



Private Security Resource Manual

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SECTION 1 - ORGANIZATIONAL INFORMATION

DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING

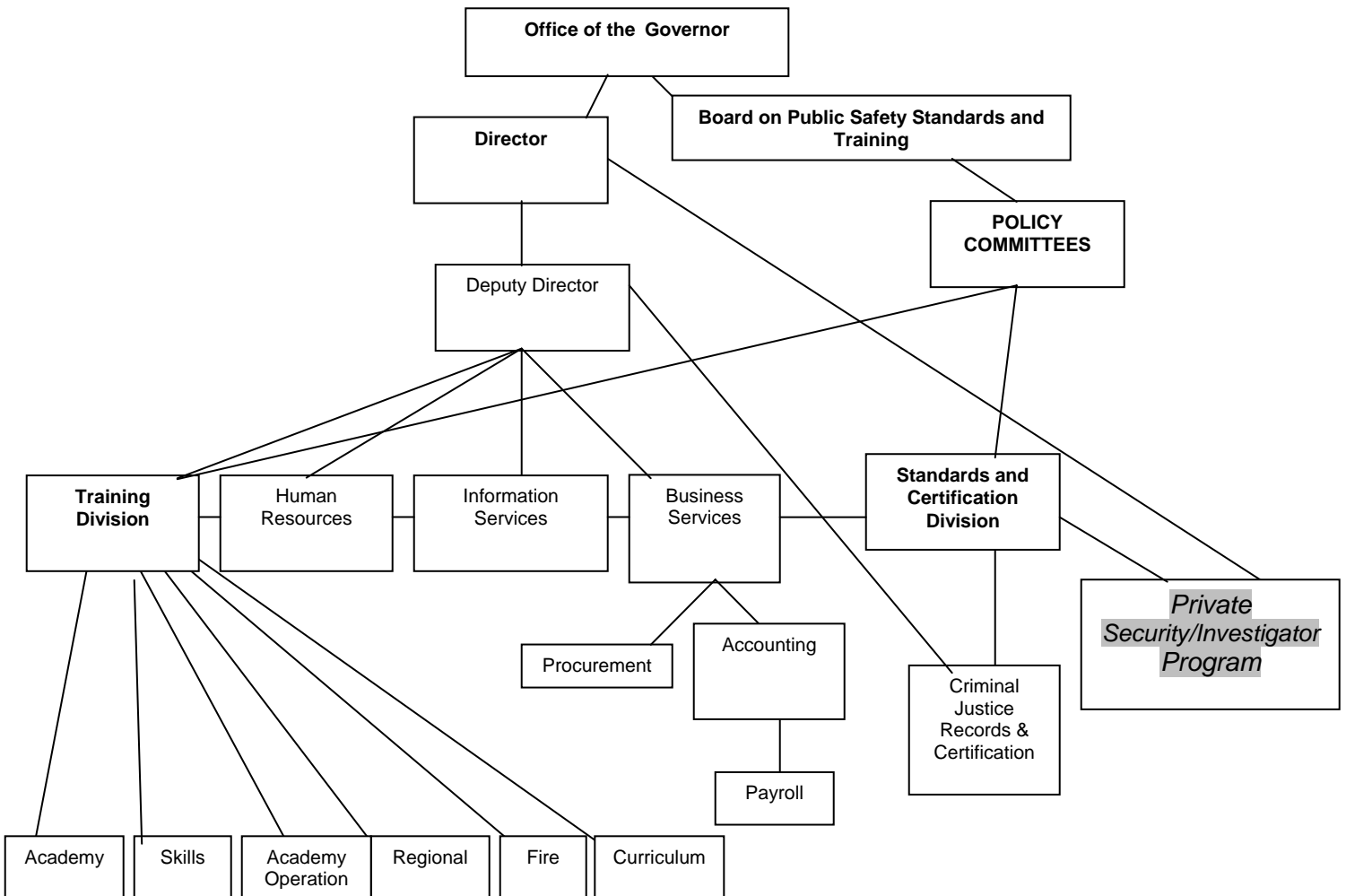
MISSION STATEMENT

The mission of the Department of Public Safety Standards and Training (DPSST) is to promote excellence in public safety and private security through the development of professional standards and the delivery of quality training.

