

**Course Catalog**

**Academy Policies**

**Student Handbook**

**1712 6th Avenue, Suite 300, Tacoma, Washington 98405**

**(253) 236-6320**

[***www.rdaguards.com***](http://www.rdaguards.com)

2019 RDA Catalogue Revision 09

*This academy is licensed under RCW 28C.10. Inquiries or complaints regarding this or any other private vocational academy may be made to:*

**WORK FORCE TRAINING AND EDUCATION COORDINATING BOARD**

128 – 10TH Avenue SW

PO BOX 43105

Olympia, WA 98504 – 3105

(360) 753-5662

Web: wtb.wa.gov

Email: pvsa@wtb.wa.gov

06/01/2018

*In addition, this academy was certified by the VA as a veteran owned and operated school.*

Selected programs of study at Research & Defense Academy are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Research & Defense Academy does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

**TABLE OF CONTENTS**

Washington State Licensing and Certification ………………………………………………..2

Table of Contents ……………………………………………………………………………..3

Summary of Courses

 Security Operator Course (SOC) ………………………………………………………..5

Standard of Progress Requirement ……………………………………………………………6

Mission Statement …………………………………………………………………………….7

Academy Ownership ………………………………………………………………………….7

Academy Objective ……………………………………..…………………………………….7

Fees and Tuition ………………………………………………………………………………8

Academic Advising …………………………………………………………………………...8

Counseling Services …………………………………………………………………………..9

Hours of Operation ……………………………………………………………………………9

Holidays Observed ……………………………………………………………………………9

Student Records ……………………………………………………………………………….9

Student Dress Code …………………………………………………………………………...9

Credentials Awarded …………………………………………………………………………10

Transcripts ……………………………………………………………………………………10

Faculty ………………………………………………………………………………………..10

Location of Facilities …………………………………………………………………………11

Equipment …………………………………………………………………………………….11

Cancellation Policy and Refund Policy ………………………………………………………11

Discontinued Programs …………………………………………………………………………13

Termination of Student …………………………………………………………………………13

Cancellation of Class ……………………………………………………………………………13

Payment Timeliness …………………………………………………………………………….14

Financing ………………………………………………………………………………………..14

Admission Requirements ……………………………………………………………………….15

Ability to Benefit ………………………………………………………………………………..16

Student Standard of Conduct ……………………………………………………………………16

Grievance Procedure …………………………………………………………………………….17

Attendance ………………………………………………………………………………………18

Grading System …………………………………………………………………………………19

VA Rules and Regulations – Fees, books, supplies …………………………………………….20

Placement Assistance ……………………………………………………………………………20

Internship/Practicum (SOC only) ……………………………………………………………….21

**Security Operator Course (SOC) Summary** ……………………………………………22 - 32

Class Schedule (SOC) …………………………………………………………………………..33

Physical Fitness Standards (SOC) ………………………………………………………………33

**Additional Security and Investigation Courses** …………………………………………35 - 49

RDA Staff Certification …………………………………………………………………………50

**SUMMARY OF RESEARCH & DEFENSE COURSES**

**SECURTY OPERATOR COURSE (SOC)**

Research & Defense Academy (RDA) will limit the size of each class to a maximum of 20 students. The maximum student-to-instructor ratio will be no more than 10 students to 1 instructor in the classroom, and no more than 3 students per 1 staff member in the field or on the range. The Security Operator Course “SOC” (the premiere course offered by RDA) is (6) weeks in duration, consisting of 232 total training hours.

**Week One** (40) training hours will be Security Officer Basics. Students must demonstrate knowledge and proficiency in the following general areas:

● Washington state security officer pre-assignment training.

● Non-lethal measures to include; OC Spray, Baton, Taser, and handcuffing.

● Use of Force Model.

● Searching Personnel and Vehicles.

**Weeks two and three** (80) training hours will be dedicated to the use of various firearms from the security perspective. Students must demonstrate knowledge and proficiency in the following general areas:

● Firearm safety and weapon manipulation.

● Accuracy and efficiency with various firearms.

● Sound decision-making ability while properly utilizing the use of force with the

 incorporation of a firearm.

**Week four** (45) training hours will be focused on defensive tactics. Students must demonstrate knowledge and proficiency in the following general areas:

● De-escalation of a hostile or potentially hostile situation.

● Proper application of various defensive, compliance and control techniques relevant to

 all levels of the continuum of force.

● Ability to gain control of a confrontational and/or hostile situation using the minimum

 amount of force necessary.

**Week five** (40) hours will be dedicated to an introductory level of instruction in the field of Executive Protection and Private Investigation. Students must demonstrate knowledge and proficiency in the following general areas:

● Basic principles of Executive Protection.

● Basic Principles of Private Investigation.

**Week six** (32) hours will be focused on implementing the entire spectrum of the course curriculum into intense and focused scenario exercises designed to put students into realistic and stressful situations. Students must demonstrate knowledge and proficiency in implementing all the skills

taught throughout the course. They must properly assess subjects and scenarios and properly execute actions in line with the proper procedures and use of force as dictated by state and federal law as well as the use of force model.

Upon completion of the course, students will be granted all licenses and certifications appropriately. This is the first step into an exciting career in security.

40 hours per week will be considered as full-time attendance while at Research & Defense Academy (RDA). In addition, please aware that due to the diverse nature of the security industry and the sometimes-special demands of the security industry, RDA training and class may not always be at the same times every day and the student may be required to train on an occasional weekend, after-hours, nighttime, or any other time deemed necessary by the individual instructor.

There is 100 hours of classroom instruction and 132 hours of hands-on field experience in the form of pistol and rifle training at the range, self-defense instruction in the dojo, and simulated private security guard hands-on training in the field at the school facilities.

**Please see below on page 35 for detailed description of Security Operator Course (SOC and other related courses).**

**STANDARD OF PROGRESS REQUIRED**

A grade failing below 75% is considered failing and unsatisfactory. If a student is not maintaining a satisfactory grade level, counseling from Research & Defense Academy (RDA) Staff will follow to determine what solutions may be applied to improve the student’s progress. A one-week probationary period will be allowed to assess the student’s progress. If, after this probationary period, the student’s grade does not improve to a satisfactory level, dismissal from the RDA program may be necessary.

Readmission to the RDA program by a student who failed to progress satisfactorily will be determined by the Academy President after a thorough review of the student’s record, as well as input from the Instructors and/or other Administration and Staff.

**MISSION STATEMENT**

Research & Defense Academy (RDA) is committed to providing training of the highest standard in the security field. Graduating students of RDA will receive training on the full spectrum of security with a proactive, intense, and engaging approach to the acquisition of skills necessary to be an asset of the highest value to any company operating within the realm of security.

When a student graduates from RDA in any capacity, they will be without question of the highest quality; in skill, ability, and knowledge in whatever course of study they have undertaken. There will be no comparison. “Excellence without exception!”

**ACADEMY OWNERSHIP**

Research & Defense Academy (RDA) is owned by RESEARCH & DEFENSE ACADEMY, INC., a Washington State corporation. The owners of the corporation are registered with the State of Washington and the VA as: Renato Soyangco and David Carl Williams.

**ACADEMY OBJECTIVE**

The objective of Research & Defense Academy (RDA) is to create a new standard in the security field. Each student who enrolls and successfully completes a course of study in RDA will receive all appropriate certifications and licenses in the areas for which they have studied and areas for which they have successfully completed. All students will receive the same level of training and certification as well as assistance in placement into a company within the field of interest.

