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**Catalog  
Effective date of February 1, 2020**

Licensed to operate by the State of Nevada Commission on Postsecondary Education- License # 631  
Licensed by the PILB, License # 1392

**Revised 2/1/2020**

## **Introduction**

The Nevada Security Guard Training Academy focuses on providing hands on training that students will use in a career as a Security Guard. The Academy is presently a Las Vegas based institution, soon to expand to Northern Nevada. Our focus is exclusively on the Security Guard industry. The Academy provides students with the required training and skills for an entry-level position in the Security Guard industry.

## **Entrance Requirements**

All students enrolling in the Academy must be 21 years of age. A driver's license or valid photo ID must be provided. The Academy is open to all persons who meet entrance requirements, regardless of age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.

## **Ownership**

The Nevada Security Guard Training Academy is owned by Ted Farace. The officer (Director) of the school is Ted Farace.

## **Faculty Member**

Chris Palma, Academic Director  
Michael Gati, Instructor  
Jacqueline Miller, Instructor  
James Franchetti, Instructor  
William Swierupski, Instructor  
Frank McCabe, Instructor, CPR/First Aid  
Kristine Mautner, Instructor (Alcohol Beverage Awareness Program)

Robert Serpico, Instructor  
Derek Rogelstad, Instructor  
William (Tom) Whisenhunt, Instructor  
Ross Abramson, Instructor  
Michael Gordon, Instructor  
Elwin Cooke, Instructor  
Jennifer Weber, Instructor

## **School Location/Facility**

The School is located at 6272 Spring Mountain Road, Suite #100, Las Vegas, NV 89146. Our facility comprises 1,263 square feet of classroom space. Class size is limited to 15 students per instructor per day.

## **School Hours & Office Hours**

Monday, Wednesday, Friday & Saturday 8 am to 5 pm  
(Excluding holidays)

## **Observed Holidays**

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

## **Nevada Student Refund Policy**

Revised 2/1/2020

**NRS 394.449 Requirements of policy for refunds by institutions.**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
  - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid.
  - (c) That if a student withdraws or is expelled by the institution after the start of the one day 8 hour training program, the Academy shall refund to the student all the money paid for the class.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity that paid the tuition within 15 calendar days after the date of cancellation.
3. For the purposes of this section:
  - (a) The period of a student's attendance must be measured from the start of the class until it ends, 8 hours later on the same day.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment.

## **ACCOUNT FOR STUDENT IDEMNIFICATION**

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

## **Attendance Policy**

All students must complete the 8 hour one day class. If for some reason the student cannot make the scheduled date of a class the student is required to notify the Academy in advance via e-mail that he or she cannot attend a booked class. At that time the student can reschedule or ask for a full refund of the admittance fee.

Attendance fee will be paid prior to taking the class. A registration form will be available on line at [www.nsgta.com](http://www.nsgta.com). The student must mail in their payment either by Money Order or Bank Check to the address listed on the registration form. The student will select an available date for the one day, 8 hour class. The Nevada Security Guard Training Academy offers no credit for previous training. The tuition fee is \$125.00 (included in this price is a \$4.00 fee required by the State of Nevada).

## **Standard of Academic Progress**

### **GRADING SCALE**

<b>Grad</b>	<b>Standing</b>	<b>Percentage</b>	<b>GPA</b>
<b>A</b>	<b>Excellent</b>	<b>93-100%</b>	<b>4.0</b>
<b>B</b>	<b>Good</b>	<b>86-92%</b>	<b>3.0</b>
<b>C</b>	<b>Average</b>	<b>70-85%</b>	<b>2.0</b>
<b>F</b>	<b>Failing</b>	<b>0-69%</b>	<b>1.0</b>

## **Student Conduct**

Student's enrollment will be *terminated* for violation any of the following rules and regulations. All students are expected to act maturely and are required to respect other students and faculty members.

1. Any student caught cheating on exams or assignments
2. Any sexual misconduct, i.e. unprofessional advances, vulgar or offensive language, innuendoes, or harassment on the School's premises.
3. Disruptive, abusive or unprofessional behavior.
4. Any student under the influence or in possession of alcohol, marijuana, or any controlled substances on the School's premises.
5. Any student in possession of a firearms or weapon of any nature on the School's premises.

## Career/Placement Services

The Nevada Security Guard Training Academy offers employment assistance to those students who attend this one day, 8 hour class, consisting of job lead referrals on site at the Academy. The Academy also will consider holding job fairs at the Academy for those interested in employment opportunities. The Academy, while assisting in your job search, makes no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## Program Schedule

Start Date  
9/1/2018

Program End Date  
Monday, Wednesday and Friday, from 8 am to 5 pm until 12/31/2019

## OBJECTIVE AND OUTLINE – UNITS AND HOURS

The Role and Responsibility of a Security Guard program is to train students in the security field to become a more informed and professional Security Guard. Students will learn various duties required of a Security Guard including report writing, state statutes on the use of force and other related topics. Upon completion of this program a Certificate of Completion is awarded to all attending the Academy after successfully completing a 20 question True or False exam. The minimum passing score is 75%.

