



# SECURITY & FIREARMS TRAINING ACADEMY

## CATALOG

JANUARY 1, 2020 – December 31, 2020

*"SAFTA brings a new concept of education to California by combining military & law enforcement into the Security officer and civilian arena."*



## SECURITY & FIREARMS TRAINING ACADEMY

*Brandon Banks 2013*

### VISION

We, at Security & Firearms Training Academy (SAFTA), have seen the changes in the private security and private investigation professions first hand over the past 40 plus years. We have seen incredible improvements in the areas of regulation, professionalism and accountability. We see trends that convince us the future of this industry depends on meeting challenges not even imaginable 40 years ago. Private Security Officers and Investigators are now routinely exposed to complex and dangerous situations. These new considerations have not replaced the old concerns for physical plant protection and cargo security; they have added new dimensions and a much wider range of knowledge necessary to carry out the day to day responsibilities of the Private Security Officer or Private Investigator. We see a need to constantly monitor and continually upgrade the quality of training for these professionals. We are always seeking new information techniques to add to, and modify the skills of our students and graduates. Our vision and our commitment is to provide the information, skills and training necessary, as we do our part to lead our industry to meet those challenges.

### MISSION

It is our mission to provide the best and most comprehensive training available. Our students will become equipped with the knowledge and training necessary to succeed in the private security and related industries. Further, they will be given the most up to date information and technique available through our continuing research and updating of our training materials. We will continue to serve our student base with required and optional periodic update training and education to continue throughout their career and life. We shall emphasize the fact that they are being trained in perishable skills that require constant practice and frequent legal and technical updates. It is our mission to become the premier training institution in the State and be recognized as a leader in preparing our students to meet the challenges in the ever changing world of private security, private investigations and use of force by private citizens.

It is our objective to remain on the cutting edge of regulations by volunteering our services as Subject Matter Experts to the Department of Consumer Affairs, Bureau of Security and Investigative Services as they generate and interpret new laws and regulations for our profession. We will participate in the process of evolving and continually professionalizing our industry and to anticipate change, develop new objective standards of practice that are identifiable and measurable while preparing educational materials and training techniques to meet the constantly evolving needs of our student clientele.



# SECURITY & FIREARMS TRAINING ACADEMY

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## SECURITY & FIREARMS TRAINING ACADEMY

**As a perspective student, you are encouraged to review this catalog prior to signing the Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing the Enrollment Agreement.**

### ABOUT US

Security & Firearms Training Academy, Inc., (SAFTA) is a security academy, located in North Highlands, CA, which trains and licenses individuals who are already, or wish to become security officers, private investigators, executive protection agents, and the like. This expertise is in higher demand now than ever before in light of the post 9/11 era need for security officers. Our goal is not to simply train and release, but instead join with local and regional companies, and ultimately guide our students down the path that best suits their professional goals.

SAFTA is a private institution that is approved to operate by the Bureau of Security and Investigative Services, and the Bureau for Private Postsecondary Education. Approval to operate means SAFTA compliance with state standards as set forth in the Ed. Code.

### INCEPTION

SAFTA was created by Marine Corps Veterans, retired law enforcement agents, and private security veterans who felt the need to enhance Northern California's security officer training requirements as well as civilian training in the carrying of concealed firearms.

SAFTA's current faculty members have worked with the State of California Bureau of Security and Investigative Services for over 70 years, and have been instrumental in writing numerous training manuals which are still in use today.

SAFTA's promise to its clients is to train each individual with respect and to give special attention to those who require it. Each student is considered special to us and we will



## **SECURITY & FIREARMS TRAINING ACADEMY**

always be available to current and former students as a resource, whether the need is for training, information, or professional guidance.

### **EVOLVING INDUSTRY**

With the myriad of new laws and regulations passing through California legislation, a new approach to educating civilians and security officers is needed.

SAFTA's staff of highly trained and experienced associates bring a new concept of education to California by combining military and law enforcement into the security officer and civilian arena.

California's citizens expect members of the legislature to make sure that the laws and requirements they pass for security officers and civilians include rigid training; this is the expectation of protection. SAFTA's goal is to bring the security industry in California to a level of respect which is enjoyed by law enforcement agencies. In order to accomplish this goal SAFTA's approach incorporates not only physical training, but the moral and legal aspects of the use of deadly weapons as well as non-lethal devices as means of self-protection.



## SECURITY & FIREARMS TRAINING ACADEMY

### FACULTY

Brandon Banks

Executive – Director/Chairman/CEO/CFO

- ❖ Creating strategic direction for the corporation
- ❖ All financial obligations
- ❖ Creating and managing the Corporations budget
- ❖ Delegating assignments to Faculty and Administration
- ❖ Creating processes and spreadsheets to manage day-to-day responsibilities
- ❖ Schedule and lead faculty meetings
- ❖ Face-to-face meeting (i.e. Private Patrol Operators, Chamber Committees, County Sheriffs, Local and State Colleges)

Jessie Meeker

Executive – COO – TIF 2479/TIB 1928

- ❖ Assists in creating strategic direction for the corporation
- ❖ Assists in creating and managing the Corporations budget
- ❖ Manages faculty and day to day operations
- ❖ Assist the CEO in strategic Direction for SAFTA
- ❖ Notify the CEO and other Faculty when BSIS rules change that alter the course of instruction and the materials that are passed out in class
- ❖ Assist the lead instructor with teaching the students on an as-needed basis
- ❖ Maintain close contact with BSIS to assure all updates are incorporated into training materials and practices in a timely manner
- ❖ Periodically review all training material to assure it is up to date as to changes in law or Best Practices. (At least quarterly)

Erin Banks

Administrative – Secretary

- ❖ Ordering supplies
- ❖ Processing payroll
- ❖ Compiling binders that we provide to the students for our course of instruction



## SECURITY & FIREARMS TRAINING ACADEMY

SherryAnn Banks

Faculty – Marketing Director

- ❖ Coordinating and implementing marketing, advertising and public relations plans and programs
- ❖ Executing marketing campaigns and creative development for all media platforms including web, direct mail, print, radio, television, and social media
- ❖ Track and provide promotional campaigns and provide recommendations
- ❖ Writing publications including brochures, magazines, newsletters, and flyers
- ❖ Responding to public information/news media inquiries
- ❖ Coordinating special events, outreach programs and tours
- ❖ Work on special projects as needed per the CEO
- ❖ Work with accounting teams to ensure all marketing expenses are recognized in alignment with accounting requirements to help balance budgets
- ❖ Attend client meetings and events

Pat Alexander

Faculty – CAO – Lead Instructor – TIF 1617 & TIB 1567

- ❖ Develop and implement educational activities, including metrics to track and evaluate progress
- ❖ Ensure academy compliance with regulating agencies and state departments
- ❖ Research and identify trends and needs and establish program directions accordingly
- ❖ Assess quality of program operations and modify existing program services (or create new program offerings) to maintain or enhance program standing
- ❖ Set and communicate program priorities and performance standards and assess operations
- ❖ Provides for quality assurance reviews and addresses areas in need of attention
- ❖ Conduct the lecture and practical application of the course materials to the students
- ❖ Participate in scheduling of classes
- ❖ Assure class materials are up to date and in adequate supply for classes on an ongoing basis





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- ❖ Review instructor schedules to assure class coverage and that instructors are not double booked as well as notifying instructors in a timely manner of upcoming schedules
- ❖ Maintain schedule of instructor license renewals for all licensed staff and follow up to assure renewal fees and applications are submitted in a timely manner
- ❖ Attend as many instructor update classes and training sessions as possible to maintain personal proficiency and to continuously update class materials, as appropriate
- ❖ Schedule monthly meetings of training staff to review student critiques, share newly acquired materials and conduct ongoing staff training sessions
- ❖ Report to senior management with any concerns regarding training materials, equipment needs, personnel issues or changes that need to be made to the instructional process

Dr. Steve Caballero

Faculty – Advisor – TIF 652 & TIB 651

- ❖ Assist the CEO in strategic Direction for SAFTA
- ❖ Notify the CEO and other Faculty when BSIS rules change that alter the course of instruction and the materials that are passed out in class
- ❖ Assist the lead instructor with teaching the students on an as-needed basis
- ❖ Maintain close contact with BSIS to assure all updates are incorporated into training materials and practices in a timely manner
- ❖ Periodically review all training material to assure it is up to date as to changes in law or Best Practices. (At least quarterly)



## SECURITY & FIREARMS TRAINING ACADEMY

### QUALIFICATIONS

Brandon Banks

Executive – Director/Chairman/CEO/COO/CFO

Brandon started his protection career by joining the United States Marine Corps at the age of 18 in 2001. While at Boot Camp, Brandon was named Series Honorman and received a meritorious promotion upon Graduation.

Upon completion of training, Brandon was sent to BFC “A” in Tucson, AZ, where he subsequently enrolled at the University of Arizona, and was later accepted into the Eller College of Management. College studies were interrupted as Brandon was deployed to Iraq in February, 2003 for Operation Iraqi Freedom. While deployed, Brandon received the following awards:

- ❖ BFC “A” Non Commissioned Officer of the Year Award
- ❖ Global War on Terrorism Expeditionary Medal
- ❖ Global War on Terrorism Service Medal
- ❖ Presidential Unit Citation
- ❖ National Defense Ribbon
- ❖ Sea Service Deployment Ribbon
- ❖ Selected Marine Corps Reserve Medal
- ❖ Good Conduct Ribbon (2)

While at the University of Arizona, Brandon became a certified Microsoft Excel specialist, and completed multiple courses in the following:

Management, Leadership, Economics, Ethics, Communications, Law, Statistics, Decision Analysis, Human Resource Management, Finance, and Accounting

Upon graduation from University of Arizona’s Eller College of Management, Brandon received a Bachelor’s Degree in Business and Business Management. During his time at the University, Brandon was honored with the Department Head Award for *exuding*



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*leadership and excelling in studies, to include two appearances on the National Deans List, while sustaining outside responsibilities including military deployments and full-time employment.*

Security and protection have always been true passions for Brandon, and when the opportunity presented itself, he was able to create SAFTA with the best instructors and advisor that California has to offer.

