



New York DCJS Security Guard

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1. What is the PRIMARY function of a security guard in New York State?

- A. To enforce criminal law and make arrests at will
- B. To replace police officers in high-crime areas
- C. To protect people and property and deter criminal activity through observation and reporting
- D. To investigate crimes and collect evidence for prosecution

2. Under New York law, a security guard may detain a person suspected of shoplifting if:

- A. Another customer reports they saw something suspicious
- B. The guard has a general feeling something is wrong
- C. The guard has reasonable grounds to believe the person has stolen merchandise and has not yet left the store
- D. The store manager instructs the guard to stop anyone leaving quickly

3. When a fire alarm activates in a building where a security guard is on duty, the FIRST action should be:

- A. Call 911 and begin evacuation procedures per the emergency plan
- B. Investigate the source of the alarm before notifying anyone
- C. Wait for the fire department to arrive before evacuating
- D. Reset the alarm to verify if it is a false alarm

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4. The MOST effective communication style for a security guard interacting with the public is:

- A. Aggressive and authoritative to establish immediate control
- B. Professional, calm, and respectful while clearly conveying necessary information
- C. Informal and casual to build friendship with everyone
- D. Brief and dismissive to avoid unnecessary conversation



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5. The PRIMARY goal of an access control system is to:

- A. Record the names of all visitors for marketing purposes
- B. Slow down entry to improve security theater
- C. Allow only authorized individuals entry to a secured area while denying unauthorized access
- D. Generate revenue from visitor fees

6. A security guard accepts a small cash gift from a vendor in exchange for looking the other way during an after-hours delivery. This is an example of:

- A. An acceptable gratuity within industry norms
- B. Normal goodwill between business contacts
- C. A bribe, which is unethical and potentially criminal
- D. An approved incentive program

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7. The acronym 'NEOO' in security observation stands for:

- A. Notice, Evaluate, Observe, Organize
- B. Note, Examine, Outline, Operate
- C. Note, Evaluate, Observe, and Report
- D. Notify, Eliminate, Oversee, and Record

8. A tort is best described as:

- A. A civil wrong that causes harm to another, giving rise to a lawsuit for damages
- B. A criminal offense requiring imprisonment
- C. A violation of post orders
- D. A company policy that has been violated

9. Which New York State agency is responsible for registering security guards?

- A. Division of Criminal Justice Services (DCJS)
- B. Department of State (DOS)
- C. Department of Labor
- D. Office of Public Safety

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10. Under New York State law, which agency oversees the registration and regulation of security guards?

- A. New York State Police (NYSP)
- B. Division of Criminal Justice Services (DCJS)
- C. Department of State (DOS)
- D. New York City Police Department (NYPD)

11. What is a 'citizen's arrest' in the context of a New York security guard?

- A. The right of a private person to arrest another for a felony actually committed in their presence or when they have reasonable cause to believe the person committed a felony
- B. The authority to arrest anyone on private property for any reason
- C. A formal police-authorized procedure that only trained guards may use
- D. An arrest that requires a warrant issued by a judge

12. A visitor collapses and is unresponsive. The security guard should FIRST:

- A. Move the person to a more comfortable location
- B. Administer medication from the guard's first aid kit
- C. Check for responsiveness, call 911, and begin CPR if trained and if there is no pulse
- D. Wait for a nurse or doctor in the building to respond first

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13. When communicating with police officers at a scene, a security guard should:

- A. Provide accurate, factual information and follow police instructions
- B. Take charge of the scene and direct officer activities
- C. Withhold information to avoid involving the company in the investigation
- D. Demand to be included in all police decision-making

14. 'Tailgating' or 'piggybacking' in access control refers to:

- A. An unauthorized person following an authorized person through a secure door without using their own credentials
- B. A guard accompanying visitors throughout the facility
- C. Using a vehicle to patrol the perimeter
- D. Checking identification documents while walking



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15. Integrity in security work means:

- A. Consistently acting in accordance with ethical principles, even when no one is watching
- B. Following only the rules that are convenient
- C. Doing what supervisors say regardless of ethical implications
- D. Enforcing rules only against strangers, not against friends or coworkers

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16. A good incident report should include:

- A. Who, what, when, where, why (if known), and how
- B. Only the guard's opinion about what happened
- C. Speculation about the motives of persons involved
- D. Information that is convenient but may not be entirely accurate

17. Negligence occurs when a security guard:

- A. Acts outside their authorized post area
- B. Exercises too much caution in a situation
- C. Uses excessive force during a legitimate detention
- D. Fails to act with the care that a reasonable person would exercise under similar circumstances, resulting in harm

18. How many hours of pre-assignment training must a New York security guard complete before working?

- A. 4 hours
- B. 8 hours
- C. 16 hours
- D. 24 hours

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19. The NYS Security Guard Act requires security guards to complete pre-assignment training within how many hours before working as a guard?

