

Course Outline

Course Title:	Operational Security Management	Approval Date:	2025/8/30
Course Number:	LAWS59	Academic Year:	2025
Course Hours:	45 hours		
Academic School:	Health and Community Services		
Program Co-ordinator or Equivalent:	Todd Hataley - Todd.Hataley@flemingcollege.ca		
Dean (or Chair):	Lisa Fenn - Lisa.Fenn@flemingcollege.ca		

Course Description

This course provides the student with a familiarization of the roles and responsibilities of a Security Officer in relation to day-to-day security operations. Emphasis will be placed on the importance of clear and precise notebook keeping and report writing. Effective patrol and traffic control procedures will be identified. The legislation and licensing requirements will be examined. Practical exercises emphasising powers of arrest, bomb threat procedures and interviewing techniques will all be completed during the course of study.

Prerequisites: None.

Corequisites: None.

Course Delivery Type

Face-to-Face

All course hours are delivered in person at the delivery location specified on the academic timetable.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Understand the principal duties and responsibilities necessary to work effectively in the security industry.
Students will learn to interpret and comply with the legal requirements of their occupation as well as identify job roles and responsibilities.

2. Recognize responsibilities as a security guard under the PSISA. Students will learn all the relevant requirements of the act and Code of Conduct, the consequences for non-compliance and public complaint procedures. Students will understand their authority to act as a security guard and be able to recognize someone who may be at risk of suicide and direct them to appropriate resources, to minimize one's own risks, and to support oneself and those around oneself in a career that involves exposure to demanding situations.
3. Understand how to respond to changes in their environment, which includes actions such as traffic movement, ensuring the safety of persons between and within locations, monitoring and managing the access and departure of persons and vehicles and observing and monitoring people. The students gain the knowledge and skills to assess the security of physical environments, to apply basic aspects of security in their roles and to assess the impact of drug use in the context of safety for oneself and others.
4. Demonstrate how to write reports that are objective and standardized.
5. Understand the policies and procedures of the Occupational Health and Safety Act (OHSA) and the Workplace Hazardous Materials Information System (WHMIS) to ensure the occupational safety of security guards and those they interact with. Students will learn how to control workplace risks and hazards, how to apply appropriate responses to emergency situations and how to communicate workplace safety requirements.
6. Recognize how to respond to emergency situations and to minimize the impact caused at a worksite. A security guard may be required to perform a variety of duties during emergency procedures and must understand the importance of scene management. The student will understand the potential roles of a security guard during an emergency and how to effectively complete these tasks.
7. Understand that security guards work within the Canadian legal system. Students will be familiar with the criminal court system, the Ontario Evidence Act, the Canada Evidence Act and how these apply to their positions to ensure the information they obtain is admissible in court. Students will understand the difference between criminal, provincial and municipal law as well as case and common law, the hierarchy of the court system and offences and the requirements for the admissibility of evidence.
8. Recognize the focuses on the broader legal context of a private security and understand a security guards rights and limitations when performing duties as a security guard. Student will understand where a security guard derives their authority to carry out job functions.
9. Understand that security guards encounter a wide range of situations and are required to act professionally under all circumstances. Students will understand interpersonal and communication skills necessary to adapt to different environments/scenarios and to diffuse situations when required. The importance of using communication to one's advantage is emphasized.
10. Recognize that security guards often interact with the public daily. Students will be able to approach individuals with respect to avoid any biases that may impact how they interrelate with others. Discussions will address prejudices towards various populations including but no limited to ethnic backgrounds, persons with mental or physical disabilities and gender or sexual orientation.
11. Understand that security guards may be required to use force during certain situations. Students will understand use of force theory, the components of the use of force model and how to maintain composure during potentially stressful situations. Students will understand that they will need to attend specialized training to learn how to use defensive equipment and to apply use of force options.

12. Introduced to and understand the various steps involved within major case investigations. Further, students will be introduced to the challenges with memory recall in event sequence and or subject identification post critical incidents.

The assessment plan is firm. There are no alternate assignments in this course, and previously graded work may not be resubmitted for a reconsideration of the grade.

Failure to complete all components of this course may result in an incomplete or failing grade.