### Pat Alexander

#### Faculty – CAO – Lead Instructor – TIF 1617 & TIB 1567

- ❖ Owner of Alexander Investigations; lead defense investigation firm on the Robert Blake murder case
- ❖ Expert Witness in Firearms, Firearms Training, Use of Force, Excessive Force, and Private Security
- ❖ Subject Matter Expert on Firearms and Use of Force, for the California Department of Consumer Affairs, Bureau of Security and Investigative Services for nearly 20 years
- ❖ Participated in developing licensing exams for Private Investigator and Private Patrol Operator for the California Bureau of Security and Investigative Services
- ❖ Served on committees that re-wrote the Firearms Training Manual, published by the State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services
- ❖ Reserve Police Officer for the City of Sacramento 1987-1993
- ❖ California State Teaching Credentials in the Administration of Justice
- ❖ Instructor / Program Director, Advanced Security Institute, West Sacramento, CA 1985-2006
- ❖ Private Investigation License (Alexander Investigations, PI 26460)
- ❖ Licensed Private Investigator (PI 7866)
- ❖ Licensed Firearms Instructor (TIF 1617)
- ❖ Licensed Baton Instructor (TIB 1567)
- ❖ Private Patrol Operator (PPO 15349)
- ❖ Private Investigation License (PI 25197)
- ❖ Private Patrol Operator (PPO 15637)



## SECURITY & FIREARMS TRAINING ACADEMY

### Jessie Meeker

#### Executive – COO, Assistant Instructor

- ❖ 8 years US ARMY Military Police SGT
- ❖ 8 years AZ POST certified Law Enforcement Officer in Marana, AZ
- ❖ AZ POST certified General Instructor
- ❖ AZ POST certified Field Training Officer
- ❖ NRA Law Enforcement Firearm Instructor
- ❖ BS in Business – Business management
- ❖ BSIS Licensed FA Instructor (TIF 2479)
- ❖ BSIS Licensed Baton Instructor (1928)

### Dr. Steve Caballero

#### Faculty – Advisor – TIF 652 & TIB 651

- ❖ BA- Criminal Justice
- ❖ MA- Education
- ❖ Doctorate- Education
- ❖ USMC- Korea (1952), Vietnam (1968), Military Police Combat Veteran
- ❖ 5th Degree Black-Belt Kodokon Judo & Kempo Karate- 1964 Olympic Competitor
- ❖ Grandmaster California Police Combat Association
- ❖ 17 Years' Law Enforcement
- ❖ Executive Protection For Governor Reagan
- ❖ Detective Sergeant, El Dorado County Sherriff's Department, Placerville, California
- ❖ Published "Police Psychological Stress" (1978)
- ❖ Program Developer In Administration Of Justice, Sierra College- Post 832pc Instructor
- ❖ Governor Appointed Council Member For Disciplinary Review Committee Of Security Companies
- ❖ Expert Witness- Escalation Of Force- Use Of Force- Firearms
- ❖ Commission On Police Officers Standards and Training (P.O.S.T.) Proctor- Firearms & Tactics
- ❖ Sacramento County Office Of Education- (Post Certified- Proctor 832pcLevel III) 25 Years



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ Bureau Of Security & Investigative Services – Department Of Consumer Affairs  
State Of California:
- ❖ Firearms Instructor- License # 652
- ❖ Baton Instructor- License #651
- ❖ Powers Of Arrest Manual Advisory Member
- ❖ Baton Course- Advisory Member
- ❖ Instructed Teaching Techniques For Individuals Seeking Credentials For  
Firearms & Baton Training. Dr. Caballero Has Assisted Many Individuals Become  
Instructors. Some Of Them Have Since Opened Their Own Training Schools
- ❖ Los Rios College District Faculty- Post 832pc- Arrest, Search & Seizure & Police  
Community Relations.

### CONTACT INFORMATION – Address where class session will be held:

Security & Firearms Training Academy  
3355 Myrtle Ave #200  
North Highlands, California 95660  
Phone: 916-500-1442  
E-mail: [info@safta-inc.com](mailto:info@safta-inc.com)  
Web: [www.safta-inc.com](http://www.safta-inc.com)

### HOURS OF OPERATION

Monday through Friday 9:00 AM to 5:00 PM  
(Some weekend classes available)

Classes are generally broken down as follows:

8:00 AM to 12:00 PM – Class preparation, lecture, lesson, discussion

12:00 PM to 1:00 PM - Lunch break

1:00 PM to 5:00 PM – Practical application, additional lecture/lesson/discussion, recap

An 8 hour day, less 60 minutes for lunch, plus a total of 2.5 hours of homework weekly ultimately accounts for 40 hours of instruction per week.



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### RULES

The buildings are non-smoking. Alcohol is not allowed in the buildings or on the grounds of the Academy or the Range.

### TRAINING LOCATIONS

Security & Firearms Training Academy courses are offered at the facility in North Highlands, California. The classroom is ± 800 square feet, and the area is easily accessible by public and private transportation. Our site is located in a central area that is convenient for Placer and Sacramento County. The school is located close to neighboring food and lodging facilities for those who must commute. It offers ample parking for both students and guests.

### SIGNIFICANT EQUIPMENT

All significant equipment is owned by SAFTA or loaned to SAFTA by Dr. Steve Caballero.

- **Firearms**
  - Smith & Wesson Mod. 686 Cal.357 Crane f419272
  - Smith & Wesson Mod 686 Cal.357 Crane 604236
  - S&W Mod. 10-8 Cal 38spl crane 15968
  - S&W Mod. 14-4 6”bbl Cal 38spl
  - S&W Mod 15 Cal. 38spl. Crane.346962
  - S&W Mod.15 Cal.38spl.Crane 97474
  - S&W Mod 10 Cal.38spl Crane.44685
  - S&W Mod 10 Cal.38spl.Crane.41852
  - S&W Mod.10 Cal.38spl.Crane.69434
  - S&W Mod.14 6”bbl.38spl Crane.61862
  - S&W Mod.10.38spl. Crane.70696
  - S&W Mod.15.38spl.Crane39280
  - S&W Mod 10 38spl.Crane.944X8
  - S&W Mod.10 38spl.Crane.41434



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- S&W.Mod.10.38spl.Crane.91533
- S&W>Mod.10.38spl.Crane.5783
- Colt National match 45 cal 33528nm “Gold cup”
- Thompson auto ord.45 cal. TGM759
- S&W 45 auto mod. 457 vdm1426
- Ruger 9mm P85 300-28442
- S&W mod.4006 vck 1542 40 cal.
- Sig Sauer mod P239 54-46043 40 cal.
- Ruger 40 cal. Mod. P91DC 40 cal. 340-00958
- Springfield XD9 XD234822 9mm
- Glock 23 4XV753 40 cal.
- S&W Mod. 410 UCF2101 40 cal.
- Beretta Mod. 92fs 9mm BER101075
- Glock 9mm Mod. 17 FGX569
- S&W Mod. SW9VE 9mm PDX7012
- S&W Mod. SW9VE 9mm PDX7473
- Springfield XD40 US212344 40 cal.
- RUGER P89 9mm 30343953
- RUGER SR9 33127926 9mm
- Beretta 92F BER050019Z 9mm
- Sig Sauer P226 U47021 9mm
- Springfield XD XD651980 45 Cal.
- Springfield XD Cal. 45 Ser. XD 651980
- Ruger Mod. SR9 Ser.33127926
- Astra (Spain) Ca, 9mm Ser# 567204
- **Batons**
  - 4 Expandable Straight
  - 4 Expandable Side Handle
  - 4 Side Handle
- **Pepper Spray inert** (six 4 oz. bottles)
- **Handcuffs** (13 pairs)



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### EQUIPMENT AND MATERIALS UTILIZED FOR INSTRUCTION

During the various training courses, SAFTA will utilize a host of training materials, in addition to those associated with the practical application portion of the training (listed above). Both the facility and the supplies utilized to conduct the training remain consistent.

SAFTA conducts its training in a single classroom within the Gun Range, as well as on the firing line within the Gun Range as well. For the classroom portion of the training, students are all provided with training manuals that have been bound in a 3-ring binder, which includes the necessary hand-outs and references that will be addressed throughout the course of instruction.

SAFTA instructors also use training aides such as a projector (in conjunction with a DVD player), wall mounted B-27 targets, and a large whiteboard.

### STUDENT SERVICES

SAFTA will provide students with all necessary materials to complete the courses for which they have enrolled, with only a few exceptions (i.e. to obtain a CCW, the applicant must utilize their own firearm).

SAFTA's staff will also assist in any admissions concerns and will maintain records for the students during their time of enrollment as well as after their departure.

SAFTA's instructors take great pride in advising and counseling students to help them achieve their professional goals, and will also assist in placing the students in a job that suits their interests.

### ACCOMMODATIONS – HOUSING

SAFTA does not have dormitory facilities under its control. SAFTA is not responsible to find or assist students finding housing arrangements. There are five hotels/motels located across the street or adjacent to SAFTA with prices ranging from \$42 to \$118 per night.