- A. 8 hours
- B. 16 hours
- C. 24 hours
- D. 40 hours



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20. After a security guard makes a citizen's arrest, they must:

- A. Transport the person to the nearest police station themselves
- B. Hold the person indefinitely until police arrive
- C. Conduct a full search of the person and seize all their property
- D. Deliver the arrested person to a police officer or magistrate without unnecessary delay

21. A bomb threat is received by telephone at the facility. The guard receiving the call should:

- A. Immediately hang up and call 911
- B. Keep the caller on the line as long as possible, note details of the call, then notify police and supervisors
- C. Announce over the building PA system that a bomb threat has been received
- D. Search the building alone before calling police to avoid causing panic

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22. When using a two-way radio, a security guard should AVOID:

- A. Using the designated call signs
- B. Keeping messages brief and clear
- C. Discussing confidential or sensitive information over an unencrypted radio channel
- D. Repeating back critical information to confirm receipt

23. When a visitor does not have a required identification document, a security guard should:

- A. Allow entry as a courtesy to avoid conflict
- B. Accept any document the visitor presents as proof of identity
- C. Allow entry but note the incident only after the visitor leaves
- D. Follow post orders, which may require denying entry or escalating to a supervisor

24. A fellow security guard asks you to falsify a patrol log to cover up that they missed several checks. You should:

- A. Agree to help since it affects only the company, not the public
- B. Write what they ask to maintain team loyalty
- C. Ignore the issue and let the other guard handle it
- D. Refuse and, if appropriate, report the falsification attempt to a supervisor



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25. Describing a suspect's vehicle in a report, a guard should include:

- A. Only the color
- B. Color and approximate year only
- C. A general description since license plates are recorded separately
- D. Color, make, model, year, license plate, and any distinguishing features

26. Which concept holds employers responsible for the wrongful acts of their employees committed during the course of employment?

- A. Contributory negligence
- B. Respondeat superior (vicarious liability)
- C. Sovereign immunity
- D. Assumption of risk

27. What is the passing score required on the New York 8-hour Pre-Assignment Training examination?

- A. 60%
- B. 70%
- C. 75%
- D. 80%

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28. A security guard on post witnesses a fight break out between two visitors. What should be the FIRST action?

- A. Physically separate the parties immediately
- B. Ignore the situation and wait for police
- C. Call for backup and then attempt to negotiate
- D. Contact law enforcement and notify supervisors while ensuring bystander safety

29. A security guard in New York CANNOT:

- A. Ask a trespasser to leave private property
- B. Conduct a warrantless search of a person's vehicle on a public street
- C. Detain a shoplifting suspect briefly within a store
- D. Call 911 to report a crime



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30. During a building evacuation, a security guard's role is to:

- A. Remain at the main entrance and grant entry to anyone who wishes to enter
- B. Ignore occupants who refuse to leave and continue with other duties
- C. Conduct a sweep of all floors independently before police arrive
- D. Direct occupants to exits, keep evacuation routes clear, and assist those with mobility impairments



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Answer Key & Explanations

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1. C — To protect people and property and deter criminal activity through observation and reporting
Security guards in NY primarily protect people and property, deter criminal activity through a visible presence, and report incidents. They do not enforce criminal law or replace police.

2. C — The guard has reasonable grounds to believe the person has stolen merchandise and has not yet left the store

NY Penal Law 218 (the shopkeeper's privilege) allows detention when there are reasonable grounds to believe a person has shoplifted, the detention is brief, and the person has not yet exited the premises.

3. A — Call 911 and begin evacuation procedures per the emergency plan

Life safety is paramount. Call 911 immediately and initiate evacuation per the emergency action plan. Do not investigate first—treat every alarm as real until confirmed otherwise.

4. B — Professional, calm, and respectful while clearly conveying necessary information

Professional and calm communication establishes authority without aggression, defuses tension, and builds public trust. It also reduces misunderstandings that could escalate situations.

5. C — Allow only authorized individuals entry to a secured area while denying unauthorized access

Access control prevents unauthorized entry, protects assets and people, and creates an audit trail of who accessed what areas and when.

6. C — A bribe, which is unethical and potentially criminal

Accepting compensation to overlook security violations is a bribe. It compromises the guard's duty, violates professional ethics, and may constitute criminal corruption.

7. C — Note, Evaluate, Observe, and Report

While mnemonic forms vary, the core principle is: Note details, Evaluate significance, Observe carefully, and Report accurately. Good observation skills are the foundation of effective security work.

