Denver Security Guard & Private Security Employer Licenses
Presentation Road Map

History of Merchant Guard Licensing

2017-18 Policy Changes

Security Guard License Overview

Private Security Employer License Overview

Eligible Training Provider Overview

Q&A
History of Merchant Guard Licensing

Turn of the century “market masters”....

To 1950’s Merchant Police
2017 Ordinance Changes

Focus on:
Modernization
Clarification
Stronger public safety measures
Adhering to national best practices
2018 Rulemaking

Rules flesh out implementation details

Rules signed in August 2018 after multiple stakeholder meetings & public comment
What Happens on Nov 1\textsuperscript{st}?

Merchant Guards
Merchant Guard Companies
Can’t Renew

Must apply for new license \textit{upon expiration}
Security Guard or
Private Security Employer
When to Apply for a New License?

**Merchant Guards**
should apply for a Security Guard license 30 days before their current license expires

**Merchant Guard Companies**
should apply for a Private Security Employer license 30 days before their current license expires

**In-House Security Holders**
should apply for a Private Security Employer license on November 1st 2018 or shortly after
How can applications be submitted?

Online

Computers and scanners will be made available at Denver Excise and Licenses for those who need assistance with the online application.
Security Guard Licenses
“SG”
What duties require an SG license?

- Observe, investigate and report unlawful activity
- Prevent or detect theft
- Protect people or property
- Physically detain or eject people
- Control access to protected premises (with some exceptions)

Please refer to DRMC Sec 42-132 for full ordinance language.

*It’s your responsibility to determine if your duties require an SG license.*
What duties are exempt from SG licensing?

• Official and active law enforcement duties (police, sheriffs, parole officers, DAs, TSA, etc.)
  Note – military personnel are not considered law enforcement

• Protection of an individual’s own property

• Crowd Management (e.g., ticket takers, ushers, door attendants, ID checkers, event staff)
  ➢ if the duties don’t include carrying a firearm or dangerous weapon, wearing a security
    guard uniform, confiscating items, any physical contact, or detaining or removing
    persons from the premises

Please refer to DRMC Sec 42-132 (c) for full ordinance language.
It’s your responsibility to determine if this license is right for you.
SG Endorsements

Can be requested but are not automatic:

Firearm
lets you carry a firearm/gun (a CCW permit doesn’t exempt you from this requirement)

Plainclothes
lets you work without a uniform for specified dates and times (not all the time)

Explosive Detection Canine
allows your bomb-sniffing dog to accompany you (other dogs not allowed)
SG Application Process

Application Intake
- done when online application is submitted

Control
- EXL checks docs for completeness, decide if DPD review is

DPD Review
- DPP checks any background check item / endorsement request

Badging
- EXL prints and mails badges

License Issued
- Via email
SG Required Documents

*Indicates that the form/template is provided by EXL

**All Security Guards**
- A Certificate of Physical and Mental Fitness completed within the last 60 days*
- A Letter of Hire from your intended employer completed within the last 60 days*
- An Affidavit of Criminal and Employment History*
- A Copy of Valid State or Federally Issued Identification
- A Headshot that meets Badging Criteria
- A Certificate of Security Guard Training Completion completed within 60 days of application
- An FBI background check ran within the past 60 days

**Additional for a Plainclothes Endorsement**
- A Letter of Plainclothes Endorsement Request from your intended employer completed within the last 60 days*

**Additional for a Firearm Endorsement**
- A Letter of Firearm Endorsement Request from your intended employer completed within the last 60 days*
- A Firearm Training Certification completed within the past 6 months*

**Additional for an Explosive Detection Canine Endorsement**
- A Letter of Explosive Detection Canine Request from your intended employer completed within the last 60 days*
- An Explosive Detection Canine Certificate completed within the last 60 days
SG Fees

Fees are due at the time an application is submitted

Fees are payable via check, Visa, Mastercard, or Discover

Application Fee is $25 (waived if applicant is a veteran than uploads a DD 214 form)

