INTERNATIONAL FOUNDATION FOR PROTECTION OFFICERS
KNOWLEDGE TO PROTECT

CREDENTIAL TRACK FOR SECURITY PROFESSIONALS

Understanding the importance of training and the needs that exist, the International Foundation for Protection Officers (IFPO) serves individuals, security companies, and organizations that have their own security staff. IFPO is dedicated to providing meaningful and cost effective security training for security and protection professionals. Professional Membership is also available for individuals and corporations and allow access to a "members only" area on their website that gives extensive information on all aspects related to security education and training.

INITIAL SECURITY OFFICER (ISOP)
16 HOURS OF TRAINING / 1.6 CEUS

- 9 TRAINING CATEGORIES
- 20+ SECTIONS
- 90+ ASSIGNMENTS

CONTENT INCLUDES:

- NATURE AND ROLE OF PRIVATE SECURITY OFFICERS
- OBSERVATION AND INCIDENT REPORTING
- PRINCIPLES OF COMMUNICATION
- PRINCIPLES OF ACCESS CONTROL
- PRINCIPLES OF SAFEGUARDING INFORMATION
- EMERGENCY RESPONSE PROCEDURES
- LIFE SAFETY AWARENESS
- WORKPLACE VIOLENCE

*ALIGNS WITH ASIS PRIVATE SECURITY OFFICER GUIDELINES

PROFESSIONAL SECURITY OFFICER (PSOP)
45 HOURS OF TRAINING / 4.5 CEUS

- 11 TRAINING UNITS
- 40+ SECTIONS
- 115+ ASSIGNMENTS

CONTENT INCLUDES:

- DUTIES AND RESPONSIBILITIES OF PROTECTION OFFICERS
- PROFESSIONALISM AND ETHICS
- REPORT WRITING
- PATROL TECHNIQUES
- TRAFFIC AND CROWD CONTROL
- EVIDENCE AND TESTIMONY
- PHYSICAL AND PREVENTIVE SECURITY
- FIRE AND EMERGENCY SITUATIONS
- EXPLOSIVE DEVICES AND BOMB THREATS
- ALARM SYSTEMS
- LEGAL ASPECTS

*ALIGNS WITH ASIS PRIVATE SECURITY OFFICER GUIDELINES

CERTIFIED PROTECTION OFFICER (CPO)
95 HOURS OF TRAINING / 9.5 CEUS

- 12 TRAINING CATEGORIES
- 40+ SECTIONS
- 255+ ASSIGNMENTS

CONTENT INCLUDES:

- FOUNDATIONS OF ASSET PROTECTION AND SECURITY
- COMMUNICATIONS
- PROTECTION OFFICER FUNCTIONS
- CRIME PREVENTION AND PHYSICAL SECURITY
- SAFETY AND FIRE PROTECTION
- INFORMATION PROTECTION
- DEVIANCE CRIME AND VIOLENCE
- RISK AND THREAT MANAGEMENT
- INVESTIGATIONS
- LEGAL ASPECTS OF SECURITY
- OFFICER SAFETY AND USE OF FORCE
- RELATIONS WITH OTHERS

*INCLUDES CPO FINAL CHALLENGE (1 ATTEMPT)

CONTINUING EDUCATION UNITS (CEUs)

ISOP, PSOP, AND CPO TRAINING IS PROVIDED BY SMART HORIZONS. SMART HORIZONS IS ACCREDITED BY THE INTERNATIONAL ASSOCIATION FOR CONTINUING EDUCATION AND TRAINING (IACET) AND IS ACCREDITED TO ISSUE THE IACET CEU.

International Foundation for Protection Officers

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| INITIAL SECURITY OFFICER (ISOP)

16 HOURS OF TRAINING / 1.6 CEUS

• **9 TRAINING CATEGORIES** • **20+ SECTIONS** • **90+ ASSIGNMENTS**

The Initial Security Officer Program (ISOP) online course provides an initial training program to help improve the knowledge and performance of individuals pursuing a career as a private security officer. The Initial Security Officer program aligns with the recently approved Private Security Officer Guidelines of the ASIS International organization. The program is designed to be the first training initiative for professional security officers.

Sections will prepare students to employ skills needed in online coursework and the workplace. Completion of this program requires completion/passing of each assignment and final exam.

Training Plan Category: Nature and Role of Private Security Officers

Section Title: Security Awareness

This section describes the differences between public and private security. It discusses three types of general protection services offered by private protection officers as well as the scope of authority of protection officers. Also discussed is the relationship between protection and police officers.

Section Title: Evidence Documentation, Collection, and Preservation

This section defines crime scene. It discusses the importance of preserving a crime scene and identifies possible means of its destruction and procedures for ensuring its security. This section also describes appropriate methods of documenting, collecting, and preserving evidence discovered at a crime scene.

Section Title: Use of Force and Responsibilities

This section discusses the rights of a protection officer to use force and the responsibilities associated with those rights. This section also identifies regulations and procedures to follow when making arrests and for detaining suspects.

