



# CPP Domains, Tasks, Knowledge and Skills

June 2010

# CPP Examination Exam Structure and Content

## Domain 01 SECURITY PRINCIPLES AND PRACTICES (19%)

**Task 01/01** Plan, organize, direct, and manage the organization's security program to avoid and/or control losses and apply the processes necessary to provide a secure work environment

### Knowledge of:

01/01/01 Principles of planning, organization, and control  
01/01/02 Security theory, techniques, and processes

**Task 01/02** Develop, manage, or conduct threat/vulnerability analyses to determine the probable frequency and severity of natural and man-made disasters and criminal activity on the organization's profitability and/or ability to deliver products/services

### Knowledge of:

01/02/01 Quantitative and qualitative risk assessments  
01/02/02 Vulnerability analyses

**Task 01/03** Evaluate methods to improve security and loss prevention systems on a continuous basis through the use of auditing, review and assessment

### Knowledge of:

01/03/01 Cost benefit analysis methods  
01/03/02 Available security-related technology  
01/03/03 Data collection and trend analysis techniques

**Task 01/04** Develop and manage external relations programs with public sector law enforcement or other external organizations to achieve loss prevention objectives

### Knowledge of:

01/04/01 Roles and responsibilities of external organization and agencies  
01/04/02 Methods for creating effective working relationships  
01/04/03 Techniques and protocols of liaison

**Task 01/05 Develop and present employee security awareness programs to achieve organizational goals and objectives**

**Knowledge of:**

- 01/05/01 Training methodologies
- 01/05/02 Communication strategies, techniques and methods

**Domain 02 BUSINESS PRINCIPLES AND PRACTICES (11%)**

**Task 02/01 Develop and manage budgets and financial controls to achieve fiscal responsibility**

**Knowledge of:**

- 02/01/01 Principles of management accounting, control, and audits
- 02/01/02 Business finance principles and financial reporting
- 02/01/03 Calculation & interpretation of Return on Investment (ROI)
- 02/01/04 The lifecycle for budget planning purposes

**Task 02/02 Develop, implement, and manage policies, procedures, plans and directives to achieve organizational objectives**

**Knowledge of:**

- 02/02/01 Principles and techniques of policy/procedures development
- 02/02/02 Communication strategies, methods, and techniques
- 02/02/03 Training strategies, methods, and techniques
- 02/02/04 Preventive and corrective maintenance for systems

**Task 02/03 Develop procedures/techniques to measure and improve organizational productivity**

**Knowledge of:**

- 02/03/01 Techniques for quantifying productivity/metrics/key performance indicators (KPI)
- 02/03/02 Data analysis techniques and ROI

**Task 02/04 Develop, implement, and manage staffing, leadership, training and management programs in order to achieve organizational objectives**

**Knowledge of:**

- 02/04/01 Interview techniques for staffing
- 02/04/02 Candidate selection and evaluation techniques
- 02/04/03 Job analysis processes
- 02/04/04 The principles of performance evaluations, 360 reviews, and coaching
- 02/04/05 Interpersonal and feedback techniques
- 02/04/06 Training strategies, methodologies, and resources
- 02/04/07 Human Capital Management

**Task 02/05 Monitor and ensure a sound ethical climate in accordance with the laws and the organization's directives and standards to support and promote proper business practices**

**Knowledge of:**

- 02/05/01 Good governance standards
- 02/05/02 Guidelines for individual and corporate behavior
- 02/05/03 Generally accepted ethical principles
- 02/05/04 Confidential information protection techniques and methods

**Domain 03 LEGAL ASPECTS (7%)**

**Task 03/01 Develop and maintain security policies, procedures and practices which comply with relevant elements of criminal, civil, administrative and regulatory law to minimize adverse legal consequences**

**Knowledge of:**

- 03/01/01 Criminal law and procedures
- 03/01/02 Civil law and procedures
- 03/01/03 Homeland or national security procedures
- 03/01/04 Privacy laws and regulations
- 03/01/05 Information resources and methods of conducting legal research

**Task 03/02 Provide coordination, assistance, and evidence such as documentation and testimony to support legal counsel in actual or potential criminal and/or civil proceedings**

**Knowledge of:**

- 03/02/01 Statutes, regulations and case law governing or affecting the security industry and the protection of people, property and information
- 03/02/02 Criminal law and procedures
- 03/02/03 Civil law and procedures
- 03/02/04 Employment law (e.g., wrongful termination, discrimination and harassment)
- 03/02/05 Investigation processes
- 03/02/06 Preservation and rules of evidence
- 03/02/07 Fact-finding processes and techniques
- 03/02/08 Interview/interrogation processes and techniques

**Task 03/03 Provide advice and assistance to management and others in developing performance requirements and contractual terms for security vendors/suppliers and establish effective monitoring processes to ensure that organizational needs and contractual requirements are being met**

**Knowledge of:**

- 03/03/01 Key concepts in the preparation and/or response to requests for proposals
- 03/03/02 Contract law, indemnification, and liability insurance principles

**Task 03/04 Provide assistance to management, legal counsel and human resources in developing strategic and tactical plans for responding to labor disputes, including strikes**

**Knowledge of:**

- 03/04/01 Federal laws governing labor relations, including union and management issues.

