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BUSINESS & COMMUNITY DEVELOPMENT

## Business & Career Skills

# Certified Security Officer/Guard

*October 27-November 19, 2009 6-9 pm*

New Jersey state law—called SORA for Security Officer Registration Act—mandates that all private security guards and officers in New Jersey be licensed. The law requires completion of a New Jersey State Police-approved training course and the successful passing of an examination.

Brookdale's 24-hour Certified Security Officer/Guard training fulfills this requirement. It covers homeland security, the legal aspects of use of force, ethics, report writing, emergency response, public relations, street gang awareness, first aid awareness, weapon awareness and suspicious packages and people.

In addition to receiving the New Jersey State Police-issued Security Officer card (a two-year certification) participants also come away with certification in Red Cross CPR (adult, child and infant) and Red Cross First Aid certification.  
8 SESSIONS

**Instructor:** John Niesz, MAS, NJ State Police Certified Security Officer Instructor

**Dates and Times:** Tue & Thurs, October 27 – November 19, 2009, 6-9 pm.

**Registration deadline is Friday, October 9.**

**Course Fee and Code:** \$199 (plus additional \$145.25 in fees as indicated above payable at first class by Visa or MasterCard). XBUSS 024 W

### Mandatory Requirements:

- Participants must have access to the Internet.
- At the first class meeting with the instructor's guidance, participants register online with the New Jersey State Police by filing a security officer registration form. The non-refundable fee for this is \$75 payable by Visa or MasterCard.
- Also at the first class meeting with instructor guidance, participants submit online to a criminal background check by Sagem Morpho Inc., a subcontractor of the state. The fee for this is \$70.25 payable by Visa or MasterCard.
- The criminal background check fee includes the processing of fingerprinting that participants complete outside of class time before the last class date.
- **100% attendance required.**
- **70% score on a 50-question examination.**

**Refund policy:** A \$15 processing fee will be deducted from all refunds. Our refund policy regarding cancellations is the following: 10 or more days before the beginning of class, 100% refund of full course fee; 9-5 days before the start of class, 50% refund of full course fee; less than 5 days before class start date no refund. There are no refunds for trips, ticketed events and specified training programs. Only under extreme, extenuating circumstances would an appeal be considered beyond that point. Registrants requesting an appeal must do so in writing, stating their reason, providing supporting documentation (i.e., medical note from doctor, accident report, etc.) and include course name and start date.

**To Register: (732) 224-2315**

**Deadline to Register: Friday, October 9, 2009**