

The BSIS Powers to Arrest Course Instructor's Guide



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Overview

The “Powers to Arrest” course is required for every Security Guard, Proprietary Private Security Officer, Private Investigator, and Alarm Company Agent. The course material was written and developed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services (BSIS). The material provided in this course is mandatory and must be presented to students. **Material may be added, but nothing can be removed from the course.** At a minimum it must be taught as provided without exception.

The course is divided into two lessons:

1. Power to Arrest
Approximately 3 hours.
2. Appropriate Use of Force
Approximately 5 hours.

The two lessons are known collectively as the “Powers to Arrest” course.

Materials

Powers to Arrest and Appropriate Use of Force

Required Manual: Powers to Arrest and Appropriate Use of Force Training

The BSIS provides a PDF version of the training manual. This manual may be downloaded for free from the BSIS website:

https://www.bsis.ca.gov/forms_pubs/poa.pdf

Review questions are included in the manual. Printed copies of the manual are expected to be distributed to students during the training. The manuals may be reused.

Professionally printed versions of the training manuals may be purchased for a nominal fee:

<https://ca.GuardCardTraining.com/pta.html>

The BSIS does not provide PowerPoint presentations to accompany the training material. However, Security Training Center® provides lecture materials for the entire 40-hours unarmed skills training course for security guards.

<https://ca.guardcardtraining.com/california-guard-card-presentations-exams.shtml>

Final Examination Answer Keys

Instructors must request the Powers to Arrest and Appropriate Use of Force Answer Keys directly from the BSIS. The answer keys may not be redistributed and must come directly from the BSIS.

Email: FacilitiesandInstructors.dca@dca.ca.gov

The email must include:

- Your name.
- Training facility/instructor license number.
- Phone number.

The Bureau will confirm the requester's authorization to receive the answer keys.

All instructors are required to keep the answer keys in a locked and secured location when not in use.

Conducting the Lessons

As the course is 8-hours long, a 1-hour meal break should be given between the lessons. Per educational best practices, a 10-minutes break should be given every hour. For example:

Lecture: 50-minutes

Break: 10-minutes

Students must complete all activities, exercises, and exam reviews with a score of 100%.

Powers to Arrest

The instructor should lecture with visual aids while the students follow along in the manual. Take time to answer questions and clarify any complicated material.

Pause to let the students complete the examination review questions as they appear in the manual.

The Powers to Arrest training may be conducted using videos and remote learning (BPC §7583.7.(b)(1)).

Appropriate Use of Force

The Appropriate Use of Force training must have an instructor present in the classroom. ***Training cannot be conducted remotely.*** A live instructor must be in the classroom at least 50% of the time and be available for questions at all times.

BPC §7583.7.(b)

- (1) The majority of the course shall be taught by means of verbal instruction. This instruction may include the use of a video presentation.

- (2) Paragraph (10) of subdivision (a) shall be conducted through traditional classroom instruction. For the purposes of this paragraph, “traditional classroom instruction” means instruction where the instructor is physically present with students in a classroom for a minimum of 50 percent of the course and is available at all times, including during instruction provided through distance learning or remote platforms, to answer students’ questions while providing the required training. In this setting, the instructor provides demonstrations and hands-on instruction in order to establish each student’s proficiency as to the course content.¹

Examinations

All examinations are “open book,” meaning students can review the manuals for answers to the questions. If a student fails the first time, have the student review the material again and correct the answers missed.

“An applicant must receive a score of 100 percent on the examination in order to successfully complete the course [Section 628 of Division 7 of Title 16 of California Code of Regulations]. Trainees who fail the final examination the first time may study their weak areas and try again. If the trainee has difficulty understanding the material as presented in the booklet, the instructor is expected to offer guidance. This does not mean that you are to provide the answer key along with the booklet, but rather to assist the applicant to understand the questions.”²

If a student fails the examination, have the student review the material and try again.

After the Class

Upon successful completion of the course, instructors are required, by regulation, to provide additional materials to the students.

- Completed paper application.
- Certificate completion.
- Live Scan forms (x2).

Training records must be kept on file for a minimum of two (2) years from the time of course completion.³

Application Paperwork

Students must be provided with a printed BSIS application (of appropriate type). The student must complete the first few pages. The applications are available to download from the BSIS website.

¹ Business and Professions Code (BPC), Division 3, Professions and Vocations Generally, Chapter 11.5 Private Security Services, Article 4, Private Patrol Operators. §7583.7(b)

² Powers to Arrest and Appropriate Use of Force Training Manual, Page 13.

³ Business and Professions Code (BPC), Division 3, Professions and Vocations Generally, Chapter 11.5 Private Security Services, Article 4, Private Patrol Operators. §7583.6.(g)(2)

Application for Security Guard Registration
https://www.bsis.ca.gov/forms_pubs/gappnew.pdf

Application for Proprietary Private Security Officer
https://www.bsis.ca.gov/forms_pubs/ppso_app.pdf

NOTE: Never give an applicant a blank, but completed/signed, application. ALWAYS have the applicant complete the application first and the instructor completes/signs last.

Live Scan Form

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. It is required as part of the application process. Specific Live Scan forms are required each type of application. The ORI codes are used to identify the type/level of check required for each license type.

Federal Bureau of Investigations (FBI) guidelines require applicants to complete a criminal history background check **AFTER** they have submitted their application.