Please read the following carefully regarding Academic Integrity and use of Artificial Intelligence:

- Plagiarism and Duplication: This assignment must consist of original work. Any cases of plagiarism or duplication may result in a grade of zero (0) on the assignment, as well as a permanent record of academic misconduct being placed on the student's transcript.
- Submitting content in your assignment that closely resembles another student's work with only minor alterations in wording (paraphrasing) can still be considered a form of plagiarism.
- Incorporating content in your assignment that seems to come from an external source, especially when the assignment explicitly mandates the submission of your own original work, expressed in your own words, can be a breach of academic integrity.
- Utilizing artificial intelligence in assignments is regarded as a violation of academic integrity, as it undermines the principle of individual effort, original thought, and independent learning that academic assessments are designed to uphold.
- Students must use APA 7 style referencing for all sources.

Learning Resources

Assigned Textbook:

Hamilton, Brine. 2022. Fundamentals of Security. 2nd. Emond Publications. ISBN: 978-1-77462-165-3

Required student material:

Field Notebook

Costs for learning resources can be found on the Campus Store website, using the links below, or by visiting the Campus Store location at your campus. <https://www.bkstr.com/sfleming-sutherlandstore/home>

Costs for learning resources can be found on the Campus Store website, using the links below, or by visiting the Campus Store location at your campus.

- Sutherland: <https://www.bkstr.com/sfleming-sutherlandstore/home>
- Frost: <https://www.bkstr.com/sfleming-froststore/home>

Assessment Summary

Assessment Task	Percentage
In-class activities	10%
Assignments	40%
Tests	50%

Student Success: Policies and Procedures

Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process.

Please click on the link for information about:

- [Academic Integrity \(2-201A\)](https://department.flemingcollege.ca/hr/attachment/7750/download)
(<https://department.flemingcollege.ca/hr/attachment/7750/download>)
- [Accessibility for Persons with Disabilities \(3-341\)](https://department.flemingcollege.ca/hr/attachment/5619/download)
(<https://department.flemingcollege.ca/hr/attachment/5619/download>)
- [Grading and Academic Standing \(2-201C\)](https://department.flemingcollege.ca/hr/attachment/7752/download)
(<https://department.flemingcollege.ca/hr/attachment/7752/download>)
- [Guidelines for Professional Practice: Students and Faculty](https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)
(<https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf>)
- [Student Rights and Responsibilities \(5-506\)](https://department.flemingcollege.ca/hr/attachment/269/download)
(<https://department.flemingcollege.ca/hr/attachment/269/download>)

If you will need academic accommodations (for example if you have a learning disability, mental health condition such as anxiety or depression or if you had an IEP in high school), please contact the [Accessible Education Services \(AES\)](https://department.flemingcollege.ca/aes/) department (<https://department.flemingcollege.ca/aes/>) to meet with a counsellor.

Alternate accessible formats of learning resources and materials will be provided, on request.

Program Standards

The **Ministry of Colleges and Universities** oversees the development and the review of standards for programs of instruction. The **Ministry of Labour Training and Skills Development** oversees the development and the review of standards for programs of instruction for Apprenticeship training in the province of Ontario. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

This course contributes to Program Standards as defined by the [Ministry of Colleges and Universities](#) (MCU). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question);

- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and
- **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience; and, the society in which they live and work).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MCU link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/).

Detail Plan

Term: 2026 Winter

Program Co-ordinator or Equivalent: Dean Roy - Dean.Roy@flemingcollege.ca

Dean (or Chair): Jennifer Hermer - jennifer.hermer@flemingcollege.ca

Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week 1 - 3hrs	Introduction to the security industry ¿ Lecture / seminar / discussion / assigned reading (Textbook)	1	Midterm Exam
Week 2 - 3hrs	The Private Security and Investigative Services Act and Ministry Code of Conduct ¿ Lecture / seminar / discussion / assigned reading (Textbook)	1 - 2	Midterm Exam
Week 3 - 3hrs	Basic security procedures ¿ Lecture / seminar / discussion / assignment / assigned reading (Textbook)	1 -3	Assignment #1 / Midterm Exam
Week 4 - 3hrs	Report writing ¿ Lecture / seminar / discussion / assignment / assigned reading (Textbook)	1-4	Assignment #2 / Midterm Exam
Week 5 - 3hrs	Health and safety ¿ Lecture / seminar / discussion / assigned reading (Textbook)	1-5	Midterm Exam
Week 6 - 3hrs	Emergency response preparation ¿ Lecture / seminar / discussion / assigned reading (Textbook)	1-6	Midterm Exam
Week 7 - 3hrs	Exam Week	1-6	Midterm Exam
Week 8	Independent Study Week		N/A