**FEES AND TUITITION**

**The cost of tuition is:**

**Security Operator Course (SOC) \_ $8,000**

**Other Security & Investigation Training:**

Washington State unarmed pre-assignment training \_ **$300**

CJTC Private Security/Private Investigator/Bail Bond Recovery Firearm Certification **$1000**

CJTC Private Security/Private Investigator/Bail Bond Recovery Firearm Re-Certification **$500**

Patrol Designated Marksman \_ **$1000**

Executive and Dignitary Protection **$5000**

Private Investigation **$1000**

Bail Enforcement **$1000**

CPR/FIRST-AID/AED **$100**

Oleoresin Capsicum/O.C. Certification and training **$300**

ASP tactical expandable baton certification course **$500**

ASP tactical handcuff certification and training **$500**

Taser Training, User Certification Course **$500**

Cost of equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**$1500**

**ACADEMIC ADVISING**

Research & Defense Academy (RDA) strives to review each student’s education, grades, work experience and life experience carefully to determine whether RDA may or may not be a good fit for the prospective student. If staff at RDA feels the student is a good fit somewhere in the field of security, and the staff feels the student will benefit then the recommendation to accept the prospective student as a new student at the school will granted.

**COUNSELING SERVICES**

If at any time or for any reason the student feels the need for counseling, Research & Defense Academy (RDA) will provide a counselor or psychologist at the student’s request. At least, RDA will refer the student to local available counseling and/or the VA.

**HOURS OF OPERATION**

Research & Defense Academy (RDA) will operate from 06:00 to 16:00 Monday through Friday. Courses may operate within any window from 06:00 to 16:00. RDA administrative staff will be available from 08:00 until 16:00. RDA will sometimes operate in the evening or during other “after hours” times to facilitate different types of training; however, during these times RDA’s administrative staff will not be available.

**NOTE:** Course dates are subject to change. Students will be notified as is required by Washington State law. Holiday weeks will be adjusted to four – 10-hour days or some other configuration of 40 hours to allow for observation of the holiday.

**HOLIDAYS OBSERVED**

Research & Defense Academy will observe the following as holidays. (When a recognized holiday occurs during a class, the day’s hours preceding and following the holiday will be adjusted to make up for the lost time, as there will be no class.)

Christmas Day Thanksgiving New Year’s Day Memorial Day 4th of July Labor Day

**STUDENT RECORDS**

Student records will be kept onsite at the Research & Defense Academy administrative office. All records of enrollment, contracts, and advisement forms, correspondence, grades, copies of documents required for admission, licenses, Diplomas, or Certificates will be maintained. Student records will be kept for 50 years per WAC 490.105.210.

**STUDENT DRESS CODE**

All students are expected to be clean, well-groomed, and appropriately attire. Clothing should be comfortable and durable. Because students work closely with equipment, clothing also should be somewhat protective and washable. An example would be overalls. Shoes should be comfortable and protective.

**The following will not be permitted for reasons of safety:**

* **Very loose fitting, baggy clothing.**
* **Long shirt tails worn un-tucked.**
* **Shorts.**
* **Halter tops.**
* **Shirts exposing the midriff.**
* **Sandals, High Heels.**
* **Dresses, Skirts, Kilts.**
* **Loose jewelry, dangling earrings.**
* **No bare chests or bare feet.**
* **Long hair will be worn pulled back or secure in a hair net.**

**CREDENTIALS AWARDED - Security Operator Course and other training:**

**Unarmed/Armed Guard Cards, CJTC Firearm Certificates, Executive Protection Certification, Private Investigation Certification, Designated Marksman Certification, Bail Enforcement certification, CPR/First-Aid/AED, Asp handcuffing and baton, Taser, O.C. certification.**

**TRANSCRIPTS**

Student transcript will show the grade achieved on each test and in the field for each area of proficiency. An overall classroom grade and an overall field grade will be combined for an overall GPA. Transcripts can be requested at any time by former students by completing a the “Transcript Request” form online, on canvas, or available in the administration office.

**FACULTY**

**William P. Couture, Firearms Instructor**

**Dana Leonard, Firearms Instructor**

**Timothy Rankine, Designated Marksman Instructor**

**James Pratt, Sr. Executive Protection Instructor**

**Jeff Walker, Private Investigation Instructor**

**Brett Welch, Head Commercial Driving Instructor**

**David Williams, President**

**Renato Soyangco, President (Honorary Co-Founder)**

**Resumes and CV’s for all faculty members and staff available on request or may be found online at** [www.RDAguards.com](http://www.RDAguards.com)**.**

**LOCATION OF FACILITIES**

Research & Defense Academy (RDA) facilities are located in downtown Tacoma, WA. Firearms training is at the gun range facilities in Tacoma, Kent, and/or Black Diamond, WA.

**EQUIPMENT**

Research & Defense Academy (RDA) is committed to creating a high-quality training environment by the use of the academy’s of the proper equipment, based on RDA curriculum.

Equipment to be utilized in training includes, but is not limited to: Patrol cars, firearms, “simunition” kits for firearms, all less than lethal equipment utilized by security and law enforcement, “red-man” padded suits for intense, realistic use of force scenarios and protective gear as appropriate to the circumstances.

**CANCELLATION AND REFUND POLICY**

**Research & Defense Academy Cancellation and Refund Policy in accordance with WAC 490-105-130**

1. The Academy must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the Academy.
2. The Academy must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed, or an initial payment is made, as long as the applicant has not begun training.
3. The Academy may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars ($100), whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a academy to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the academy may retain the registration fee, plus a percentage of the total tuition as described in the following table:

|  |  |
| --- | --- |
| **If the student completes this amount of training:** | **The school may keep this percentage of the tuition cost:** |
| One week or up to 10%, whichever is less | 10% |
| More than one week or 10% whichever is less but less than 25% | 25% |
| 25% through 50% | 50% |
| More than 50% | 100% |

1. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
	1. When the Academy receives notice of the student’s intention to discontinue the training program; or,
	2. When the student is terminated for a violation of a published academy policy which provides for termination; or
	3. When a student, without notice, fails to attend classes for thirty days.
2. All refunds must be paid within thirty (30) calendar days of the student’s official termination date.

**Any refunds for VA funded programs will be considered using the following as a guideline:**

Research & Defense Academy agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other chargers will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

***(1) Registration fee.*** An established registration fee in an amount not to exceed $10 need not be subject to proration. Where the established registration fee is more than $10, the amount in excess of $10 will be subject to proration.

**(2) *Breakage fee.*** Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.

**(3) *Consumable instructional supplies.*** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

**(4) *Books, supplies and equipment.***

a. The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

- The school furnishes the books, supplies and equipment,

- The school includes their cost in the total charge payable to the school for the course,

- The veteran or eligible person withdraws or is discontinued before completing the

course.

b. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

**(5) *Tuition and other charges.*** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum

which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

**(6) *Prompt refund.*** In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

**DISCONTINUED PROGRAMS**

If the academy discontinues instruction in any program after students enter training, including circumstances where the academy changes its location, students must be notified in writing of such events and are entitled to a pro-rated refund of all tuition and fees paid unless comparable training is arranged by the academy and agreed upon in writing by the student.

**TERMINATION OF STUDENT BY RESEARCH & DEFENSE ACADEMY**

A student who fails to maintain satisfactory progress, violates safety regulations and/or rules, interferes with other students’ work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination. This includes violations of any of the Student Standards of Conduct, the Student Dress Code, or Attendance and Grade Requirements as outlines in the course catalog.

**CANCELLATION OF CLASS**

Research & Defense Academy reserves the right to cancel a starting class if the number or students enrolling is insufficient. Such a cancellation will be considered a rejection by the academy and will entitle the student to a full refund of money.

**\*\*While Research & Defense Academy (RDA) strives to provide a safe environment for education and learning for all students, students attending RDA assume responsibility and liability for any incidents arising out of negligence in which the student does not follow the rules, regulations, and instruction as directed by instructors and RDA faculty. Again, RDA is committed to the safety of each and every student, faculty members, and the general public.\*\***

**PAYMENT** **TIMELINESS**

Payment in full needs to be made before the end of the course. Graduation documents will be withheld until payment is received in full. A $50.00 NSF fee applies to all returned checks. Student agrees to pay all collection and attorney fees in pursuit of outstanding debt.