Section Title: Jurisdictions and Court Procedures

This section discusses federal jurisdictions, state legal jurisdictions, and municipal legal jurisdictions and provides examples of each. This section also describes court procedures and discusses appropriate office attire and behavior during court appearances.

Section Title: Security Officer Conduct

This section discusses laws enforced by the Equal Employment Opportunity Commission (EEOC), as well as laws enforced by other agencies. Also discussed are professional practices and ethics of security officers, including roles and responsibilities and the importance of a good attitude and continued education.

Training Plan Category: Observation and Incident Reporting

Patrolling and Observation Skills

This section discusses the elements of critical observation used by protection officers, the importance of knowing routine work site activity patterns, and potential hazards and hazardous conditions. This section also describes patrol purposes, tasks, and methods used to accomplish successful patrols, and basic patrol guidelines to help an officer prepare for patrols.

Basic Computer Skills

This section describes characteristics of computer system components, including networks, internet, and intranet. It also discusses proper business use, formatting, and etiquette for the exchange of emails and text messages.

Note Taking and Report Writing

This section discusses the importance of taking accurate notes and the rules for proper note taking. It also details the significance and elements of a good and accurate report.

Training Plan Category: Principles of Communication

Access Control

This section describes methods of personal recognition, identification technology, card systems, badges and passes, lock systems, alarms, and physical barriers. This section also discusses badges used to control access to property and buildings and digital controls used to control access to property and buildings.

Protection Officers and Traffic Control

This section discusses the protection officers' roles and responsibilities during emergency situations and when directing traffic on public and private property. It identifies locations and circumstances in which protection officers may control traffic, and concerns associated with each. This section also discusses considerations and procedures to follow when directing traffic to park.

Training Plan Category: Principles of Safeguarding Information

Security of Information

This section describes characteristics of computer hardware and protection methods. It also describes information security procedures and reasons why company information or technology should be protected.

Training Plan Category: Emergency Response Procedures

Priority Planning

This section introduces the procedure for creating an emergency response plan.

Role of Security Services in Critical Incidents

This section discusses the various forms of fire prevention and detection provided to people by security services and the skills and techniques used by a protection officer to control crowds. This section also discusses

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safety precautions, natural and man-made disasters, evacuation procedures, special concerns related to the work site, access control, elevator and escalator safety, and emergency contacts.

Training Plan Category: Life Safety Awareness

Workplace Accidents and Threats

This section identifies some common causes of workplace accidents and defines the protection officer's role in ensuring safety on site. It discusses safety concerns stemming from substance abuse as well as concerns related to work site access control, elevator and escalator safety, and emergency contacts.

Safety Regulations and Emergency Planning

This section discusses the purpose and contents of an Emergency Measures Plan. It identifies types of fire detection systems and discusses OSHA's Hazard Communication Standard and employee rights to know the most current health and safety laws and regulations.

First Aid, Health, and Safety

This section discusses Occupational Safety and Health (OSHA) Requirements including related training, blood borne pathogens, procedures for First Aid, Cardiopulmonary Resuscitation (CPR), and information on Automated External Defibrillators (AEDs). The section also defines levels of consciousness and the ABCs of first aid: Airway, Breathing, and Circulation.

Training Plan Category: Workplace Violence

Workplace Violence

This section discusses the different levels, causes, and characteristics of workplace violence as well as methods to help prevent it. It describes conflict components and styles and discusses consequences of each style. This section also examines some difficult situations in which communication can be challenging and discusses strategies for overcoming challenges.

Crisis Management

This section describes characteristics and causes of disruptive behaviors, and activities to help manage disruptive behaviors. This section also discusses crisis intervention and other techniques that aid in protection officer safety in the workplace.

Labor Relations

This section defines dispute actions that may occur in employment relationships. Also discussed are the responsibilities of the protection officer in a labor dispute.

Duration/CEUs: 16 Hours / 1.6

| PROFESSIONAL SECURITY OFFICER (PSOP)

45 HOURS OF TRAINING / 4.5 CEUS

• **11 TRAINING UNITS** • **40+ SECTIONS** • **115+ ASSIGNMENTS**

The Professional Security Officer Program (PSOP) online course provides a comprehensive training program to help improve the knowledge and performance of professional security officers. The information presented ensures protection officers have the professional expertise to carry out the important mission of protecting people, property, and information. The Professional Security Officer program aligns with the recently approved Private Security Officer Guidelines of the ASIS International organization.