### ADMISSIONS POLICY

In order to be admitted at SAFTA, the minimum level of education requirements is the ability to read, write, and follow directions. Since these skills can be learned without graduating from high school or obtaining a GED certificate, those candidates who do not





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necessarily hold a diploma or certificate will still be eligible for enrollment into SAFTA's program upon obtaining a passing score on an independently administered "ability-to-benefit" examination pursuant to section 484(d) of the Higher Education Act of 1965. SAFTA may refuse admission if the "ability-to-benefit" examination and/or personal interview reveal that the student does not possess the necessary aptitude or motivation to complete the training program selected. SAFTA will accept the following ATB Tests that are listed on the BPPE website at [www.bppe.ca.gov/scholls/usde\\_tests.pdf](http://www.bppe.ca.gov/scholls/usde_tests.pdf).

Wonderlic (WBST) – Passing Scores: Verbal = 200, Quantitative = 210.

For assistance with the ATB Test process, SAFTA staff will be available as requested or when determined it is necessary prior to signing up for a course.

Additional admission factors include:

- ❖ Proof of Citizenship or legal status (INS Card)
- ❖ 18 years of age or older
- ❖ Have no felony or violent misdemeanor convictions
- ❖ Be recommended after personal interview

### EVALUATION OF PREVIOUS EDUCATION/EXPIERENCE

This academy will acquire transcripts etc. from your earlier attended courses/schools and conduct an evaluation of any previous experience in the Security and affiliated trades, and credits will be awarded if applicable. If your experience/education is more than one year old (for guard card) then you need to attend to learn the updates and current changes that have been made. Other experience will be evaluated and credit granted as deemed appropriate.

### REQUIREMENTS FOR ELIGIBILITY

Temporary Permit for the security officer permit is no longer available. Applications will be submitted to the State of California and licenses will be issued after a successful background check which takes approximately 60 days. Reasons for State denial are 5150 (involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes.

### TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT SAFTA



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### **Notice concerning transferability of credits and credentials earned at SAFTA.**

The transferability of credits you earn at SAFTA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in SAFTA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SAFTA to determine if your credits or degree, diploma or certificate will transfer.

### **Notice concerning transferability of credits and credentials earned at other institutions.**

SAFTA does not accept any credits/hours/modules earned at any other institution. Being as that the training modules are short (as compared to typical training institutions), the ability to provide credit for prior instruction is not viable. Furthermore, due to the safety concerns associated with this specific field of study and the often sub-par training received at many other training institutions, SAFTA feels it is paramount to reinforce all training modules for any incoming student.

### **PLACEMENT ASSISTANCE**

Security and Firearms Training Academy does not guarantee job placement. Upon successful completion of each training program, graduates receive a graduation package. The graduation package will include the following:

- ❖ Certificates of Completion
- ❖ Wallet Cards of Completion
- ❖ Listing of private and public security companies

### **HOLIDAY SCHEDULE**

The following holidays will be observed:

- ❖ New Years Day



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- ❖ Memorial Day
- ❖ Fourth of July
- ❖ Labor day
- ❖ Veterans Day
- ❖ Thanksgiving Day
- ❖ Christmas Day

### CONDUCT

Students are expected to conduct themselves in a reasonable manner, reflective of the working world, and abide by school regulations. The school reserves the right to place students on probation or dismiss them from the school if necessary. In the event that a student is dismissed prior to the completion of 60 percent of the course, refunds will be dispersed on a pro rata basis. Should a student be dismissed after 60 percent completion, no refunds will be dispersed.

The following, although not all inclusive, are instances that lead to probation or dismissal:

- ❖ Theft or destruction of school or student property
- ❖ Ethics violations including but not limited to dishonesty or cheating
- ❖ Physical abuse of any person on school property
- ❖ Illegal possession of firearms or other weapons
- ❖ Intentional disruption of school activities
- ❖ Possession, use, or sale of illicit drugs or alcoholic beverages during school hours
- ❖ Violation of school regulations

All students have the right to appeal academic probation or dismissal to the Director of SAFTA. A written letter explaining reasons for the appeal is required. The Director will review all written appeals and provide the student and faculty with the decision on whether to re-admit the student. Should the Director choose to deny the appeal, the appealing student will have one final opportunity to escalate the appeal by presenting directly, in person, to the Director. Once the final decision is made by the Director, there will be no opportunities for additional appeals.



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### GRADING SYSTEM

An overall point average of 90 percent (90%) is required for successful completion of the training program, except in the case of Powers of Arrest of which is open book and requires a grade of 100 percent (100%). The instructor grades each student. Grades are based on a combination of test scores and practical demonstration. Students have four months from the time of enrollment to complete all phases of the training program. Assistance will be rendered to students that have a problem at the discretion of the Lead Instructor and the COO.

### PAYMENT

A Letter of Authorization for payment must be received prior to the beginning of training unless other arrangements have been made. Payment in full is requested as soon as possible after beginning the course in order to process state licenses and order equipment. (State permits can average 6-8 weeks before issuance from application, this is a state operation that is out of our control). Equipment will be ordered upon receipt of payment and retained until the final week of the course. In the case of firearms qualification, students who fail to qualify initially will be allowed to re-shoot one (1) time at no additional charge. Thereafter students will be required to pay for ammunition and range fees, with an additional charge for instruction.

### ATTENDANCE POLICY

Students must complete all hours as required by the State of California Bureau of Security and Investigative Services.

Any hours, or portion thereof, missed by a student, must be made up at a date specified by SAFTA. Make-up hours must be completed no later than two (2) weeks after course ends unless it is a medical reason or a family emergency. SAFTA will make best efforts to work with their students in terms of finding a time to make up the hours that is mutually acceptable.

### LEAVE OF ABSENCE POLICY

- ❖ Leave of absence may be taken up to one year from the start of program for any reason.



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- ❖ Fees must be paid for each completed module at the beginning of the leave of absence.
- ❖ Students must re-start training prior to the one year leave of absence.

### CANCELLATION/ WITHDRAWAL POLICY

Students will have the right to withdrawal from instruction at any time for any reason.



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### REFUND POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In the event that a student elects to withdrawal from attendance, that student will have rights to a full refund if cancellation is initiated formally as follows:

To cancel the contract for School, mail or deliver a signed and dated copy of the cancellation notice, found on page four of the enrollment agreement, to 3355 Myrtle Avenue #200 North Highlands, CA 95660. A fax or email is not acceptable.

Should a student withdrawal from the course and be eligible for a refund, the refund will be paid to the student, department, or agency that paid the course fees.

In the event that a student withdrawal prior to the completion of 60 percent of the course, refunds will be dispersed on a pro rata basis. Should a student withdrawal after 60 percent completion, no refunds will be dispersed.

### STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.



## SECURITY & FIREARMS TRAINING ACADEMY

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.



## SECURITY & FIREARMS TRAINING ACADEMY

However, no claim can be paid to any student without a social security number or a taxpayer identification number.





## SECURITY & FIREARMS TRAINING ACADEMY

### CURRICULUM

#### **Advanced Security Officer 1** **Course Fees = \$3,495**

#### **Description of Educational Program**

The Advanced Security Officer Course trains civilians to achieve the highest level of knowledge and preparation available in Northern California, in the field of private security. Students will learn via lecture, interaction, quiz, and written exams. Students will also benefit from our exclusive *shoot-no-shoot* simulator as well as shoot their firearm in the gun range with live rounds, and use the baton, handcuffs, pepper spray, and stun gun.

#### **Requirements for Course Completion**

Due to the short length of the course, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, SAFTA will make best efforts to remediate that student in a timely manner; otherwise the student may attend subsequent courses to make up the work. SAFTA does not require any internships or externships; however there is a strict policy on exam scores:

- ❖ Guard Card Level 1 Exam – 45 Questions – Must achieve 100% to pass.
  - Remediation is provided and missed questions will be asked again.
- ❖ Pepper Spray / Tear Gas Exam – 25 questions – Must achieve 80% to pass.
- ❖ Stun Gun / Taser Exam – 31 questions – Must achieve 80% to pass.
- ❖ Handcuffing Exam – 30 questions – Must achieve 80% to pass.
- ❖ Guard Card Level 3 Exam – 65 questions – Must achieve 85% to pass.
- ❖ Exposed Firearms Exam – 76 questions – Must achieve 80% to pass.
- ❖ Exposed Firearms (Practical Application) – 200/250 on the shooting range.
- ❖ CCW Firearms (Practical Application) – 200/250 on the shooting range.
- ❖ CCW Exam – 54 questions – Must achieve 80% to pass.
- ❖ Baton Exam – 32 questions – Must achieve 80% to pass.



## SECURITY & FIREARMS TRAINING ACADEMY

### Requirements for Licensure

To receive a firearms permit, applicant must be at least 18 years old and have no felonies, 5150s (Involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes. Applicant must also have acceptable vision to enable them to qualify on their practical application portion of the Firearms Exam.

To receive a Guard Card, applicant must be at least 18 years old and have no felonies, 5150s (Involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes.

