



**NORTH CAROLINA
PRIVATE PROTECTIVE SERVICES BOARD**

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MEMORANDUM

TO: PPS Licensees & Branch Managers
Proprietary Security Companies
Firearms Trainers

FROM: Wayne Woodard, PPS Director

**SUBJECT: NEW UNARMED TRAINING REQUIREMENTS
NEW TRAINER CERTIFICATION PROGRAM**

The purpose of this mailing is to notify all PPS licensees and proprietary companies of the new requirements concerning unarmed training and the unarmed trainer certification program. It is important that all licensees review this material, including those who do not register security officers. Training requirements for licensees desiring to carry a firearm while working are also covered in this memo.

Unarmed Security Officer Training Requirements

The North Carolina Private Protective Services Board (PPSB) has increased the requirement for unarmed security officer (guard) training from four (4) hours to sixteen (16) hours **effective October 1, 2005**. All new security officers will be required to complete the training within 30 days of employment. In addition, **the time period to register security officers will increase from 20 days to 30 days**. All licensees (including Private Investigators) desiring to obtain an armed certification to carry a firearm while performing private protective services activities will be required to complete the first four hours of the course covering legal issues and the firearms training program. Licensee must then obtain an armed registration permit through PPS.

In order to facilitate this new training requirement, a new lesson plan has been developed with input from the Board, the staff, the security and investigative professions, and the North Carolina Justice Academy. Along with this lesson plan, a new video has been developed for use with the first four (4) hours of the required training. Those companies required to register security officers were previously advised of this new program in March and of the plans to familiarize all Unarmed Guard Trainers with the new material. The PPS staff has held multiple one-day workshops across the State during the months of May, June and July of this year and trained 335 unarmed guard trainers on the new program. Approximately 30 licensees also requested to attend one of the workshops. During these workshops, each Unarmed Guard Trainer was furnished the new training manual and each license holder in attendance was provided a copy of the new video presentation. Although use of the video will not be mandatory, it will be a valuable aid in presenting the new materials.

Unarmed Trainer Certification Program

All previously certified Unarmed Guard Trainers wishing to continue to teach the unarmed training program were advised of the requirement to have attended one of the workshops described in the previous paragraph and must have submitted an application for a new certification as a Trainer **by August 1, 2005**. Under the new program, all Unarmed Trainers will be required to renew their certification every two-years. Specific information will be sent to Trainers under a separate mailing detailing the requirements under this new certification program. As a licensee, it is important that you do not allow any unarmed trainers to teach your security officers starting October 1, 2005, unless they have attended the workshop on the new course and received their Trainer certification under the new program. Training certificates received by PPS which reflect unarmed training conducted by Trainers previously certified, but who have not met the new requirements, will not be accepted.

Licensees receiving the first four hours of unarmed training (legal issues) for the purpose of completing the firearms training and obtaining an armed registration, must also receive the training from a PPS certified trainer.

Training Video

The new training video is available in both VHS and DVD format. Security Guard & Patrol and Armored Car License holders will be provided with one training video for each branch office in the format of their choice at no cost. Proprietary companies, and other licensees or trainers wishing to receive additional copies of the video, may purchase same from PPS at a cost of \$20.00 per copy.

License holders who have not already received the new unarmed training manual and a copy of the training video while attending one of the training workshops, should review the enclosed order form and indicate the format (VHS or DVD) in which you would like to receive the training video. Also, you should indicate any additional copies you wish to purchase. Return the form to PPS by mail or by faxing to 919-875-3609.

New Probationary Employee Provisions

The PPS Board recognizes that an ongoing matter of concern for security companies has been the issue of determining when an employee may be considered “temporary” [as per G.S. 74C-11(f)] and whether or not such employees must be registered. For example, a security officer is employed and works one week before resigning or being terminated. Presently, such a person must be registered. At the Board’s request, N.C.G.S. 74C is being amended by the General Assembly to allow for companies to hire unarmed security officers in a “probationary employee” status for up to 20 consecutive days in a calendar year, without having to register those employee. The Board will be considering this matter at their August 19th meeting and will determine an implementation date at that time. Security companies will be provided more specific detailed information regarding this issue following the August Board meeting.