DPSST OPERATING PHILOSOPHY

The Department is a multi-discipline team, which is responsive and accountable to the public safety and private security communities, and to the public. It is committed to the very highest ideals of professionalism and public safety. Board members are visionary leaders who work in an environment characterized by cooperation, collaboration, open communication and respect for all public safety and private security professions.

DPSST/BPSST ORGANIZATIONAL CHART



PSPC MISSION STATEMENT

The Private Security Policy Committee serves as a conduit between the private security community and the Department and Board of Public Safety Standards and Training to promote and protect the professionalism and interests of Oregon's private security industry. Committee members are industry experts who help develop curriculum, policy and rules to improve the relationship between private security, law enforcement and the public.

Private Security Policy Committee (PSPC)
Member Representing the Unarmed Security Industry
Member Representing the Hospitality Industry
Member Representing Armed Security Industry
Member Representing the Healthcare Industry
Member Representing the Manufacturing Industry
Member Representing the Governmental Entity Utilizing Private Security
Member Representing the Retail Industry
Member Representing the Alarm Monitoring Industry
Citizen Member
Member Representing the Private Investigative Industry
Member Representing the Private Investigative Industry
Industry Representative to the Board
Industry Representative to the Board

PSPC OPERATING PHILOSOPHY

The Private Security Policy Committee is a team of ethical, professional leaders who are attentive, accountable, and accessible to the members of the private security industry. The group is committed to its vision and its industry. It operates in an environment of integrity, with fairness, flexibility, cooperation, collaboration, open communication, and respect for the individual. The committee believes in education, training, and continuous quality improvement that will promote personal and professional development throughout the industry.

PSPC VISION STATEMENT

The Private Security Policy Committee foresees that traditional law enforcement roles will continue to change, which will result in increased demand and expansion of private security services. The constant fluidity of potential risks will ignite major growth in the complexity, liability and technology throughout the industry. Through training, technology, career development, and collaboration and integration with other public safety disciplines, the overall quality and performance of private security in Oregon will become more professional.

PSPC GOALS

1. To increase the professionalism of all persons involved in the private security industry.
2. To improve the industry's image with law enforcement and the public.
3. To increase the number of qualified, high-caliber people who choose private security as a career, and to increase the levels of employee retention industry-wide.
4. To increase the number of elective courses and training options available to all levels of private security personnel.
5. To educate the public regarding the importance and dollar-value of well trained, certified private security providers.

1. Private Security/investigations Policy Committee

INDUSTRY REPRESENTED	REPRESENTATIVE	COMPANY	OTHER DUTIES
Boar Member – Committee Chair	Harold Burke-Sivers	University of Portland	Chair of PSPC Chair of Administrative Rules Subcommittee
Board Member - Vice Chair	Eric Meyer	EBM Security	Co-Chair of PSPC
Armed Security	Derek Bliss	First Response	Chair of Armed Training Subcommittee
Health care security	David Tucker	Mercy Medical	Chair of Unarmed Training Subcommittee
Hospitality Security	Vacant		
Manufacturing Security	Eric Morse		
Private business/ governmental entities utilizing private security	Randy Woolard	Boeing	
Retail Security	Judy Pongratz	Goodwill Industries	
Unarmed Security	Brandon Mak	Maksimum Security	
Citizen Member	Vacant		
Alarm Monitoring Services	Jeff Martin	Paragon Monitoring	
Private Investigations	William Herrick	William Herrick & Associates	
Private Investigations	Chris Bloom	CJB fire Consultant	

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SECTION 2 - GENERAL INFORMATION

1. Why is the private security industry regulated?

For several years, private security leaders have sought to have their industry professionalized. These leaders came together several years ago and drafted Senate Bill 60. They called upon the Department of Public Safety Standards and Training to be the administering agency, since it was their vision to have consistent training standards. Together, with numerous public safety disciplines and associations, private security providers carried Senate Bill 60 forward to the 1995 Legislative Session, where it became statute. The focus of this legislation is to ensure that all private security professionals meet criminal history requirements and have consistent training standards.

2. Who decides what our regulations will be?

In keeping with the intent of the private security leaders and statute, the **Private Security Policy Committee** was formed. This committee is comprised of nine members, seven of whom represent various segments of the industry covering both proprietary (“in house”) and contract security. There are two citizen members with no connection to the industry. The Policy Committee provides experienced advice for the standards and certification program. Subcommittees were formed to ensure industry input and representation.