**FINANCING**

Students may make payments to Research & Defense Academy (RDA) by cash, check, credit card, or any other method approved by RDA.

RDA will refer prospective students to lending institutions who may be of assistance in financing tuition based on approval of credit, if needed.

In some cases, on a case by case approval, some students may qualify to make payments directly to RDA. Qualifiers may include, but are not limited to, student’s current employment, living situation, credit score, ability to pay, etc. The decision of who is approved to make direct payments and who is not is at the sole discretion of RDA.

In circumstances where a student may qualify for financial aid, RDA will have community resource information available and will refer students to these resources for consideration.

The following may provide financial assistance for students attending RDA. Students are not limited to this list. Neither is this a complete list of all available sources; there may be other available sources that RDA is not aware of at the time of this catalog printing. This list and an updated list, if available, may be requested by the student at any time.

Spring Leaf, Local banks, credit unions, etc.

Workforce Investment Act
Programs for Adults
Displaced and Dislocated Worker Program – DWP
Worker Adjustment and Retraining Notification Act – WARN
Trade Adjustment Assistance-TAA & NAFTA
Boeing QTTP Program (Current Boeing employee training benefits.)
Corrections Clearinghouse (for ex-offenders)
Division of Vocational Rehabilitation-DVR (for persons with disabilities)
Department of Veteran Affairs (VA)
Vocational Rehabilitation Division (Ch. 31)
Department of Labor and Industries (L&I) Division of Vocational Rehabilitation
YWCA King County Jobs Initiative (KCJI)
All Commissioner Approved Training Programs

**ADMISSIONS REQUIREMENTS**

Each individual preparing for enrollment at Research & Defense Academy (RDA) will complete an Application for Enrollment and meet with our staff to ensure RDA is a good fit for the student. To be accepted for training by Research & Defense Academy, all applicants must:

• Read, write, and comprehend the English language.

• Provide proof of education – a copy of a High School diploma, GED, or pass a basic

 reading and math assessment administered in our office. A Form DD-214 showing high

 academy graduation or equivalency is acceptable. (See Ability to Benefit Policy below)

• Pass a controlled substance drug test.

• Provide a current abstract of driving record obtained from the Department of Licensing

 covering the last 5-year period and drawn within 30 days before enrollment. The driving

 record must be determined by RDA staff to be acceptable for employment in the security

 industry.

• Have a current and valid Washington State Driver’s License. (Other driver licenses may be

 accepted)

• Provide a Social Security Card valid for purposes of employment or a current Work

 Authorization Card.

• Applicants must pass a background check of similar nature to a background check

 conducted by various security companies in the state of WA in order to be considered as

 students at the academy.

• The Admissions Officer, the President, Instructors, and/or Administration Staff will have

 the final say to a student’s admission into the academy.

**Note:** Research & Defense Academy (RDA) does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. In addition, RDA will provide any equipment, means, mode, or the like to accommodate any person with disabilities or the like. At RDA, we encourage the enrollment of persons with disabilities. The security industry is currently seeking out disabled individuals who are trained to operate in the security field. While RDA will not reject anyone for admission based on race, creed, color, sex, or national origin, there are some circumstances where a student MAY BE disqualified for acceptance. This includes any person whose record reflects to be unemployable, an alcohol or drug related offence, in the past three years, certain felony convictions, a history of drug or alcohol abuse, mental disorder(s), or certain misdemeanor convictions, any of which could compromise employment opportunities in the

security industry. Each student attending RDA must be a minimum of 18 years of age. The State of Washington has set the age of 18 years as the minimum age for obtaining a Security Guard Card.

Research & Defense Academy (RDA) must limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wish to enroll in a class that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized. **Note: To be an armed security guard in the state of Washington the age requirement is 21 years of age. For consideration for the Security Operator Course, you must be 21 years of age due to this age requirement. Applicants under 21 years of age can only take advantage of courses and training that do not include the use of firearms (Unarmed Course).**

Because courses at Research & Defense Academy (RDA) are proprietary, there is no way to measure a prospective student’s or current student’s prior education and/or experience. For this reason, RDA does not consider, offer, or evaluate a student’s past education or experience, and RDA does not **grant credit** for the such. However, prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

**ABILITY TO BENEFIT POLICY**

Research & Defense Academy (RDA) will work within the recommended guidelines of the Workforce Training and Education Coordinating Board of the State of Washington to develop methods to assess the basic skills and relevant aptitude of each potential student. This assessment will be designed to determine that a potential student has the basic skills and aptitude necessary to complete and benefit from the program in which the student plans to enroll. Any method of this assessment utilized by RDA will be reported to the Workforce Agency. Assessment records shall be maintained permanently in the student’s file and maintained on the premises of RDA.

**STUDENT STANDARDS OF CONDUCT**

In order to provide a safe environment which will promote learning, the student standards of conduct have been established. These standards are provided in written form to each student on the first day of class. The student will read the standards and sign for receipt and acceptance. A copy will be immediately placed in the students file to be maintained onsite. **Participation in any of the activities listed below while on school property, during class, or at any other location while receiving instruction by RDA staff may be grounds for immediate dismissal:**

* Not following the Rules and Regulations or the Range Rules as signed by the student upon acceptance to RDA
* Gambling.
* Being under the influence of drugs or alcohol.
* Any activity considered to be in breach of current local and federal laws.
* Unauthorized use of equipment of any type.
* Smoking in unapproved areas.
* Theft.
* Committing a violent act, or threatening any student, RDA staff member, or anyone

 on RDA grounds.

* Destruction of any equipment or property.
* Sexual harassment of any person.
* Possession of a firearm or other weapons on academy grounds other than those authorized to be used in training at the appropriate times; OR authorized by RDA Staff. There are no exceptions to this rule!
* Fraternizing with any RDA staff member, including instructors, during the course of

 instruction, or during the admissions process.

* Derogatory or discriminatory actions, remarks, or written communications toward any student, RDA staff member, or anyone on RDA grounds.
* Any other issues as deemed necessary by RDA Staff.

**GRIEVANCE PROCEDURES**

Grievances should be directed first to the Academy President. The Owners, Instructors, and RDA Administrative Staff will make every effort to resolve any grievance in a way that is satisfactory and beneficial to the student and the academy.

Nothing in this policy prevents you from contacting the Workforce Board at 360-709-4600 with a concern or a complaint.

**ATTENDANCE**

During training at Research & Defense Academy (RDA), each student should strive for 100% attendance, since missing even one day of class can have a negative impact on the final grades in addition to being a potential detriment to the student’s ability to receive a particular license/certification. Prospective employers are interested in the attendance of their potential employees. Therefore, attendance is of the utmost importance for you while enrolled in academy.

Tardiness: If a student knows they will be late for class, the student must call to notify the academy. If a student is late four times to class, it will be considered one unexcused absence. Missed hours will need to be made up prior to graduation.

Absences: Each student must complete the entire number of hours for the pertinent program to graduate. The only excused absence is in the event of an emergency (deemed so by RDA Staff). Emergency include, but are not limited to: Anything which cannot be avoided by the student which results in an absents from class for any period of time. The hours missed must be made up at the academy’s convenience or at a mutually agreed upon time between the student and academy Staff and/or Instructors. Satisfactory progress must be maintained to attain a passing grade point of a 3.0 or better. There is no tolerance for unexcused absences. An unexcused absence is grounds for dismissal, therefore students must take care to plan accordingly and keep in good communication with RDA Staff in the event an urgent matter or emergency arises that requires the student to miss any portion of or an entire day. If progress is unsatisfactory, the student may be dropped from the program.

