

SUPERVISOR TECHNIQUES Part 2 - EXAM

1. Post Orientations are very important. It helps ensure that the officer has an understanding of the site policies, which in turn can help avoid potential unwanted liabilities.

Circle: TRUE FALSE

2. Post Orientation forms are important to document training for possible future recall.

Circle: TRUE FALSE

3. It is not necessary for a security officer to sign a post orientation form.

Circle: TRUE FALSE

4. Supervisor inspection reports are important to help keep management informed about the status of each post.

Circle: TRUE FALSE

5. If an officer needs to be disciplined, it is ok just to do it verbally. A formal discipline form isn't really needed.

Circle: TRUE FALSE

6. If an employee requests a ride to work, a transportation form should be completed and signed to document this.

Circle: TRUE FALSE

7. Management does not need to be notified that a customer complaint form has been completed. They will eventually read the form.

Circle: TRUE FALSE

8. A supervisor shift report is designed to alert a supervisor if anything is missing or needs replacement.

Circle: TRUE FALSE

9. A supervisor inspection reports helps to make sure that all equipment items are on a post as they should be.

Circle: TRUE FALSE

10. Supervisors should keep copies of forms in their vehicle to issue when needed.

Circle: TRUE FALSE

SUPERVISOR TECHNIQUES Part 2 – ANSWER KEY

1	TRUE
2	TRUE
3	FALSE
4	TRUE
5	FALSE
6	TRUE
7	FALSE
8	TRUE
9	TRUE
10	TRUE