The **Unarmed Training Subcommittee** developed and maintains the statute-driven curriculum. They identify performance objectives and unit goals, and develop lesson plans. Much of this curriculum parallels other public safety disciplines. By maintaining continuity of training between all public safety disciplines, there is more effective interaction between the private sector and public safety.

The **Armed Training Subcommittee** developed and maintains the statute-driven curriculum. This committee called upon other states (such as Washington) with existing curriculum. Although there are similarities between the demonstrated skills taught in law enforcement and private security, the private security focus is on identifying alternatives to deadly force as a private citizen, and the private citizen use-of-force continuum.

The **Central Station Alarm Subcommittee** identified and maintains the training and assessment modules for alarm monitors. The Oregon Burglar and Fire Alarm Association and the National Burglar and Fire Alarm Association provided significant contributions towards this training curriculum. NBFAA allowed state constituents to use their nationally recognized central station alarm monitors training. Locally, central station alarm leaders provide insight and direction in the alarm monitor training.

The **Administrative Rules Subcommittee** identifies processes of statute, which need clarification or policy decisions. As a collective representation of the industry, they develop these rules to maintain the intent of the statute, while serving the needs of the private sector.

3. How will I be notified of proposed changes to the statutes and administrative rules?

The ListServe will be a direct source for updated information. You will be able to receive announcements, such as, regional training opportunities, and PSPC meetings.

If you are interested in joining the ListServe, please send an email to majordomo@oregonvos.net with the following message: subscribe private-security@oregonvos.net as the body of the e-mail. You will receive an e-mail entitled "confirmation for subscribe private-security." Follow the instructions within that e-mail. If you have any problems, contact our Unit.

SECTION 3 – STEPS FOR STARTING A NEW BUSINESS OR COMPLYING

1. Who is regulated?

a) *ORS 181.870, Security Services as:*

"The performance of at least one of the following:

- The observation and reporting of any unlawful activity
- The prevention of theft or misappropriation of any goods, money or other items of value.
- The protection of individuals or property, including, but not limited to, proprietary information, from harm or misappropriation.
- The control of access to premises being protected.
- The secure movement of prisoners
- The taking of enforcement action by detaining persons or placing persons under arrest.
- Providing canine services for guarding premises or for the detection of unlawful devices or substances.

Private Security Professionals are persons who perform the following services:

- Provide private security services for consideration, regardless of whether the individual, while performing the private security services, is armed or unarmed or wears uniform or plain clothes, and regardless of whether the individual is employed part-time or full-time to perform private security services.

b) *Does this regulation include reserve police officers or deputized civilians?*

If you employ a reserve police officer, this statute regulates that person. County fairs are allowed by ORS 565.240 to deputize their own marshals or police. The intent of the law is to maintain consistent training standards and criminal history of all private security professionals. ORS 181.667 provides for honorably retired law enforcement officers to maintain their certification after retirement, with specified training. They are excluded from private security statutes, if annual training is completed.

2. Minimum requirements for all categories in the private security field.

a) *What are the minimum requirements for a private security professional?*

ORS 181.875 describes the minimum requirements as:

- At least 18 years of age [OAR 259-60-0020(1)(B) [21 years of age if armed].
- Satisfactorily completed training requirements [see Item 4 in this section].
- Meet criminal history standards of ORS 181.875. Generally, this means an applicant may not have ever been convicted of a "person felony", or, within 10 years of application, including probation or parole, been convicted of a "property felony". Also, must not have been convicted of certain misdemeanors within 10 years of applying, as specified by rule, nor any drug-related crime.

3. Executive managers, contactors, and supervisory managers

a) *Who should be a manager?*

ORS 181.870 (2) defines an executive manager as a person who is authorized to act on behalf of the company or business in matters of licensure and certification. Both executive managers and supervisory managers have a primary responsibility to supervise or manage certified private security professionals, however, only executive managers have final responsibility for business compliance

b) *Every regulated private security business must have a state-licensed manager*
Under OAR 259-060-0130(2), each business, employer, or entity with a private security officer or private security officer–alarm monitor staff of at least one person shall cause one employee who performs the duties of an "Executive Manager", as described in rule OAR 259-060-0010, to obtain an Executive Manager license.

c) *What is considered "supervisory?"*

Any person who acts as a primary responsibility manager of private security professionals should be licensed as a supervisory or executive manager. ORS 181.870 defines "primary responsibility" as any activity that is fundamental to, and required or expected in, the regular course of employment and is not merely incidental to employment.

