



DENVER

EXCISE & LICENSES

RULES GOVERNING SECURITY GUARDS & PRIVATE SECURITY EMPLOYERS

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Section 1 – Definitions

“Conductive Energy Weapon” – A device capable of temporarily immobilizing a person by the infliction of an electrical charge, including, but not limited to, stun guns¹ and Tasers².

“Department” – Refers to the Department of Excise and Licenses.

“Director” – Refers to the Executive Director of the Department of Excise and Licenses.

“Explosive Detection Canine” – A canine that is certified by a nationally accredited and recognized canine training association or a federal, state, or local law enforcement agency, to aid in the detection of explosives, and is regularly and specifically used for that principal purpose.

¹ As defined in Colorado Revised Statutes, §18-12-101

² Trademark name of most available devices from Taser International

“Training Provider” – An organization or individual who has been approved by the Department to provide training to security guards.

“Weapon” – Any conductive energy weapon; oleoresin capsicum (OC) aerosol spray; baton; or any other “dangerous or deadly weapon” as defined in Denver Revised Municipal Code section 38-117.

Section 2 – Authority

Pursuant to the Denver Revised Municipal Code (the “D.R.M.C.”) section 42-161, the Director of the Department of Excise and Licenses may enact rules and regulations necessary for the purpose of administering and enforcing the provisions of the Article V, Chapter 42 relating to private security employers and private security guards. These rules and regulations are adopted for said purpose, and are in addition to conditions, stipulations, and other provisions provided in ordinance and any other ordinances or laws relating to and affecting the licensing and operation of security guards and private security employers.

Section 3 – Security Guard License Endorsements

3.1 Plainclothes License Endorsement

- 3.1.1 A licensee shall not work as a security guard in plainclothes without first receiving an endorsement from the Department authorizing him/her to do so.
- 3.1.2 A security guard that intends to seek a plainclothes license endorsement shall submit with its new application, annually with the filing of a renewal application, or at any other time at which a change in endorsement is sought, a letter of request describing why plainclothes are necessary. The request must:
 - (i) be documented on the private security employer’s company letterhead;
 - (ii) describe the nature and context of the business or event(s) for which the applicant seeks plainclothes status;
 - (iii) identify the time, event(s) and location(s) for which the security guard is requesting to be in plainclothes, and
 - (iv) include an explanation for the necessity of plainclothes status for the security guard.
- 3.1.3 A security guard’s plainclothes license endorsement shall be effective only for the term of the security guard license and for the time, event(s) and location(s) identified on the application.

- 3.1.4 A security guard must provide notice to the Department prior to adding additional time, event(s) or location(s) to the plainclothes endorsement. Notice must be provided to the Department no less than 72 hours prior to the event for which they are requesting a plainclothes endorsement.
- 3.1.5 The plainclothes endorsement is associated only with the request from the private security employer and does not allow a security guard to work in plainclothes during employment with other private security employers.

3.2 Armed License Endorsement

- 3.2.1 A security guard that intends to seek an armed license endorsement shall submit with its new application, annually with the filing of a renewal application, or at any other time at which a change in endorsement is sought, a letter of request describing the need to carry a firearm in addition to any other documents required by the Chief of Police. The letter of request must:
 - (i) be documented on the private security employer's company letterhead;
 - (ii) include an explanation for the necessity of armed license endorsement for the security guard;
 - (iii) include a statement from the private security employer stating they are not aware of any mental, physical or emotional condition that would disqualify the applicant from possessing a firearm; and
 - (iv) include a statement from the private security employer releasing the City and County of Denver from any liability related to the request to arm the employee.
- 3.2.2 If the security guard wishes to obtain a plainclothes license endorsement in addition to an armed license endorsement, he/she will need to provide a valid copy of his/her concealed handgun permit issued by any sheriff or chief of police pursuant to State law. It shall be unlawful for a security guard to work in plainclothes and open-carry a firearm while providing security services.
- 3.2.3 A security guard's armed license endorsement shall be effective only for the term of the security guard license.
- 3.2.4 The armed license endorsement is associated only with the request from the private security employer and does not allow a security guard to carry a firearm during employment with other private security employers.
- 3.2.5 A security guard who has obtained an armed license endorsement shall not carry more than two (2) authorized firearms at all times when he/she is

performing security services.

