

Security Officer Update 2021

Mission Statement

“To design a program to improve the competence, professionalism, performance, and public perception of private security; and to provide for consistent training and standards statewide.”

Training

ALL Security Officers are required to attend Primary Basic.

Security Officers are required to attend Primary Plus if their assignments include additional duties.

After the initial Primary Basic or Primary Plus, you are still required to attend a refresher training every year.

This includes INSTRUCTORS!

Instructors are required to provide security officers with a copy of their completed training.

If armed, firearms training certification is required yearly.

You may only attend armed training if you are registered as an armed officer.

If carrying any specialized equipment, you are required to have specialized training prior to carrying and to maintain proof of that training.

Specialized equipment includes – baton, Taser, oc spray

Training Documentation

SLED Administrative Regulations 73-420 (5)(8)

(5) Accurate and complete documentation of all training of each security officer must be retained by the employer and submitted to SLED as required.

(8) Failure of an employer and registered security officer to retain required training records is a violation punishable by suspension or revocation of the company license and the security officer's registration.

SLED Administrative Regulations 73-421

Private security officers must not be issued or use equipment or devices for which they have not successfully completed training adequate to ensure the proper, accurate and safe use of such equipment. Documentation of such (Primary Plus POT) training must be maintained by the licensee and be available for inspection by SLED.

Security Training Officers (STO) and Security Firearms Training Officers (SFTO) must be certified prior to teaching.

STO and SFTO must attend a recertification course (in-service), offered through a participating Technical Education College annually and proof of successful completion must be submitted to SLED along with their renewal application annually.

SFTO must complete an annual firearms requalification.

Security Training Officers (STO) or Security Firearms Training Officers (SFTO) *MAY NOT* sign off on their own training, This includes...

- Basic Training
- Any advanced training
- Firearms training
- Any specialized training

**New security officer
Application**

- Primary Basic documentation
- Primary Plus documentation
- If needed
- Fingerprint cards (2)
- Fee
- If armed – firearms training
- DD-214
- JPG photo

Renewal

- Application
- Fee
- Proof of Primary Basic In-Service training documentation.
- If armed – (POT) due yearly
- Photo every 3 years
- Fingerprints every 5 years

Application Process
PERSONAL HISTORY

Are you a U.S. citizen? () Yes () No
NATURALIZATION NO: _____ PLACE: _____ COURT: _____

If they are not a naturalized citizen, DO NOT APPLY.
If they are a naturalized citizen, we need a copy of the certification or a copy of your current U.S. passport.

5. MILITARY RECORDS

Have you ever served on active duty in the Armed Forces of the United States? () No () Yes
Highest Rank Obtained? _____
Branch of Military Service _____ Type of Discharge _____

A copy of the DD214 must be included that shows the character of service.

5. CRIMINAL RECORD

Have you ever been arrested or charged (Regardless of disposition or outcome i.e. Nolle prossed, Disposed) with any violations? () NO () YES. (List all such matters, even if not formally charged, no court appearance, found not guilty, or matter settled by payment of fine or forfeiture of collateral). List all traffic citations, but do not include parking tickets.

Date	Place	Charge	Final Disposition	Details
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This includes ALL Misdemeanors.

If you check “NO” and something appears on your criminal history, you will be denied.

If you have an assault charge/conviction, you must include a detailed notarized statement regarding the incident and the relationship of all parties involved.

Please remember, criminal histories do not go away.

Digital Photographs

Digital photographs must be current (within 6 months). For proper identification, the digital photograph file shall be the applicant's **full** name with the last name first followed by the last four digits of the applicant's social security number and the type of license/registration being applied for.

Examples: Doe.John.Joseph.1234.Security

The photograph must be in *jpeg (.jpg) format.

Digital Photographs

Photographs can be submitted to SLED in one of the following ways:

- Via email to RegLicense@sled.sc.gov (**Please indicate the type of license sought in the email's subject line**)
- Via a Secure File Transfer Protocol (SFTP) server (contact the SLED Information Technology Help Desk at 803-896-8588 for specific instructions on this method).

Please do not submit physical copies of the photographs.