Unit 1: Duties and Responsibilities
> This unit explores the duties and responsibilities of a protection officer. Students will learn about the different types of security services, including public and private, proprietary and contract, and the advantages and disadvantages of the different types. Each of the three general types of protection provided by security services will also be explained

Unit 2: Professionalism and Ethics
> Basic Professionalism and Ethics, Basic Public Relations, Labor Relations with Police, Professionalism and Ethics, Public Relations, Labor Relations and Relations with Police

Unit 3: Report Writing
> Memory and Observation Skills, Taking Notes and Report Writing

Unit 4: Patrol Techniques
> Understanding Techniques, Types of Patrol and Factors of Patrol

Unit 5: Traffic and Crowd Control
> Protection Officers and Traffic Control, Protective Clothing, Methods of Controlling Traffic, Construction Traffic and Flagpersons, Parking and Crowd Control

Unit 6: Evidence and Testimony
> Evidence, Preserving Evidence, Witnesses and Providing Testimony

Unit 7: Physical and Preventive Security
> Perimeter, Area, and Point Protection Systems, Techniques for Controlling Access and Egress, Badges, Digital Controls, and Barriers and Security of Information

Unit 8: Fire and Emergency Situations
> General Safety, Occupational Safety and Health Administration, Fire Safety, Fire Prevention, Detection, and Suppression, Fire Classes and Extinguishers, Officer Responsibilities in Case of Fire, Emergency Measures Plan and First Aid

Unit 9: Explosive Devices and Bomb Threats
Containers for Explosives, Receiving and Responding to Bomb Threats, Telephone Bomb Threats and Bomb Placement

Unit 10: Alarm Systems
Overview of Alarms, Components of Alarms and General Operating Procedures

Unit 11: Legal Aspects
Powers of a Protection Officer, Common Offenses and Legal Jurisdictions

Duration/CEUs: 45 Hours / 4.5

CERTIFIED PROTECTION OFFICER (CPO)

95 HOURS OF TRAINING / 9.5 CEUS

• 12 TRAINING CATEGORIES • 40+ SECTIONS • 255+ ASSIGNMENTS

The Certified Protection Officer 8th Edition online program provides comprehensive information that improves protection officers' skills and enhances their efficiency. The CPO 8th Edition online training provides graduates with an internationally recognized certification through the International Foundation for Protection Officers (IFPO). The online training aligns with the recently approved Private Security Officer Guidelines of the ASIS International organization. The CPO certification program is applicable for all types of security and protection positions.

CPO 8th edition online training fully prepares individuals for the CPO Final Exam. Individuals who successfully complete the proctored CPO 8th Edition Final Exam are provided the IFPO Certified Protection Officer (CPO) Certification.

Unit 0: Introduction
> This unit will present a comprehensive introductory overview of Certified Protection Officer (CPO) Program 8th Edition. It will discuss the topics covered in this course of study and the goal and process to achieve certification. Officer ethics and a brief history of IFPO will also be presented.

Unit 1: Foundations
> This unit consists of 5 chapters: Concepts and Theories of Asset Protection, The Evolution of Asset Protection and Security, Role of the Professional Protection Officer, The Protection Officer as a Leader, and Career Planning for Protection Professionals.

Unit 2: Communications
> This unit presents 3 chapters: Effective Communications, Security Awareness, and Central Alarm Stations and Dispatch Operations

Unit 3: Protection Officer Functions
> This unit presents 4 chapters: Automation in Protection Operations, Patrol Principles, Traffic Control, and Crowd Management and Special Event Planning.

Unit 4: Crime Prevention and Physical Security
> This unit presents 5 chapters: Environmental Crime Control, Physical Security, Concepts and Applications, Alarm System Fundamentals, Access Control, and Detection Technology.

Unit 5: Safety and Fire Protection
> This unit presents 3 chapters: Fire Prevention, Detection, and Response, Occupational Safety and Health and the Protection Officer, and An All Hazards Approach to Hazardous Materials.

Unit 6: Information Protection
> This unit presents Information Security and Counterintelligence.

Unit 7: Deviance Crime and Violence
> This unit presents 5 chapters: Workplace Crime and Deviance, Substance Abuse, Workplace Violence, Crisis Intervention, and Strikes, Lockouts, and Labor Relations.

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Unit 8: Risk and Threat Management
This unit presents 4 chapters: Security Risk Management, Emergency Planning, Terrorism, and Anti-terrorism and VIP Protection.

Unit 9: Investigations
This unit presents 5 chapters: Investigation: Concepts and Practices for Security Professionals, Crime and Incident Scene Procedures, Interviewing and Statements, Foundations for Surveillance, and Report Writing and Field Notes.

Unit 10: Legal Aspects of Security
This unit contains the following: Legal Aspects of Security.

Unit 11: Officer Safety and Use of Force
This unit presents 4 chapters: Use of Force, Defensive Tactics and Officer Safety, Industrial Hazards, Safety, and the Security Patrol Officer, and Apprehension and Detention Procedures.

Unit 12: Relations with Others
This unit presents 5 chapters: Human Relations in a Global Environment, Public Relations, Community Relations: Making the Strategy Come Alive, Networking and the Liaison Function, and Ethics and Professionalism.

Duration/CEUs: 95 Hours / 9.5

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