ALL ABSENCES MUST BE MADE UP! STUDENTS WHO DO NOT HAVE THE PRESCRIBED NUMBERS OF HOURS ARE NOT ELIGIBLE TO GRADUATE. HOURS MISSED MAY BE MADE UP BY MAKING ARRANGEMENTS WITH RDA STAFF.

If a student’s hours are continually missed and requested to be made up on a regular basis and ongoing basis, after 6 months that student’s file will be administratively closed. Please see refund policy.

**GRADING SYSTEM**

The system for grading at the Research & Defense Academy (RDA) will be the standard 4.0 grading scale (see conversion table below). In order to graduate, a student must score above 75% or over in the classroom, lab, and field.

Each student will be assigned an account on an RRDA online student access program (such as Canvas, if available), for which class time will be spent on its purpose, access, availability, and function. Grades will be posted regularly on the student’s account and available 24/7 for student access. Otherwise, grades will be handed back to students as assignments are corrected and graded by the instructor or other RDA staff.

The minimum passing score in the classroom is 75%

The minimum passing score in the field is 3.0

CONVERSION TABLE

4.0 = 100% = A+

3.9 = 98% = A

3.8 = 95% = A-

3.7 = 93% = B+

3.6 = 90% = B

3.5 = 88% = B-

3.4 = 85% = C+

3.3 = 83% = C

3.2 = 80% = C-

3.1 = 78% = D

3.0 = 75% = D-

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Below 75% Fail

**VA RULES AND REGULATIONS**

**Fees**

The VA does not pay for Application or Registration fees or any other fees associated with the admission’s process as these fees are not considered in pursuit of the program. VA also does not pay for any non-mandatory charges. VA only pays for mandatory fees charged for the pursuit of the program (and charged to all students). Some fees may appear to be mandatory however the VA could rule that they are not.

**Books & Supplies**

Items of a proprietary nature (owned or developed or having exclusive rights by the school) may be eligible for billing to the VA under tuition.

Items that are not proprietary may not be billed to the VA under tuition.

**PLACEMENT ASSISTANCE**

Research & Defense Academy (RDA) is committed to your career. Each student will have the opportunity to meet with the Sr. Instructor of Academics in order to express each’s specific employment goals both before and after graduation. After a review of the student’s driving record, work history, criminal record, etc., the placement specialist staff and faculty will make recommendations as to which companies may be most compatible. Upon graduation it is RDA’s objective to place each student with a company that matches the student’s strengths, preference and needs.

RDA will welcome a variety of recruiters and representatives from various companies in the security field and/or the commercial driving field to present their company’s career opportunities to our students. RDA will make every attempt to inform students of local and other job openings for which they qualify as the job opportunities become available to us following graduation. While students decide which jobs to pursue and accept, our efforts will be to provide what is needed to make a well-informed decision.

**In addition, RDA offers each student the opportunity to be interviewed for possible employment through our sister company, Central Security & Investigations, Inc. (CSI), a licensed security guard and private investigation company. RDA will also make available access to several other companies who are continually looking for new guards and investigators.**

**INTERNSHIP/PRACTICUM (SOC ONLY)**

-CFR 21.4233 & CFR 21.4265

-WTB Licensed Schools WAC 490-105-150 (#5 a-d) Program, facility, and equipment standards:

WAC 490-105-150(5) Schools that have an externship/internship, clinical/practicum, or similar requirement designed as a part of a program shall be approved as part of the program provided the externship/internship. Those programs must comply with the following: (a) Be part of the approved curriculum of the school and described in the school catalog and directly relate to the intended area of employment. (b) Be under the coordination of a qualified instructor or faculty member and designate for the direct on-site supervision of the student to ensure that all hours are completed, and program requirements are met. (c) The location of the externship/internship may be at the school's primary licensed location, at an approved on-site auxiliary location, or another location so long as an affiliation agreement or contract is in place and shall be made available to the agency upon request. (d) Ensure positions are available for all enrolled students as they progress to the externship/internship portion of the program and that students are timely placed so that the educational instruction is continuous.

**Security Operator Course (8) Weeks (332) Training Hours**

Each training day will generally consist of (8) hours. There will be 8 hours of training with (5) to (10) minute breaks given as appropriate throughout the day which will begin at 0700. A (1) hour lunch will be granted at 1100 and a physical training session will be administered at the end of the day at 1600.

**Week One and two - Security Officer Basics (80) Training Hours**

An unarmed security officer means any person who performs the functions of observation, detection, reporting, or notification of appropriate authorities or designated agents regarding persons or property on the premises that individual is contracted to protect, and who does not carry or have access to a firearm in the performance of their duties. Washington DOL Unarmed Security Guard Pre-Assignment Training is required by any person providing security services in Washington State.

All security guard applicants must complete eight hours of pre-assignment training **before** they can work as a security guard.

All security guards, except any person who was employed as a full time peace officer within the last five years, must complete at least eight hours of pre-assignment training. Four hours of the pre-assignment training classroom and/or on-the-job training shall be in subjects determined by the security guard company principal. Training should fit the specific type of duty required by the post. The additional four hours of the pre-assignment training classroom instruction shall be in the following listed subjects. For more information, read RCW 18.170.105 and WAC 308-18-300.

* **Washington State pre-assignment training**
	+ Basic principles
		1. Basic role of the security guard.
		2. Washington State licensing laws.
		3. Observation.
		4. Proper actions, reactions, ethics and diversity.
		5. Homeland Security – Terrorism and surveillance.
		6. Color code of awareness.
	+ Legal powers and limitations
		1. Citizen arrest.
		2. Authority to detain, question, or search a private citizen.
		3. Authority to search or seize private property.
		4. Use of force.
		5. Building relationships with law enforcement.
		6. Avoiding liability.
	+ Emergency Response
		1. How to define what is or is not an emergency situation.
		2. Response to fires.
		3. Response to medical emergencies.
		4. Response to criminal acts.
		5. Bomb threats.
	+ Safety and accident prevention
		1. Hazardous materials including Material Safety Data Sheet (MSDS).
		2. Accident reporting.
		3. Awareness and personal protective equipment (PPE).
	+ Report writing
		1. Elements and characteristics of a report.
* Basic questioning and elicitation
1. The interrogatives.
2. Basic Interviewing.
3. Logical lines of questioning.
4. Note taking.
5. Proper elicitation.
6. Connecting with and influencing people.
* Surveillance
	1. Communication.
	2. Movement.
	3. Discretion.
* Customer Service
	1. Active listening.
	2. Basic people skills.

**Tactical handcuff certification and training**

* + Handcuffing nomenclature.
	+ Hinged handcuffing.
	+ General handcuffs.
	+ Handcuffing the resistive, non-resistive, or semi-resistive subjects.
	+ The prone straight arm lock.
	+ Disengage and decentralization skills.
	+ Prone handcuffing.
	+ Standing a prone handcuffed subject.
	+ Removing handcuffs.
	+ Frisk and cuff.
	+ Use of contact cover

**OC/Pepper Spray Training**

OC pepper spray has a high percentage of effectiveness in subduing a non-compliant person, but it is important to understand what OC spray can and cannot do. Security ofﬁcers can learn techniques that make the spray the most effective. OC spray is not infallible; it does not stop all people. Also, some subjects take longer to feel the effects. An attacker can still grab, strike, or cause other physical damage to you after being sprayed.

* Heat of OC.
* Concentration levels and calculating capsaicin content.
* Spray patterns.
* Skin sensitivity.
* Effects on the eyes and respiratory system.
* General after use guidelines and post exposure cleansing.
* In-custody deaths and recognizing excited delirium.
* Resistance and control management.
* Officer and individual factors and escalation through the levels of control.
* Elements of reporting resistance and control.
* Defensive position.
* Spraying techniques for single or multiple aggressors.
* Contact and Cover.
* Moving Attack.

