

Security Personnel Checklist: Entry-Level, Restarting, and Seasoned Operators

1. Getting Started in Security

- ✓ Obtain the required security license for your country or region (e.g., COA in NZ)
- ✓ Complete relevant security training courses (first aid, conflict management, etc.)
- ✓ Research different security roles (static, patrol, event, corporate, retail, etc.)
- ✓ Purchase essential equipment (uniform, torch, notebook, pen, radio earpiece, duty belt, etc.)
- ✓ Build a professional resume with security-related experience and skills
- ✓ Apply to security companies that align with your career goals
- ✓ Prepare for interviews by understanding the company's expectations and industry standards
- ✓ Stay physically fit and maintain situational awareness
- ✓ Understand local laws, use of force guidelines, and citizen's arrest protocols

2. Restarting Your Security Career

- ✓ Renew your security license and ensure compliance with any regulatory updates
- ✓ Refresh skills by taking updated training courses (de-escalation, mental health first aid, etc.)
- ✓ Update your resume and highlight past experience, even if gained from other industries
- ✓ Reconnect with past colleagues or employers for networking opportunities
- ✓ Research industry changes, new technologies, and updated legal requirements
- ✓ Consider joining a professional security association for career support and updates
- ✓ Brush up on report writing, radio communication, and incident handling



✓ Reassess personal fitness and mental resilience for handling high-pressure situations

✓ Obtain new references if previous ones are outdated

✓ Be prepared for changes in industry expectations, particularly regarding professionalism and customer service

3. Seasoned Security Operator – Maintaining and Advancing Your Career

✓ Keep your security license and certifications up to date

✓ Pursue advanced training (CCTV operations, defensive tactics, risk management, etc.)

✓ Consider leadership roles, supervisory positions, or specialized fields (VIP protection, cyber security, investigations)

✓ Mentor new security officers and share industry knowledge

✓ Maintain strong physical and mental health through regular fitness and stress management practices

✓ Stay informed about legal updates, policy changes, and best practices

✓ Develop skills in verbal judo and crisis intervention to handle escalations effectively

✓ Build a professional network through security conferences and training workshops

✓ Keep detailed records of training, incidents, and experience for career progression

✓ Explore opportunities for higher pay, better conditions, and professional development

This checklist is a useful tool for security personnel at any stage of their career, ensuring they stay prepared, professional, and proactive in their roles