If the proper documents and photos are not submitted with new or renewal application, the process will be delayed.

Do not wait until the last minute to submit an application as the mail system is very unpredictable. Therefore, applications should be mailed to SLED no earlier than *(60) days prior to certification expiration.*

Renewal application may be submitted at 90 days prior to expiration, but please note that this will initiate a new expiration date to be generated. Submit new applications as soon as possible.

The 30 day processing begins once your application is received and logged in at SLED, NOT the date you received the training.

If you think it has been over 30 days, please check with your company PRIOR to calling SLED. You may email us at reglicense@sled.sc.gov to check on the status of the applications.

“Grace Periods”

In an effort to maintain good customer service for your clients, and reduce the likelihood of having to remove security personnel from post assignments, SLED will consider the 30 day “grace period,” as outlined in S.C. Code Ann. § 40-18-80(A)(2), to mean days the security officer performs security duties (i.e. on-duty). This **only** applies to newly hired officers once their applications are **received** by SLED.

If the officer has applied for an armed card, the officer may only work **UNARMED** until he/she has received their armed card. However, if they are currently registered as armed with another employer, you may work as armed with the new employer.

To counteract any unforeseen delays in the processing of renewal applications, SLED will grant a **10 working day extension** to security officers whose application has been received by SLED but their current registration has expired. However, any security officer affected by this will not have arrest authority and must not carry a firearm until the updated renewal credential has been issued (similar to the requirement for new officers).

Please remember, this will not be needed if the officer’s renewal is mailed within the 60 days.

There is no grace period if you send in your renewal AFTER you expire.

It is the responsibility of the employee and the employer to remember when you/they need to renew!!!

Termination

Once an employee has been terminated or resigns from the company, the company has TEN (10) days to notify SLED on the proper form by...
mail (Po Box 21398 Columbia, SC 29212)
email (reglicense@sled.sc.gov)
fax (803.896.7192)

SLED Security Officer expectations...

If you are arrested, you must notify SLED within 72 hours.

SLED Security Officer expectations...

Security Officers must ALWAYS have their registration card on their person while working. (**New hires must have a copy of their initial Primary Basic training paperwork with them while on post, until their card arrives.**)

Any security officer utilizing additional equipment (Tasers, batons, chemical agents, etc.) must have received training and it must be documented.

Security Officers must always use a proper holster (if armed).

NO personal CWP’s are authorized to be used in lieu of armed certification for professional purposes.

To be kept at EACH Post...

Site Supervisors are responsible to ensure that an officer's registration card is valid prior to an officer going on post.

A copy of the Post Orders

A copy of the License

If authorized to use blue lights, uniform traffic tickets or wear plain clothing, a copy of the written authorization from SLED is to be kept at the post.

Uniforms

Unless written approval by SLED has been received, registered private security officers **must** wear a uniform while performing security services.

Any requests to perform non-uniformed security duties must be submitted to SLED in writing and clearly articulate the specific reasons why approval of the request is necessary for each particular client site.

Uniforms worn by registered security officers must not be similar in appearance to **tactical** uniforms worn by police officers.

Private security officers with an armed registration must be in a proper uniform and must openly carry the firearm in a weapon-specific holster worn on the wearer's belt at waist level.

Unless otherwise approved by SLED, private security officers are prohibited from utilizing tactical style or "drop holsters," or other equipment while in uniform.

Outer Vest

Ballistic vests (that fit over the outer clothing), are permitted; however...

No Multi-cam vest, must be solid in color

CLEARLY marked as "SECURITY" in white or yellow letters measuring no less than 1 ½ inches by 8 inches are required on the front and back

Contain the Company name

Officer must wear the security company shirt under the vest.

No other words, phrases or numbers may be used which might imply law enforcement or law enforcement affiliation.

Firearms

S.C. Code Ann. § 40-18-100 requires security officers to qualify with the "type" of firearm "issued or authorized" by the employer. Officers must qualify with any additional firearms used in the capacity of their job function. Additional training paperwork must be kept in company files.

In this context, firearm "type," is defined as one of the same make, model, and caliber to be carried by the security officer while on duty.

