



# DEPARTMENT OF PUBLIC SAFETY

## LICENSING NEWSLETTER

### Firearm Training Requirements

The Licensing Unit has a **new suspension program** to track an Armed Guard's compliance with the firearms training requirements. Current training requirements shown below have not changed:

- An application for a 'New or 'Upgrade to Armed' license requires **16** hours of training.
- **8** hours of training every year thereafter.

### The year in between

Since an Armed Guard must train 8 hours **every year**, we must receive the *Armed Security Guard Training Verification* form for the year **after** the license was issued. With the new program, training dates will now be monitored by the **calendar** year (2005, 2006, etc.). There is no need to track 12 months between training classes as in the past.

### Suspension

On **January 15, 2006** and every January **thereafter**, a suspension program will be run to check that a guard has completed firearms training in the previous calendar year (2005). If firearms training was not completed in 2005 when the program is run, the guard and sponsoring agency will be advised that the Armed Guard license has been **Suspended**.

If a guard trains *twice* **within** a calendar year (January *and* December 2005), **only one of those classes will be credited** toward fulfilling the calendar year requirement. In an extreme example, a guard will fulfill the training requirement by completing the firearms training in December 30, 2005 and again on January 2, 2006. This guard will not need training again until 2007.

A guard's *Armed Security Guard Training Verification* form for the calendar year **after** the license was issued must be forwarded to the DPS Licensing Unit. *See next column*

Include the training **date/year** and the authorized signatures of the Firearms Instructor and the sponsoring Armed agency.

### Reinstatement of Armed license

To reinstate a suspended Armed Guard license, the guard must complete the eight-hour training by March 31 and pay the \$25.00 reinstatement fee. This "make-up" training will be **dated 12/31/2005** in the system. The expiration date of the guard's license does not change and the guard will **still** be required to fulfill the training requirement for the following year.

If the eight-hour training has **not** been completed by March 31 of the following year, the license will remain in Suspended status until it expires and the guard may **not** hold an armed post. If a guard chooses to apply for an Armed Guard license, he/she will be considered **new** and thus required to have 16 hours of firearms training to qualify.

### Enhanced Web Site

Check out <http://www.azdps.gov> and link to the *Licensing Unit*. The requirements of the licensing process are now instantly available.

Some of the highlights:

- Application steps for Guards and P.I.s
- Fee schedules
- Disqualifiers
- Application steps for Agencies
- All forms, including packets for Agency applications
- Links to applicable Statutes
- Link to the P.I. Rules

We are always looking for suggestions to better serve the industry. Please send your comments and/or suggestions for the website to [licensing@azdps.gov](mailto:licensing@azdps.gov).

## From the Bureau Commander

It's been a while since the last newsletter and I apologize for the delay. We have had some major changes in staff recently. Gene Sierras, who operated our Tucson office retired and Sgt. Steve Enteman left Licensing to supervise a Highway Patrol squad in Sanders.

In this newsletter, don't miss the article "Security Briefing on Terrorism" written by Detective Todd Parenteau of the AZ DPS Terrorism Liaison Unit. Todd is working to develop a partnership between the security industry and law enforcement to combat terrorism. I feel very positive about this effort and am pleased to see law enforcement recognize the important position the security industry holds in public safety. Also in this issue is the addition of the Licensing Web Site. We've been working for some time to get this off the ground and we welcome your comments as we continue making improvements to this service.

I've had a number of questions recently from members of the industry and I'll try to address a few of them:

*"Why can Police Officers provide security guard service without a license?"*

Police Officers may perform security guard services without a license because of their specific exemption under state statutes. Police Officers, because of their background and training requirements, already meet and exceed the qualifications for a security guard. This does not mean that a Police Officer may operate a security guard agency without a license. If a Police Officer wishes to operate a security guard agency, they must meet the same requirements as any other applicant for an agency license.

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*"You raised our fees, what are you doing with all the money you are making?"*

That is an excellent question. We doubled the licensing fees when we became self-funded in 2004. The reason for this is that previously we were subsidized by the State's General Fund. Before we raised fees, the revenue collected met only about half of the actual expenses to operate the unit. When we became self-funded, we had to double the fees to generate sufficient funding to cover the actual costs of the unit. Since raising the fees, we have also purchased a new application software system and are planning to increase our investigative staff. The new software has automated some of the application processes as we continue our efforts to reduce the turn-around-time for employment applications. The most visible result of the new software is the new identification card. If you don't have one of the new cards, see them on our web site. You can order one from Licensing for a \$10 fee.

I am available to talk with anyone from the industry regarding licensing issues. To help facilitate discussion with the industry, I'll be hosting three open forums early in 2006. The first session will be held at 1:30 pm on Wednesday, February 22 at the Arizona Peace Officers Standards and Training Office located at 2643 E. University in Phoenix. If you have any questions that you would like us to discuss, please send them to me at P.O. Box 6638, Mail Drop 1170, Phoenix, AZ 85005 or e-mail [lburns@azdps.gov](mailto:lburns@azdps.gov) by February 13, 2006. The next two sessions will be held in March in Tucson and in April in Flagstaff. Additional sessions will be announced when locations and times are confirmed.

Sincerely,  
Lt. Larry Burns  
Licensing & Regulatory Bureau Commander

## Application Tips

As the Licensing Unit continues to work to improve customer service and speed turn around times for licenses, there are some things that our customers can do to assist us in the process.