### Equipment to be used during the Educational Program

- ❖ Firearm (handgun) of choice up to .45 ACP
  - This can be the students personal firearm or one can be borrowed from SAFTA at no additional cost to the student
- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Side-Handle Baton or Straight Baton Holder
- ❖ Collapsible Side Handle Baton, or Straight Collapsible
- ❖ Various Training Videos
- ❖ Aerosol Defense Canister and Holder
- ❖ “Ring Holder” for Baton
- ❖ Duty Belt
- ❖ Flashlight; and Holder
- ❖ Multi-fit Radio Pouch
- ❖ Four “Keepers” for Duty Belt

### Standard Equipment Package Includes:

- ❖ All State fees for Licenses and Permits
- ❖ All Live Scan fingerprinting fees
- ❖ Binder including all handouts for the Security Training Course
- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Side-Handle Baton or Straight Baton Holder
- ❖ Collapsible Side Handle Baton, or Straight Collapsible
- ❖ Aerosol Defense Canister and Holder
- ❖ “Ring Holder” for Baton
- ❖ Duty Belt
- ❖ Multi-fit Radio Pouch



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ Four “Keepers” for Duty Belt
- ❖ Ammunition and Range fees to qualify in two calibers for Firearms License

### **Number of qualifications required by the Faculty**

- ❖ Training Facility Firearms # 1395
- ❖ Training Facility Baton # 1248
- ❖ Training Instructor Firearm
  - Dr. Steve Caballero – TIF# 652
  - Patrick Alexander – TIF# 1617
- ❖ Training Instructor Baton
  - Dr. Steve Caballero – TIB# 651
  - Patrick Alexander – TIB# 1567

### **Three-year projection of the number of students, and methodology**

- ❖ Year one – estimated 15 students
  - The assumption is that we will receive approximately one student per month for the first ± nine months and then potentially two students per month for the following three months.
- ❖ Year two – estimated 24 students
  - The assumption is that we will continue receiving two students per month during the second year of operation.
- ❖ Year three – estimated 48 students
  - The assumption is that we will continue receiving four advanced security students per month during the third year of operation.

### **Learning skills and other competencies to be acquired by students taking this course:**

- ❖ Powers to arrest/ weapons of mass destruction
- ❖ Report writing, stun gun, Taser, pepper spray, handcuffing
- ❖ officer survival self defense
- ❖ Criminal law and civil law constitutional law
- ❖ Crimes against persons and property



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ CPR first aid
- ❖ Legal aspects in the possession of firearms
- ❖ Rules and regulations regarding California firearms laws
- ❖ Shoot/No-Shoot decision making
- ❖ Care and handling of firearms
- ❖ Transportation and carrying of firearms
- ❖ Home defense laws and regulations
- ❖ Alternative devices other than lethal
- ❖ Escalation of force
- ❖ Moral and legal use of the handgun for defense.
- ❖ Use of impact weapons for self defense
- ❖ Interviewing techniques and job search training

### 80 HOURS

- |  |          |
|--|----------|
| ❖ Powers to Arrest Level I                 | 8 Hours  |
| ❖ Powers to Arrest Level II                | 16 Hours |
| ❖ Powers to Arrest Level III               | 16 Hours |
| ❖ Baton (Impact Weapons )                  | 8 Hours  |
| ❖ Exposed Firearm Course                   | 16 Hours |
| ❖ Capstone                                 | 8 Hours  |
| ❖ First Aid & Adult/Child & Infant CPR/AED | 8 Hours  |



## SECURITY & FIREARMS TRAINING ACADEMY

<b>Length of Course</b>	<b>80 Hours</b>
<b>Course Fee</b>	<b>\$3,495.00</b>

*For an additional \$950.00, student will receive Level IIA Tactical Concealed Body Armor, Tactical Boots, and Puncture Resistant Tactical Gloves*

### Week One

<b>Phase One</b>	<b>8 Hours</b>
Powers to Arrest/Anti-Terrorism Tactics	
<b>Phase Two</b>	<b>16 Hours</b>
Report Writing, Stun Gun, Pepper Spray, Cuffing, Officer Survival, Self-Defense	
<b>Phase Three</b>	<b>16 Hours</b>
Criminal law, Civil Law, Constitutional law, Crimes against Persons and Property, and Final Examination	

### Week Two

<b>CPR First Aid/Infant CPR/AED</b>	<b>8 Hours</b>
<b>Security Officer Exposed Firearms Course</b>	<b>16 Hours</b>
<b>Baton Course and Self-Defense</b>	<b>8 Hours</b>
<b>Capstone</b>	<b>8 Hours</b>
Review of Instruction, Interviewing Techniques Job Search Training, Preparation of Resumes	



## SECURITY & FIREARMS TRAINING ACADEMY

**Executive Protection**  
**Course Fees = \$5,995**

### Description of Educational Program

Executive protection is its own highly specialized field within the private security industry. Graduates of this course will learn everything included in the Advanced Security Officer course:

The Advanced Security Officer Course trains civilians to achieve the highest level of knowledge and preparation available in Northern California, in the field of private security. Students will learn via lecture, interaction, quiz, and written exams. Students will also benefit from our exclusive *shoot-no-shoot* simulator as well as shoot their firearm in the gun range with live rounds, and use the baton, handcuffs, pepper spray, and stun gun.

Additionally, this course focuses heavily on protective measures including but not limited to in-home security, armored vehicles, defensive driving, vehicle scramble plans, mail screening, route planning, etc. Executive protection agents will often be responsible for high-value and political figures and their families to prevent kidnapping and extortion. A further description of the core competencies of this program is included below in the *Learning Skills* section.

### Requirements for completion

Due to the short length of the course, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, SAFTA will make best efforts to remediate that student in a timely manner; otherwise the student may attend subsequent courses to make up the work. SAFTA does not require any internships or externships; however there is a strict policy on exam scores:

- ❖ Guard Card Level 1 Exam – 45 Questions – Must achieve 100% to pass.
  - Remediation is provided and missed questions will be asked again.
- ❖ Pepper Spray / Tear Gas Exam – 25 questions – Must achieve 80% to pass.
- ❖ Stun Gun / Taser Exam – 31 questions – Must achieve 80% to pass.
- ❖ Handcuffing Exam – 30 questions – Must achieve 80% to pass.
- ❖ Guard Card Level 3 Exam – 65 questions – Must achieve 85% to pass.



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ Exposed Firearms Exam – 76 questions – Must achieve 80% to pass.
- ❖ Exposed Firearms (Practical Application) – 200/250 on the shooting range.
- ❖ CCW Firearms (Practical Application) – 200/250 on the shooting range.
- ❖ CCW Exam – 54 questions – Must achieve 80% to pass.
- ❖ Baton Exam – 32 questions – Must achieve 80% to pass.
- ❖ Risk Assessment Exam – 50 questions – Must achieve 90% to pass as well as complete a report writing assignment.
- ❖ Route Planning – 50 questions – Must achieve a 90% to pass as well as pass practical application including completing a Route Plan and Route Briefing.
- ❖ Moving the principal on foot and in a motorcade – 20 questions – Must achieve 90% to pass as well as pass practical application demonstrating mastery of fundamentals of movements.
- ❖ Commercial transportation Exam – 10 questions – Must achieve 90% to pass.
- ❖ Assault On Principal – Satisfactory completion of mock protective detail which includes at least one assault on the principal, under controlled conditions. Active participation in generating and presenting an After Action Report.
- ❖ Home and Office Security Exam – 50 questions – Must achieve 90% as well as pass practical application including completing a Physical Security Survey, Risk Assessment and Report as assigned by instructor.

### **Requirements for Licensure**

To receive a firearms permit/CCW, applicant must be at least 21 years old and have no felonies, 5150s (Involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes. Applicant must also have acceptable vision to enable them to qualify on their practical application portion of the Firearms Exam.

To receive a Guard Card, applicant must be at least 18 years old and have no felonies, 5150s (Involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes.

### **Equipment to be used during the Educational Program**

- ❖ Firearm (handgun) of choice up to .45 ACP
  - This can be the students personal firearm or one can be borrowed from SAFTA at no additional cost to the student
- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Side-Handle Baton or Straight Baton Holder
- ❖ Collapsible Side Handle Baton, or Straight Collapsible



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ Various Training Videos
- ❖ Aerosol Defense Canister and Holder
- ❖ “Ring Holder” for Baton
- ❖ Duty Belt
- ❖ Flashlight; and Holder
- ❖ Key Holder
- ❖ Multi-fit Radio Pouch
- ❖ Four “Keepers” for Duty Belt
- ❖ CPR Book, Mask, Gloves and Holder
- ❖ Qualify in Two Calibers for Firearms License

### **Standard Equipment Package Includes:**

- ❖ All State fees for Licenses and Permits
- ❖ All Live Scan fingerprinting fees
- ❖ Binder including all handouts for the Security Training Course
- ❖ All necessary ammunition for calibers up to .45 ACP.
- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Side-Handle Baton or Straight Baton Holder
- ❖ Collapsible Side Handle Baton, or Straight Collapsible
- ❖ Various Training Videos
- ❖ Aerosol Defense Canister and Holder
- ❖ “Ring Holder” for Baton
- ❖ Duty Belt
- ❖ Flashlight; and Holder
- ❖ Key Holder
- ❖ Multi-fit Radio Pouch
- ❖ Four “Keepers” for Duty Belt
- ❖ CPR Book, Mask, Gloves and Holder

### **Number of qualifications required by the Faculty**

- ❖ Training Facility Firearms # 1395
- ❖ Training Facility Baton # 1248
- ❖ Training Instructor Firearm
  - Dr. Steve Caballero – TIF# 652
  - Patrick Alexander – TIF# 1617
- ❖ Training Instructor Baton
  - Dr. Steve Caballero – TIB# 651
  - Patrick Alexander – TIB# 1567





## SECURITY & FIREARMS TRAINING ACADEMY

### Three-year projection of the number of students, and methodology

- ❖ Year one – estimated 6 students
  - The assumption is that we will receive approximately two students per course which will be run once, every four months.
- ❖ Year two – estimated 12 students
  - The assumption is that we will receive approximately two students per course which will be run once, every two months.
- ❖ Year three – estimated 24 students
  - The assumption is that we will receive approximately four students per course which will be run once, every two months.

