

NORTHEASTERN STATE UNIVERSITY
College of Social & Behavioral Sciences
Criminal Justice & Legal Studies Department
Tahlequah, Oklahoma

SYLLABUS

Fall Semester, 2001

INSTRUCTOR:

Charles L. Dreveskracht, Assistant Professor

Office: 303 Seminary Hall

Northeastern State University

609 North Grand Ave.

Tahlequah, Oklahoma 74464-2302

Office Hours:

Monday: 12:30-13:30

Tuesday: 13:45-15:15 & 18:00-20:00

Wednesday: 12:30-13:30

Thursday: 13:45-15:15

Friday: 12:30-13:30

or by Appointment.

Class Hours:

Tuesday: 9:30-10:45, 12:30-13:45 & 20:10-22:50

Thursday: 9:30-10:45 & 12:30-13:45

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COURSE TITLE AND NUMBER:

Criminal Justice 1603, Introduction to Security

CLASS DAYS & TIME:

Online

PREREQUISITES:

None

CATALOG DESCRIPTION OF COURSE:

An analysis of major security concerns in business and industry. An identification and evaluating of techniques, hardware, and personnel utilized to reduce and eliminate security problems.

COURSE PURPOSE:

This course is an elective for the Bachelor of Science degree in Criminal Justice with a Criminal Justice Option.

EXPECTED COURSE OUTCOMES:

By the completion of Criminal Justice 1603, the student will be able to:

1. Trace the history and development of security.
2. Define the role and purpose of security.
3. Introduce the principles of threat assessment, risk management, and loss prevention theory.
4. Review security methods and hardware.
5. Familiarize the student with security career opportunities.
6. Define basic principles of safety and insurance to security.

Each Module had its specific learning objectives in addition to these general ones.

INSTRUCTIONAL MATERIALS: (Required Textbook)

The text for this course is **Introduction to Security** 6th Ed. By Fisher, Robert J. & Green, Gion. (1998) Butterworth-Heinemann Publishers. Reading assignments are listed in the course schedule. The student is expected to have read and be ready to discuss the assigned material during the appropriate class meeting (see the schedule).

INSTRUCTIONAL PROCEDURES:

The expected course outcomes will be realized through a variety of instructional strategies to complement students' life experiences. Those strategies include, but are not limited to, the following: expository-discussion, demonstration, inquiry, course papers, course assignments and group activities.

Introduction to Security

Schedule for the course and assessments can be found online for those enrolled in the course.

COURSE OUTLINE:

- A. Goal: The primary goal of private security is to prevent losses caused by criminal actions and/or by disasters.
- B. Definition: Those individuals, organizations and agencies, which are engaged primarily in prevention of crime, loss or harm to specific individuals, organization or facilities.
- C. Security Evaluation
 - I. Ancient times
 - II. Middle ages
 - III. Eighteenth century
 - IV. Nineteenth century England
 - V. Nineteenth and twentieth century United States
- D. Modern Security
 - I. Definition

- II. Types of services
- III. Proprietary vs. contract services

E Organizational Structures of Proprietary Security

F. Government Security

- I. Federal agencies
- II. State agencies
- III. Local agencies

G. Law and Security

I. Divisions

- a. Substantive
- b. Procedural

II. Types

- a. Criminal
- b. Civil

III. Sources

- a. Common
- b. Case
- c. Legislation

IV. Classes of Crime

- a. Felonies
- b. Misdemeanors
- c. Torts

V. Arrest

- a. Citizen
- b. Public Police
- c. Detention
- d. Shoplifting
- e. With/without warrant

VI. Use of force

VII. Interrogation

VIII. Search

IX. Constitutional limits

X. Respondent supervisor

H. Risk Management

I. Types of Risk

- a. Pure
- b. Dynamic

II. Cycle

- a. Analysis
- b. Policy formation
- c. Protection plan

III. Risk balance

IV. Risk analysis

- a. Vulnerability
- b. Probability
- c. Criticality

V. Security Survey

- a. Development
- b. Application

VI. Handling Risk

- a. Risk elimination
- b. Risk reduction-spreading
- c. Risk transfer
- d. Risk acceptance

I. Physical Security

I. Principle: The balance of aesthetic, operational safety, security and cost needs.

II. Basic lines of defense

- a. Perimeter
- b. Building exterior
- c. Building interior

III. Objectives of physical control

- a. Denying unauthorized access
- b. Deterring unauthorized access
- c. Delaying unauthorized access
- d. Detecting unauthorized access