### **Guards and Private Investigators**

1. Issue one check per application. If one check gets submitted for multiple applicants, one small error with the fees will cause all the applications to be rejected or delayed.
2. Keep applications separate from other correspondence. Normally, fingerprint reprints, duplicate or additional card requests, and upgrade-to-armed applications are given priority because a background search is not required. If such requests are mixed in with regular applications, there can be an unnecessary delay in their processing.
3. Write the name of the applicant on the back of the photo. This is especially important when many applications are packed in one envelope. If a photo comes loose from an application, having a name makes all the difference. If possible, staple the photo to the application (but not through the face!).
4. Multiple applications from an agency should be combined in *one* envelope if possible. Keeping them together saves handling time.

### **Agencies**

1. Please submit applications for renewal 60 days prior to expiration in order to allow the Licensing Unit sufficient time to process each application before its expiration.

2. If renewal applications are not submitted 60 days prior to expiration, the Licensing Unit will not be able to expedite the license to keep it from expiration. Each renewal application is processed in the order it is received.
3. When agency wall licenses are issued, they must be displayed in the principal place of business. If the business is operated out of the residence, then the residence address will appear on the wall license. A Public Mail Box (PMB) address can only be used for mailing and may not be used for the agency wall license.
4. Please use the checklist provided with the application packet to insure all required documentation is submitted.

### **Fond Farewell**

After 18 years with DPS, Tucson Licensing representative, **Gene Sierras**, retired June 30, 2005. Gene's retirement from DPS ended a second career in public service. Gene retired as a Commander from the U.S. Navy before beginning his career with the Department.

Gene spent eight years in the DPS Tucson dispatch center before coming to work for the Licensing Unit. During his ten-year assignment, he developed an outstanding rapport with both the security guard and private investigator industries in southern Arizona.

### **Tucson Office Closed**

With Gene's retirement, the Tucson Licensing office has been closed. All monthly reports, correspondence and phone calls should come to the Phoenix Licensing office.

A list of all phone numbers, addresses, and e-mail contacts are displayed in this newsletter.

## Security Briefing On Terrorism

The eyes and ears of Arizona! How private security agencies play a major role in the fight against terrorism; they are, in many cases, our first line of defense. Preventing terrorist acts is no longer the sole responsibility of government agencies, but rather a shared responsibility. With population growth and the number of law enforcement officers to cover a sprawling metropolitan community, there are not enough Police Officers to be everywhere at once. There must be a partnership between government agencies and the private sector who work together to ensure the security of the citizens of Arizona as well as its infrastructure.

There are hundreds of private security companies in the state of Arizona who employ thousands of Security Guards. These Security Guards are working around the clock in locations that a normal Patrol Officer may not cover during the shift. The Private Security Guard is conscious of suspicious activities in their area of responsibility because of their familiarity with what is normal and abnormal behavior for the area. The Security Guard is familiar with the intricate operations of the site that he/she protects, enabling them to better understand what is out of the ordinary.

The Arizona Counter Terrorism Information Center (A.C.T.I.C.) is developing a partnership with Private Security Agencies in Arizona. The partnership will "fuse" Law Enforcement with the private sector as force multipliers, in an effort to enhance the information/intelligence gathering and sharing capabilities, as set forth by the Governors Homeland Security Plan. The cornerstone to this program is the ability of the Security Guard to understand what activities are linked with terrorism, and the tools they have to report those activities to the proper authorities.

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This is being achieved by reaching out to the Security Agencies that have responsibilities for securing those locations deemed critical to the survival of the state. There has already been one meeting between the AcTIC and the Security Agencies in the state. Twenty-one people from ten different agencies participated in the first meeting, and results of that meeting are already presenting themselves. Nearly all the agencies expressed an energetic willingness to participate in the program, and expressed a desire for more training and meetings in the future.

The program will continue to grow as the partnership between the Security Agencies and the AcTIC strengthens through meetings and information sharing. The mission of the AcTIC is to protect the citizens and critical infrastructure of the State of Arizona. The success of the mission is not contingent upon high-tech gadgetry but rather relationships developed through trust and mutual understanding as developed in this partnership.

For more information or to participate in the partnership with the Arizona Counter Terrorism Information Center, contact:

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P. O. Box 6638  
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## Send Reports Electronically

If you use Microsoft Word or Excel, your monthly Armed Roster, New Hire and Termination reports may be submitted as attachments in an E-mail.

Send to [Licensing@azdps.gov](mailto:Licensing@azdps.gov)

## Kudos

Thank you **Proem Security**. Compliance checks were conducted on the security guards around the outlying parking lots and structures of Sun Devil Stadium. All security guards were 100% in compliance.

## Investigations

When a security guard called 911 for assistance, Yuma Police Officer Auricchio responded. Officer Auricchio became curious as to why a 17 year old guard had been on a post for over 16 hours without any relief. He contacted Detective Buck to investigate. Together they issued several citations to several individuals. 5 Point Security was advised to cease operations which they did.

During an ongoing investigation into the alleged violations of unlicensed security guards, Detective Buck and Detective Reeves conducted compliance checks at Sun Devil Stadium on several occasions. Several individuals were cited for working without a security guard license.

## Fingerprint Class

In an effort to improve the quality of fingerprints submitted with applications, an "Ink and Roll" fingerprinting class was sponsored by the Licensing Unit in June.

The class was held at the DPS headquarters and was taught by Senior Print Technician Rudy Zamora from Mesa Police Department. A total of ten participants from both the security guard and private investigation industry attended.

More classes are being planned.

## Sign up now!

The Licensing Unit would like to broadcast our newsletter and other information to agencies via an e-mail distribution list. If you are not currently receiving e-mails from the Licensing Unit, sign up on our website. Go to <http://www.azdps.gov/> and link to the *Licensing Unit*. Click on *Newsletters* in the yellow bar just below the heading. Sign-up is simple. There are over 500 names on the current list.

This is also the place to remove your name from the distribution list.

This newsletter is a publication of the  
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*Please feel free to contact us with any information or comments on this newsletter.*