**ASP tactical expandable baton certification course**

ASP Tactical Expandable Baton Certification Course teaches law enforcement officers, security officers, and other industry professionals Tactical Baton fundamentals in an operational setting. The program is simple to learn and easy to understand. It provides efficient defensive impact weapon tactics for industry professionals without long hours of training. The techniques are designed to work effectively for all individuals, male and female, large and small, fit as well as officers in less than peak physical condition.

* Control theory.
* Confrontational continuum.
* Force Options.
* Use of force evaluations.
* Documentation.
* Liability considerations.
* Technical baton characteristics.
* Body mechanics.
* Power generation.
* Weapon side and reaction side.
* Forgiving techniques.
* Verbalization.
* Basic baton skills.
* Carrying the baton.
* ASP modes and target areas.
* Opening/Closing the ASP Baton.
* Weapon retention.

**Taser Training, User Certification Course**

The TASER Electronic Control Device Training Class is an 8 hour training class. This class includes two training cartridges used during class. When deadly force may not be necessary, it simply makes sense to have an option between physical strength and a bullet. TASER guns emit electrical charges that only temporarily incapacitate individuals. If a suspect is under the influence of drugs or alcohol, or in emotional distress, the TASER will subdue him or her successfully without causing permanent injury.

TASER Course is for Law Enforcement, Bail Enforcement Agents and Security Guards to learn about the “force continuum” where they will understand the appropriate levels of force that is legal to use when suspected intruders or violent subject forces you to act. You will also receive information on the following devices; M26, X26, X26C, C3, and the new C-2 Taser.

* + Use of force.
	+ Limitations.
	+ Proper deployment.
	+ Operation.
	+ Firing.
	+ Changing cartridges.
	+ Probe removal.
	+ Maintenance.
	+ Legal & moral aspect.

**Use of force model**

The use of force model is what all actions that include the use of any force is compared to and measured against. It is crucial that everyone operating with their responsibilities being to potentially perform actions that require a use of force above presence and verbal commands have a thorough understanding of every step and aspect of the use of force model.

Students will learn all steps of the use of force model and how to properly apply it as well as the law as it pertains to the use of force as a security professional.

* Terms.
* Use of force law for a private citizen.
* Objective Reasonableness and Totality of Circumstances.
* Threat Assessment.
* Use of Force Model.
* Using Force.
* Applicable Tools and Tactics.
* Use of Deadly Force.
* Non-Lethal Force.
* Non-Lethal Techniques.
* Weapons Handling.
* Response to Incidents.
* Firearm Safety.
* Use of force applications

**Searching Personnel**

Conducting searches in a thorough and effective manner is essential to the safety of the security professional and others. It is necessary to ensure that no weapons, contraband and other dangerous materials are in the possession of the subject who has been detained or has been appropriately searched under other circumstances. While searching vehicles within the limits of the law and consent, it is equally important to ensure that there are no weapons, contraband and other dangerous materials within the vehicle. In addition to this similar perspective, while searching vehicles there is the added threat and potential of an improvised explosive device or other dangerous item that can potentially be hidden within a vehicle. The following will be covered; (8) Training hours

* + Appropriate circumstances for searching
	+ Powers to detain
	+ Safety perspective
	+ Threat assessment
	+ Evidence
	+ Liability
	+ Technique and methodology
	+ Firearm safety

**Searching Vehicles**

* + Appropriate circumstances for searching
	+ Safety perspective
	+ Threat assessment
	+ Terrorism awareness and improvised explosive devices
	+ Evidence
	+ Liability
	+ Technique and methodology
	+ Tools
	+ Firearm Safety

**Week three and four - Firearms (80) Training Hours**

With the act of carrying a firearm in the line of duty, comes the responsibility and duty of operating with a higher standard. You must be a professional and a highly trained and effective user of any firearm that is either your primary or secondary weapon. At RDA, students will be taught the skills necessary in order to build the proper foundation to become efficient, highly trained professionals with firearms. Students will be instructed on the full range of marksmanship, weapons handling, weapons safety and tactics for the pistol, rifle and shotgun. (80) Training hours

* **Classroom**
* Introduction to the firearms certification process and requirements.
* Security officer licensing.
* Choosing to carry a gun.
* Use of less-than-lethal-force.
* Use of deadly force.
* The use of force continuum.
* Duty to act.
* Responsibilities after using force.
* Washington state criminal law on Use of Force.
* Washington state civil law and liability.
* Criminal penalties for unlawful use of force.
* Shooting decisions.
* Interaction with Law Enforcement.
* Firearm Safety, Tactics.
* Equipment considerations.
* **Range**
* Firearm Safety.
* Weapon manipulation.
* Load, unload and proper storage of firearms.
* Fundamentals of marksmanship.
* Malfunction clearance.
* Good sense tactics for the use of firearms.
* Movement, shooting positions and tactics.
* Shooting in low-light and other undesirable conditions.
* Use of Force Model with the incorporation of firearms.
* Slow fire distance and rapid close-range shooting.
* **Designated Marksman/Scoped Rifle Shooting**
	+ When and how the PDM deploys.
	+ Basics of precision rifle marksmanship.
	+ Use of magnifying rifle scope, sighting in.
	+ Ranging with Mil-Dot and/or Laser Rangefinder.
	+ Engagements at extreme up or down angles.
	+ Distant moving target engagement.
	+ Distant Threat Identification.
	+ Understanding of Ballistics.
	+ Positional Shooting.
	+ Practical exercises out to 200 yards., qualification at 100 yards.

**Application of theory and tactics learned in week one and two.**

**Week five and six - Defensive Tactics (80) Training Hours**

Defensive tactics, or the ability for a security professional to effectively de-escalate an “escalated” or “hostile” situation, is crucial to the success of the security mission. A security professional should not fear such an event; rather he/she should be confident in his/her ability to execute the appropriate level of force that is reasonable and necessary in order to gain control of the situation. Students will be taught proven defensive tactics techniques from the world of security, law enforcement and the military. (40) Training hours:

* **Defensive Tactics**
* Use of force model.
* Ability to deescalate a hostile situation to the lowest level on the use of force model in order to avoid the use of physical force “verbal judo”.
* Proper body language and spatial positioning.
* Basic human anatomy.
* Less than lethal tools.
* Defensive tactics in response to a gradual or abrupt elevation in the use of force model by an assailant.
	+ - Escape techniques.
		- Compliance techniques.
		- Contact controls.
		- Joint manipulations.
		- Pressure points.
		- Less than lethal tools.
* The execution of hand to hand combat in the event an elevated use of force becomes necessary and all other means have failed or cannot be reasonably employed.
	+ - Strikes and holds.
		- Ground fighting.
		- Weapons of opportunity.
		- Opportunity exploitation.
		- The survival paradigm.

**Application of theory and tactics learned in week one and two.**

**Week seven and eight - Executive Protection and Private Investigation (80) Training Hours**

Executive protection is an interesting and exciting realm of security that is sought after by many who are interested in the world of high profile security. It has the potential of being a stimulating and lucrative career for those who purposefully pursue it. The following is intended to provide a broad-stroked and foundational understanding of the skills necessary for becoming an executive protection operator. (24) Training hours:

* **Introduction to Executive Protection**
	+ Organization of a Protection Detail.
	+ Attire.
	+ Equipment.
	+ Advances.
	+ Route Planning.
	+ Communications.
	+ Threat Assessment.
	+ Operation Order.
	+ Arrivals and Departures.
	+ Principal Interactions.
	+ Foot Movements.
	+ Site Security.
	+ Surveillance.
	+ Use of Force.
	+ Threat Recognition.
	+ Unarmed Physical Defense.
	+ Case Studies.
	+ Color code of awareness.