An employer may obtain licensure for more than one executive manager. All other persons who have responsibility and authority in supervising persons providing security services, who have not been licensed as an Executive Manager, shall obtain a Supervisory Manager license. This provision shall apply to any business, employer or entity which provides within this state contract security services, proprietary security services or the monitoring of alarm systems designed to detect unauthorized intrusion, regardless of whether the business, employer or entity is located in or out of this state.

d) *What are my responsibilities as an executive manager?*

- Ensure all security providers have been trained and submitted full application packet prior to working.
- Ensure all security providers hold a Temporary Work Permit issued by the executive or supervisory manager for your business or company.
- Ensure the Temporary Work Permit has been completed lawfully. Check for disqualifying convictions.
- Take appropriate action when notified by the Department of an applicant disqualified due to criminal conviction.
- Provide current information to the Department on employment status of security providers.
- Proofread PS-1 application for completeness to avoid deficiencies
- Advise applicants of criminal history disqualifiers and inform them they will lose their fees if disqualified, also check for disqualifying crimes.
- Determine when refresher training and renewal fees are due for each employee and the manager.
- In the event an employer, business, or entity is found to be in violation of the minimum employment and training standards mandated by the Private Security Service Providers Act. If a Civil Penalty of up to \$1500 per violation may be imposed. That penalty would be imposed against the Executive manager on record at the time of the violation. Pursuant to OAR 259-060-0450.

e) *Why is there a category for supervisory manager?*

Because the private security industry is so diverse, there may be circumstances in which an executive manager may need additional staff with oversight responsibilities. A supervisory manager must supervise private security providers as a primary function, and has the authority to issue temporary work permits.

f) *Does a manager need to obtain an officer's certification to perform security services?*

Under OAR 259-060-0130 (9), a licensed manager may perform unarmed security services or alarm monitoring services without certification, only if he or she has completed the certified classroom training in the respective fields. If an executive manager or supervisory manager is to perform armed security services during any portion of any shift, the manager shall be

required to obtain an armed private security officer certification prior to the performance of the duties.

g) *How do I apply for my executive manager license?*

- Call (503) 378-8531 and request an application packet; and enroll in a manager's class.
- Submit the fee for the license (\$250 for executive manager, \$50 for supervisory manager) and fingerprint search (\$50) (if you have not already paid a print search fee), and completed packet.
- Complete the eight-hour basic classroom course
- Complete the four-hour executive manager orientation provided by the DPSST staff instructor.

4. **Training Options:**

a) *What are the certification requirements for **unarmed security provider or alarm monitor**?*

- Successfully complete the eight-hour classroom course.
- Pass the written examination.
- Complete the four-hour assessment module.
- Send DPSST a completed Form PS-1, fingerprint packet, Form PS-6, and Form PS-20 if employed, with fees.

b) *What are the certification requirements for **armed private security provider**?*

- Successfully complete the above training
- Complete the 15-hour classroom instruction.
- Pass the written examination.
- Pass the demonstrated proficiency firearms qualification course.
- Send DPSST a completed Form PS-1, fingerprint packet, Form PS-6, and Form PS-20 if employed, with fees.
- Your Form PS-20 will allow you to work **unarmed only**. You may not work armed until your background check is complete and you have received your card.

c) *What are the requirements to become licensed as a **supervisory or executive manager**?*

- Call (503) 378-8531 and request an application packet; and enroll in a manager's class.
- Submit the fee for the license (\$250 for executive manager, \$50 for supervisory manager) and fingerprint search (\$50) (if you have not already paid a print search fee), Form PS-1 and PS-21.
- Successfully complete the unarmed eight-hour classroom instruction.
- You may issue yourself Form PS-20 if you meet the requirements and are the only executive manager for your company.
- Successfully complete the manager's self-study course.
- Complete the four-hour executive manager orientation provided by the DPSST staff instructor.
- Pass the written examination
- If you are going to provide security services, you must complete the certification for that classification.

d) *What are the training requirements for **unarmed instructor**?*

- Meet experience requirements under OAR 259-60-0135.
- Send DPSST a completed Form PS-1 with resume, fingerprint packet, and fees.
- Successfully complete the eight-hour unarmed instruction.
- Successfully complete the instructor's self-study course.
- Pass the written examination.
- Pass the DPSST instructor's assessment module.

