



## Private Security Resource Manual

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## SECTION 1 - ORGANIZATIONAL INFORMATION

### DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING

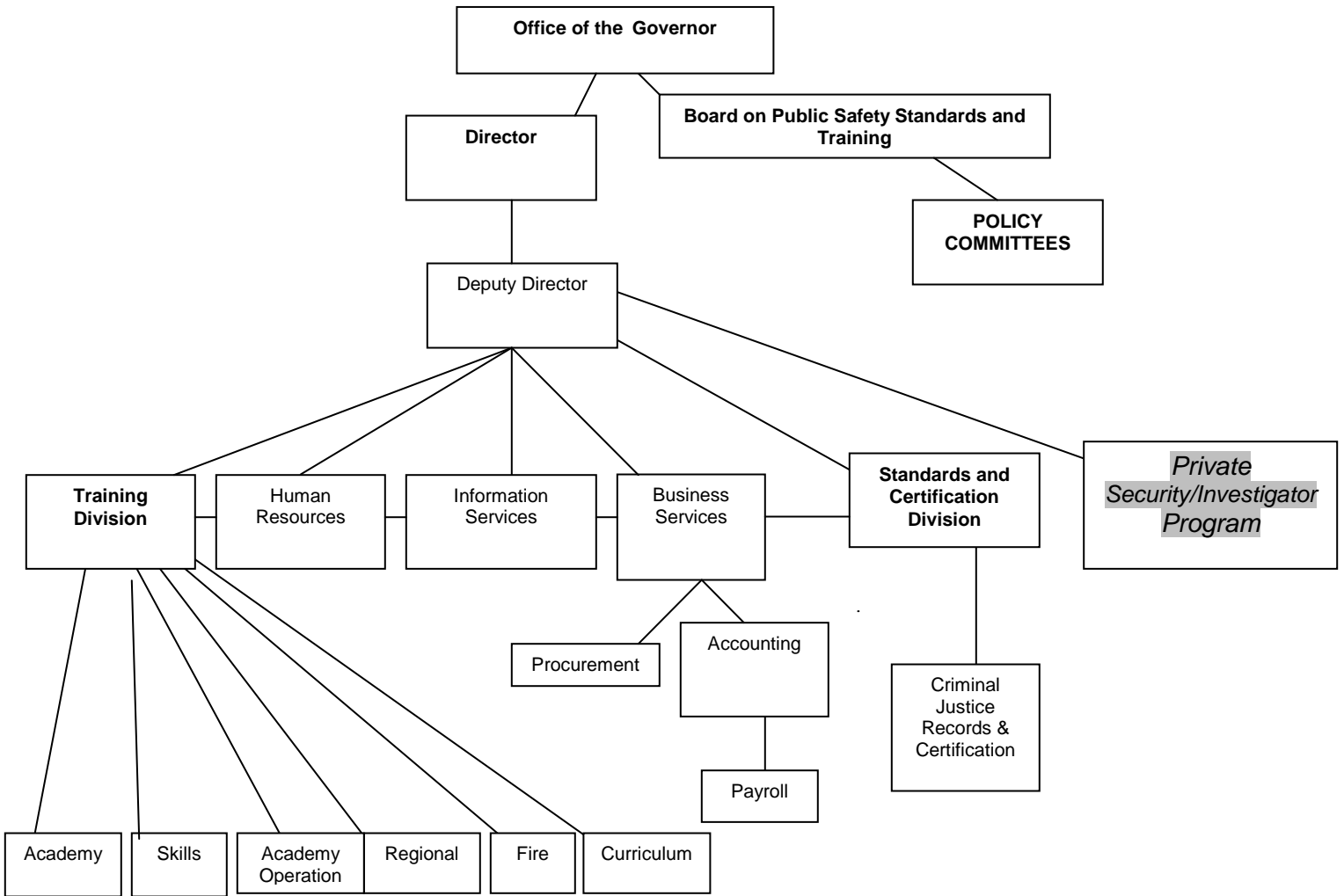
#### MISSION STATEMENT

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



## **PSIPC MISSION STATEMENT**

The Private Security and Investigator's 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.