### Program Requirement:

8 hour one day class

8 am to 5 pm (one hour to complete all paperwork prior to the start of the class)

## ROLE & RESPONSIBILITY OF A SECURITY GUARD - COURSE SUBJECT DESCRIPTIONS

### 1. Role & Responsibility of a Security Guard: (one hour)

This course will teach students how to recognize the opportunities available within the private security industry. Students will examine the history of the security industry and discover the career pathways and requirements.

### Objectives:

- Identify historical events that added to the growth of the security industry
- Define the key purpose for the creation of the private security industry
- Explain the basic requirement for security officers
- Discover the career opportunities in the private security industry

- Differentiate between proprietary and contract security sectors
- Explain the medical emergency procedures to follow when assessing a victim
- Identify appropriate forms of dress and hygiene
- Identify appropriate standards of conduct
- Explain the importance of attendance
- Explain the importance of properly maintaining work areas
- Explain the elements of professional communication
- Examine traits and communication barriers of a security guard
- Examine nonverbal communication
- Explain the concept of public relations and compliance for security guards
- Explain the importance of positive relationships with emergency personnel
- Describe procedures for dealing with a disruptive person

Prerequisite: None

## **2. Use of Force (one hour)**

This course will explain the use of force theory based on the Use of Force Continuum. Security Guards may find themselves in situations where they need to use force while maintaining their professional composure in a high stress situation. The instructor will also address how to control a situation by asking questions, dealing with difficult customers/clients/subjects. This will include managing stress when isolated or fatigued.

- In Nevada, the use of deadly force is justifiable in certain circumstances to prevent that person from taking your life. According to NRS 200.200 a person can kill another in self-defense if it appears that:
  - the danger was so urgent and pressing that, in order to save the person's own life, or to prevent the person from receiving great bodily harm, the killing of the other was absolutely necessary; and
  - the person killed was the assailant, or that the slayer had really and in good faith endeavored to decline any further struggle before the mortal blow was given.
- A person may have a defense of justifiable homicide if the killing of another person was necessary self-defense and according to NRS 200.120 has no duty to retreat beforehand.

The use of non-deadly force against another to protect yourself or another against bodily injury is sometimes necessary and legal. If you have been charged with a battery after using force to protect yourself or another from being injured by another person you may have the defense of self-defense if:

1. You reasonably believed you or another person was facing immediate bodily harm; and
2. You used no more physical force than necessary to protect yourself or another person.

Deadly force is not permissible to stop a non-violent crime, such as shooting a burglar running away with stolen property.

Self-defense against Attempted Murder or Great Bodily Harm (Deadly Force): Nevada has its own Stand Your Ground Law. However, unlike some states, in Nevada, the person claiming a defense under the Stand Your Ground Law cannot be the original aggressor.

Prerequisite: None

## **3. Report Writing (one hour)**

Revised 2/1/2020

This course provides an overview of investigation and evidence-gathering as they relate to private security work and composing a written report on a situation to which a guard responds. The learners will learn how to conduct interviews and collect and preserve evidence for responding authorities. This will include a review of court testimony by a security guard after the prosecution commences based on his/her report. Reports must be written or printed clearly, completely, brief and to the point in order for anyone to understand the facts.

The most important part of the Report Writing course will be to explain to individuals the key phases of "Who, What, When, Where, Why "; the Five W's -in order to gain all the information needed for a written report. (Wallet card to carry listing the Five W's as a reference will be handed out to all students.)

- **Who:** Obtain the name and any other information from a victim or someone making a report on an incident. This would include their address, phone numbers and e-mail address. Also, place of employment and a contact person such as, spouse, friend, etc.
- **What:** Explain exactly what happened in a situation from your observation or from witness's statements. Always obtain as much detailed information as possible.
- **When:** Try as accurately as possible, to identify the time/day/date that the incident or injury occurred. Reporting the correct time is very important in an incident, especially if an investigation has to be done by authorities.
- **Where:** The exact location the incident occurred or as close as possible. Try to measure how far from a main door, exit door etc., which will give you an approximate measurement, i.e. "35 feet west of the main entrance on north side of the sidewalk."
- **Why:** The reason for some incidents can be obvious, such as a water leak causing a person to slip and fall. Other incidents have to be explained in more detail – e.g. a person claims they fell in the building but, at the time they are making the report to the security guard, they are not standing in the area where the incident occurred. Make a note in your report that you did not examine the scene where the incident happened when taking the information.

#### 4. Active Shooter (one hour)

This course is intended to help security guards and supervisors to anticipate and respond appropriately to an active shooter situation, as well as, to manage the consequences of an active shooter incident. We will also focus on workplace violence and recognize potential indicators (suspicious behavior) in order to prevent a situation from occurring.