- e) *What are the training requirements for **armed instructor**?*
- Hold a current certification through (1) NRA's Law Enforcement Firearms Instructor Development School; or (2) the Federal Law Enforcement Training Center; or (3) a DPSST certified law enforcement or criminal justice firearms course; or (4) the FBI as a firearms instructor.
 - Send DPSST a completed Form PS-1, fingerprint packet with fees.
 - Successfully complete the unarmed eight-hour instruction.
 - Successfully complete the instructor's self-study course.
 - Successfully pass the written examination.
 - Attend the DPSST instructor's assessment module. These courses are scheduled semi-annually. Contact DPSST for dates.

- f) *What are the **training options** available to me?*
You may have your staff trained by any certified instructor. A list of certified instructors can be obtained at DPSST.

- g) *If I have experienced employees, may they **challenge the training**?*
Under OAR 259-060-0090, an applicant with two or more years experience or training in private security, law enforcement, the military, or has received any private security or law enforcement training may challenge the eight-hour class only. If the applicant successfully completes the exam, the instructor will note that in the challenge section of FORM PS-6 and administer the four-hour assessment module.

- h) *What are the refresher training requirements?*
Security professionals are required to undergo a specific four-hour biennial refresher course. Armed officers must also complete an **annual** firearms refresher. All refresher training is to be completed within the 90-day period prior to the expiration date of the certification or licensure.

5. Renewals

- a) *When do I need to renew my certificate or license?*
All certification and licenses are subject to renewal every two years. You must:
- Complete refresher training within the 90-day period prior to expiration.
 - Complete Form PS-21 and send it to the Department along with renewal fees not more than 90 days prior to the expiration of your license or certificate. **Be sure to allow for processing time.**
 - Individuals holding an expired certificate or license **will not** be allowed to work.

6. Application for Certification or Licensure

- a) *What information is required on the PS-1 application?*
- Name, birth date, citizenship, physical description
 - Current residence and a complete listing of your residence history for the past 10 years. Be sure there are no date-gaps.
 - Current employer(s) and a listing of your employment history for the past 10 years. Be sure there are no date-gaps.
 - You are required to disclose your criminal history. Failure to disclose criminal history may result in the termination of your application and inability to reapply for 10 years.
 - A notarized statement affirming the truth of all the information contained in your application.

7. Fingerprinting

- a) *How can my staff have their fingerprints taken?*
Fingerprinting can be done by any trained person. Improper printing will be rejected by OSP or FBI. Many sheriffs' offices and state police offices have laser equipment that takes the most

accurate prints. The FBI charges an additional \$24 for a third re-submittal of rejected fingerprints.

b) *If an applicant already has fingerprints on file with the FBI, must we submit them again?*

Yes. Oregon State Police developed a Private Security Fingerprint File, which, will be maintained for all private security applicants. OSP can then notify DPSST of the arrest of any private security provider. Renewal of a certificate or license, however, does not require new print cards.

8. Temporary Work Permits

a) *When can I legally issue a Temporary Work Permit?*

Prior to issuing a Temporary Work Permit (FORM PS-20), read it carefully. This form details what steps must occur prior to issuing this document. Check for disqualifying convictions. Provider may NOT begin work until the following documents have been properly completed and mailed to DPSST:

- FORM PS-1 Application completed by applicant and notarized by a notary public.
- FORM PS-4 Affidavit of Printing and two fingerprint cards completed accurately.
- FORM PS-6 Testing and Training Results completed by instructor.
- FORM PS-20 Temporary Work Permit completed by executive or supervisory manager.
- Nonrefundable fee (see OAR) paid by business check, cashier's check or money order.