IV. Perimeter

- a. Fences
- b. Barriers
- c. Walls
- d. Clearance

- e. Lighting
- f. Inspection
- g. Openings

V. Building exterior

- a. Doors
- b. Windows
- c. Other openings
- d. Roof, floor and walls (including common)

VI. Building interior

- a. Storing assets
 - 1. Files
 - 2. Safes
 - 3. Vaults
- b. Metal detectors
- c. Shredders-pulpers
- d. Signs
- e. Mirrors
- f. Dogs

VII. Basic security equipment

- a. Locks
 - 1. Key-Operated
 - 2. Combination
 - 3. Card-Operated
 - 4. Electronic
 - 5. Other
- b. Security lighting
 - 1. Continuous
 - 2. Stand-by
 - 3. Moveable
 - 4. Emergency

VIII. Fire triangle

- a. Heat
- b. Fuel
- c. Oxygen

IX. Fire prevention

- a. Reduce fire-loading
- b. Properly store/handle flammable materials
- c. Enforce no smoking regulations
- d. Proper wiring
- e. Good housekeeping practices
- f. Fire prevention surveys and plans

- X. Reducing losses from fires
 - a. Detectors and alarms
 - 1. Ionization
 - 2. Photoelectric
 - 3. Infrared
 - 4. Thermal
 - b. Fire reporting systems
 - c. Sprinkler systems
 - 1. Wet-pipe
 - 2. Dry-pipe
 - d. Standpipes system
 - e. Fire extinguisher
 - f. Fire doors
 - g. Properly marked and sufficient exits and escapes
 - h. Fire resistant safes, vaults and files
 - i. Adequate, accessible water supply
 - j. Fire emergency programs and procedures
 - 1. Have plan
 - 2. Take charge
 - 3. Stay calm
 - 4. Take immediate action to protect
 - (a). Lives (first)
 - (b). Assets (second)

XI. Arson

- a. Definition
- b. Motives

J. Safety

- I. OSHA requirements
- II. Assessment
- III. Operation
- IV. Compliance

K. Natural Disasters, Violence and Emergencies

- I. Natural disasters
- II. Bombs and bomb threats
 - a. Preventing bombing
 - b. Responding to bomb threats
 - c. Bomb search

III. Civil disturbances and riots

IV. Sabotage and espionage

V. Trespassing and vandalism

VI. Other emergencies

- K. Insurance
 - I. Against crime
 - II. Fidelity bonds
 - III. Property

- L. Internal Theft
 - I. Types of theft
 - II. Types of employee theft
 - III. Preventing theft
 - a. Employee screening
 - b. Employee education
 - c. Procedural controls
 - 1. Vehicles
 - 2. Check in/out register
 - 3. Badges and passes
 - 4. Key control
 - 5. Opening, closing, and after-hours procedures
 - 6. Cash handling
 - 7. Records
 - 8. Auditing
 - 9. Accounting and receiving procedures
 - (a). Keeping limited cash on hand
 - (b). Strict procedures for petty cash
 - (c). Keep purchasing, receiving, and paying functions separate
 - (d). Use pre-numbered purchase orders in sequence

- IV. Detecting
 - a. Use perpetual inventory
 - b. Periodic internal and external audits
 - c. Inspection of people and things
 - d. Honesty shopping
 - e. Undercover investigation

- V. Decision to prosecute

- L. Security Applications
 - I. Retail security
 - a. Shoplifting
 - 1. Types of offenders
 - (a). Juvenile
 - (b). Housewife
 - (c). Thrill seeker
 - (d). Drug addict
 - (e). Kleptomaniac
 - (f). Professional
 - 2. Prevention
 - (a). Surveillance

- (1). People
- (2). Machines
- (3). People and machines
 - (b). Alarms
 - ((1)). Loop
 - ((2)). Cable
 - ((3)). Tag
 - ((4)). Wafer-switch
 - ((5)). Ribbonswitch
 - ((6)). Display case
 - ((7)). Plug-monitor
 - (c). Other
 - ((1)). Ghosting
 - ((2)). Merchandise techniques
 - ((3)). Locking devices
 - ((4)). Store design

