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**Calumet College**

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**of Saint Joseph**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

**COURSE SYLLABUS, Fall 2018****Course: PSM 420 Security Administration Gr. 44****Instructor Information:**

<b>Instructor Name</b>	Thomas L. McMahon
<b>Office Number:</b>	(219)473-4225
<b>Phone Number:</b>	(773) 401-4243
<b>Email:</b>	<a href="mailto:tcmahon@ccsj.edu">tcmahon@ccsj.edu</a>
<b>Hours Available:</b>	By appointment
<b>Instructor Background:</b> Thomas McMahon is a second-generation Chicago Police Officer retiring from the Department as a Captain in 2010 after 37 years of service. Before he retired, Captain McMahon was assigned to the 005th District as a Watch Commander. He has served on the Superintendent's Staff, Area 1 Violent Crimes and Gang Crimes South. Captain McMahon obtained a Master of Science Degree in 2003 from Chicago State University and has been on staff at Calumet College as an Adjunct Professor for 10 years.	
Retired Captain McMahon has been involved in Private Security for over 20 years. He has been the licensee in charge for a number of major security firms and has been an active consultant in the field during that time.	

**Course Information:**

<b>Course Time:</b>	Course Time: AM @ East/West University 836 S. Wabash (9:00-12:30)  PM @ CPD Training Division 1400 W. Jackson (6:00-9:30)
<b>Classroom:</b>	East West University Room 6 <sup>th</sup> floor Conference Room  Chicago Police Academy, Room 201-204
<b>Prerequisites:</b>	Acceptance to the program
<b>Required Books and Materials:</b>	"Introduction to Security - Operations and Management" Brian Johnson/Patrick Ortmeier Pearson -- Fifth Edition "

**Learning Outcomes/Competencies:**

- Learn skills required to assist upper management in a Private Security Firm
- Develop and understand the intricacies of Private Security
- Be able to present to the class your findings in an assigned research project

**Course Description:** This class will examine the role of private security in today's work environment. What types of agencies are operating, the difference between proprietary and in-house agencies will be a topic of this course. Licensing requirements and the role of the first responder to crisis situations will also be presented. The students will be exposed to issues such as leadership in Private Security, Risk Management, Resource Allocation and Ethics in a Security Environment.

**Learning Strategies:** Lecture, Discussion, Individual Project (power point), Collaborative Learning Final and Paper.

**Experiential Learning Opportunities:** Each student or team of students (depending on the size of the class) will contact Directors of Security in the private sector and interview them with pre-determined questions, record their answers and present findings to the class. The results will be presented to the Security Directors for their own edification.

Students will be divided into teams, each team will be assigned a structure/building. The team will do a security assessment and bid on a contract. The results of their findings will be presented in class as part of this curriculum.

<b>Assessments:</b>		
<b>Major Assignments:</b>	20 % Power Point 20% Student Project 20% Final 20% Paper	
<b>Class Participation:</b>	20% Class Participation	
<b>Grading Scale:</b> 100 – 92: A      91 – 90: A- 89 – 88: B+      87 – 82: B      81 – 80: B- 79 – 78: C+      77 – 72: C      71 – 70: C- 69 – 68: D+      67 – 62: D      61 – 60: D- 59 and below      F		
<b>Course Schedule:</b>		
<b>Class Date</b>	<b>Assignments</b>	<b>Class Discussion/Activities</b>
<b>September 4</b>	Read Chapters 1 and 2 Prior to Class	Prepare to discuss Chapters 1 – 2
<b>September 11</b>	Read Chapters 2 and 4 Prior of Class	Discuss Power Point Topics
<b>September 18</b>	<b>No Class</b> – Read Chapters 5 and 6	Individual Project
<b>September 25</b>	Present Individual Project	Power Point due on Individual Project
<b>October 2</b>	Read Chapters 7 and 8	Topic Due
<b>October 9</b>	Final Paper/Discuss Chapter 7 and 8	Discuss Chapter 7 and 8
	Final Review and Final Exam	Final Exam/Turn in Final Paper

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due.  Late work will not be accepted except rare circumstances and only with the prior approval of the professor.
<b>CCSJ Student Honor Code</b>	This course asks students to reaffirm the CCSJ Student Honor Code:  I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to: <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
<b>Participating in Class</b>	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
<b>Doing Your Own Work</b>	If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

	Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.  <b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.
<b>Tracking Your Progress</b>	All class projects/homework assignments will be graded promptly and posted on Blackboard. Students should make themselves familiar with this process.
<b>Sharing Your Class Experience</b>	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>Student Assistance Program</b>	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.
<b>CCSJ Alerts:</b>	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .

# Emergency Procedures

## MEDICAL EMERGENCY

### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

## FIRE

### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

## BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

## IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

## HAZARDOUS MATERIAL SPILL/RELEASE

### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.