8. A — A civil wrong that causes harm to another, giving rise to a lawsuit for damages

Torts are civil wrongs—distinct from crimes—that give injured parties the right to sue for damages. Security guards can be sued for assault, battery, false imprisonment, and negligence.

9. B — Department of State (DOS)

The New York State Department of State (DOS), Division of Licensing Services, is responsible for issuing Security Guard Registration Cards.

10. B — Division of Criminal Justice Services (DCJS)

The NYS Division of Criminal Justice Services (DCJS) is responsible for registering and regulating security guards under the Security Guard Act (General Business Law Article 7-A).

11. A — The right of a private person to arrest another for a felony actually committed in their presence or when they have reasonable cause to believe the person committed a felony



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Under NY law, a private person (including a security guard) may arrest someone when a felony is committed in their presence or they have reasonable cause to believe the person committed a felony.

12. C — Check for responsiveness, call 911, and begin CPR if trained and if there is no pulse

Checking responsiveness and calling 911 are the first priorities. If trained, CPR should begin immediately when no pulse is detected. Every minute without CPR decreases survival chances.

13. A — Provide accurate, factual information and follow police instructions

Guards must cooperate fully with police by providing accurate facts and following their lawful directions. Guards support—not direct—police operations at a scene.

14. A — An unauthorized person following an authorized person through a secure door without using their own credentials

Tailgating is a common access control breach where unauthorized individuals exploit an authorized person's entry. Guards must be alert to this and require each person to authenticate individually.

15. A — Consistently acting in accordance with ethical principles, even when no one is watching

Integrity requires consistent ethical behavior whether or not there is oversight. A guard with integrity enforces rules uniformly and honestly, building trust with employers and the public.

16. A — Who, what, when, where, why (if known), and how

The '5 Ws and H' framework ensures complete, factual reporting. Incident reports must be objective and accurate because they may be used in legal proceedings.

17. D — Fails to act with the care that a reasonable person would exercise under similar circumstances, resulting in harm

Negligence requires a duty of care, a breach of that duty, causation, and damages. Guards can be negligent by failing to act (omission) or by acting carelessly.

18. B — 8 hours

New York requires all security guards to complete an 8-hour Pre-Assignment Training Course before applying for a Security Guard Registration Card.

19. A — 8 hours

NYS General Business Law Article 7-A requires all registered security guards to complete an 8-hour pre-assignment training course before beginning work.

20. D — Deliver the arrested person to a police officer or magistrate without unnecessary delay

Once a citizen's arrest is made, the detainee must be delivered promptly to law enforcement. Prolonged detention or unauthorized searches can expose the guard to legal liability.

21. B — Keep the caller on the line as long as possible, note details of the call, then notify police and supervisors

Gathering information from the caller (voice characteristics, background noise, exact wording) is critical. After the call, immediately notify police and supervisors. Never search alone—that is a police function.

22. C — Discussing confidential or sensitive information over an unencrypted radio channel

Radio communications can be intercepted. Sensitive information such as access codes, personal details, or security vulnerabilities should never be transmitted over unsecured channels.



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23. D — Follow post orders, which may require denying entry or escalating to a supervisor

Post orders establish entry requirements. If a visitor cannot meet them, the guard must follow protocol—which typically means denying entry or consulting a supervisor, not making exceptions.

24. D — Refuse and, if appropriate, report the falsification attempt to a supervisor

Falsifying records is dishonest and potentially criminal. A professional security officer cannot falsify logs regardless of peer pressure. Reporting protects everyone, including the integrity of investigations.

25. D — Color, make, model, year, license plate, and any distinguishing features

Complete vehicle descriptions (color, make, model, year, plate number, distinguishing features like damage or stickers) are critical for police to locate vehicles quickly.

26. B — Respondeat superior (vicarious liability)

Respondeat superior means 'let the master answer.' Employers are vicariously liable for employee misconduct within the scope of employment, which is why security companies carry liability insurance.

27. B — 70%

The New York Division of Criminal Justice Services (DCJS) requires a passing score of 70% on the examination.

28. D — Contact law enforcement and notify supervisors while ensuring bystander safety

Guards should summon law enforcement and notify supervisors first. Physical intervention without training and authority can create liability. Bystander safety is the immediate priority.

29. B — Conduct a warrantless search of a person's vehicle on a public street

Security guards have no authority to search vehicles on public streets—that requires police authority and typically a warrant or recognized exception. Guards may ask trespassers to leave and detain shoplifters under specific conditions.

30. D — Direct occupants to exits, keep evacuation routes clear, and assist those with mobility impairments

Guards facilitate safe evacuation: directing people to exits, keeping routes clear, assisting those who need help, and not allowing re-entry until authorities deem it safe.



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