3. Apprehending

- (a). Floorwalkers
 - (b). Decision to prosecute
- b. Checks and credit cards
- 1. Types
 - 2. Controlling losses
 - (a). Procedures
 - (b). Identification
 - 3. Counterfeiting
- c. Burglary
- 1. Profile
 - 2. Control methods
- d. Robbery
- 1. Profile
 - 2. Control methods
- e. Internal theft
- 1. Methods
 - 2. Prevention

- II. Cargo security
 - a. Accountability
 - b. Theft and Pilferage
 - c. Hijacking
 - d. Prevention

- III. Computer security
 - a. Physical security
 - b. Fire protection
 - c. System protection
 - 1. Back-up systems
 - 2. Off-premises protection
 - 3. Unauthorized use

- d. Personnel
 - 1. Systems analyst
 - 2. Programmers
 - 3. Operators
 - e. Hackers

IV. Banks

- a. Problems
 - 1. Robbery
 - 2. Fraud
- b. Solutions
 - 1. Alarms systems
 - 2. Surveillance
 - 3. Guards
 - 4. Audits

V. Museums and art galleries

- a. Problems
 - 1. Theft
 - 2. Fraud
 - 3. Vandalism
 - 4. Arson
- b. Solutions
 - 1. Physical security
 - 2. Detailed inventory
 - 3. Professional appraised and authenticated
 - 4. ID and register each item

VI. Hospitals

- a. Problems
 - 1. Visitor
 - 2. Theft (internal and external)
 - 3. Fire
- b. Solutions
 - 1. Surveillance
 - 2. Access control
 - 3. Fire protection
 - 4. Evacuation plan

VII. Libraries

- a. Problems
 - 1. Theft
 - 2. Damage to books
- b. Solutions
 - 1. Electronic marking
 - 2. Photocopy equipment

VIII. Educational institutions

a. Problems

1. Violence
2. Vandalism
3. Burglary
4. Theft

b. Solutions

1. Access control
2. Lighting
3. Security personnel
4. Alarm system

IX. Airports

a. Problems

1. Hijacking
2. Misuse of tickets

b. Solutions

1. Access control
2. Surveillance
3. Guards
4. Audits

X. Housing

a. Problems

1. Theft
2. Vandalism
3. Assaults (muggings)

b. Solutions

1. Access control
2. Guard
3. Patrol
4. Design
5. Youth programs

XI. Public gatherings (paid)

a. Problems

1. Maintaining order
2. Preventing non-pays
3. Theft (internal and external)
4. First aid
5. Regulating vehicle and pedestrian traffic
6. Drugs and alcohol

b. Solutions

1. Security planning
2. Access control
3. Surveillance
4. Guards
5. Audits

- M. Problems with the Security Field
 - I. The Rand study
 - II. Private spies
 - III. Secret listeners
 - IV. Secret societies
 - V. Police-industrial complex
 - VI. Files

- N. Future of Private and Industrial Society

STUDENT PERFORMANCE ACTIVITIES: (Attendance/Punctuality)

Consistent and punctual involvement online is both expected and required for your successful completion of the course. A student should recognize that one of the most vital aspects of a college experience is participation in classes and that the value of this academic experience cannot be fully measured by testing procedures alone.

A student found to be acting unethically (cheating on tests, quizzes, papers or assignments, plagiarism, etc.) will be failed in this course. All work submitted to the instructor must be the result of the student’s own effort. If it is not it is **PLAGIARISM**. Any instances of plagiarism in any class assignment or test will result in a grade of zero for the assignment or test. The assignment or test will have to be redone as well. To plagiarize is to represent as one’s own work the words or ideas of another. Examples of plagiarism include:

- a. Failure to give credit to the person whose words or ideas have been borrowed;
- b. Failure to place quotation marks (or other proper citation forms) around passages that are cited verbatim;
- c. and Minor changes of someone else’s sentences and words that do not alter the essential style or meaning of the passage.

The above paragraph is copied from a professional colleague with his permission.

ASSIGNMENT DUE DATES:

Assignments are due at the on the date indicated when the assignment is given. The student should understand that assignments, papers and presentations are to be turned in on or completed before the date indicated. **Papers and assignments that are not turned in by the date indicated will have a penalty of letter grade per each weekday (Monday-Friday) assigned. Failure to complete a major part of the course (turn papers or assignments, take major exams) can result in the failure of the course.**

STUDENT EVALUATION:

Grades will be based upon formal written examinations, periodic quizzes, written assignments, term papers, and meaningful class discussion/participation.

