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# Security Personnel Training

Updated: 13 April 2025

**Key Definition: Security Personnel** – Any employee or contractor that performs security duties across the converged security spectrum, that the organization has management control over.

- I will report physical security concerns, vulnerabilities, and threats to my supervisor or the organization's Ethics Hotline immediately upon discovery. If I suspect a crime is involved, I must call 911, if it safe, and then my supervisor
- Security Personnel Supervisor
  - I will build a yearly role and individualized training plan for each of the security personnel under my management, based on business strategy, organization security strategy, and personal development desires with a minimum of \_\_\_\_ hours.
  - I will advocate for funding to support the documented training and sustainment plan for all security personnel under my management
  - I will not require training or a specific course, just because I like it, it looks cool, and/or it's on my training plan.
  - I will support "trialing" security courses to make sure they truly fit the strategy, plan, goals, objectives.
  - I will require all training to be of the highest quality that budget will support.
  - I will build a baseline standard of security training that all security personnel must take be part of the team.
  - I will build a baseline standard of security training that all security personnel must take be "field deployable".
  - I will ensure training is a balanced mix of online, internal face-to-face, third party with team, third party with various organizations, and local/national/international conferences, including hands-on and "range" time.
  - I will not consider all-employee "corporate" training requirements like Privacy, Code of Conduct, Harassment, training as a replacement for any training within the security personnel training plan.
  - I will support certifications and licensing obtainment as part of the training plan design
  - I will support training plan development that also supports credit for continue education requirements of certifications and licenses.
  - I will support using internal security personnel to teach others in a formal class environment.
  - I will make sure the training plan is the proper mix of soft skills, management skills and technical skills
  - I will make sure I include any regulatory and customer training/skills requirements into the training plans.
  - I will make sure suppliers performing security services, will have comprehensive security training and associated tracking/metrics added to their contract.
  - I will implement metrics to manage the organization's security and safety training programs
  - I will manage or support a State of Security Training Report and Presentation, under Executive Session, at least yearly, that covers incidents, vulnerabilities, improvements, and metrics across all domains of Security.
- Security Personnel
  - I will build a yearly individualized personal training plan for myself based on business strategy, organization security strategy, and personal development goals.
  - I will recognize that my organization may not fund any or all of my training plan and thus recognize that I should add personal development budget to my personal budget.
  - I will full engage on all training opportunities afforded by my organization including scheduling personal events/commitments in coordination with my organization's training plan for me.
  - I will pursue training opportunities (free and paid) that support and add to my personal training plan and the organizational training plan developed for me throughout the year.
  - I will maintain all organization required licensing and certifications including renews, CPEs, and sustainment training.
  - I will not perform human life impacting activities like CPR, AED, First Aid, Search & Rescue, Active Assailant Response, if I do not have current training, licenses, certifications, and maintained sustainment to the skills in question.
  - I will support education / mentor / teach other security personnel where I feel comfortable passing along the wisdom, knowledge, expertise and skills that I have been taught and operationalized.

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Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

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\_\_\_\_\_  
Print Full Legal Name

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(Blue Ink) full Legal Name Signature  
Style of signature must closely match Driver's License

\_\_\_\_\_  
Date

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