



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

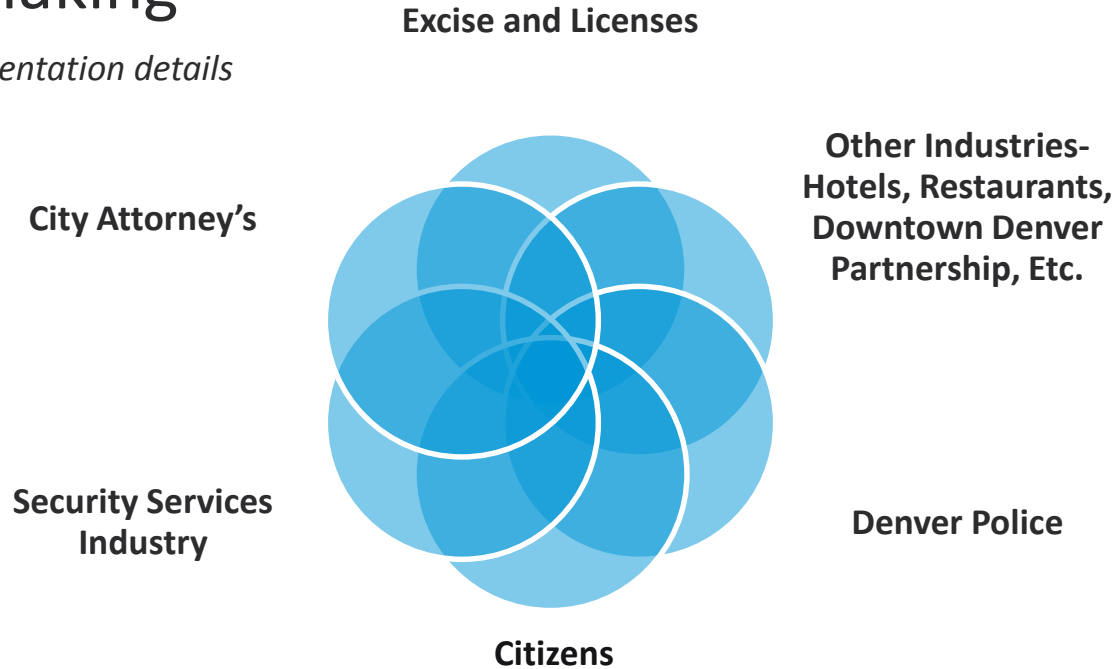
Stronger public safety measures

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 1st?

Merchant Guards
Merchant Guard Companies
Can't Renew

Must apply for new license 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



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

You can find this
information on
our website!

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



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?