### Learning skills and other competencies to be acquired by students taking this course:

- ❖ Basic security guard course
- ❖ Security firearms course
- ❖ Concealed firearms course
- ❖ Baton (impact weapons) course
- ❖ Self-defense restraint tactics
- ❖ Shotgun and long gun course
- ❖ Red Cross CPR, first aid, infant child and AED courses
- ❖ Risk Assessment
  - Local Agency liaison
  - The 3 C's
  - Open Source Intel
  - Public Records
  - Principal's history
  - Family history
  - Business history
  - Financial Condition
  - Religious Issues
  - Political Issues
  - Prior attempts / threats
  - Background of known and suspected threats
  - Current status of known threat issues
- ❖ Route Planning



## SECURITY & FIREARMS TRAINING ACADEMY

- Location of nearest and secondary resources, “fire, police, hospital, cover, etc)
- Capabilities of local resources
- Security of route
- Strip Mapping Routes
- Establishing check points
- Route change options
- Communication options between team members / vehicles
- ❖ Moving the principal on foot and in a motorcade
  - Training and educating the principal
  - Training and educating the principal’s family / staff
  - Walking formations
  - Receiving line movements
- ❖ Commercial transport considerations
- ❖ Assault On Principal
  - Plan and execute training detail
  - In controlled environment, deal with various AOP’s
  - De-brief and AAR
- ❖ Home and Office security evaluation
  - Bomb Threats
    - Checklist
    - Emergency call list
  - Mail handling
    - Identifying suspicious mail
    - Handling of packages
    - Physical location of mail handling
  - Telephone Threats
    - Checklist by every phone
    - Voice characteristics
    - Background noises
    - Filing 653m complaints
    - Recording of incoming calls
  - Security screening for employees



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ Team Concepts and Formations
  - Single agent
  - Two agent
  - Six agent
  - Full teams, A, B, C teams
- ❖ Vehicle dynamics, Defensive and Offensive driving
- ❖ 10 Minute Medicine
  - Principal's health status and known issues (allergies, etc)
  - Access to health records as indicated
  - GSW
  - Penetrating wounds
  - Sucking Chest Wounds
  - Shock
  - Explosive amputation
  - Heart Attack
  - Stroke

### 160 HOURS

❖ Advanced Security Officer Course 1	80 Hours
❖ Shotgun and long gun course	5 Hours
❖ Risk Assessment	8 Hours
❖ Route Planning	16 Hours
❖ Moving the principal on foot and in a motorcade	8 Hours
❖ Commercial transport considerations	6 Hours
❖ Assault On Principal and Final Exam	8 Hours
❖ Home and Office security evaluation	8 Hours
❖ Team Concepts and Formations	7 Hours
❖ Vehicle dynamics, Defensive and Offensive driving	6 Hours
❖ 10 Minute Medicine	8 Hours

**Length of Course**

**160 Hours**

**Course Fee**

**\$5,995.00**

*For an additional \$950.00, student will receive Level IIA Tactical Concealed Body Armor, Tactical Boots, and Puncture Resistant Tactical Gloves*



## SECURITY & FIREARMS TRAINING ACADEMY

### Private Investigator Course Course Fees = \$5,995

#### Description of Educational Program

Executive protection is its own highly specialized field within the private security industry. Graduates of this course will learn everything included in the Advanced Security Officer course:

The Advanced Security Officer Course trains civilians to achieve the highest level of knowledge and preparation available in Northern California, in the field of private security. Students will learn via lecture, interaction, quiz, and written exams. Students will also benefit from our exclusive *shoot-no-shoot* simulator as well as shoot their firearm in the gun range with live rounds, and use the baton, handcuffs, pepper spray, and stun gun.

Additionally, this course focuses heavily on the basics of the private investigation field and how this applies to the larger legal system. This course is taught by practicing professionals, with a combined 50+ years experience in the industry.

#### Requirements for completion

Due to the short length of the course, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, SAFTA will make best efforts to remediate that student in a timely manner; otherwise the student may attend subsequent courses to make up the work. SAFTA does not require any internships or externships; however there is a strict policy on exam scores:

- ❖ Guard Card Level 1 Exam – 45 Questions – Must achieve 100% to pass.
  - Remediation is provided and missed questions will be asked again.
- ❖ Pepper Spray / Tear Gas Exam – 25 questions – Must achieve 80% to pass.
- ❖ Stun Gun / Taser Exam – 31 questions – Must achieve 80% to pass.
- ❖ Handcuffing Exam – 30 questions – Must achieve 80% to pass.
- ❖ Guard Card Level 3 Exam – 65 questions – Must achieve 85% to pass.
- ❖ Exposed Firearms Exam – 76 questions – Must achieve 80% to pass.
- ❖ Exposed Firearms (Practical Application) – 200/250 on the shooting range.



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ CCW Firearms (Practical Application) – 200/250 on the shooting range.
- ❖ CCW Exam – 54 questions – Must achieve 80% to pass.
- ❖ Baton Exam – 32 questions – Must achieve 80% to pass.
- ❖ Report Writing – 50 questions – Must achieve 90% to pass as well as pass practical application generating each type of Report.
- ❖ Photography / Videography Exam – 20 questions – Must achieve 90% to pass as well as pass practical application demonstrating competence with both still and video cameras in investigative settings.
- ❖ Process Serving Exam – 50 questions – Must achieve 90% to pass as well as pass practical application including completing a Risk Assessment and Report.
- ❖ Statements Exam – 20 questions – Must achieve 90% to pass as well as pass practical application including completing a Statement and an Audio or Video Recorded Statement.
- ❖ Business Administration Exam – 40 questions – Must achieve 90% to pass.
- ❖ Surveillance Exam – 40 questions – Must achieve 90% to pass as well as pass practical application including demonstration of the basic skills required for surveillance.
- ❖ Communication Skills Exam – 20 questions – Must achieve 90% to pass.
- ❖ Public Records Research Exam – 40 questions – Must achieve 90% to pass as well as pass practical application including a field assignment to acquire specific records.
- ❖ Undercover Operations Exam – 20 questions – Must achieve 90% to pass as well as pass practical application including a written plan for an undercover operation.
- ❖ Diagrams Exam – 50 questions – Student will generate rough diagrams of a variety of scenes, and then generate presentation diagrams from same. Instructor will grade these individually and assign a Pass / Fail grade.
- ❖ Investigative Organizational Skills Exam – 25 questions – Must achieve 90% to pass as well as pass practical application including setting up an investigative file.
- ❖ Courtroom Testimony and Demeanor Exam – 20 questions – Must achieve 90% to pass.
- ❖ Computer Skills Exam – 20 questions – Must achieve 90% to pass.
- ❖ Marketing Exam – 20 questions – Must achieve 90% to pass.
- ❖ Laws, Rules and Regulations Exam – 40 questions – Must achieve 90% to pass.



## SECURITY & FIREARMS TRAINING ACADEMY

### **Requirements for Licensure**

To receive a firearms permit/CCW, applicant must be at least 21 years old and have no felonies, 5150s (Involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes. Applicant must also have acceptable vision to enable them to qualify on their practical application portion of the Firearms Exam.

To receive a Guard Card, applicant must be at least 18 years old and have no felonies, 5150s (Involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes.

This course will not provide the student with a Private Investigator license upon graduation. It will provide the student the skills to apply for an entry level position with a qualified employer.

A license is required to contract to perform investigations. A licensed investigator may employ unlicensed staff to perform investigations under the licensee's direct supervision. This is an option for persons who have completed this course.

At the end of this course, the student will have the basic skills necessary to apply for an entry level position as a staff investigator for a licensed private investigation firm or other employer or firm needing the skills taught in the course. Once the student becomes employed by a qualifying entity, they will be able to work the required 6,000 hours (3 years full time employment) to apply to take the test for licensure. The information provided in this class will provide the student with the ability and knowledge to prepare for and pass the test at the end of their required 6000 hours of documented employment in the field.

### **Equipment to be used during the Educational Program**

- ❖ Firearm (handgun) of choice up to .45 ACP
  - This can be the students personal firearm or one can be borrowed from SAFTA at no additional cost to the student
- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Side-Handle Baton or Straight Baton Holder
- ❖ Collapsible Side Handle Baton, or Straight Collapsible
- ❖ Various Training Videos
- ❖ Aerosol Defense Canister and Holder
- ❖ "Ring Holder" for Baton



## SECURITY & FIREARMS TRAINING ACADEMY

- ❖ Duty Belt
- ❖ Flashlight; and Holder
- ❖ Key Holder
- ❖ Multi-fit Radio Pouch
- ❖ Four “Keepers” for Duty Belt
- ❖ CPR Book, Mask, Gloves and Holder
- ❖ Qualify in Two Calibers for Firearms License

### **Standard Equipment Package Includes:**

- ❖ All Live Scan fingerprinting fees
- ❖ Binder including all handouts for the Security Training Course
- ❖ All necessary ammunition for calibers up to .45 ACP.
- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Various Training Videos
- ❖ Aerosol Defense Canister and Holder
- ❖ Flashlight; and Holder
- ❖ Key Holder
- ❖ Multi-fit Radio Pouch
- ❖ CPR Book, Mask, Gloves and Holder
- ❖ Ammunition and Range fees to qualify in two calibers for Firearms License

### **Number of qualifications required by the Faculty**

- ❖ Training Facility Firearms # 1395
- ❖ Training Facility Baton # 1248
- ❖ Training Instructor Firearm
  - Dr. Steve Caballero – TIF# 652
  - Patrick Alexander – TIF# 1617
  - Jessie Meeker – TIF #2479
- ❖ Training Instructor Baton
  - Dr. Steve Caballero – TIB# 651
  - Patrick Alexander – TIB# 1567
  - Jessie Meeker – TIB#11928
- ❖ Private Investigation License
  - Alexander Investigations, PI 26460
  - Patrick Alexander, PI 25197
  - Patrick Alexander, PI 7866



## SECURITY & FIREARMS TRAINING ACADEMY

### Additional qualifications by Patrick Alexander:

Patrick Alexander has been continuously licensed and practicing as a private investigator since March, 1980, having worked in Insurance Claims, Family Law, Personal Injury / wrongful death and Criminal Defense.