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week 9 - 3hrs	Canadian legal system ¿ Lecture / seminar / discussion / assigned reading (Textbook)	1-7	Final Exam
Week 10 - 3hrs	Legal authorities ¿ Lecture / seminar / discussion / assignment / assigned reading (Textbook)	1-8	Assignment #3 Final Exam
Week 11 - 3hrs	Effective communications ¿ Lecture / seminar / discussion / assignment / assigned reading (Textbook)	1-9	Final Exam
Week 12 - 3hrs	Use of force theory ¿ Lecture / seminar / discussion / assignment / assigned reading (Textbook)	1-10	Assignment #4 Final Exam
Week 13 - 3hrs	Sensitivity training - Lecture / seminar / discussion / assignment / assigned reading (Textbook)	1-11	Final Exam
Week 14 - 3hrs	Introduction to Investigation (Major Case) - Lecture / seminar / discussion	1-12	Introduction to Investigation (Major Case) - Lecture / seminar / discussion
Week 15 - 3hrs	Exam Week	1-12	Final Exam

Assessment Requirements

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Assignment #1 ¿ Site Security Plan	Week 3	1-3	10%
Assignment #2 ¿ Incident Report	Weeks 4	1-4	10%
1st half of semester. Professional / Prepared / Accountable	Ready - for - Duty - Protocol	1-6	5%
Midterm Exam	Week 7	1-6	25%
Assignment #3 ¿ Bylaw research and reflect	Week 9	1-9	10%
Assignment #4 ¿ Use of Force Analysis	Week 12	1-12	10%
1st half of semester. Professional / Prepared / Accountable	Ready - for - Duty - Protocol	9-12	5%
Final Exam	Week 14	9-12	25%

Please read the following carefully regarding Academic Integrity and use of Artificial Intelligence:

- Plagiarism and Duplication: This assignment must consist of original work. Any cases of plagiarism or duplication may result in a grade of zero (0) on the assignment, as well as a permanent record of academic misconduct being placed on the student's transcript.

- Submitting content in your assignment that closely resembles another student's work with only minor alterations in wording (paraphrasing) can still be considered a form of plagiarism.
- Incorporating content in your assignment that seems to come from an external source, especially when the assignment explicitly mandates the submission of your own original work, expressed in your own words, can be a breach of academic integrity.
- Utilizing artificial intelligence in assignments is regarded as a violation of academic integrity, as it undermines the principle of individual effort, original thought, and independent learning that academic assessments are designed to uphold.
- Students must use APA 7 style referencing for all sources.

Artificial Intelligence (AI) Statement

NO USE. Use of generative AI tools (like ChatGPT) is not permitted in this course.

It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.

Artificial Intelligence (AI) Statement

NO ASSESSMENTS. Generative AI tools (like ChatGPT) may only be used to assist exploratory learning and cannot directly contribute to any assessment as part of this course.

It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.

Turnitin Statement

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com in support of academic integrity. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

If students choose to opt out of using the software, they must inform their faculty member at the time of the assignment, of their refusal and meet with the faculty to discuss their options. For further information on the use of Turnitin, please refer to the [Operating Procedure 2-201E](https://department.flemingcollege.ca/hr/attachment/10233/download) (<https://department.flemingcollege.ca/hr/attachment/10233/download>)

Exemption Contact

Faculty: Sean Nusink – Sean.Nusink@flemingcollege.ca

Prior Learning and Assessment and Recognition (PLAR)

PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: <http://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition>

Course Specific Policies and Procedures

It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.

Synchronous sessions may be recorded. As a result, your image, voice, name, personal views and opinions, and course work may be collected under legal authority of section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information will be used for the purpose of supporting student learning. Any questions about this collection can be directed to the Privacy and Policy Officer at freedomofinformation@flemingcollege.ca or by mail to 599 Brealey Drive, Peterborough, ON K9J 7B1.

1. All assessments (assignments, quizzes, tests, presentations, labs, reports, etc.) are due on their stated due date and time unless the student has made specific arrangements with the professor. Make-up arrangements for missed assessments are normally not allowed. However, in the event of documented illness or personal circumstances, which prohibit the student from completing the assessment, make-up provisions may be provided as per the Class Absence Operating Procedure (2-205). The procedure can be found at <https://mycampus.flemingcollege.ca/group/portal/resources>.

- If there is a concern or question about the marking of a test or assignment, the student must contact the faculty within one week of the release of the grade with evidence (textbook, reputable website, lecture notes) to provide rationale for their position.
- Allowances will only be considered if the communication (email) to the faculty occurs **before** the scheduled test/assignment. In the case of a missed test, failure to inform faculty before the test will result in a mark of 0. Rescheduled test must be written within three school days from the originally scheduled date. When long term illness or other extreme circumstance makes it impossible for the test to be taken within three days, the situation will be dealt with on an individual basis.