3.3 Explosive Detection Canine Endorsement

- 3.3.1 A licensee shall not use an explosive detection canine while working as a security guard without first receiving an endorsement from the Department authorizing him/her to do so.
- 3.3.2 A security guard who intends to seek an explosive detection canine license endorsement shall submit with its new application, annually with the filing of a renewal application, or at any other time at which a change in endorsement is sought, a letter of request describing the need for the explosive detection canine. The request must:
- (i) be documented on the private security employer's company letterhead;
 - (ii) include an explanation for the necessity of the explosive detection canine endorsement for the security guard;
 - (iii) include valid certification from a nationally accredited and recognized canine training association or a federal, state, or local law enforcement agency that the named explosive detection canine and handler team are certified to detect explosives, and that the security guard is the explosive detection canine's primary handler; and
 - (iv) include a statement from the private security employer releasing the City from any liability related to the request for an explosive detection canine endorsement.
- 3.3.3 A security guard's explosive detection canine endorsement shall be effective only for the named certified explosive detection canine, and only for the term of the security guard's license.
- 3.3.4 The explosive detection canine license endorsement is associated only with the request from the private security employer and does not allow a security guard to utilize an explosive detection canine during employment with other private security employers.

Section 4 – Private Security Employer License Endorsements

4.1 Weapons Endorsement

- 4.1.1 A licensee shall not provide or otherwise authorize the use of any Weapon, as defined in these rules, without first receiving a weapons endorsement from the Department.

- 4.1.2 A private security employer that intends to seek a weapons endorsement shall submit with its new application, annually with the filing of a renewal application, or at any other time at which a change in endorsement is sought, a letter of request describing why the Weapons are necessary. The request must:
- (i) be documented on the private security employer's company letterhead;
 - (ii) identify the types of Weapons to be provided or authorized for use;
 - (iii) include an explanation for the necessity of the weapons endorsement;
 - (iv) include a statement certifying that all security guards that will be provided or otherwise authorized to use the identified Weapons will have successfully completed training specific to said Weapons before carrying or using said Weapons; and
 - (v) include a statement from the private security employer releasing the City and County of Denver from any liability related to the request for a weapons endorsement.
- 4.1.3 A private security employer's weapons endorsement shall be effective only for the term of the private security employer's license.
- 4.1.4 A private security employer's weapons endorsement shall only be provided for Weapons that are approved for use by the Director.
- 4.1.5 A private security employer that is permitted to use a baton shall only be authorized to use a baton that meets the following specifications:
- (i) Length: Baton cannot be longer than twenty-six (26) inches either solid or when fully expanded;
 - (ii) Diameter: Baton must be between 1 inch to 1-1/4 inches in diameter;
 - (iii) Weight: The baton's weight must be proportional to its size as specified by the manufacturer;
 - (iv) Surface: The ends of the baton must be rounded blunt with no ridged, or sharp edges.
- 4.1.6 The weapons endorsement is associated only with the specific Weapons outlined in the request. A private security employer shall not add or modify the Weapons it provides or authorizes for use before receiving approval to do so from the Department.

4.2 Vehicle Endorsement

- 4.2.1 A licensee shall not authorize the use of vehicles during the performance of security services without first receiving a vehicle endorsement from the Department.

- 4.2.2 A private security employer that intends to seek a vehicle endorsement shall submit with its new application, annually with the filing of a renewal application, or at any other time at which a change in endorsement is sought, a description of the vehicles. The description must:
- (i) include either pictures or a rendering of each proposed vehicle design that depicts the front, back, and sides of the vehicle in full color.
 - (ii) include an emergency vehicle equipment authorization form if the vehicles will have any equipment installed that resembles that of an emergency vehicle (i.e. lights, sirens, etc.).
- 4.2.3 A private security employer's vehicle endorsement shall be effective only for the term of the private security employer's license.
- 4.2.3 The vehicle endorsement is associated only with the specific designs and equipment disclosed to the Department. A private security employer shall not modify its vehicle design or equipment before receiving approval from the Department.

Section 5 – Requirement to Carry Identification Card and License

5.1 Identification Card Must be Clearly Visible

- 5.1.1 Security guards who have been granted an armed license endorsement must wear their Department issued identification on the outermost part of their uniform in a clearly visible manner at all times during which the security guard is working. A plainclothes endorsement does not exempt any security guard from this requirement.

5.2 License Must be Carried

- 5.2.1 The Department will issue a license to all security guards. This license must be carried by the security guard at all times during which the security guard is working.

5.3 Temporary Identification Card Allowance

- 5.3.1 Upon the submission of a satisfactory application as provided in D.R.M.C. section 42-133, the Director may issue a temporary identification card to a licensed security guard who is waiting to receive the identification card required by section 42-132. A licensee shall be allowed to perform security services with a temporary identification card only when he/she carries all of the following documents while providing security services: the temporary identification card, the private security guard license, and a

valid Federal or State issued identification card that contains a photograph of the licensee.

