



PAULSMITH'S
COLLEGE

Security Guard School Course Catalog



Contents

- 1. **School Name/Contact Information** 2
- 2. **Course Descriptions and completion requirements** 2
 - 8 Hour Pre-Assignment Training Course for Security Guards 2
 - 16 Hour On-the-Job Training Course for Security Guards 3
 - 8 Hour Annual In-Service Training Course for Security Guards 3
- 3. **Course Pricing**..... 3
- 4. **Detailed information on school fees** 3
- 5. **Refund Policy**..... 4
- 6. **Description of process for obtaining tuition refund** 4
- 7. **Attendance policy** 4
- 8. **Description of complaint procedure**..... 4

This catalog describes the various aspects of the Paul Smith's College – Security Guard School, including the courses offered, rules of the school, refund policy and course completion requirements.

Each prospective and enrolled student must receive a copy of the catalog.

1. School Name/Contact Information

Paul Smith's College of Arts & Sciences

Mailing Address: PO Box 265
Paul Smiths, NY 12970

Physical Address: 7777 State Route 30
Paul Smiths, NY 12970

Phone: (518) 327-6300

Fax: (518) 327-6250

Email: campussafety@paulsmiths.edu

School Director: Holly Parker, Director of Campus Safety

2. Course Descriptions and Completion Requirements

The following security guard training courses are required by NYS General Business Law Article 7-a, Section 89-n.

Paul Smith's College periodically offers each of these courses on campus.

8 Hour Pre-Assignment Training Course for Security Guards

This is an 8 hour course required by New York State as the first step in obtaining a security guard license from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course.

16 Hour On-the-Job Training Course for Security Guards

This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course.

8 Hour Annual In-Service Training Course for Security Guards

This is an 8 hour course that must be completed within 12 calendar months from completion of the 16 Hour On-the-Job Training Course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct.

3. Course Pricing

8 Hour Pre-Assignment Training Course for Security Guards
Cost: \$100 / student must be paid in advance to hold seat

16 Hour On-The-Job Training Course for Security Guards
Cost: \$200 / student must be paid in advance to hold seat

8 Hour Annual In-Service Training Course for Security Guards
Cost: \$100 / student must be paid in advance to hold seat

4. Detailed information on school fees

No additional school fees will be charged for attendance at these courses.

5. Refund Policy

Students will be entitled to a 100% refund at any time prior to the start of instruction.

16 hour OJT course: Student will be entitled to a 50% refund if the student cancels before the start of the second 8 hour block of instruction.

A security guard training school cannot assess any non-refundable fees, or deposits.

6. Description of process for obtaining tuition refund

A refund can be requested by:

- Email campussafety@paulsmiths.edu to cancel your attendance at the course and request a refund.
- Call the Office of Campus Safety (518) 327-6300 to cancel your attendance and request a refund.
- Mail a request to Paul Smith's College, Office of Campus Safety. PO Box 265, Paul Smiths, NY 12970. Cancel your attendance and request a refund.

Refunds will be issued by Paul Smith's College in the form of a check within 30 days of the refund request.

7. Attendance policy

- All classes start promptly at 8:00 am.
- Students are required to attend 100% of the classes to complete the course.
- At the conclusion of the class, a test will be administered. A passing score of 70% is required to receive a certificate of completion.

8. Description of complaint procedure

School complaints will be directed to the School Director for resolution. If the Director of the school cannot resolve an issue with a student, please call the Division of Criminal Justice Services at (518) 457-2667.