License Fee is $25 (cannot be waived)
SG Renewals

Licenses and endorsements must be renewed annually

Same online application process

$25 licensee fee

Required documents are same as new except the following excluded documents

- A Certificate of Physical and Mental Fitness completed within the last 60 days*
- A Copy of Valid State or Federally Issued Identification
- A Headshot that meets Badging Criteria
- An Affidavit of Criminal and Employment History*

Training requirement is 8 hours on renewal as opposed to 16 hours for new

CBI background check on renewal (not FBI)
SG License Amendments

License amendment applications must be submitted online

Add/Remove Employer or Endorsements
Legal requirement to notify EXL w/in 72 hours of ceasing to work for an employer
Cannot start working/exercising endorsements without approval

Notifications
Legal requirement to notify EXL of any conviction w/in 72 hours
Legal requirement to notify EXL of any use of force resulting in bodily harm w/in 72 hours
Will also be used to satisfy stipulations (uploading mid-term FBIs and such)

Replacement badge

Contact Info Change
SG Changes to Keep in Mind

No more character references

No more limit on number of employers (notification still required)

Training required annually on renewal (the City will not be providing training)

Armed status becomes ‘Firearm Endorsement’

All endorsements good for term of license only

Only one badge – endorsements and employers to print on the paper license

*Guards are welcome to carry an electronic rather than paper copy of the license*
Private Security Employer Licenses “PSE”
What does a PSE license allow you to do?

Employ Security Guards

Who is exempt?

No one
PSE – General Manager Designations

Designate one to three “general managers” responsible for:
• overseeing your Denver guards
• being a direct point of contact for DPD to discuss guard-related incidents

Managers are registered during the application process

Managers and their contact info must be kept current
PSE Endorsements

Can be requested but are not automatic:

**Vehicles**
lets your guards use vehicles while working (your vehicles or theirs)

**Weapons**
lets your guards carry weapons while working (your weapons or theirs)
PSE Application Process

**Application Intake**
done when online application is submitted

**Quality Control**
EXL checks docs for completeness

**DPD Review**
DPD reviews application

**License Issued**
Via email
PSE Required Documents

*Indicates that the form/template is provided by EXL

All Private Security Employers

A Certificate of Insurance (or similar) showing:
- Employers Liability Insurance with a minimum limit of $100,000
- General Liability Insurance with a minimum $1,000,000 combined single limit for bodily injury and property damage per occurrence
- Workers Compensation Insurance with a minimum limit of $100,000

General Manager Documents

- A valid State or Federally issued ID
- EITHER a copy of their valid Denver Security Guard License*
  OR an Affidavit of Criminal and Employment History* and an FBI background check ran within the last 60 days

A Declaration of Uniform Design(s)*

Additional for a Vehicle Endorsement

- Automobile Liability Insurance with a minimum $500,000 combined single limit for bodily injury and property damage per occurrence
- A Request for Vehicle Endorsement form*

Additional for a Weapons Endorsement

- A Request for Weapons Endorsement form*
PSE Fees

Fees are due at the time an application is submitted

Fees are payable via check, Visa, Mastercard, or Discover

Do you employ 1 to 25 guards in Denver?
• Application Fee is $100
• License Fee is $100

Do you employ more than 25 guards in Denver?
• Application Fee is $200
• License Fee is $200
PSE Renewals

Requirements are identical to a new application

You only pay the license fee (not the application fee)
PSE License Amendments

License amendment applications must be submitted online

Vehicle or Uniform Design Change

Weapons Endorsement Modification

Contact Info Change

Manager Change

Notifications
  Legal requirement to notify EXL of any change in insurance in 72 hours
  Legal requirement to notify EXL of any employee termination within 72 hours
PSE Changes to Keep in Mind

In-house status no longer exists

No location based requirements - zone use permits, inspections, lease, etc

No more surety bonds
Eligible Training Providers
“ETPs”
What does a ETP designation allow you to do?

Train security guards

Provide “Certificates of SG Training Completion”

This is a required document for SG applications
Key Things to Remember about ETPs

The City will not be providing training.

Anyone or any organization can become an ETP (and it’s free!)

Getting a PSE license doesn’t make you an ETP.

You can request to become an ETP now.

See our website for details on the request process.

See our website for a list of recognized ETPs.
Questions?