Security officers must qualify annually with each "type," of weapon utilized in the performance of their duties.

Security Officers may use gun mounted lights, so long as they have been properly trained and qualified (and documented proof of such has been listed on the officers Primary Plus POT).

Use of “long guns,” is permitted ONLY after a company operator has sent in a written request to do so to SLED Regulatory leadership and written authorization to do so has been received from SLED Regulatory leadership.

A “professional,” concealed carry registration is only valid when the officer is *on duty* and *on the property* he or she is contracted to protect.

Drop Holsters are **PROHIBITED!**

All holsters are to be worn on the wearer’s belt at waist level.

Use of Force

Any use of force incidents must be completely, accurately, and thoroughly documented by the security company.

Use of force can simply be defined as when a security officer physically controls a subject (put hands on someone).

Ensure that all armed officers are familiar with the reporting procedures that follow use of force incident(s), know how to secure a crime scene, and understand the expectation of cooperation when any follow up investigation is required.

Security Officer Shootings

SLED requires security companies to *immediately notify local law enforcement and SLED* of any security officer involved shooting incidents *and* any incidents where great bodily injury, as defined in S.C. Code Ann. § 16-3-600, has occurred as a result of security officer involvement.

Security officers involved in shooting incidents *must* not work in an armed capacity until any subsequent investigation is concluded.

Once cleared by the investigative agency, officers may return to working in an armed capacity.

WARNING SHOTS, OR WHAT COULD BE VIEWED AS WARNING SHOTS ARE STRICTLY PROHIBITED.

Security Officer Involved Shooting Protocol

Any injuries must be reported to Emergency Medical Services (EMS) immediately.

Notification must be made to the law enforcement agency of jurisdiction immediately.

The scene must be preserved and secured as soon as it is safe to do so. Licensed security companies must provide documented training to security officers “sufficient to ensure adequate knowledge to properly and competently secure and preserve a crime scene” (S.C. Code of Regs. R73-418(2)).

Security officers must maintain the scene and fully cooperate with law enforcement until the scene is turned over to the law enforcement agency of jurisdiction. Security officers must also fully cooperate with the law enforcement during any subsequent investigation of a shooting incident. Failure to do so constitutes violation of S.C. Code Ann. 40-18-130(a)(15), and Section R73-417 of the S.C. Code of Regulations.

As soon as reasonably possible, SLED must be notified of the incident. This notification must include the name and registration numbers (R0#s) of involved officers, the primary law enforcement agency conducting the investigation, and any incident reports (if available). This notification can be made to SLED at any time (24/7) by calling (803) 737-9000.

Body-Worn Cameras

The wearing of PERSONALLY owned body-worn cameras is strictly prohibited when conducting private security duties. If a security officer is required by a security company to wear a body-worn camera, it must be a security company owned camera.

Any security company that utilizes body-worn cameras by registered security officers should develop appropriate policies, procedures, and training requirements regarding their use.

Any and all recorded material captured by body-worn cameras should be retained in accordance with security company policy.

Arrest and Transporting

Security Officers are only allowed to arrest an individual when the circumstance “constitute and articulable imminent threat to life or public safety”, or freshly committed or is in your presence. Officers are not to work simple assaults or investigate crimes; you are to notify law enforcement immediately.

Security Officers cannot transport prisoners.

You CANNOT force a Sheriff’s Office to transport. It is the Security Companies RESPONSIBILITY to foster relationships with the department.

Reminders

Security officers are prohibited from conducting criminal investigations. Once any crime is discovered then the law enforcement agency of jurisdiction must be contacted.

Security Officers must receive training by their employer to ensure adequate knowledge to properly and competently secure and preserve a crime scene.

Reminders

In addition to the prohibited wording identified in S.C. Code Ann. Regs. 73-406, security companies and officers are prohibited from using or displaying the word “Agent” or any words or combination of words that could convey affiliation with a law enforcement agency or its personnel.

Final Notes

If you have any further questions regarding this years update or any subsequent updates, you can reach out to SLED directly at 803.896.7182 or email us at reglicense@sled.sc.gov .

You can access any forms needed on our website under the Regulatory tab via www.sled.sc.gov .