



Security Toolkit: Appendix F

Security Guard Training Duration and Provider Considerations

How to use this tool

1. Review the various components under Training Program Content, along with the suggested hours of training. These are intended as a guide in training-related policy and program development; actual training hours may vary depending on factors such as the size and nature of the organization.
2. Review the questions after the table — these are meant as a guide to help in the selection of a security-training provider.

Training Program Content	Suggested Hours of Training
Administration/Introduction/Evaluation of Candidates Knowledge	3
Introduction to Duties and Responsibilities	2
Professionalism and Public Relations	3
Legal Authorities, Duties and Responsibilities	6
Alarm and Protection Systems	2
Traffic Movement	1
Personnel and Material Access Control	3

Training Program Content	Suggested Hours of Training
Report Writing, Note-Taking, and Evidence	4
Response to Emergency Situations (bombs, fires, etc.)	9
Patrol Procedures	4
Labour Disputes	2
Relations with Police	1
Use of Force Principles	6
Effective Communications	8
First-Aid / CPR Training	Additional Hours as Required

CGSB Security Training Program (Can/CGSB-133.1-2008)

Training Program and Provider Considerations

While security guards play a key role in workplace-violence prevention and management, there is a general lack of consistency in training and development. The questions below are intended to help healthcare organizations determine the validity and quality of training when selecting a provider.

1. What are the qualifications of the training program developer/writer?
2. When was the training program last updated? Is the content current?
3. What are the qualifications of the trainers?
4. Does the company have insurance related to the provision of opinion related to the subject material?
5. Will the company maintain training records for your organization?
6. Can the company testify and defend the subject material if the course content is challenged through legal process?
7. What is the cost structure for both initial training and recertification?

All training should be conducted annually. Ensure the course content is understood and ensure students can perform to a reasonable level of proficiency.