Patrick Alexander served as a subject matter expert for BSIS for over 20 years, participated in writing updates to the Firearms Manual, Powers to Arrest manuals and participated in generating the Licensing Exam for Private Investigator twice and Private Patrol Operator once.

Patrick Alexander taught the ROP Law Enforcement / Legal Careers class under a Designated Subjects Teaching Credential for three years at Elk Grove Unified School District.

### **Three-year projection of the number of students, and methodology**

- ❖ Year one – estimated 6 students
  - The assumption is that we will receive approximately two students per course which will be run once, every four months.
- ❖ Year two – estimated 12 students
  - The assumption is that we will receive approximately two students per course which will be run once, every two months.
- ❖ Year three – estimated 24 students
  - The assumption is that we will receive approximately four students per course which will be run once, every two months.

### **Learning skills and other competencies to be acquired by students taking this course:**

- ❖ Advanced Security Officer Course 1 80 hours  
The Advanced Security Officer Course trains civilians to achieve the highest level of knowledge and preparation available in Northern California, in the field





## SECURITY & FIREARMS TRAINING ACADEMY

of private security. Students will learn via lecture, interaction, quiz, and written exams. Students will also benefit from our exclusive *shoot-no-shoot* simulator as well as shoot their firearm in the gun range with live rounds, and use the baton, handcuffs, pepper spray, and stun gun.

- ❖ Report Writing 10 hours

Report writing is the single most important of the basic skills. In most cases it will be the only product the client receives for the money paid to the investigator. It must be clear and concise, containing all the facts developed in the investigation. It must be written in such a way that the average person will understand sometimes complex and legalistic issues. In this block of instruction the student will learn different forms of reports as well as different report writing styles. Emphasis will be given to grammar, spelling and sentence structure as well as proper use of punctuation and paragraph formulation.
- ❖ Photography / Videography 4 hours

Much of the evidence observed will be documented in photographs and video recordings. This block will focus on the legal issues associated with securing and presenting photo and video evidence. We will touch on specific photography and videography technique and the challenges that present when working under realistic private investigation conditions and limitations.
- ❖ Process Serving 4 hours

In this block of instruction we will cover the process to become a Registered Process Server as well as the basic laws governing the majority of documents that are served by Registered Process servers and Private Investigators
- ❖ Statements 5 hours

One of the most important and most frequently requested forms of reports are statements. Statements can be recorded or written or both. They come in several forms including Affidavit, Declaration, Sworn, Unsworn, Audio Recorded and Video Recorded. We will cover the basics of each kind and the techniques used to secure them in person or over the telephone.
- ❖ Interview Techniques 5 hours

We will explore different methods of conducting interviews with emphasis on selecting and preparing the interview site, telephone interviews, motivating the



## SECURITY & FIREARMS TRAINING ACADEMY

witness to talk to you and the importance of accurate documentation of what the interviewee actually witnessed without implanting any information from any other source during the interview.

- ❖ **Business administration** 5 hours  
Private investigation is generally a, “billable hours” business. We will address the issues of the contract for services, proper record keeping, documentation to support charges, travel charges and rates for services. We will also address various business models used by different types of private investigation firms and the legal basics of our business.
- ❖ **Surveillance** 5 hours  
A key skill for the private investigator is the ability to conduct a successful surveillance. We will address static surveillance (stake-out), walking surveillance and moving vehicle surveillance. We will explore techniques to avoid detection, legal issues and what to do when your target sees you.
- ❖ **Communication skills** 5 hours  
We will consider the elements of effective communication in verbal and written form. The students will learn about how regional use of the language can change meaning. We will address methods to deal with persons who speak English as a second language and how to verify understanding when speaking with them. Common errors in communication will be explored and we will discuss strategies for avoiding them
- ❖ **Public Records research** 5 hours  
Publicly available records provide much of the basic information in most private investigations and although these are records any member of the public are allowed to access, they are spread over a wide range of agencies and locations. We will discuss where the most commonly required records are kept and how to obtain them. The student will become acquainted with various relevant laws such as the Public Records Act, the California Fair Credit Reporting Act, the California Fair Debt Collections Practices Act, the Graham-Leach-Bliley Act and others.
- ❖ **Undercover operations** 5 hours  
We will explore the legalities and usage of undercover operations, how to prepare and execute an undercover investigation and how to plan undercover as a part of a larger investigation.



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- ❖ **Diagrams** 5 hours

This module will cover the generation of various types of diagrams from simple accident scene diagrams to more complex crime scene diagrams. We will explore how diagrams are used in court and how to include them in reports. The relationship between hand drawn diagrams and photographs will be covered as well as transforming a rough drawing at the scene is translated into a graphic suitable for use in court.
- ❖ **Investigative organizational skills** 5 hours

An investigation starts as a collection of individual pieces of information. Organizing documenting, cataloging and formatting that information is crucial to the end product report and possible testimony. We will cover how information flows into a case file and how it should be collected and preserved. From setting up the file to pulling it all together in a report, will be discussed and demonstrated.
- ❖ **Courtroom testimony and demeanor** 5 hours

Testimony of a witness is evidence in court. It is the province of the trier of fact, either the judge or the jury, to evaluate that evidence and determine it's value and relevance. The very best investigation will fall short if the investigator is called to testify and the trier of fact either can't understand them or have doubts as to the honesty of the investigator. Simple nervousness sometimes appears as dishonesty or avoidance when answering questions. In this block we will cover how to dress, how to act and how to present testimony and physical evidence and diagrams. Becoming familiar with the layout of a typical courtroom, who the players are and what one can expect will help the students prepare for an eventual successful day in court.
- ❖ **Computer skills (Internet, on line services, etc.)** 2 hours

This will be a very basic introduction to the necessary skills to survive in the technological world as a private investigator. The students will be given some idea how use of the internet can assist or damage a case and what advantages computers and software give us.
- ❖ **Marketing** 5 hours



## SECURITY & FIREARMS TRAINING ACADEMY

The students will be introduced to the most common means of seeking clientele for a private investigation business. We will cover various methods of advertising, direct contact and referrals.

- ❖ **Laws, rules and regulations in general** **5 hours**  
We will cover the most basic laws relating to the investigation business including those found in the Penal Code, the Evidence Code, the Code of Civil Procedures, the Business and Professions Code and others. The students will receive copies of the most commonly used sections for future reference.

<b>Length of Course</b>	<b>160 Hours</b>
<b>Course Fee</b>	<b>\$5,995.00</b>

*For an additional \$950.00, student will receive Level IIA Tactical Concealed Body Armor, Tactical Boots, and Puncture Resistant Tactical Gloves*



## SECURITY & FIREARMS TRAINING ACADEMY

### Guard Card

Course Fees = \$350

#### Description of Educational Program

This 40 hour course complies with the requirements for training of security officers in California. Students will learn via lecture, interaction, quiz, and written exams. Students will also benefit from the use and proper instruction of handcuffs, pepper spray, and stun gun.

The student will be able to articulate the basic laws of arrest and the proper application of restraint devices. The student will be aware of the liability of the use of these devices on both the guard and his/her employer.

Upon successful completion of course the student will be given a certification of completion as well as a wallet (court) card to prove training.

#### Requirements for Course Completion

Due to the short length of the course, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, SAFTA will make best efforts to remediate that student in a timely manner; otherwise the student may attend subsequent courses to make up the work. SAFTA does not require any internships or externships; however there is a strict policy on exam scores:

- ❖ Guard Card Level 1 Exam – 45 Questions – Must achieve 100% to pass.
  - Remediation is provided and missed questions will be asked again.
- ❖ Pepper Spray / Tear Gas Exam – 25 questions – Must achieve 80% to pass.
- ❖ Stun Gun / Taser Exam – 31 questions – Must achieve 80% to pass.
- ❖ Handcuffing Exam – 30 questions – Must achieve 80% to pass.
- ❖ Guard Card Level 3 Exam – 65 questions – Must achieve 85% to pass.

#### Requirements for Licensure

To receive a Guard Card, applicant must be at least 18 years old and have no felonies, 5150s (Involuntary psychiatric hold), or convictions related to drugs, weapons or a violent crimes.



## SECURITY & FIREARMS TRAINING ACADEMY

### Equipment to be used during the Educational Program

- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Various Training Videos
- ❖ Aerosol Defense Canister and Holder
- ❖ Duty Belt
- ❖ Multi-fit Radio Pouch
- ❖ Four “Keepers” for Duty Belt
- ❖ Stun Gun

### Number of qualifications required by the Faculty

Any school that has been certified by the Bureau of Security and Investigative Services (BSIS), and has received a TFF and TFB, is certified to provide Guard Card training.