## **PSIPC OPERATING PHILOSOPHY**

The Private Security and Investigator's Policy Committee is a team of ethical, professional leaders who are attentive, accountable, and accessible to the members of the private security and private investigator's industry. The group is committed to its vision and their 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.

## **PSIPC VISION STATEMENT**

The Private Security and Investigator's 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 and investigators in Oregon will maintain and promote professionalism.

## **PSIPC GOALS**

1. To increase the professionalism of all persons involved in the private security and investigator's 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 or private investigator's as a career.
4. To increase the levels of employee retention in the industry.
5. To increase the number of elective courses and training options available to all levels of private security personnel and maintain current levels of continuous education for private investigators.
6. To educate the public regarding the importance and dollar-value of well trained, certified private security providers.

## Private Security/Investigations Policy Committee

INDUSTRY REPRESENTED	REPRESENTATIVE	COMPANY	OTHER DUTIES
<b>Board Member – Committee Chair</b>	Jeff Martin	Paragon Monitoring	
<b>Board Member - Vice Chair</b>	Shawn Cardwell	RAMS Security	
<b>Armed Security</b>	Paul Castleberry	Oregon Armored Service	Chair of Armed Training Subcommittee
<b>Health Care Security</b>	Robert Smith	Kaiser Permanente	
<b>Hospitality Security</b>	Justin Walker	Taylor's Bar and Grill	
<b>Manufacturing Security</b>			
<b>Private Business or Governmental</b>	Judy Pongratz	Goodwill Industries	Chair of Curriculum Subcommittee
<b>Retail Security</b>	Ernie Loy	Bi-Mart Corp	Chair of Professional Fitness Subcommittee
<b>Unarmed Security</b>	Bill Geiger	CYA/Vanguard Security	
<b>Citizen Member</b>	Bonnie Narvaez		
<b>Alarm Monitoring Services</b>	James Essam	Alarm Central Station	Chair of Alarm Monitor Subcommittee
<b>Private Investigations</b>	Phil Agrue	Agrue Consulting Group	
<b>Private Investigations</b>	Art Smith	Luzon Security	

## SECTION 2 - GENERAL INFORMATION

### 1. How did the private security industry become regulated?

Industry 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 regulatory agency. With support from numerous public safety disciplines and associations, the 1995 Legislature adopted the regulatory statute. The focus of this legislation was to ensure that all private security professionals meet professional standards.

### 2. Who decides what our regulations will be?

In keeping with the intent of the private security leaders and statute, the **Private Security Investigator Policy Committee** (PSIPC) was formed. This committee is currently comprised of thirteen members, ten of whom represent various segments of the industry covering proprietary (“in house”), contract security and private investigators. There is also one citizen member with no connection to the industry. The Policy Committee provides experienced advice for the regulatory standards and certification program.

Subcommittees were formed to ensure industry input and representation; they provide suggestions and recommendations related to regulatory functions to the PSIPC.

The **Unarmed Training Subcommittee** develops and maintains the training curriculum required by statute. They identify performance objectives and unit goals, and develop lesson plans. Much of this curriculum parallels other public safety disciplines.

The **Armed Training Subcommittee** maintains the armed private security professional curriculum. A completely revised armed curriculum, developed by this committee, was adopted by the Board in 2008.

The **Central Station Alarm Subcommittee** 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. Central station alarm leaders provide insight and direction in the alarm monitor training.

The **Administrative Rules Subcommittee** as collective representation of the industry, they develop rules to clarify and provide process to fulfill 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 PSIPC meetings.

**WE ENCOURAGE YOU TO subscribe to ListServe**, in order to stay abreast of current information. Please log on to the DPSST website and click on Private Security/PI in the right column, then click on “list serve directions” in the left column and follow the directions.