**Private Investigation**

Private investigation is another part of the security realm that has the potential of being very interesting, stimulating and potentially lucrative. From serving papers and retrieving public documents to skip tracing and conducting surveillance, there are many different aspects of private investigation at which someone can make a living. The following is intended to provide a broad-stroked and foundational understanding of the skills necessary for becoming an effective private investigator. (16) Training hours

* + Threat, Risk, and Vulnerability.
	+ Washington state process servers.
	+ Missing persons investigation.
	+ Electronic Data Discovery.
	+ Arson/ Fire Investigation.
	+ Workers Compensation.
	+ Fraud and Financial Investigation.
	+ Child Custody and Support.
	+ Accident Reconstruction.
	+ Asset Search and Locate.
	+ Due Diligence.
	+ Background Checks and Investigations.
	+ Services for Corporate Clients.
	+ Civil Investigation Services.
	+ Person Locate / Skip trace.
	+ Digital Investigations.

**Field Training Exercise (12) Training Hours**

Weeks seven and eight are also the culmination of everything the students have learned throughout the SOC. The students will be put through; intense, realistic, and stressful scenarios where they will have to apply the skills they have acquired against one or more subjects in a wide range of circumstances, with and sometimes without back-up. The students will be equipped with the full arsenal of lethal and less than lethal tools at their disposal to use as appropriate (Firearms will be outfitted with “sim” kits and all less than lethal options will be training tools. At no time during scenario training will students be using real firearms or actual less than lethal weapons/tools against each other or RDA staff).

**2017/2018 CLASS SCHEDULE**

**(Security Operator Course)**

**START DATE GRAD DATE**

01/07/2019 03/01/2019

03/04/2019 04/36/2019

04/29/2019 06/21/2019

06/24/2019 08/16/2019

08/19/2019 10/11/2019

10/14/2019 12/06/2019

12/09/2019 01/31/2020

**All other courses may start at any time as determined by**

**Research & Defense Academy and the Student.**

**PHYSICAL FITNESS STANDARDS**

**(SECURITY COURSES ONLY)**

Physical fitness is a greatly overlooked essential for a professional in the security realm. At RDA we believe that physical fitness is a crucial aspect of what contributes to the effectiveness of any security professional. Physical fitness provides a basic foundation of discipline that is important to one’s maturity, effectiveness and overall confidence. Students will be tested on a basic level of physical fitness. It is required that students pass reflecting a minimum standard of physical fitness before continuation of the course at the end of day one. If a candidate does not pass, they will be given a chance to re-test at the end of week one. If a candidate does not pass a second time, they will be dropped from the course, with a pro-rated refund of tuition already paid. (Refer to the physical fitness standards section of this course catalog for scoring and minimum standards)

\*Generally, (1) hour per day will be dedicated to physical training. This is not counted in the overall “training” hours described in the course catalog. This is because minimum hour

requirements for various state and other certifications are set by the state and adhered to by Research & Defense Academy.\*

* **Physical fitness test**
	+ Sit-ups
	+ 300 meter sprint
	+ Push-ups
	+ 1.5 mile run
* Pull-ups (**Only required for Executive and Dignitary Protection Candidates.)**

ASP Tactical Handcuff certification training teaches law enforcement officers, security officers, and other industry professionals Tactical Handcuffing fundamentals in an operational setting. The program is simple to learn and easy to understand. It provides efficient handcuff training and tactics for industry professionals without long hours of training. The techniques are designed to work effectively for all individuals, male and female, large and small.

At Research & Defense Academy (RDA) we believe physical fitness is a crucial aspect of superior performance as a security professional. The following is a guide to the application of the physical fitness test (PFT) as well as the standards to which applicants and students will be held. **Physical fitness standards may not apply to those who are physically impaired or otherwise handicapped. However, some kind of physical fitness and maintenance thereof may be required.** Specifics of physical limitations and other issues should be discussed at the time of enrollment. Performing at a high level of physical fitness requires a level of discipline and consistency. Always consult a physician before undergoing any exercise routine. Know your limits and always exercise within the guidance and instruction of your physician and a fitness expert.

It is important to prepare for the PFT well in advance in order to increase your chances of obtaining the highest score possible. Those taking the PFT will undergo the following events with 8-minute breaks in-between each event;

* Sit-ups (maximum reps in one minute).
* 300-meter Sprint (timed-see score chart).
* Push-ups (maximum reps).
* 1.5-mile run (timed-see score chart).
* Pull-ups (maximum reps) **(Only required for Executive and Dignitary Protection Candidates.)**

**ADDITIONAL SECURITY & INVESTIGATION COURSES**

**WA State Pre-assignment Training (8) Training Hours**

An unarmed security officer means any person who performs the functions of observation, detection, reporting, or notification of appropriate authorities or designated agents regarding persons or property on the premises that individual is contracted to protect, and who does not carry or have access to a firearm in the performance of their duties. Washington DOL Unarmed Security Guard Pre-Assignment Training is required by any person providing security services in Washington State.

All security guard applicants must complete eight hours of pre-assignment training **before** they can work as a security guard.

All security guards, except any person who was employed as a full-time peace officer within the last five years, must complete at least eight hours of pre-assignment training. Four hours of the pre-assignment training classroom and/or on-the-job training shall be in subjects determined by the security guard company principal. Training should fit the specific type of duty required bythe post. The additional four hours of the pre-assignment training classroom instruction shall be in the following listed subjects. For more information read RCW 18.170.105 and WAC 308-18-300.

* + Basic principles
		1. Basic role of the security guard.
		2. Washington State licensing laws.
		3. Observation.
		4. Proper actions, reactions, ethics and diversity.
		5. Homeland Security – Terrorism and surveillance.
		6. Color code of awareness.
	+ Legal powers and limitations
		1. Citizen arrest.
		2. Authority to detain, question, or search a private citizen.
		3. Authority to search or seize private property.
		4. Use of force.
		5. Building relationships with law enforcement.
		6. Avoiding liability.
	+ Emergency Response
		1. How to define what is or is not an emergency situation.
		2. Response to fires.
		3. Response to medical emergencies.
		4. Response to criminal acts.
		5. Bomb threats.
	+ Safety and accident prevention
		1. Hazardous materials including Material Safety Data Sheet (MSDS).
		2. Accident reporting.
		3. Awareness and personal protective equipment (PPE).
	+ Report writing
		1. Elements and characteristics of a report.

In addition to these state mandated requirements, RDA will instruct students in the following topics which are aligned with the requirements of Central Security and Investigations, Inc. (CSI) (RDA’s sister company) Students will potentially have the opportunity to receive on-the-job training with CSI in addition to the classroom portion of the pre-assignment training based on the availability of CSI. This will be up to discretion of CSI management.

* Basic questioning and elicitation
1. The interrogatives.
2. Basic Interviewing and note taking.
3. Logical lines of questioning.
4. Proper elicitation.
5. Connecting with and influencing people.
* Surveillance
	1. Discretion.
	2. Positioning.
	3. Communication.
	4. Movement.
* Customer Service
	1. Active listening.
	2. Basic people skills.

**WA CJTC Armed Certification Course, Washington State Private Security/Private Investigator/Bail Bond Recovery Agent Firearms Certification (16) Training Hours**

This course includes the required classroom instruction, written test, range training and weapon qualification required for your Criminal Justice Training Commission (CJTC) Firearm Certification. Our experienced instructors will guide you through the process, giving you the information and practical skills needed to not only meet state standards, but to have the confidence and ability to safely and properly perform the duties of an armed security officer, private investigator and bail bond recovery agent.

To attend this class, you must be at least 21 years of age, legally able to possess a handgun and not be under the influence of alcohol or drugs. Because safety is our first priority, anyone not following safety procedures or instructions will be removed from class.