THE APPLICANT MUST CARRY THE PS-20 WITH THEM ANYTIME THEY PERFORM SECURITY SERVICES. APPLICANTS MAY WORK UNARMED ONCE THEY HAVE COMPLETED TRAINING AND SUBMITTED THE REQUIRED APPLICATION PACKET, BUT CANNOT WORK ARMED UNTIL THEY CLEAR FBI BACKGROUND SEARCH.

b) *Is a CURRENT (PS-20) issued by another company valid for my new employee?*

No, you must reissue a new PS-20 signed by the executive manager of record for your company/business. You must first verify with DPSST that the officer's application is still in process, and has not been administratively terminated. After you have verified the officers application is still in process, send in the new PS-20. To verify, fax or e-mail a status request [Fax (503) 378-4600] with the applicant's full name, date of birth, social security number.

9. Reciprocal agreements

a) *How do the state-to-state reciprocal agreements work?*

This accommodation is included in statute to allow a security officer who is employed in another state with equivalent requirements to temporarily work in Oregon for up to 90 days. An example of this would be a contract company's client becoming involved in a strike in Oregon. If the contract company employs private security officers in another regulated state, those providers could be allowed to work in Oregon if:

- The security officer is certified or licensed in another state; and
- Licensing or certification standards meet or exceed the standards of this state; and
- The security officer mails the license or certificate to the Department with a postmark bearing a date prior to the first day of work.

10. Adding certificate or license to existing certification

a) *If I have already completed an application, what form do I use to add a category?*

FORM PS-1. Follow the instructions for adding additional certifications or licensure.

11. How do I order forms and materials from the Department?

Fax requests on FORM PS-3 at (503) 378-4600, download most forms (the PS-6, PS-20, and PS-9 are in triplicate) from the DPSST Website at www.oregon.gov/dpsst, or call (503) 378-8531 and leave a message. Please provide the company's address, phone number, contact person and forms to be ordered.

12. How will my questions and information needs be addressed?

The Private Security Unit currently has a full-time office staff of five. The general office phone number is **(503) 378-8531**; fax number is **(503) 378-4600**. The mailing address is 4190 Aumsville Hwy Salem, OR 97317.

These are some of the areas of responsibilities:

PRIVATE SECURITY UNIT MANAGER	TRAINER/INVESTIGATOR	SUPPORT STAFF
Oversees program and staff	Investigates compliance issues	Application process
Coordinates with Private Security Policy Committee and Board	Conducts manager and instructor orientation	Criminal history checks for state and nation Identify disqualifying convictions; obtains records and court judgments
Promotes partnerships between private security and law enforcement	Interacts with private security and law enforcement agencies	Informs Manager/Instructor in the orientation as to forms completion
Writes legislative concepts	Conducts informational lectures	Record meeting minutes
Fact-finding for suspension, revocation, or denial processes	Investigates compliance issues, presents findings to PSPC and BPSST for assessment of civil penalties	Process fingerprint cards Issue deficiency notices, terminations
Represents DPSST in contested case hearings	Audits company certification records and observes providers on-site	Maintain providers and company files Archive expired and terminated files
Work with Attorney General's Office on legal issues, contested cases	Attend industry-related conferences and hold meetings throughout state	Monthly statistical reports, balance deposits of fees
Formal correspondence	Maintain and revise curriculum	Handle basic information calls and processes supply orders

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Certification Assistant	Heather Hatch	heather.hatch@state.or.us	ext. 8531

DIRECTIONS TO THE PUBLIC SAFETY ACADEMY

From Portland Metro Area

I-5 south toward Salem. Take the OR-99E Business / OR-22 Exit 253 toward Stayton / Detroit Lake. Turn left onto OR-22 / OR-99D onto N. Santiam Hwy. Continue to follow OR-22/N Santiam Hwy. Take the Lancaster Drive Exit "2" toward Turner. Turn right onto Lancaster Drive SE. Lancaster Drive becomes Aumsville Hwy SE. End at 4190 Aumsville Hwy SE.

From Eugene

I-5 north toward Salem. Take the Kuebler Blvd. Ext 252. Turn right onto Kuebler Blvd. SE. Turn right onto Aumsville Hwy SE. End at 4190 Aumsville Hwy SE.

From Detroit Lake / Central Oregon Area

OR-22 West / N Santiam Hwy SE. Take Lancaster Drive Exit "2". Turn left onto Lancaster Drive SE. Lancaster Drive becomes Aumsville Hwy SE. End at 4190 Aumsville Hwy SE.