

# **CENTRAL Security Service Bureau**

## **NYS Division of Criminal Justice Services (DCJS) Certified Security Guard Training School**

**DCJS Security Guard School Code:** 602458

**Address:** 600 North Broadway, White Plains, NY, 10603

**Phone:** (914) – 437-7545

**Email:** [Info@cssbserve.com](mailto:Info@cssbserve.com)

**Website:** [Cssbserve.com](http://Cssbserve.com)

## **STUDENT TRAINING CATALOG**

### **For DCJS Security Guard Training Courses**

**Effective Date:** [10/13/2025]

**Prepared For:** NYS Division of Criminal Justice Services

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### **MISSION STATEMENT**

CSSB is committed to providing professional, high-quality training to individuals seeking licensing as Security Guards in New York State. Our mission is to ensure that all students gain the knowledge, skills, and ethical awareness required to perform effectively and responsibly in the security field.

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## **COURSE DESCRIPTIONS**

### **1. 8-Hour Pre-Assignment Training Course for Security Guards**

- **Course Code:** SG-08
- **Duration:** 8 Hours
- **Tuition:** \$55.00
- **Prerequisites:** None
- **Course Description:**

This introductory course is mandated by New York State for all individuals seeking to become licensed security guards. The course introduces participants to the duties, responsibilities, and legal limitations of a security professional.

- **Topics Covered:**
  - The Role of the Security Guard
  - Legal Powers and Limitations
  - Emergency Situations
  - Communications and Public Relations
  - Access Control
  - Ethics and Conduct
- **Completion Requirements:**
  - Attendance for the full 8 hours
  - Successful completion of the final written examination (minimum passing score: 70%)
- **Certificate of Completion:**

A DCJS-approved 8-Hour Pre-Assignment Training Certificate will be printed and issued in-person and via email for online students by **Adobe Acrobat Pro**, locked for editing, and distributed electronically within (1) business day.. Copies retained in compliance with DCJS recordkeeping standards.

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## 2. 16-Hour On-the-Job Training Course for Security Guards

- **Course Code:** SG-16
- **Duration:** 16 Hours (typically conducted over two 8-hour days)
- **Tuition:** \$95.00
- **Prerequisites:** Completion of the 8-Hour Pre-Assignment Training and current employment as a security guard.
- **Course Description:**

This course reinforces the basic skills covered in the pre-assignment course and introduces advanced job-specific topics relevant to daily security operations.
- **Topics Covered:**
  - Role of the Security Guard
  - Legal Powers and Limitations
  - Emergency Situations
  - Access Control
  - Communications and Public Relations
  - Ethics and Conduct
  - Report Writing
  - Incident Command System
  - Workplace Violence Awareness
- **Completion Requirements:**
  - Full attendance for 16 hours
  - Participation in class discussions and activities
  - Passing score of 70% or higher on the final exam
- **Certificate of Completion:**

A DCJS-approved 8-Hour Pre-Assignment Training Certificate will be printed and issued in-person and via email for online students by **Adobe Acrobat Pro**, locked for editing,

and distributed electronically within (1) business day.. Copies retained in compliance with DCJS recordkeeping standards.

### **3. 8-Hour Annual In-Service Training Course for Security Guards**

- **Course Code:** SG-08A
- **Duration:** 8 Hours
- **Tuition:**\$70.00
- **Prerequisites:** Current NYS Security Guard registration and completion of the 8-Hour Pre-Assignment and 16-Hour OJT courses.
- **Course Description:**

This course updates and refreshes the professional skills of active security guards. The curriculum reviews essential topics and introduces new information relevant to current trends and procedures in the security industry.
- **Topics Covered:**
  - Review of the Role of the Security Guard
  - Legal Powers and Limitations Update
  - Report Writing Refresher
  - Emergency Situations and Response
  - Communications and Public Relations
  - Access Control Procedures
  - Ethics and Conduct Review
  - Current Security Issues and Trends
- **Completion Requirements:**
  - Attendance for the full 8 hours
  - Participation in class exercises and discussions
- **Certificate of Completion:**

A DCJS-approved 8-Hour Pre-Assignment Training Certificate will be printed and issued in-person and via email for online students by **Adobe Acrobat Pro**, locked for editing, and distributed electronically within (1) business day.. Copies retained in compliance with DCJS recordkeeping standards.

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# SCHOOL POLICIES

## Attendance Policy

Students must attend 100% of the required in-person or online training hours. Late arrivals exceeding 15 minutes or early departures may result in the denial of course credit.

Online Training – The Student must always keep the camera on and remain attentive and viewable on camera. Failure to do so will result in expulsion and rescheduled to take the class on a later date. Students must also fill out all required documentation and submit a copy of their State ID along with the completed documentation. Failure to do so will result in not being allowed into the Google Meet live instruction portal.

## Examination and Grading Policy

- A written examination is required for the 8-Hour Pre-Assignment and 16-Hour OJT courses.
- The minimum passing score is **70%**.
- Students who do not pass may retake the course at the next available session.

## Code of Conduct

Professional conduct and respect for instructors, staff, and fellow students are required at all times. Disruptive or inappropriate behavior will result in dismissal without refund.

## Refund Policy

- Full refund if cancellation occurs before the class start date, whether in-person class or online.
- No refund after class has begun.
- If the school cancels a class, students may choose a full refund or reschedule.

## Recordkeeping

All student forms, exams, and certificates are securely stored for **five (5) years** in accordance with DCJS regulations.

Documents are distributed and stored electronically using **Adobe Acrobat Sign** and **Adobe Acrobat Pro** to ensure integrity and restricted access.

## Certificate Distribution and Security

Certificates are prepared, signed, and locked using Adobe Acrobat Pro to prevent modification. They are sent via secure email to students and retained on the school's restricted-access server for audit purposes.

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## INSTRUCTORS

Instructor Name	DCJS Instructor Number	Qualifications
Freddy Echevarria	echevarria-033221979-3532	20 years/ B.S Security Studies

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## CONTACT INFORMATION

### Central Security Service Bureau

**Director: Henry Blackmon**

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