* **Classroom**
* Introduction to the firearms certification process and requirements.
* Security officer licensing.
* Choosing to carry a gun.
* Use of less-than-lethal-force.
* Use of deadly force.
* The use of force continuum.
* Duty to act.
* Responsibilities after using force.
* Washington state criminal law on Use of Force.
* Washington state civil law and liability.
* Criminal penalties for unlawful use of force.
* Shooting decisions.
* Interaction with Law Enforcement.
* Firearm Safety.
* Tactics.
* Equipment considerations.

 **● Other**

* Threat, Risk, and Vulnerability.
* Washington state process servers.
* Missing persons investigation.
* Electronic Data Discovery.
* Arson/ Fire Investigation.
* Workers Compensation.
* Fraud and Financial Investigation.
* Child Custody and Support.
* Accident Reconstruction.
* Asset Search and Locate.
* Mystery Shopper.
* Due Diligence.
* Background Checks and Investigations.
* Services for Corporate Clients.
* Civil Investigation Services.
* Person Locate / Skip trace.
* Digital Investigations.
* **Range**
* Firearm Safety.
* Weapon manipulation.
* Load, unload and proper storage of firearms.
* Fundamentals of marksmanship.
* Malfunction clearance.
* Good sense tactics for the use of firearms.
* Movement, shooting positions and tactics.
* Shooting in low-light and other undesirable conditions.
* Use of Force Model with the incorporation of firearms.
* Slow fire distance and rapid close-range shooting.

**WA CJTC Armed Certification Course, Washington State Private Security/Private Investigator/Bail Bond Recovery Agent Firearms Re-Certification** **(8) Training Hours**

This course includes the classroom instruction, written test, range and weapon qualification required for your continuing Criminal Justice Training Commission (CJTC) Firearm Certification.

Our experienced instructors will guide you through the process, giving you the information and practical skills needed to not only meet state standards, but to have the confidence and ability to safely and properly perform the duties of an armed security officer.

To attend this class you must have at least already successfully completed an 8 hour Private Security/PI/Bail Bond Firearm Certification, be legally able to possess a handgun and not be under the influence of alcohol or drugs. Because safety is our first priority, anyone not following safety procedures or instructions will be removed from class.

\*\***This re-certification course covers the same material as the certification course, however the classroom portion will be quick as it is a review. The student should take care to study ahead of time as this is the individual’s responsibility to have the knowledge to pass the written test as someone holding the CJTC firearm certification.\*\***

* **Classroom**
* Introduction to the firearms certification process and requirements.
* Security officer licensing.
* Choosing to carry a gun.
* Use of less-than-lethal-force.
* Use of deadly force.
* The use of force continuum.
* Duty to act.
* Responsibilities after using force.
* Washington state criminal law on Use of Force.
* Washington state civil law and liability.
* Criminal penalties for unlawful use of force.
* Shooting decisions.
* Interaction with Law Enforcement.
* Firearm Safety.
* Tactics.
* Equipment considerations.

 **● Other**

* Threat, Risk, and Vulnerability.
* Washington state process servers.
* Missing persons investigation.
* Electronic Data Discovery.
* Arson/ Fire Investigation.
* Workers Compensation.
* Fraud and Financial Investigation.
* Child Custody and Support.
* Accident Reconstruction.
* Asset Search and Locate.
* Mystery Shopper.
* Due Diligence.
* Background Checks and Investigations.
* Services for Corporate Clients.
* Civil Investigation Services.
* Person Locate / Skip trace.
* Digital Investigations.
* **Range**
* Firearm Safety.
* Weapon manipulation.
* Load, unload and proper storage of firearms.
* Fundamentals of marksmanship.
* Malfunction clearance.
* Good sense tactics for the use of firearms.
* Movement, shooting positions and tactics.
* Shooting in low-light and other undesirable conditions.
* Use of Force Model with the incorporation of firearms.
* Slow fire distance and rapid close-range shooting.

**Patrol Designated Marksman/Scoped Rifle Course (24) Training Hours**

The Patrol Designated Marksman program is designed for agencies as a way to bridge the gap between the arrival of patrol units and the deployment of SWAT, in incidents requiring a high degree of firearm precision. These circumstances include threats or use of WMD’s, active shooter, (especially at distance or in elevated positions) and emergency hostage rescue. Patrol Designated Marksmen are not “snipers,” they are on-duty patrol officers with the training, education and equipment to successfully resolve these threats rapidly if necessary, reducing the threat to innocent citizens.

* **Patrol Designated Marksman/Scoped Rifle Course**
	+ When and how the PDM deploys
	+ Basics of precision rifle marksmanship
	+ Use of magnifying rifle scope, sighting in
	+ Ranging with Mil-Dot and/or Laser Rangefinder
	+ Engagements at extreme up or down angles
	+ Distant moving target engagement
	+ Distant Threat Identification
	+ Understanding of Ballistics
	+ Positional Shooting
	+ Practical exercises out to 200 yards
	+ Qualification at 100 yards

***Students must be active Security, Executive Protection, Bail Recover Agents, or Law Enforcement Officers, be qualified Patrol Rifle Operators, and have the following equipment:***

* ***.223/5.56 or .308 Patrol Rifle with minimum 3 power optic, capable of 2.5 inch group at 100 yards***
* ***Bipod, rifle sling***
* ***200 rounds ammunition Match Grade only***
* ***Ear/eye protection, body armor***
* ***Range appropriate clothing and footwear***
* ***Water, food/energy bars***

**Executive and Dignitary Protection (3) Weeks (120) Training Hours**

Executive protection is an interesting and exciting realm of security that is sought after by many who are interested in the world of high profile security. It has the potential of being a stimulating and lucrative career for those who purposefully pursue it. The following is intended to provide an in-depth understanding of the skills necessary for becoming an executive protection operator.

* **Executive and Dignitary protection Overview**
* Protectee / Protector · Interaction.
* Protective problems.
* Advance Man or Team.
* Duties and Terminology of Advance personnel.
* CONSIDERATION IN WORKING THE EXECUTIVE OR PRINCIPAL
* Individual Equipment Considerations for Protectors.
* Seven protective Tips.
* Survival State of Mind.
* General Security Measures and Procedures.
* Criminal/Terrorist Target Study.
* Place of attack.
* Indicators of an attack.
* Method of attack (Assassination / Kidnapping).
* Duties and Terminology of Advance Personnel.
* Advance Terminology.
* Advance Security Checklist.
* Dignitary Protection Advance Security Checklist.
* Prior to Departure of Advance Agent.
* Arrival at location site.
* Police/ Law Enforcement Briefings.
* Surveys.
* **Executive and Dignitary movement**
* Motorcade.
* Hotel/ Residence.
* Route.
* Buildings.
* Press.
* Protective Detail OIC.
* Miscellaneous.
* Remarks.
* Security Post guidelines.
* Security Posts.
* Residence and Office Security.
* Preliminary site surveys.
* Preliminary Route Survey.
* Body Protection Formations and Attack Countermeasures.
* **Executive Protection Program Analysis**
* Personal Protection Measures.
* Residential Security Survey.
* **Introduction to Evasive Driving**
* Anti-Terrorist Driving.
* Preparing your vehicle for evasive driving.
* Accident Avoidance.
* Accident Avoidance.
* Positive Driving Procedures.
* **Motorcade and Route Study Guide**
* Define Motorcade.
* Identify possible types of vehicles in a motorcade.
* Identify the two principal types of motorcades.
* State the alignment for formal motorcade.
* State the alignment for informal motorcade.
* List the positioning of personnel and equipment in the following vehicles.
* Related to route security.
* **Follow car procedures study guide**
* Term.
* Uses of a follow car.
* Protective equipment.
* Basic positions around a principal’s vehicle.
* 6 positions in an open convertible, 6 basic positions in a station wagon.
* The 5 basic positions in a closed sedan.
* List the 7 safety precautions to keep in mind when working a follow car.
* **Driving Procedures**
* **Surveillance Detection Techniques**
* Followed, Evasive Action.
* Pursued, Evasive Action.
* Ramming, Evasive Action.
* Vehicle Surveillance Tactics.
* Low Profiling and Deception Operations.
* How Low-profile and deception operations work.
* Lowering Personal profile.
* **Travel Security, Attack Recognition**
* General security measures.
* Advance vehicular preparation.
* Vehicular security.
* Surveillance.
* Parking vehicles.
* Emergency and high-speed driving.
* Vehicular evasive actions.
* Attack Recognition.
* Survey route detail.
* **Estimating Severity of Injury or Illness**
* **Setting Priorities in assessing and treating injuries and illness**
* **Improvised Explosive Devices**
* **Loadouts**
* Individual Executive Protection.
* Executive Protection security post.
* S-2 (Intelligence).
* Strike Departmental.