**Task 03/05 Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding investigations**

**Knowledge of:**

- 03/05/01 Laws pertaining to developing and managing investigative programs
- 03/05/02 Laws pertaining to the collection and preservation of evidence
- 03/05/03 Laws pertaining to managing surveillance processes
- 03/05/04 Laws pertaining to managing investigative interviews
- 03/05/05 Laws related to the rights of employees and the employer in conducting an investigation

**Task 03/06 Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding personnel security**

**Knowledge of:**

- 03/06/01 Laws pertaining to managing the background investigation process
- 03/06/02 Laws pertaining to personnel protection programs, methods, and techniques to provide a secure work environment
- 03/06/03 Laws pertaining to executive protection programs
- 03/06/04 Laws, government, and labor regulations regarding organizational efforts to reduce employee substance abuse

**Task 03/07 Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding information security**

**Knowledge of:**

- 03/07/01 Laws and regulatory requirements pertaining to protection requirements for proprietary information and intellectual property

**Domain 04 PERSONNEL SECURITY (12%)**

**Task 04/01 Develop, implement, and manage, background investigations to validate individuals for hiring, promotion, or retention**

**Knowledge of:**

- 04/01/01 Background investigations and employment screening techniques
- 04/01/02 Information source quality and types

**Task 04/02 Develop, implement, manage, and evaluate policies, procedures, programs and methods to protect individuals in the workplace against harassment, threats, and violence**

**Knowledge of:**

04/02/01 Protection techniques and methods  
04/02/02 Threat assessment analysis  
04/02/03 Intervention and response tactics  
04/02/04 Educational and awareness program design and implementation  
04/02/05 Travel security programs

**Task 04/03 Develop, implement, and manage executive protection programs**

**Knowledge of:**

04/03/01 Executive protection techniques and methods  
04/03/02 Risk analysis  
04/03/03 Liaison and resource management techniques  
04/03/04 Selection, costs, and effectiveness of proprietary and contract executive protection personnel  
04/03/05 Travel security programs

**Domain 05 PHYSICAL SECURITY (25%)**

**Task 05/01 Survey facilities in order to manage and/or evaluate the current status of physical security, emergency and/or restoration capabilities**

**Knowledge of:**

05/01/01 Types and applications of, and protection offered by protection equipment  
05/01/02 Survey techniques  
05/01/03 Building plans, drawings, and schematics  
05/01/04 Risk assessment techniques

**Task 05/02 Select, implement, and manage security processes to reduce the risk of loss**

**Knowledge of:**

05/02/01	Fundamentals of security system design
05/02/02	Countermeasures
05/02/03	Budgetary projection development process
05/02/04	Bid package development and evaluation process
05/02/05	Vendor qualification and selection process
05/02/06	Final acceptance and testing procedures
05/02/07	Project management techniques
05/02/08	Cost - benefit analysis techniques

**Task 05/03 Assess the effectiveness of the security measures by testing and monitoring**

**Knowledge of:**

05/03/01	Protection technology and systems
05/03/02	Audit and testing techniques

**Domain 06 INFORMATION SECURITY (8%)**

**Task 06/01 Survey information facilities, processes and systems to evaluate current status of: physical security, procedural security, information systems security, employee awareness, and information destruction and recovery capabilities**

**Knowledge of:**

06/01/01	Security survey and risk assessment methodology, qualitative and quantitative risk analysis, protective measures cost-benefit analysis
06/01/02	Protection technology, equipment and procedures
06/01/03	Current methods used to compromise information
06/01/04	Building and system plans, drawings, and schematics



**Task 06/02** Develop and implement policies and standards to ensure information is evaluated and protected against all forms of unauthorized/inadvertent access, use, disclosure, modification, destruction or denial

**Knowledge of:**

- 06/02/01 Principles of management
- 06/02/02 Information security theory and terminology
- 06/02/03 Laws pertaining to protection requirements for proprietary information and intellectual property
- 06/02/04 Protection measures, equipment, and techniques; including information security processes, systems for physical access, data control, management, and information destruction
- 06/02/05 Current trends and techniques for compromising information