- Active shooter situations are very unpredictable and start quickly and offer little time to respond or coordinate a response.
- Security Guard must be able to provide clear information to first responders.
- The Security Guard must be familiar with the building or location on property where the shooter is positioned. Walking the building where assigned is the best way to better understand your workplace surroundings.
- If a shooting occurs, the Security Guard is to help others evacuate and move them quickly to a safe place away from the shooter and take cover. The Security Guard's demeanor is what people look to for guidance, remaining calm and instructing those evacuating to do the same.

- Always cooperate with the responding officers and follow their direction.
- Summarize best practices for safely and effectively responding to an active shooter.  
Prerequisite: None

#### 5. Civil & Criminal Laws & Liabilities (one hour)

This course provides an overview of the components, structure, principles, and processes within the American criminal and civil justice systems. Students will learn the elements of a crime, the difference between civil and criminal law, the stages of criminal and civil procedures, and legal liability issues that can affect a security business or individual security officer.

##### Objectives:

- Discuss the basic elements of a crime and why they must be satisfied to prove guilt.
- Explain the relationship between harm and causation and when these elements must be satisfied to prove guilt.
- Differentiate between civil and criminal law, including the nature of offense as crime or tort, cause of action, and parties involved.
- Explain the difference in burden of proof between civil and criminal law.
- Describe the steps that occur prior to a case entering the court system.
- Describe the purpose of a trial, the roles of key players, the stages of a trial, and the reason for plea agreements, including probation.
- Describe the nature of civil liability and the civil remedies available.
- Explain the nature of criminal liability, the problems it creates for Security Guards and the meaning of a self-help defense.

Prerequisite: None

#### 6. Arrest & Detention (one hour)

This course outlines the laws and procedures applicable to private security as compared to public law enforcement. Students will learn conditions and techniques for properly and legally responding to crimes in progress, securing crime locations, making arrests, and conducting search and seizure activities.

##### Objectives:

- Explain how to best respond when someone is loitering, under the influence, or exhibiting disorderly conduct.
- Describe how to best respond to shoplifting, burglary, and robbery when in progress.
- Summarize how to respond to criminal and defiant trespassing when in progress.

- Explain steps to take to secure a crime location or area.
  - Paraphrase the elements of an arrest.
  - Explain the difference between arrest with a warrant and arrest without a warrant.
  - Describe the concept of citizen arrest and the ways it differs from arrest by police.
  - Discuss the significance of felony level crimes relative to arrest procedures for private security officers.
  - Summarize issues related to use of force, including how to determine and apply reasonable force.
  - Explain the differences in search and seizure laws for public law enforcement and private security.
  - Describe improper searches and the significance of consent to search.
  - Summarize the difference between an inventory and a plain view search, including conditions and techniques for each.
- Prerequisite: None

#### **7. Emergencies, Threats & Evacuations (one hour)**

This course provides information on what to consider and how to best proceed when responding to medical emergencies, a variety of threats and conducting an evacuation.

##### **Objectives:**

- Outline the steps to take in response to hazmat emergencies, such as chemical spills and blood or airborne pathogens.
- Discuss how to identify a bomb, other types of devices, hazardous materials and state effective steps to take in response to telephone threats.
- Describe what to look for when encountering a suspicious package.
- Outline procedures for responding to the following disasters: flood, tornado, hurricane, fire and building collapse.
- Explain reasons for evacuation and types of incidents that commonly lead to evacuation.
- Describe the procedure for conducting an evacuation, including which authorities to notify, potential hazards to avoid, and the best routes and exits to take.
- Explain how to effectively and safely assist visitors and employees when evacuating.

Prerequisite: None

#### **8. Building, Property & Assets (one hour)**



**This course will explore tools and strategies to monitor and secure buildings and grounds. Topics include patrolling operations, methods and devices to prevent unauthorized entry and effective surveillance. Also included are lighting and detection technologies to enhance security.**

- **Familiarization of the building or property that you may be assigned to protect**
- **Understand where all the entrances and exits are in the event of a building evacuation.**
- **Know locations of fire alarm pull-boxes.**
- **If assigned as a contract guard to a building that has proprietary security guards, integrate with them and understand their policy and procedures so you can work as a team in an emergency.**
- **Students will be instructed on the type of equipment that is required of a security guard such as radio, uniform, flashlight, emergency first-aid pack, etc.**
- **Purpose of patrol activities - foot, bike and vehicle.**
- **If assigned to a command surveillance center, understand the use of pan and tilt surveillance cameras. The do's and don'ts of using those cameras to protect privacy of individuals.**
- **Be familiar with the security system in the building.**
- **If assigned to patrol a building, insure that valuables are not left out in the open. If something is found of value, immediately contact your supervisor. You should prepare an Incident Report for that company listing the facts (the Five W's).**
- **Learners will receive a handout on Occupational Hazard Safety Administration (OSHA). Read after the class at your leisure.**

**Always look for anything that could cause injury, such as open floor grills or broken walkways that could cause someone to trip and fall. Anything like this should be reported on an Incident Report to your supervisor. Always keep a copy of any Incident Report you prepare.**

**Prerequisite: None**