**Private Investigation (1) Week (40) Training Hours**

Private investigation is another part of the security realm that has the potential of being very interesting, stimulating and potentially lucrative. From serving papers and retrieving public documents to skip tracing and conducting surveillance, there are many different aspects of private investigation at which someone can make a living. The following is intended to provide an in-depth understanding of the skills necessary for becoming an effective private investigator.

* **Private Investigation**
	+ Washington State Law regarding private investigators.
	+ Safety and operational considerations.
	+ Threat, Risk, and Vulnerability.
	+ Washington state process servers.
	+ Missing persons investigation.
	+ Electronic Data Discovery.
	+ Arson/ Fire Investigation.
	+ Workers Compensation.
	+ Fraud and Financial Investigation.
	+ Child Custody and Support.
	+ Accident Reconstruction.
	+ Asset Search and Locate.
	+ Due Diligence.
	+ Background Checks and Investigations.
	+ Services for Corporate Clients.
	+ Civil Investigation Services.
	+ Person Locate / Skip trace.
	+ Digital Investigations.

 **● Other**

* Threat, Risk, and Vulnerability.
* Washington state process servers.
* Missing persons investigation.
* Electronic Data Discovery.
* Arson/ Fire Investigation.
* Workers Compensation.
* Fraud and Financial Investigation.
* Child Custody and Support.
* Accident Reconstruction.
* Asset Search and Locate.
* Mystery Shopper.
* Due Diligence.
* Background Checks and Investigations.
* Services for Corporate Clients.
* Civil Investigation Services.
* Person Locate / Skip trace.
* Digital Investigations.

**American Heart Association CPR/First-Aid/AED (8) Training Hours**

The CPR/First-Aid/AED course offered by RDA is in-line with the American Heart Association and taught by AHA Instructors. Students will be taught the following;

* **CPR/First-Aid/AED**
	+ Adult, child and infant CPR.
	+ Basic first-aid including the use of tourniquets.
	+ Operation of an Automated External Defibrillator (AED).

**Oleoresin Capsicum/O.C. Certification and training (4) Training Hours**

OC pepper spray has a high percentage of effectiveness in subduing a non-compliant person, but it is important to understand what OC spray can and cannot do. Security ofﬁcers can learn techniques that make the spray the most effective. OC spray is not infallible; it does not stop all people. Also, some subjects take longer to feel the effects. An attacker can still grab, strike, or

cause other physical damage to you after being sprayed. Upon completion of this course you will have a certificate which authorizes the user to carry O.C. Spray as a security officer as allowed by your security company and Washington State Law. Your certification will be good for two years. Certification is also good for law enforcement or correctional officers, federal agents, or active military personnel.

* **OC/Pepper Spray Training**
* Heat of OC.
* Concentration levels and calculating capsaicin content.
* Spray patterns.
* Skin sensitivity.
* Effects on the eyes and respiratory system.
* General after use guidelines and post exposure cleansing.
* In-custody deaths and recognizing excited delirium.
* Resistance and control management.
* Officer and individual factors and escalation through the levels of control.
* Elements of reporting resistance and control.
* Defensive position.
* Spraying techniques for single or multiple aggressors.
* Contact and Cover.
* Moving Attack.

***All students must be law enforcement or correctional officer, federal agent, a state licensed security officer, or active military personnel. These courses are not available to civilian or private personnel. Each attendee must be physically fit for duty and able to perform the physical skills associated with tactical applications with the use of Oleoresin Capsicum.***

**ASP Tactical Expandable Baton Certification Course (4) Training Hours**

ASP Tactical Expandable Baton Certification Course teaches law enforcement officers, security officers, and other industry professionals Tactical Baton fundamentals in an operational setting. The program is simple to learn and easy to understand. It provides efficient defensive impact weapon tactics for industry professionals without long hours of training. The techniques are designed to work effectively for all individuals, male and female, large and small, fit as well as officers in less than peak physical condition.

* **ASP tactical expandable baton certification course**
* Control theory.
* Confrontational continuum.
* Force Options and use of force evaluations.
* Documentation.
* Liability considerations.
* Technical baton characteristics.
* Body mechanics.
* Power generation.
* Weapon side and reaction side.
* Forgiving techniques.
* Verbalization.
* Basic baton skills.
* Carrying the baton.
* ASP modes and target areas.
* Opening/Closing the ASP Baton.
* Weapon retention.

***All students must have a 16, 21, 24 or 26 inch expandable baton by ASP, Monadnock. All students must have a 16, 21, 24 or 26 inch expandable baton by ASP, Monadnock.***

***Each student must be physically able to participate without restrictions. To gain ASP Certification each student MUST be using ASP Equipment.***

**ASP Tactical Handcuff Certification and Training Course (4) Training Hours**

ASP Tactical Handcuff certification training teaches law enforcement officers, security officers, and other industry professionals Tactical Handcuffing fundamentals in an operational setting. The program is simple to learn and easy to understand. It provides efficient handcuff training and tactics for industry professionals without long hours of training. The techniques are designed to work effectively for all individuals, male and female, large and small.

* **ASP tactical handcuff certification and training**
	+ Handcuffing nomenclature
	+ Hinged handcuffing
	+ General handcuffs
	+ Handcuffing the resistive, non-resistive, or semi-resistive subjects
	+ The prone straight arm lock
	+ Disengage and decentralization skills
	+ Prone handcuffing
	+ Standing a prone handcuffed subject
	+ Removing handcuffs
	+ Frisk and cuff
	+ Use of contact cover

***All students must have 1 pair of handcuffs (hinged or chain). Must be ASP, Peerless, S&W, Hyatt, or a similar professional brand. No Import handcuffs they use a different key.***

**Taser Training, User Certification Course (4) Training Hours**

The TASER Electronic Control Device Training Class is an 8 hour training class. This class includes two training cartridges used during class. When deadly force may not be necessary, it simply makes sense to have an option between physical strength and a bullet. TASER guns emit electrical charges that only temporarily incapacitate individuals. If a suspect is under the influence of drugs or alcohol, or in emotional distress, the TASER will subdue him or her successfully without causing permanent injury.

TASER Course is for Law Enforcement, Bail Enforcement Agents and Security Guards to learn about the “force continuum” where they will understand the appropriate levels of force that is legal to use when suspected intruders or violent subject forces you to act. You will also receive information on the following devices; M26, X26, X26C, C3, and the new C-2 Taser.

* **Taser Training, User Certification Course**
	+ Use of force
	+ Limitations
	+ Proper deployment
	+ Operation
	+ Firing
	+ Changing cartridges
	+ Probe removal
	+ Maintenance
	+ Legal & moral aspect

**All other courses may start at any time as determined by**

**Research & Defense Academy and the Student.**

**RDA STAFF CERTIFICATION**

I, David Carl Williams, Vice President at Research & Defense Academy, certify that this “Course Catalog, Academy Policies, Student Handbook” is correct and accurate to the best of my knowledge and understanding.