The Live Scan forms can be downloaded from the BSIS website:

Security Guard
https://www.bsis.ca.gov/forms_pubs/livescan/guard.pdf

Proprietary Private Security Officer (PPSO)
https://www.bsis.ca.gov/forms_pubs/livescan/prop_sec.pdf

“Live Scan fingerprints are sometimes rejected by the Department of Justice and/or the Federal Bureau of Investigation (FBI) for being illegible. If the fingerprints are rejected, you will receive a reject letter from the Bureau and you will be instructed to have your fingerprints redone.”⁴

Certificate of Completion

For each course, or series of courses, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course.

The certificate of completion shall identify:

- The course(s) taken
- The number of hours of training provided
- Identification of the issuing entity
- Name of the individual
- Name of the instructor
- Course completion date

⁴ Powers to Arrest and Appropriate Use of Force Training Manual, Page 15.

- State that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for Security Guards.
- The certificate shall be serially numbered for tracking.⁵

Business and Professions Code

Business and Professions Code (BPC), Division 3, Professions and Vocations Generally, Chapter 11.5 Private Security Services, Article 4, Private Patrol Operators.

§7583.7.

- (a) The course of training in the exercise of the power to arrest and the appropriate use of force may be administered, tested, and certified by any licensee or by any organization or school approved by the department. The department may approve any person or school to teach the course in the exercise of the power to arrest and the appropriate use of force. The department may review and provide more guidance on courses of training when best practices are updated. The course of training shall be approximately eight hours in length and shall cover all of the following topics:
- (1) Responsibilities and ethics in citizen arrest.
 - (2) Relationship between a security guard and a peace officer in making an arrest.
 - (3) Limitations on security guard power to arrest.
 - (4) Restrictions on searches and seizures.
 - (5) Criminal and civil liabilities, including both of the following:
 - (A) Personal liability.
 - (B) Employer liability.
 - (6) Trespass law.
 - (7) Ethics and communications.
 - (8) Emergency situation response, including response to medical emergencies.
 - (9) Security officer safety.
 - (10) The appropriate use of force, including all of the following topics:
 - (A) Legal standards for use of force.
 - (B) Duty to intercede.
 - (C) The use of objectively reasonable force.
 - (D) Supervisory responsibilities.
 - (E) Use of force review and analysis.
 - (F) De-escalation and interpersonal communication training, including tactical methods that use time, distance, cover, and concealment, to avoid escalating situations that lead to violence.
 - (G) Implicit and explicit bias and cultural competency.
 - (H) Skills, including de-escalation techniques, to effectively, safely, and respectfully interact with people with disabilities or behavioral health issues.
 - (I) Use of force scenario training, including simulations of low-frequency, high-risk situations and calls for service, shoot-or-don't-shoot situations, and real-time force option decision making.
 - (J) Mental health and policing, including bias and stigma.

⁵ Division 7 of Title 16 of the California Code of Regulations, §643.

- (K) Active shooter situations.
- (11) Any other topic deemed appropriate by the bureau, excluding Weapons of Mass Destruction and Terrorism Awareness, which may be an elective topic only.
- (b)
- (1) The majority of the course shall be taught by means of verbal instruction. This instruction may include the use of a video presentation.
 - (2) Paragraph (10) of subdivision (a) shall be conducted through traditional classroom instruction. For the purposes of this paragraph, “traditional classroom instruction” means instruction where the instructor is physically present with students in a classroom for a minimum of 50 percent of the course and is available at all times, including during instruction provided through distance learning or remote platforms, to answer students’ questions while providing the required training. In this setting, the instructor provides demonstrations and hands-on instruction in order to establish each student’s proficiency as to the course content.
- (c)
- (1) The department shall make available a guidebook as a standard for teaching the course in the exercise of the power to arrest and the appropriate use of force, which may be known as the Power to Arrest and Appropriate Use of Force Manual. The department shall encourage additional training and may provide a training guide recommending additional courses to be taken by security personnel.
 - (2) The development, adoption, amendment, or repeal of the Power to Arrest and Appropriate Use of Force Manual by the bureau is exempt from the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).
- (d) Private patrol operators may provide a copy of the Power to Arrest and Appropriate Use of Force Manual to each person that they currently employ as a security guard. The private patrol operator may provide the guidebook to each person the private patrol operator intends to hire as a security guard a reasonable time prior to the time the person begins the course in the exercise of the power to arrest and the appropriate use of force.
- (e) The bureau may inspect, supervise, or view the administration of the test at any time and without any prior notification. Any impropriety in the administration of the course or the test shall constitute grounds for disciplinary action.
- (f) This section shall become operative on July 1, 2023.

(Amended (as added by Stats. 2021, Ch. 697, Sec. 12) by Stats. 2022, Ch. 287, Sec. 23. (AB 2515) Effective January 1, 2023. Operative July 1, 2023, by its own provisions.)⁶

Disclaimer

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⁶ https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=3.&title=&part=&chapter=11.5.&article=4.



The information provided in our training materials and on our websites is educational in nature. It is not legal advice.

All questions regarding trainer licensure, applications, notices, and announcements should be directed to the Bureau of Security and Investigative Services (BSIS):

https://www.bsis.ca.gov/about_us/contact_us.shtml