**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 deices 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.

**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, 21 years of age if armed.
- Complete training requirements [see Item 4 in this section].
- Meet criminal history standards of OAR 259-060-0020.

**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 executive manager*  
Under OAR 259-060-0130(2), each business, employer, or entity with a private security professional 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 issuance of a Temporary Work Permit and working.
- 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.
- 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 of 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 needs 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 security professional (officer) 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 professional 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; Submit the fee for the license (\$250 for executive manager, \$100 for supervisory manager) and fingerprint processing (\$50) (if you have not already paid a print processing fee), and completed packet.
- Upon receipt of the application packet, applicants will be enrolled in a manager orientation class.
- Complete the eight-hour basic classroom course
- Complete the executive manager orientation provided by the DPSST staff instructor.

4. **Certification/Training Requirements:**

a) *What are the certification requirements for **unarmed security professional 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 12 hour unarmed training.
- Complete the 24-hour classroom instruction.
- Pass the written examination.
- Pass the demonstrated proficiency, firearms qualification and safety testing.
- Send DPSST a completed Form PS-1, fingerprint packet, Form PS-6, and Form PS-20 if employed, with fees.
- The Form PS-20 will allow an applicant to work **unarmed only**. Applicants may not work armed until a certification card has been received.

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

- See 3 (g) of this document.
- 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.
- 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 four-hour unarmed assessment module.
- Pass the written examination.
- Pass the DPSST instructor orientation class.

e) *What are the training requirements for a **firearms 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 (5) the Washington State Criminal Justice Commission Private Security Armed Instructor Course.

- Send DPSST a completed Form PS-1, fingerprint packet with fees, including documentation of above training.
- Successfully complete the unarmed eight-hour instruction and 4-hour assessment.
- Successfully complete the instructor's self-study course.
- Successfully pass the written examination.
- Attend the DPSST instructor orientation course. These courses are scheduled quarterly.

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 on the DPSST website.

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, military police, 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 4 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 Oregon State Police (OSP) or Federal Bureau of Investigation (FBI). Many sheriffs' offices and state police offices have laser equipment that takes the most accurate prints. The OSP 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 one fingerprint card completed accurately.
- FORM PS-6 Testing and Training Results completed by a certified 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 security professional's application is still in process, and has not been administratively terminated. After you have verified the 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 professional 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 from the DPSST Website at [www.oregon.gov/dpsst](http://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. Triplicate forms; the PS-6, PS-20, and PS-9 must be ordered from DPSST.

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

Please attempt to answer your questions by visiting the website at [www.oregon.gov/dpsst/ps](http://www.oregon.gov/dpsst/ps). 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 and COMPLIANCE SPECIALISTS	SUPPORT STAFF
Oversees program and staff	Investigate compliance issues	Application process
Coordinate with Private Security and Investigator Policy Committee and the Board	Conduct manager and instructor orientation Conduct informational lectures	Enters applicant information into database
Promotes partnerships between private security and law enforcement	Interact with constituents private security and law enforcement agencies	Criminal history checks for state and nation Identify disqualifying convictions; obtains records and court judgments
Writes legislative concepts	Assist Manager	Record meeting minutes
Work with Attorney General's Office on legal issues, contested cases	Fact-finding for suspension, revocation, or denial processes. Investigates compliance issues, presents findings to PSIPC and BPSST for assessment of civil penalties. Represents DPSST in contested case hearings	Process fingerprint cards Issue deficiency notices, terminations
Develops and monitors budget for the unit	Audits company certification records and observes providers on-site	Maintain providers and company files Archive expired and terminated files
Assists executive management with agency issues.	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

**DPSST Private Security Staff  
4190 Aumsville Hwy  
Salem, Or 97317**

**Phone: (503) 378-8531 Fax: (503) 378-4600**

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Investigator	Chris Brodniak	<a href="mailto:Chris.brodniak@state.or.us">Chris.brodniak@state.or.us</a>	ext. 2283

**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.