- 5.3.2 The temporary identification card shall be valid for ten (10) calendar days and shall carry no further force and effect after the expiration date recorded upon the face of temporary identification card. It shall be unlawful for any person to perform security services after the expiration date recorded upon the temporary identification card, unless he/she is carrying the identification card required by section 42-132.

Section 6 – Training

6.1 Security Guard Training Requirements

- 6.1.1 Security guards shall complete basic security training with a Training Provider that has been approved by the Director prior to applying for a security guard license. A certificate of completion of this training must be submitted along with each application for a new license.
- (i) The training certificate shall identify the courses taken, number of training hours obtained, applicant's name, name of the eligible Training Provider, and dates of training.
 - (ii) The certificate of completion shall indicate that the applicant completed at least sixteen (16) hours of basic security training, in addition to any training required by the Executive Director of Safety for an armed license endorsement.
 - (iii) In addition to the areas identified in the D.R.M.C., training topics may include, but are not limited to: cardiopulmonary resuscitation (CPR); oleoresin capsicum (OC) aerosol spray; defensive tactics; handcuffs; report writing; safety; de-escalation; and communication protocols.
- 6.1.2 Every renewal application for a security guard license shall also contain verification of successful completion of eight (8) hours of annual training with an eligible Training Provider, in addition to training that may be required by the Executive Director of Safety for an armed license endorsement. This verification shall:
- (i) verify that the training was completed no more than ninety (90) days before the date the renewal application is filed.
 - (ii) include at a minimum, the applicant's name, the courses taken, the number of training hours obtained, the date(s) of training, and the name of the Training Provider. Security guards shall complete annual training requirements in any of the topic areas identified in the Denver Revised Municipal Code and these Rules.

- 6.1.3 A private security employer intending to request a weapons endorsement must provide verification its security guards underwent training specific to said Weapon.

6.2 Training Provider Certification

- 6.2.1 Individuals or entities wishing to become eligible training providers must provide lesson plans, curricula, and sample course materials to the Department.
- 6.2.2 Training Providers shall be approved at the discretion of the Director. In determining whether to approve a training provider the Director may consider the following factors, including but not limited to: the experience of the trainer, consultant, industry expert, or person; whether the trainer has tenure with federal, state or local law enforcement agencies; and the content of the lesson plans, curricula, and materials of the trainer.
- 6.2.3 The Department shall keep a list of all training providers that have been approved.

Section 7 – Insurance Requirements

7.1 Private Security Employer Insurance Requirements

- 7.1.1 A private security employer shall maintain workers' compensation and employers' liability insurance. A minimum limit of one hundred thousand dollars (\$100,000.00) shall be carried for employers' liability and workers' compensation coverage.
- 7.1.2 If a private security employer holds a vehicle endorsement, it shall maintain automobile liability insurance with a minimum of limit of five hundred thousand dollars (\$500,000.00) combined single limit for bodily injury and property damage for each occurrence. The private security employer shall maintain coverage for all owned, non-owned, and hired automobiles used by its employees while performing security services.
- 7.1.3 A private security employer shall maintain commercial general liability insurance with a minimum limit of one million dollars (\$1,000,000.00) combined single limit for bodily injury and property damage for each occurrence.
- 7.1.4 A private security employer shall submit current certificates of insurance at the time of initial application and annually with each application for renewal.

- 7.1.5 A private security employer shall not reduce, suspend, void, or cancel an insurance policy without prior written notice to the Department. Notice must be provided to the Department within 72 hours of any change or modification to an insurance policy. The suspension, voiding, nonrenewal, cancellation or reduction of insurance shall be cause for automatic suspension of the license until the coverage shall be reinstated. All policies shall be kept in full force and effect for the term of the license.
- 7.1.6 A private security employer shall be responsible for any and all damage to property or injury to persons arising out of the exercise of the license. The licensee shall indemnify and hold harmless the City and County of Denver and its officers, agents, and employees from all suits, actions, or claims of injuries received or sustained by any person or persons or property on account of any act or omission of the Licensee, its agents or employees, or due to the failure of the Licensee to observe the provisions of this section.

Section 8 – Private Security Employer License Requirements

8.1 Changes to Principal or Managing Agent Requirements

- 8.1.1 Any changes to the named principal(s) or managing agent(s) associated with a private security employer's license shall be made upon forms provided by the Director and shall contain all required information for the new principal(s) or managing agent(s) as provided in D.R.M.C. section 42-133(b). The new principal or managing agent must receive approval from the Director before acting as the principal or managing agent of the private security employer.