rounds – standing – supported barricade

2. Stage 2 from 15 yards shoot 12 rounds      Timed

*From holster – behind cover*

3 rounds strong side standing unsupported

3 rounds weak side standing unsupported – 10 seconds

3 rounds strong side-speed kneeling

3 rounds weak side speed kneeling – 12 seconds

3. Stage 3 from 15 yards shoot 8 rounds      in 15 seconds

*From holster and behind cover*

6 rounds strong side standing unsupported – tactical reload –

2 rounds – 10 seconds

4. Stage 4 from 12 yards shoot 12 rounds      Timed

*From the ready position*

2 rounds – 3 seconds

2 rounds – 3 seconds

2 rounds – tactical reload – 2 rounds – 12 seconds

2 rounds – 3 seconds

2 rounds – 3 seconds

5. Stage 5 from 12 yards shoot 6 rounds Timed

*From holster*

4 rounds – tactical reload – 2 rounds – 10 seconds

6. Stage 6 from 7 yards shoot 6 rounds Timed

*One hand only*

3 rounds strong hand then transfer weapon to weak hand

3 rounds weak hand – 10 seconds

- Targets will be scored by instructors counting “hits” on the silhouette portion of the target.
- Following instruction, discussion, demonstrations and practice, the trainee must qualify by scoring 80% or 40 “hits” on the silhouette portion of the target.



**FIREARMS QUALIFICATION**  
(Administered by the Training Officer)

**OPTION 2**

Courses of Fire (50 rounds)

Qualification - Revolver or Semi-auto Pistol

1. Stage 1 from 3 yards shoot 6 rounds Timed  
*From holster (choice of position)*  
2 rounds – 2 seconds  
2 rounds – 2 seconds  
2 rounds – 2 seconds
2. Stage 2 from 7 yards shoot 8 rounds Timed  
*From holster (natural point, one hand shooting only)*  
2 rounds strong hand – 2 rounds weak hand – 10 seconds  
2 rounds strong hand – 2 rounds weak hand – 10 seconds
3. Stage 3 from 12 yards shoot 6 rounds Timed  
*From the holster*  
4 rounds – combat load – 2 rounds – 12 seconds
4. Stage 4 from 12 yards shoot 12 rounds Timed  
*From the Weaver or bladed ready*  
2 rounds – 3 seconds  
2 rounds – 3 seconds  
2 rounds – reload – 2 rounds – 12 seconds  
2 rounds – 3 seconds  
2 rounds – 3 seconds



5. Stage 5 from 15 yards shoot 12 rounds Timed

*From holster (unsupported, barricade)*

3 rounds strong side standing – 3 rounds weak side standing -10 seconds

3 rounds speed kneeling strong side – 3 rounds speed kneeling weak side –12 seconds

6. Stage 6 from 25 yards shoot 6 rounds in 30 seconds

*From holster (from behind barricade)*

2 rounds – weak side kneeling supported

2 rounds – strong side kneeling supported

2 rounds – strong side standing supported

- Targets will be scored by instructors counting “hits” on the silhouette portion of the target.
- Following instruction, discussion, demonstrations and practice, the trainee must qualify by scoring 80% or 40 “hits” on the silhouette portion of the target.