- Late assignments will be penalized. A late submission will result in a mark of 0 within the due date submission category. Allowances will only be considered if the communication (email) to the faculty occurs **before** the scheduled test/assignment
- Courses may contain specific assessments that require successful completion in order to demonstrate accomplishment of the learning outcomes for the course. These will be specifically detailed on each course outline.

2. Final grades in this course are assigned based on the level of academic achievement which corresponds to all of the assessment components as cited in this course outline. Faculty members will not offer additional assessments or credit recovery to individual students beyond those cited in this course outline.

3. All tests (and assignments) will be marked and the mark earned will be returned to the student, and entered in the gradebook within two weeks of writing.

- Test questions may or may not be returned to the students, however, faculty will take up the test materials/concepts highlighting areas of strengths and weakness identified in the student responses. This can be done online or in class.

4. Students have the responsibility to support academic honesty and integrity. Please see Section 6 of the Academic Regulations (2-201) for policy surrounding Academic Integrity. This document can be found on the student portal in the resources section:

<https://mycampus.flemingcollege.ca/group/portal/resources/academicregulationspolicy> .

5. Electronic communication and data devices may be utilized for the purposes of classroom based work such as note-taking and research only.

6. The teaching staff reserves the right to modify the course sequence to better meet the needs of the student group and to facilitate student learning.

7. Students are encouraged to keep the course outline and marked materials until a final course grade is received at the end of the semester, or for the purposes of portfolio building and transfer credits.

Student Engagement:

- Students and faculty are expected to interact in a professional and positive manner. This includes: being respectful, setting high expectations and standards, demonstrating professionalism, being engaged, staying connected and communicating effectively and being consistent. See the Student Rights and Responsibilities Policy for further clarity.
- For adult learners in post-secondary education, the college cannot stipulate that attendance is mandatory (except for testing purposes), however, research has shown that attendance contributes significantly to success in the classroom, lab or field. Some courses however, focus almost exclusively on demonstrated skill based applied learning practice. Attendance in these classes is therefore highly recommended. Early in

the semester, individual faculty will provide specific attendance expectations for these courses. If classes/labs are missed, for these courses, the learner will be in jeopardy of failing the course, semester and/or program. Students are solely responsible for acquiring missed classroom work including handouts and assignments.

- Students who are late for class are a disruption to their classmates and have a negative impact on the learning environment. Your faculty will share his/her late policies early in the semester. For reasons relating to classroom management and or laboratory safety, late students may be refused entry.
- In an effort to promote optimal engagement, electronic communication devices, except those approved by Learning Support Services and the professor must be turned off/silenced for the duration of the class. Electronic communication devices may be utilized for the purposes of classroom-based work such as note-taking and research only. The use of ear buds connected to a source of music is similarly prohibited during class.
- The faculty reserves the right to modify the course sequence in this outline to better meet the needs of the student group and to facilitate learning.
- Students are encouraged to keep the course outline and marked materials until the final course mark is received at the end of the semester and/or for the purposes of portfolio building.
- Students have a responsibility to support academic honesty and integrity. Please refer to the Academic Regulations (section 6.0) for further description of these policies

Prepared-for-duty protocols: The protocol introduce students to basic behavioural standards that resemble workplace requirements in policing, encourage engagement, and enhance the learning experience. The prepared-for-duty protocols include:

1. Uniform properly worn
2. Attend each class
3. Arrive on time to class
4. Maintain police notebooks – up to date, accurate, and legible.
5. Abide by Student Rights and Responsibilities

As part of the prepared-for-duty protocol, the requirement is valued at 10% of the student's overall grade. Failure to meet any one of the above protocols during the 15-week course (lecture, seminar or exam) results in a loss of one (1) mark (demerit point) out of total 15 marks. The instructor shall notify the student of the demerit and update gradebook as soon as practicable. Each instructor has discretion to issue a warning or deduct a mark. Students are responsible to notify their professor in advance of a uniform issue, absence, or being late for class.

The Police Foundations uniforms consist of the following:

1. Solid colour black shoes (clean)
2. High black socks

3. Issued black cargo pants
4. Black belt
5. Issued Police Foundations program shirt (tucked-in)
6. Optional black, long-sleeve shirt (tight fitting)