



**NORTH CAROLINA  
PRIVATE PROTECTIVE SERVICES BOARD**

1631 Midtown Place • Suite 104  
Raleigh, NC 27609  
Phone: (919) 875-3611 • Fax: (919) 875-3609  
E-Mail: [PPSASL@ncdoj.com](mailto:PPSASL@ncdoj.com)  
Web Page: <http://www.ncdoj.com>



September 2005

**MEMORANDUM**

**TO:** Security Guard & Patrol Licensees  
Armored Car Licensees  
Proprietary Security Companies  
Branch Managers

**FROM:** Wayne Woodard, PPS Director

**SUBJECT:** **NEW UNARMED TRAINING REQUIREMENTS  
PROBATIONARY EMPLOYEE PROVISIONS  
CRIMINAL RECORDS CHECKS**

This informational mailing is a follow-up to the August 2005 memorandum sent to all PPS licensees concerning the new unarmed guard training and several other issues.

**New Unarmed Training Requirements**

As previously reported, the unarmed training requirements will increase to sixteen (16) hours on **October 1, 2005**, and will include the following topics and hours:

1. The Security Officer in North Carolina - 1 Hour
2. Legal Issues of the Security Officer - 3 Hours
3. Emergency Response - 3 Hours
4. Communications - 2 Hours
5. Patrol Procedures - 3 Hours
6. Field Note Taking and Report Writing - 3 Hours
7. Department - 1 Hour

We failed to include information in the August mailing concerning the requirement in the Board's Rules that Topics #1 (Security Officer in NC) and #2 (Legal Issues) must be completed prior to assigning a guard to a post/duty station. The remaining 12 hours of training must then be completed within 30 days of regular employment. However, due to various concerns with the implementation of the required training, the PPS Board has decided to offer a one-year grace period regarding the completion of the first 4 hours of training prior to allowing a guard to perform security functions.

Although required, the Board will not sanction a company if the licensee is unable to complete this portion of the requirements for one year while we evaluate the program and the system's ability to deliver the training. The Board's intent is to address those situations where, for example, a company must provide

guards on a short notice or emergency situation and it is not possible to conduct the training first. However, licensees are encouraged to make every effort to complete the 4-hour training segment.

### **Probationary Employee Provisions**

As also reported in the August mailing, N.C.G.S. 74C-11 has been 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 employees. Upon completion of the probationary period and the desire of the licensee to hire the officer as a regular employee, the licensee shall register the employee within 30 days after the probationary employment period ends. Companies may begin this practice, **effective October 1, 2005.**

Specifically, this amendment does the following:

- Licensees may employ unarmed security guards/officers as probationary employees for 20 days during a calendar year;  
[**Note:** this provision may be utilized - licensees are not required to hire guards as probationary employees first]
- Probationary employees do not have to be registered, however, the licensee will be required to submit a list of probationary employees to PPS on a monthly basis;
- The probationary employee list must include the name, address, social security number and dates of employment of the employees;  
[**Note:** a probationary employee roster has been developed - it will be available on our website and we plan to have it available for submission in electronic format as well];
- The licensee must conduct a criminal records check on the individual prior to allowing them to engage in private protective services activities (i.e. to work a post or other assignment as a guard);
- The temporary employee must complete any training requirements the Board deems appropriate, prior to engaging in PPS activities (presently no training will be required up front);
- Upon completion of the 20-day probationary period, the employee becomes a regular employee and must be registered within 30 days of the date regular employment begins;  
[**Note:** the registration period is changed from 20 days to 30 days, including armed guards]
- Employees who resign or are terminated prior to or upon completion of the 20-day probation period (unarmed only) do not have to be registered. However, they must appear on the probationary employee list submitted to PPS;
- This amendment replaces subsection (f) in G.S. 74C-11 and eliminates the provision in which a licensee was allowed to employ someone as a security guard for a period of 30 days in a calendar year and not have to register the employee as long as they were reported on a temporary employee roster. Typically, this section of the statute allowed for the use of “seasonal” employees or those hired only for “special events” throughout the year;
- Licensees may continue to utilize seasonal or special event employees as security officers, however, the new probationary employee provisions would apply. If they work beyond the 20 days, they become regular employees.

### **On-Line Criminal Records Checks**

With the new probationary employee provisions, and the requirement to conduct a criminal records check prior to allowing the employee to engage in PPS activities, the staff & Board felt it was important to look at options for companies in obtaining criminal records checks. As a result, the Board adopted a recommendation to accept “on-line” records checks in lieu of certified checks from the Clerk of Court for probationary employment and for registration. The following requirements will apply:

1. On-line records checks must be obtained from the North Carolina Administrative Office of the Courts criminal records database and, must be provided by one of the internet companies identified by AOC as a “Public Access User”;
2. When utilizing the on-line system, licensees should conduct a state-wide search on all applicants;
3. Records checks will be good for 60 days. Licensees should maintain the records check in their office on probationary employees (up to 20 days) and may submit the on-line check with the registration application;
4. Certified records checks may be needed under certain circumstances and licensees may be required to obtain same from the Clerk of Court;
5. The North Carolina AOC database does not include out-of-state records. Therefore, certified out-of-state records checks must be provided with the application for registration. We are unable to accept out-of-state on-line criminal records checks.

Presently, there are 19 internet companies authorized to provide AOC records. To access the approved list, go to the AOC web site at [www.nccourts.org/Citizens/GoToCourt](http://www.nccourts.org/Citizens/GoToCourt) and click on the link to “Criminal Background Checks” which appears on the left hand side of the page. You will then click on “internet companies” or “click for a list” to access the current information. These companies are charged certain fees by AOC to access their records, however, AOC does not regulate or control the price these companies, in turn, charge to consumers to purchase records through their service. Licensees should check with the different internet companies directly for costs and any other specific questions regarding their services.

Some security companies may find it advantageous to consider contracting directly with the Administrative Office of the Courts to access their records. Please contact AOC for information on any system requirements, costs, restrictions, etc. The main number for AOC is (919) 733-7107.

### **Registration Update**

It is the staff and Board’s belief that the new probationary employee provisions and acceptance of on-line criminal records checks will help improve the registration process. Companies will have the ability to evaluate employees during the probationary period and identify those they wish to hire as regular employees, as well as screen out those unacceptable candidates. We encourage licensees and branch managers to utilize the probationary period to obtain out-of-state criminal records checks and other documentation which is required to complete the registration process.

It is also our hope that by allowing probationary employees and changing the registration period from 20 to 30 days, that all training will be completed in a timely manner and a complete registration application package, including training certificates, will be submitted to PPS. The registration applications have been revised and will be available in the near future upon request from the PPS office, or by accessing “forms” section of the Board’s web site.