

## **International Foundation for Protection Officers Hands-On Performance Assessment Examination and Evaluation**

This final performance assessment examination and evaluation is meant to meet broad criteria of skills that will encompass most Criminal Justice-Security Programs. This test is aligned with our Protection Officer's Training Manual, is written at a commencement level and is industry sourced and graded. The course has been developed by the International Foundation for Protection Officers as an adjunct to our written examination to become a Certified Protection Officer. It is in being offered in 5 parts with the instructor and business and industry experts selecting 3 parts for the testing of their students and their specific programs.

In addition to the instructor(s) grading the students, you must bring in business and industry experts in the field (police and security professionals) to assist you in the scoring and evaluation of the student's performance. It is highly recommended that the instructors and business and industry experts carefully review this document in its entirety prior to giving the test.

The scoring will be on a scale of 0 to 5 with an overall score of 75% (on each attempted module) needed to pass and meet the requirements of the International foundation for Protection Officers. A scoring rubric has been provided.

- 1) The students will in a safe and professional manner take a suspect into custody. Depending on the program this can be treated as affecting an arrest of the suspect. The student will approach the suspect in a way that maintains the safety of the student. The suspect will be placed in handcuffs and patted down for any weapons and contraband that the suspect may have on their person. Once the suspect has been placed into custody, the student will take them to a designated area where they will properly fingerprint the suspect and properly fill out the fingerprint card. Any items found will be turned in as evidence to the instructor. At no time will the person being arrested (another student) offer any resistance during the scenario. The use of Red Rubber Training Weapons is optional and will not effect the scoring of this test. Time allotted 30 minutes.
- 2) The student will be placed in a situation where they interact with someone who has been injured in an accident. The student will use basic first aid techniques to render aid to the victim using materials (bandages, slings, etc.) that have been provided for their use. The students will render the scene safe, call for the proper medical assistance and tend to the victim (check, call, care). Time allotted 15 minutes.
- 3) The student will be given several objects that might have fingerprints on them. The student will (using the materials provided) dust the objects for any possible prints and upon finding them properly lift the print and turn them into the instructor and judges for their review. Time allotted 30 minutes.

- 4) The students will arrive at the scene of an incident and take statements (based on a situation that has been prepared and approved by the instructor and business and industry specialists) from the witnesses and fill out an incident report (using your supplied forms) for the review and grading by the instructor and the business and industry experts. Time allotted 45 minutes.
- 5) The student will be directed to a crime scene and properly document all objects placed in the scene using measurements and proper field note taking as has been taught to them by the instructor. Time allotted 30 minutes.

Remember that the student is to be graded on any three of these elements. The instructors will work with the business and industry experts to set up these areas prior to the students entering the room(s) where these activities will be taking place. Any and all materials that the students will need should be placed in an area where the students will have access to them. It is recommended that the instructor(s) and business and industry experts sit down with the students just before the test and let them know that all necessary items that they will need will be provided.

Once the student has completed the selected tasks they are to be sent to another area, so they may not interact with the students who are yet to be tested. No cell phones, texting or any other means of communication are to be allowed.

Students that are not being tested may be selected to assist by being the actors or the communications center, etc.

Upon completion of the test, the rubric and all written documentation (fingerprint cards, notes, fingerprints, reports, etc.) will be bundled and returned to the International Foundation for Protection Officers for final review and scoring.

We will notify you of the final score and provide certificates of successful completion of this assessment via the mail. Please allow two weeks for this process so you can plan your activities accordingly. If you have any questions please call us at 1-234-430-0534 or you can contact us via email at [msandi@ifpo.comail](mailto:msandi@ifpo.comail). Program paperwork can be mailed to:

International Foundation for Protection Officers  
P.O. Box 771329  
Naples, FL. 34107-1329

Program fee due on submission of paperwork for evaluation

Thank you.