Each examination will count 20%	20 x 2 = 40%
Class assignments will count 20%	20 x 1 = 20%
Class writing assignment will count 20%	20 x 1 = 20%
Class discussions will count 20%	<u>20 x 1 = 20%</u>
	Total = 100%

1. Class participation means interaction with fellow students and the instructor--not simple presence. Class comments will reflect reading and honest consideration of the viewpoints of fellow students.
2. Written examinations and the final exam will constitute the formal written evaluation instruments utilized in this course.
3. Performance on examinations and subsequent cumulative course averages will be based upon standard definitive grade values as indicated below:

90 - 100 = A

60 - 69 = D

80 - 89 = B

Below 60 = F

70 - 79 = C

4. The final examination will be administered during the **week of December 9, 2001**.
5. Your first responsibility is scholarship. The grade you receive for this course will not be the grade of the instructor, but rather the grade you earn.
6. You are encouraged to give your best effort throughout the semester. From the beginning, you should plan for a steady, organized and continuous effort, which in the long run will prove more effective for your final grade than a last minute crash-cram policy.
7. You are expected to read all assigned material. Keep up to date and informed on assignments, especially after a period of absence.
8. Students may withdraw with a "W" grade until the last day allowed by the University (**November 9, 2001** this semester) regardless of their grade in the course. Students who withdraw after the last day to withdraw with a "W" will receive a "W" grade if they are passing at the time of their withdrawal and have less than ten absences (calculated on the basis of a fifty-minute class period). Students who want to withdraw and are passing with more than ten absences and students who have an "F" average and less than ten absences should see the instructor. Those students with ten or more absences (calculated on the basis of a fifty-minute class period) and a failing average, who withdraw will receive an "F" grade. A grade of "F" will be assigned if you stop attending and have not turned in assignments or have not taken scheduled exams prior to the withdrawal date.
9. Under **EXTREMELY** compelling circumstances, exceptions can be made to some policies in this syllabus. If you have a problem, inform me as soon as possible, preferably beforehand and in person. If I am alerted early, it may be possible to work out a mutually satisfactory solution to the situation. Delay almost always makes resolution more difficult. I prefer to discuss problems in my office rather than in front of the class and find that the students are usually happier about the decisions made there. All exceptions to class policies in this syllabus must be requested in writing and, if approved, will be granted in writing. The instructor, not the students, determines class policy or policies in any instance in which the syllabus does not seem to be clear.
12. Course Written Assignment

- I. Students will be expected to complete one of the options by the date indicated in the course syllabus. Papers not turned in by the assigned date will have a penalty of one letter grade per each week day (Monday - Friday), assigned.
- II. Carole Slade's **Form and Style: Research Papers, Reports, Theses**, 10th edition, should be considered the authority on questions of form and style. Research papers, that are not in proper form (structure, spelling, punctuation, grammar, etc.), will be penalized.
- III. **All papers** will be typed (printed), double-spaced, 1" margins on all sides, 12 font size and **with bibliography**.
- IV. **CHOICES:**

A. Traditional Research Paper:

1. Subject: The subject will be directly to the subject matter of the course and be approved by the Instructor ahead of time.
2. Size: The size of the paper, to some extent will be dictated by the subject matter. The goal is a well researched and written paper of a minimum of between 10 and 12 pages of subject matter.

B. Critical book reviews of two academic books:

1. Subject: The books will be directly to the subject matter of the course and be approved by the Instructor ahead of time.
2. Size: The size of the paper, to some extent will be dictated by the book. The goal for each review is a well researched and written paper of a minimum of between 5 and 6 pages of subject matter.

C. Critical book review and Interview report:

1. For the one book review see above.
2. Interviewee: The person to be interviewed will be someone significant to the subject matter of the course and be approved by the instructor ahead of time.
3. Size: The size of the interview report, to some extent will be dictated by the Interview. The goal for each review is a well researched and written report of a minimum of between 5 and 6 pages of subject matter.

D. Other:

If you would like to write a paper that doesn't conform to the above choices, please submit it in writing (typed) to your instructor. Your instructor may approve an alternative assignment, as long as your essay is based primarily on outside readings relevant to the themes of the course.

ADA COMPLIANCE:

If any member of the class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the University's Office of Student Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at the first class attended.