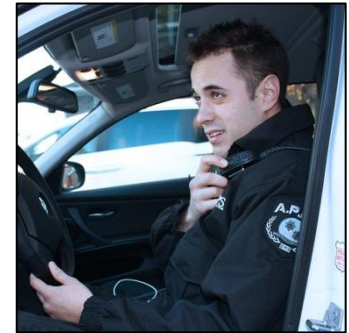




Basic Security Training - Manitoba Security Guard Training Program **Modules and Learning Objectives**

Developed in collaboration with Manitoba's Department of Justice Private Investigators and Security Guards Program, this online course is based on the *Manitoba Security Guard Training Program Participant's Manual*. It provides a comprehensive overview of all the important areas needed to enter this industry and is Registrar approved.

This course is delivered in ten modules and meets all government training requirements. It covers the following learning areas:



1. General Duties and Responsibilities

On completion of this module, you will be able to:

- Describe the different duties of security guards
- Give examples of how security guards protect people
- Tell how security guards protect property
- Keep confidential things confidential
- Tell what post orders are and what is included in them

2. Professionalism

On completion of this module, you will be able to:

- Present a professional appearance to the public
- Be professional in your attitude and your actions
- Use the general principles of good public relations
- Use effective interviewing skills
- Deal with difficult or angry people
- Interact with a wide variety of people
- Communicate without discrimination or harassment
- Understand crowds and how they are controlled
- Do your duties during labour disputes
- Deal with the media



3. You and the Law

On completion of this module, you will be able to:

- Tell how the Criminal Code of Canada and the Canadian Charter of Rights and Freedoms relate to the work of a security guard
- List the types of offences under the Criminal Code of Canada and give examples of each
- Explain the legal status of a security guard
- Discuss, with examples, a citizen's powers of arrest
- Discuss use of force
- Discuss when and how a security guard can search someone and seize something from them
- Explain the legal powers of security guards in situations of trespassing and vandalism
- Explain the rights of tenants and landlords in Manitoba
- Tell how security guards are licensed in Manitoba
- Tell what can happen to a security guard if they overstep their authority

4. Patrolling

On completion of this module, you will be able to:

- Tell why patrols are important
- Prepare for a patrol
- Patrol a site
- Keep yourself safe while patrolling
- Use your powers of observation well

5. Writing Notes and Reports

On completion of this module, you will be able to:

- Use your notebook correctly
- Write a detailed report that is easy to read
- Properly secure a crime scene and preserve evidence
- Tell the difference between different types of evidence
- Prepare yourself to testify in court



6. Bomb Threats

On completion of this module, you will be able to:

- Tell what kinds of people make bomb threats and why
- Respond to a bomb threat over the telephone
- Fill in a bomb threat checklist
- Describe what a security guard must do after receiving a bomb threat
- Search for suspicious objects; know what to look for and what to do if you find something suspicious

7. Access Control and Alarm Systems

On completion of this module, you will be able to:

- Control access in different areas of a site
- Use different ways to control access
- Describe the parts of an alarm system and what they do
- Use different types of alarm systems
- Respond to an alarm
- Give examples of common causes of false alarms

8. Traffic Control

On completion of this module, you will be able to:

- Tell when a security guard can legally control traffic in Manitoba
- Use standard hand signals for controlling traffic
- Keep yourself safe when directing traffic
- Direct emergency vehicles when you are controlling traffic
- Correctly report a motor vehicle accident in Manitoba

9. Fire

On completion of this module, you will be able to:

- Detect fire hazards
- Operate a fire extinguisher
- Tell what a security guard should do during a fire emergency
- Understand a fire safety plan
- Explain the operation of basic fire suppression systems



10. Working Safely

On completion of this module, you will be able to:

- State the purpose of the *Workplace Safety and Health Act*
- State your rights under the Act and what to do if you feel that your rights are not being respected
- Describe a Working Alone Plan
- State your responsibilities under the *Workplace Safety and Health Act*
- Follow a Workers Working Alone Plan
- Assess and minimize risks