- ❖ Training Facility Firearms # 1395
- ❖ Training Facility Baton # 1248

### 40 HOURS

- |                              |          |
|------------------------------|----------|
| ❖ Powers to Arrest Level I   | 8 Hours  |
| ❖ Powers to Arrest Level II  | 16 Hours |
| ❖ Powers to Arrest Level III | 16 Hours |

### Length of Course 40 Hours

**Course Fee** **\$350**

### Week One

<b>Phase One</b>	<b>8 Hours</b>
Powers to Arrest/Anti-Terrorism Tactics	
<b>Phase Two</b>	<b>16 Hours</b>
Report Writing, Stun Gun, Pepper Spray, Cuffing, Officer Survival, Self-Defense	
<b>Phase Three</b>	<b>16 Hours</b>
Criminal law, Civil Law, Constitutional law, Crimes against Persons and Property, and Final Examination	



## SECURITY & FIREARMS TRAINING ACADEMY

### **Handcuffing** **Course Fees = \$45**

#### **Description of Educational Program**

This four hour course will provide the student with the familiarization and use of various restraint devices including handcuffs.

The student will be able to articulate the basic laws of arrest and the proper application of restraint devices. The student will be aware of the liability of the use of these devices on both the guard and his/her employer.

The student will be able to perform several handcuffing techniques and the proper method of searching prisoners for weapons and means of escape.

Upon successful completion of course the student will be given a certification of completion as well as a wallet (court) card to prove training.

#### **Requirements for Course Completion**

The instructor must approve the student's practical application of the competencies learned during the course of instruction. To receive the certificate, the student must also successfully complete a 30 question handcuffing exam by scoring 80% or better.

#### **Requirements for Licensure**

To receive a certificate, applicants need not possess any prerequisites. There is no limitation on age and there are no disqualifying factors. The certification will only add value to students who are planning to possess a guard card, or who already possess a guard card. It is not required to have a guard card to complete this training, as this course can also be utilized by persons simply seeking proficiency in the use of less lethal devices.

#### **Equipment to be used during the Educational Program**

- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Duty Belt
- ❖ Key Holder



## SECURITY & FIREARMS TRAINING ACADEMY

### **Number of qualifications required by the Faculty**

Any school that has been certified by the Bureau of Security and Investigative Services (BSIS) to provide Guard Card training is also certified to complete this module.

**Tear Gas, Pepper Spray, Stun Gun, and Basic Taser  
Course Fees = \$45**

### **Description of Educational Program**

This three-hour course complies with the Department of Justice State of California requirements for licensed security officers to legally possess less than lethal devices while on duty.

The Taser section of this course is not meant to replace the advanced Taser course but is meant to inform the student of the liability concerns of the Taser device. If the student intends to carry the Taser on duty, we would recommend the officer obtains permission from his/her employer to take an advanced Taser course.

Upon completion of this course the student will be given a completion certificate as well as a wallet card to confirm the completion of the less lethal devices course.

### **Requirements for Course Completion**

To receive the certificate, the student must successfully complete a 25 question Pepper Spray / Tear Gas examination by scoring 80% or better, as well as a 31 question Stun Gun / Taser examination by scoring 80% or better.

### **Requirements for Licensure**

To receive a certificate, applicants need not possess any prerequisites. There is no limitation on age and there are no disqualifying factors. The certification will only add value to students who are planning to possess a guard card, or who already possess a guard card. It is not required to have a guard card to complete this training, as this course can also be utilized by persons simply seeking proficiency in the use of less lethal devices.





## SECURITY & FIREARMS TRAINING ACADEMY

### Equipment to be used during the Educational Program

- ❖ Inert pepper spray canister
- ❖ Stun Gun

### Number of qualifications required by the Faculty

Any school that has been certified by the Bureau of Security and Investigative Services (BSIS) to provide Guard Card training is also certified to complete this module.

### Baton

**Course Fees = \$80**

### Description of Educational Program

This eight hour course will provide the student with the familiarization and use of the baton. Training will be with the four styles of baton.

- ❖ Straight (non expandable)
- ❖ Straight (expandable)
- ❖ Side-Handle (non expandable)
- ❖ Side-Handle (expandable)

This course covers the defensive tactics, jabs, and strikes to be used when carrying a less than lethal force alternative such as a baton. The course combines lecture, discussion, demonstration, and practical application of techniques.

Upon successful completion of course, the student will be given a certification of completion. Students may not possess or carry a baton until they have a valid Guard and Baton Card issued by B.S.I.S. in their possession.

### Requirements for Course Completion

The instructor must approve the student's practical application of the competencies learned during the course of instruction. To receive the certificate, the student must also successfully complete a 25 question baton exam by scoring 80% or better. After successfully completing the course and passing the examination, applicants must pay an additional \$50 to the BSIS for their license.



## SECURITY & FIREARMS TRAINING ACADEMY

### Requirements for Licensure

The only requirement to receive a certificate is that applicants must possess a valid guard card.

### Equipment to be used during the Educational Program

- ❖ Straight (non expandable)
- ❖ Straight (expandable)
- ❖ Side-Handle (non expandable)
- ❖ Side-Handle (expandable)

### Number of qualifications required by the Faculty

- ❖ Training Facility Baton # 1248
- ❖ Training Instructor Baton
  - Dr. Steve Caballero – TIB# 651
  - Patrick Alexander – TIB# 1567
  - Jessie Meeker – TIB #1928

### Security Officer Firearm Permit Course Fees = \$180

### Description of Educational Program

This 16 hour course is approved by the California State Bureau of Security and Investigative Services. It is designed to give the security officer an awareness of the legal and moral aspects of the use of firearms while carrying a handgun as a licensed security officer. This course includes classroom instruction, shoot-no-shoot scenarios, as well as practical application on the shooting range. This course not only covers target shooting, but we also include tactical combat and instinct shooting.

The course fee includes range fees as well as targets, eye protection, and ear protection. The price is good for the use of one hand gun of the student's choice (caliber). Students will also receive the Firearms permit application and live scan forms upon enrollment.

Students will be responsible for completing a Live Scan at an additional cost which varies based on location the Live Scan is completed. The majority of these fees are



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State mandated and the remainder will be paid to the establishment conducting the Live Scan. Students will also be responsible for the initial application fee of \$80 to be paid to the California State Bureau of Security and Investigative Services.

### Requirements for Course Completion

To receive the certificate, the student must successfully complete a 76 question Exposed Firearms examination by scoring 80% or better, as well as score a minimum of 200 out of 250 on the firing range for the practical application portion of their training.

### Requirements for Licensure

Applicants seeking to attain an exposed carry firearms permit must possess a valid guard card.

State law mandates that individuals taking this specific firearms course must be free of felony convictions and violent misdemeanors, as well as narcotics crimes and weapons charges. The applicant should discuss any convictions with a SAFTA instructor prior to enrolling in any weapons courses.

The state requires that a student taking this course at SAFTA or any other firearms training facility must present the school with documentation to provide proof of United States citizenship and/or legal residency. This includes one of the following:

- ❖ Birth certificate
- ❖ U.S. Passport
- ❖ INS alien resident status
- ❖ Military DD214 (discharge honorable)
- ❖ Military I.D.

### Equipment to be used during the Educational Program

- ❖ Firearm (handgun) of choice up to .45 ACP
  - This can be the students personal firearm or one can be rented from SAFTA for \$10.
- ❖ Various Training Videos
- ❖ Duty Belt



## SECURITY & FIREARMS TRAINING ACADEMY

### Number of qualifications required by the Faculty

- ❖ Training Facility Firearms # 1395
- ❖ Training Instructor Firearms
  - Dr. Steve Caballero – TIF# 652
  - Patrick Alexander – TIF# 1617
  - Jessie Meeker – TIF #2479

### Concealed Weapon Permit

**Course Fees = \$120 to \$180 depending on your County or residence**

Please call SAFTA with any questions regarding the cost as it relates to your County of Residence.

### Description of Educational Program

This course is approved by law enforcement agencies throughout Northern California. This course not only covers target shooting, but we also include tactical combat and instinct shooting. At either 8 hours, or 16 hours, depending on the issuing County's requirements, our Concealed Carry Weapons course focuses on the following:

- ❖ Legal aspects in the possession of firearms
- ❖ Rules and regulations regarding California firearms laws
- ❖ Shoot/No-Shoot decision making
- ❖ Care and handling of firearms
- ❖ Transportation and carrying of firearms
- ❖ Home defense laws and regulations
- ❖ Alternative devices other than lethal
- ❖ Escalation of force

Concealed weapons students must have their own handgun. Agencies require that the gun listed on the license is the gun fired on the range. For all of our CCW courses, the first firearm is included and each additional firearm is \$10.00 (up to three maximum).



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### Requirements for Course Completion

To receive the certificate, the student must successfully complete a 54 question Concealed Weapons examination by scoring 80% or better, as well as score a minimum of 200 out of 250 on the firing range for the practical application portion of their training.

### Requirements for Licensure

To receive a permit, applicants need not possess any prerequisites. Students must be a minimum of 21 years old

The certification will not allow the student to conceal a firearm, but instead serves as the first step in attaining the license to do so. Upon completion of this course, graduates must still schedule an interview with the county that they reside in and successfully complete an interview and background check, at additional costs that differ depending upon county regulations.

State law mandates that individuals taking this specific firearms course must be free of felony convictions and violent misdemeanors, as well as narcotics crimes and weapons charges. The applicant should discuss any convictions with a SAFTA instructor prior to enrolling in any weapons courses.