**Task 06/03** Develop and manage a program of integrated security controls and safeguards to ensure confidentiality, integrity, availability, authentication, non-repudiation, accountability, recoverability and audit ability of sensitive information and associated information technology resources, assets and investigations

**Knowledge of:**

- 06/03/01 Information security theory and systems methodology
- 06/03/02 Threats and vulnerabilities assessment analysis and mitigation
- 06/03/03 Systems integration techniques
- 06/03/04 Cost-benefit analysis methodology
- 06/03/05 Project management techniques
- 06/03/06 Budgetary projection development process
- 06/03/07 Vendor evaluation and selection process
- 06/03/08 Final acceptance and testing procedures, information systems, assessment, and security program documentation
- 06/03/09 Protection technology, equipment, investigations, and procedures
- 06/03/10 Training and awareness methodologies and procedures

**Task 06/04 Evaluate the effectiveness of the information security program's integrated security controls, to include related policies, procedures and plans, to ensure consistency with organization strategy, goals and objectives**

**Knowledge of:**

- 06/04/01 Security survey/assessment methodology
- 06/04/02 Cost benefit/analysis methodology including asset identification and valuation, threat analysis, vulnerability assessment and consequence/impact recognition.
- 06/04/03 Protection technology/equipment systems
- 06/04/04 Monitoring, audit and testing techniques
- 06/04/05 Due diligence investigations for programs, projects and specific transactions (e.g. mergers and acquisitions, vendor assessments, 3rd party contracts), contract clauses to protect information assets and systems (e.g. relationships with vendors, suppliers, partners, consultants, subcontractors and other trusted parties)

**Domain 07 CRISIS MANAGEMENT (8%)**

**Task 07/01 Assess and prioritize risks to mitigate potential consequences of incidents**

**Knowledge of:**

- 07/01/01 All hazards by type, likelihood of occurrence, and consequences
- 07/01/02 Cost - benefit analysis
- 07/01/03 Mitigation strategies
- 07/01/04 Risk management and business impact analysis methodology
- 07/01/05 Making the business case to management

**Task 07/02 Prepare and plan how the organization will respond to incidents**

**Knowledge of:**

- 07/02/01 Resource management techniques
- 07/02/02 Emergency planning techniques
- 07/02/03 Communication techniques
- 07/02/04 Training and exercise techniques
- 07/02/05 Emergency operations center (EOC) concepts and design
- 07/02/06 Primary roles and duties in an incident command structure

### **Task 07/03 Respond to and manage an incident**

#### **Knowledge of:**

- 07/03/01 Resource management techniques
- 07/03/02 Emergency operations center (EOC) management principles & practices

### **Task 07/04 Recover from incidents by managing the recovery and resumption of operations**

#### **Knowledge of:**

- 07/04/01 Resource management techniques
- 07/04/02 Short and long-term recovery strategies
- 07/04/03 Recovery assistance resources
- 07/04/04 Mitigation opportunities in the recovery process

## **Domain 08 INVESTIGATIONS (10%)**

### **Task 08/01 Develop and Manage Investigation Programs**

#### **Knowledge of:**

- 08/01/01 Principles and techniques of policy and procedure development
- 08/01/02 Organizational objectives and interdepartmental liaison
- 08/01/03 Relevant sources of investigation
- 08/01/04 Report preparation for internal and court purposes

### **Task 08/02 Manage or conduct the collection and preservation of evidence to support post-investigation actions (employee discipline, criminal or civil proceedings, arbitration)**

#### **Knowledge of:**

- 08/02/01 Evidence collection techniques
- 08/02/02 Protection/preservation of crime scene
- 08/02/03 Requirements of chain of custody
- 08/02/04 Methods for preservation of evidence

### **Task 08/03 Manage or conduct surveillance processes**

#### **Knowledge of:**

- 08/03/01 Surveillance techniques
- 08/03/02 Technology/equipment and human resources

### **Task 08/04 Manage and conduct specialized investigations**

#### **Knowledge of:**

- 08/04/01 Financial and fraud related crimes
- 08/04/02 Computer based and Internet crimes
- 08/04/03 Proprietary information and industrial espionage crimes
- 08/04/04 Arson and criminal damage crimes

### **Task 08/05 Manage or conduct investigative interviews**

#### **Knowledge of:**

- 08/05/01 Methods and techniques of eliciting information
- 08/05/02 Techniques for detecting deception
- 08/05/03 The nature of non-verbal communication
- 08/05/04 The use of human rights codes for cautioned statements
- 08/05/05 Required components of written statements