**These sheets and all corresponding paperwork and materials must be returned to The International Foundation for Protection Officers for scoring and evaluation!**

Date: \_\_\_\_\_ Students Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Names and signature's of the business and industry experts assisting, as well as the name of the agency they represent.

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**Rubric Scoring Scale: 0 did not attempt the skill set.**

- 1 attempted the skill set with some varying degree of success.**
- 2 completed the skill set but was somewhat below industry standards for the skill.**
- 3 met industry standards for the skill set being tested on.**
- 4 exceeded the industry standard for the skill set.**

**Scoring Rubric:**

Scenario # 1

The student approached the suspect in a safe manner. \_\_\_\_\_

The student secured the individual in a safe manner using an approved method of handcuffing the suspect. \_\_\_\_\_

The student double locked the handcuffs. \_\_\_\_\_

The student conducted an appropriate pat down of the suspect. \_\_\_\_\_

The student found all of the items hidden on the suspect. \_\_\_\_\_

The student properly fingerprinted the suspect. \_\_\_\_\_

The fingerprints were legible. \_\_\_\_\_

The fingerprint card was filled out completely and properly. \_\_\_\_\_

**One Bonus Point may be given for successfully completing  
The scenario in the time allotted.** \_\_\_\_\_

Total Score Scenario # 1 \_\_\_\_\_

**Total Points required for passing Scenario # 1                      24**

Scenario # 2

The student secured the scene to insure their safety. \_\_\_\_\_

The student called for backup and the proper medical assistance. \_\_\_\_\_

The student informed the person that they were properly  
trained to deal with this type of situation. \_\_\_\_\_

The person treated the injured party in a safe and responsible  
manner, based on their level of training. \_\_\_\_\_

The student offered to contact a family member or loved one. \_\_\_\_\_

**One Bonus Point may be given for successfully completing  
The scenario in the time allotted.** \_\_\_\_\_

Total Score Scenario # 2 \_\_\_\_\_

**Total Points required for passing Scenario # 2                      15**

Scenario # 3

The student properly secured the scene prior to entering. \_\_\_\_\_

The student put gloves on prior to touching any objects in  
the scene. \_\_\_\_\_

The student properly located and dusted for any possible  
fingerprints in the scene. \_\_\_\_\_

The student successfully located all the prints in the scene. \_\_\_\_\_

The student successfully lifted all the found prints. \_\_\_\_\_

**One Bonus Point may be given for successfully completing  
The scenario in the time allotted.** \_\_\_\_\_

Total Score Scenario # 3 \_\_\_\_\_

**Total Points required for passing Scenario # 3                    15**

Scenario # 4

The student secured the scene prior to entering. \_\_\_\_\_

The student calmed everyone down in a professional manner. \_\_\_\_\_

The student separated the witness(s) prior to taking the  
statement(s)? \_\_\_\_\_

The student took proper field notes. \_\_\_\_\_

The student obtained and documented all the pertinent information. \_\_\_\_\_

The student properly filled out the incident forms using  
proper spelling and grammar. \_\_\_\_\_

**One Bonus Point may be given for successfully completing  
The scenario in the time allotted.** \_\_\_\_\_

Total Score Scenario # 4 \_\_\_\_\_

**Total Points required for passing Scenario # 4                    18**

Scenario # 5

The student secured the scene prior to entering. \_\_\_\_\_

The student put on gloves prior to entering the scene. \_\_\_\_\_

The student took proper field notes. \_\_\_\_\_

The student took proper measurements from fixed reference points. \_\_\_\_\_

The student made a proper sketch of the crime scene. \_\_\_\_\_

**One Bonus Point may be given for successfully completing  
The scenario in the time allotted.**

\_\_\_\_\_

Total Score Scenario # 5

\_\_\_\_\_

**Total Points required for passing Scenario # 5**

**15**

The instructor and business and industry experts will record the scores for the student. The rubric and all related paperwork will be forwarded to the International Foundation for Protection Officers for a final scoring and evaluation.