### Equipment to be used during the Educational Program

- ❖ Firearm (handgun) of choice up to .45 ACP
- ❖ Various Training Videos
- ❖ Duty Belt

### Number of qualifications required by the Faculty

- ❖ Training Facility Firearms # 1395
- ❖ Training Instructor Firearm
  - Dr. Steve Caballero – TIF# 652
  - Patrick Alexander – TIF# 1617



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### Annual 8hr "Refresher" Course Course Fees = \$65

#### Description of Educational Program

This refresher course which is eight hours in duration and approved by the Bureau of Security and Investigative Services is required to be taken by all security officers in California.

The course of instruction is meant to review the basic laws of arrest and liability prevention as well as update the security officer with new legislation affecting the security industry in California

Upon completion the student will be given a certificate of completion. This certificate should be kept in the personnel file of the employee.

#### Requirements for Course Completion

Must be in attendance for all 8 hours and pass the 65 question exam with at least 80% or higher.

#### Requirements for Licensure

Applicants must reapply for the guard card.

#### Equipment to be used during the Educational Program

The equipment varies dramatically depending on which phase of instruction is being taught on the day that the student enrolls for. The requirement is that the student participates in eight hours of continuing education as it relates to the guard card. Equipment used may include any of the following (but will likely not include all of the following):

- ❖ Double Lock Handcuffs and Cuff Case
- ❖ Side-Handle Baton or Straight Baton Holder
- ❖ Collapsible Side Handle Baton, or Straight Collapsible
- ❖ Various Training Videos
- ❖ Aerosol Defense Canister and Holder



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- ❖ “Ring Holder” for Baton
- ❖ Duty Belt
- ❖ Flashlight; and Holder
- ❖ Key Holder
- ❖ Multi-fit Radio Pouch
- ❖ Four “Keepers” for Duty Belt
- ❖ CPR Book, Mask, Gloves and Holder

### **Number of qualifications required by the Faculty**

Any school that has been certified by the Bureau of Security and Investigative Services (BSIS) to provide Guard Card training is also certified to complete this module.



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### PLACEMENT SERVICES

SAFTA does not guarantee placement for any students that complete training at our academy. Private security is in very high demand right now and virtually all students that receive adequate training will be able to find employment immediately following graduation. Graduates of SAFTA will be able to obtain licensing by the State of California for employment in the Private Security industry (U.S Dept of Labor classification code 33-9032).

Having said that, SAFTA's staff takes job placement very seriously and it is extremely important to us that our students are employed in the industry of their choosing. We regularly communicate with many employers in the private security industry and maintain a list of all active job openings. We also call the employers on behalf of our graduates and regularly hold job fairs upon completion which have also been very successful.

### STUDENT GRIEVANCE POLICY

An administrator will be accessible throughout the student's training. Students may meet with the School Administrator before beginning class to discuss any question or problem areas, which might arise. Student will be given the Course and Instructor Evaluation Form. Students will be told that any complaints should be submitted in writing to the School Administrator to 3355 Myrtle Ave #200, North Highlands, CA 95660

*Security & Firearms Training Academy's complaint procedures are as follows:*

1. All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.
2. Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the students file, and make an appropriate entry in the log of student complaints.
3. If the complaint is valid, determine what other students may have been affected by the same or similar circumstances and provide an appropriate remedy to those students.





## SECURITY & FIREARMS TRAINING ACADEMY

4. Implement reasonable policies or procedures to avoid similar complaints in the future.
5. Communicate directly to any person in control regarding complaints, their investigation and resolution or lack of resolution.
  - a. A student may lodge a complaint by communication orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Administrator to resolve complaints.
  - b. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.
  - c. If a student complains in writing, SAFTA shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of SAFTA's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for rejection.
  - d. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that supports to limit or waive the student's rights and remedies is voided.

### STUDENT RIGHTS POLICY

Security & Firearms Training Academy does not discriminate on the basis of Race, Color, Religion, Gender, Age, Sexual Preference, Handicap, Financial Status, and Area of Origin or Residence in Admissions or Instructional Policies.



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### MAINTANANCE OF STUDENT RECORDS

Security & Firearms Training Academy will retain all student records for a period of five (5) years and transcripts are kept permanently at SAFTA's primary administrative office located at 3355 Myrtle Ave #200, North Highlands, California 95660. Duplicate records will be maintained off-site.

If in the event that SAFTA should close, all records shall be maintained for a period of five (5) years at a specified location, and shall be available for inspection and copying during normal business hours and may be charged reasonable costs actually incurred by SAFTA for the use of SAFTA's equipment and material to make copies of the Evidence Code.

### ENGLISH AS A SECOND LANGUAGE

Security & Firearms Training Academy does not offer English as a secondary language, but will accommodate students with limited English skills and test orally.

SAFTA will admit students from all over the world, however SAFTA does not provide visa services, however we will vouch for student status.

### STATEMENT OF COMMITMENT

Security & Firearms Training Academy is dedicated to training Security Officers, Executive Protection Agents, and Private Investigators to be highly capable of protecting the employers against civil litigation.

### CODE OF CONDUCT

This Academy expects all students to conduct themselves in a manner that is reasonable and reflects the expected respect towards fellow students, faculty members and any other person and equipment on or about the premises of the academy. Please refer to the catalog for further information.

### FINANCIAL AID POLICIES, PRACTICES, AND DISCLOSURES

SAFTA has never received, nor participates, in any financial aid from any state or federal financial aid program. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal



## SECURITY & FIREARMS TRAINING ACADEMY

student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

SAFTA does not provide any financial aid to any students, be it in-house or through installment loans.

Student records will be maintained and held confidential by the Custodian of Records, who is also responsible for providing copies of student records as required. The current Custodian of Records is Jessie Meeker. Jessie can be reached at SAFTA's main phone line and business address: (916) 500-1442, 3355 Myrtle Ave #200, North Highlands, CA 95660. The transcripts of student records shall be maintained permanently, in the State of California, and if SAFTA were to close, arrangements would be made for maintenance of the records.

Each student has a personal file kept inside of a mobile, metal, locked, file cabinet. This file cabinet is locked inside of the gun safe at the end of each day. All exams are kept on site and inside of this file cabinet as well. The files are locked up at the end of each day by Jessie Meeker. SAFTA does maintain digital files on our students as well; that information is only located on the on-site computer with two passwords required to access the student's information.

SAFTA does not maintain any financial information on our students, and therefore, academic records are kept separate in their own individual files.

### PENDING PETITION IN BANKRUPTCY

Security & Firearms Training Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### DISCLOSURES

A student or any member of the of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).



## SECURITY & FIREARMS TRAINING ACADEMY

Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the following:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, California 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
(888) 370-7589 toll free  
(916) 263-1897 fax

### LIBRARIES AND OTHER LEARNING RESOURCES

SAFTA does not maintain a library on-site. Every learning resource needed to complete these courses is provided to the students by SAFTA. Many of the documents are pulled direct from the Bureau of Security and Investigative Services website, while others are proprietary and have been created by Dr. Steve Caballero and Patrick Alexander.

### CREDITS EARNED AT OTHER INSTITUTIONS

SAFTA has not entered into an articulation or transfer agreement with any other College or university.

### POLICY AND PROCEDURE FOR THE AWARD OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING

The State of California Bureau of Security and Investigative Services does not allow SAFTA to provide any credit for prior experiential learning. The courses taught by SAFTA are regulated by the State, and regardless of the level of training that a student possesses prior to admittance in our program, if that student does not possess a valid Guard Card, that student is required to complete the entire course.

### CATALOG POLICY

SAFTA will update this catalog, and make it available to students, on the 1<sup>st</sup> of January each year. This catalog will service the entire calendar year of 2019.

SAFTA will print up to one catalog per year for each student, and will continue providing updated catalogs each year to any student that requests one. SAFTA will also make a digital copy available (via email) to any student or to anyone in the general public upon request.



## SECURITY & FIREARMS TRAINING ACADEMY

This catalog can also be found online by visiting SAFTA's website at [www.safta-inc.com](http://www.safta-inc.com) and selecting the "BPPE" link at the bottom of the page, or by typing in <http://www.safta-inc.com/bppe.html>. Through that same link you will find SAFTA's performance fact sheets, student brochures, a link to the BPPE website, and SAFTA's most recent annual report.

### ADMISSION OF STUDENTS FROM OTHER COUNTRIES

To the extent that SAFTA receives students from other countries, SAFTA will provide admittance, and will vouch for these students assuming there are no associated costs.

### LANGUAGE REQUIREMENTS

All courses at SAFTA will be conducted in English. SAFTA does not require documentation of English courses as a pre-requisite to sign up for our training programs, however, the comprehension of the English language consistent with 4<sup>th</sup> semester proficiency is the recommended to enable the student to learn the required information and pass the tests.

All tests will be provided in English only.

If after the first complete day of instruction (or any time prior to that), it is determined by the student or the instructor that the student's understanding of the English language is not acceptable for this course of instruction, a full refund will be provided at that time.

### ACCREDITATION

Neither SAFTA, nor the programs which are taught at the institution, are accredited by an accrediting agency recognized by the Department of Education.



## SECURITY & FIREARMS TRAINING ACADEMY

### ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the Security & Firearms Training Academy catalog and Veterans Policy Statement. I have read the policies, regulations, course completion requirements, costs and payment/refund procedure for the course for which I have enrolled. I have asked for anything that I did not understand to be explained to me, and I am now fully aware of what is expected of me upon entering the above Academy course.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**Initial:** \_\_\_\_\_

Course Name: \_\_\_\_\_

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ For SAFTA