

**Department of Public Safety Standards and Training**  
**Memo**

**Subject:** OAR 259-060-0010, 259-060-0025, 259-060-0030, 259-060-0120, 259-060-0130, 259-060-0150 & 259-060-0500 – Proposed Rules #4  
Private Security Provider Certification and Licensure Applications & Temporary Assignments

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**Issue:** These proposed rule changes reorganize and clarify the application process for certification and licensure of private security providers and the temporary assignment provisions. Notable proposed changes are as follows:

- The definition of “Temporary Work Permit” was clarified to mean a temporary form of certification, subjecting it to denial and revocation proceedings.
- Currently, the requirements to apply for private security certification or licensure are found scattered throughout the rule, making it difficult to understand the application process. This proposed change removes all application references from the current rules and adopts a new rule entitled “Application for Certification or Licensure” which details requirements to apply for the various levels of private security certification or licensure.
- The requirements for temporary work permits and reciprocity agreements are found throughout the current rule set. The proposed change removes these references and adopts a new rule entitled “Temporary Assignments” which details the requirements to apply for and maintain temporary work permits and reciprocity agreements.
- The late submission penalty fee language was clarified to state that a fee will be assessed when renewal applications are not submitted to the Department in a timely manner. The language allowing a waiver was removed as the new language under OAR 259-060-0025(6) will allow the Department to waive the fee at its discretion.

The following revised language for OAR 259-060-0010 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

**259-060-0010**

**Definitions**

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(27) "Temporary ~~w~~Work p~~Permit~~" ~~or Form PS-20~~ means a form **temporary certification or licensure** issued by the employer to allow a company to employ and deploy a private security professional, executive or supervisory manager while the application for certification or licensure is being processed. A temporary work permit will not be issued for armed security applicants.

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The following revised language for OAR 259-060-0025 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

### **OAR 259-060-0025**

#### **Application for Certification and Licensure**

**(1) An applicant must meet all minimum standards for the certification or license being applied for as described in OAR 259-060-0020.**

**(2) Application Packet and Fees.**

**(a) The application packet for new certification or licensure as a private security provider must be completed in its entirety and must include:**

**(A) A completed Form PS-1 (Application for Licensure or Certification of Private Security Services Provider);**

**(B) A completed fingerprint packet. A fingerprint packet must include a pre-printed FBI fingerprint card and a Form PS-4 (Affidavit of Person Rolling Fingerprints) completed by the person rolling or scanning the fingerprints. The card and form must be enclosed in a tamper-proof bag and sealed by the person who rolled the fingerprints before the packet is returned to the applicant. The Department will supply pre-printed FBI fingerprint cards and tamper-proof bags.**

**(i) The Department will only accept fingerprint cards correctly rolled and completed by private security or public safety personnel trained to roll fingerprints, or a person who is employed and trained by a private business that provides fingerprinting services.**

**(ii) If a fingerprint card is rejected twice by the Federal Bureau of Investigation, the applicant will be charged a fee for a third submittal of fingerprint cards.**

**(C) The original Form PS-6 (Affidavit of Instructor and Private Security Provider Testing Results) completed as prescribed by OAR 259-060-0060, documenting completion of the training required in these rules. Applicants enrolled in an**

**accredited private security program at the time of application will submit the Form PS-6 upon completion of the program.**

**(D) A completed Form PS-7 (Private Security Instructor Evaluation) (optional);**

**(E) If currently employed, an original, completed Form PS-20 (Private Security Services Provider Temporary Work Permit). Temporary Work Permits will not be issued to armed private security professionals or private security instructors;**

**(F) A completed Form PS-27 (Private Security Professional Code of Ethics) affirming moral fitness and professional standards;**

**(G) All applicants for instructor certification must submit a resume demonstrating they meet the instructor prerequisites as described in OAR 259-060-0135; and**

**(H) Nonrefundable certification or licensure fees as prescribed by OAR 259-060-0500.**

**(b) The application packet for renewing certification or licensure as a private security provider must be completed in its entirety and must include:**

**(A) A completed Form PS-21 (Application for Renewal of Private Security Certification/Licensure);**

**(B) A completed Form PS-27 affirming moral fitness and professional standards;**

**(C) The original Form PS-6 completed as prescribed by OAR 259-060-0060, documenting completion of the training required in these rules. Applicants enrolled in an accredited private security program at the time of application will submit the Form PS-6 upon completion of the program.**

**(D) All applicants for renewal of instructor certification must submit a Form PS-8 (Continuing Education Form); and**

**(E) Nonrefundable renewal certification or licensure fees as prescribed by OAR 259-060-0500;**

**(c) The application packet for adding certification or licensure as a private security provider must be completed in its entirety and must include:**

**(A) A completed Form PS-1;**

**(B) The original Form PS-6 completed as prescribed by OAR 259-060-0060, documenting completion of the training required in these rules. Applicants enrolled in an accredited private security program at the time of application will submit the Form PS-6 upon completion of the program.**

**(C) If currently employed, an original, completed Form PS-20. Temporary Work Permits will not be issued to armed private security professionals or private security instructors;**

**(D) Nonrefundable certification or licensure fees as prescribed by OAR 259-060-0500;**

**(E) Individuals applying to add private security instructor certification must submit a resume demonstrating they meet the instructor prerequisites as described in OAR 259-060-0135.**

**(D) Individuals currently certified as an unarmed private security provider applying to add armed private security certification must carry a copy of the Form PS-6 and the Form PS-23 (Change of Information) while performing private security services until a new certificate is received.**

**(d) The application packet for upgrading from unarmed private security professional to an armed private security professional must be completed in its entirety and must include:**

**(A) A completed Form PS-1;**

**(B) The original Form PS-6 completed as prescribed by OAR 259-060-0060, documenting completion of the training required in these rules. Applicants enrolled in an accredited private security program at the time of application will submit the Form PS-6 upon completion of the program.**

**(C) Nonrefundable certification or licensure fees as prescribed by OAR 259-060-0500;**

**(D) Individuals currently certified as an unarmed private security provider applying to upgrade to armed private security certification must carry a copy of the Form PS-6 and the Form PS-23 (Change of Information) while performing private security services until a new certificate is received.**

**(3) Timelines.**

**(a) A completed application packet must be mailed to the Department and postmarked prior to the applicant performing any private security services.**

**(b) Renewal application documents must be received by the Department within 180 days prior to the expiration date of the certification or licensure to allow for processing of the forms and criminal history check.**

**(c) If a renewal applicant is currently employed and submits a renewal application packet less than 30 days prior to the expiration of certification or licensure, the**

submission of a Form PS-20 is required to continue providing private security services while the application packet is being processed.

(d) A late submission penalty will be assessed as prescribed in OAR 259-060-0500 if reapplying after the expiration date of the certification or licensure.

(e) Applicants renewing their certification or licensure more than four years after the expiration date of the certification or licensure must submit a new application packet in accordance with subsection (2)(a) of this rule.

(4) The Department may administratively terminate the application process if the Department is unable to complete the certification process due to non-response or non-compliance, or upon the discovery of disqualifying criminal convictions or any violation of the temporary work permit provisions, the Act or these rules.

(a) Once the application process has been administratively terminated, the applicant may not perform private security services.

(b) To re-apply, applicants will be required to re-submit an application packet with all deficiencies corrected, including new fees and proof of valid training.

(5) A Notice of Deficiency will be issued to an applicant whose application packet is determined by the Department to be incomplete or insufficient. If the deficiency is not corrected within 21 days of the date of the Notice of Deficiency, the application process will be administratively terminated.

(6) Any exception to the application process found in this rule must be approved by the Department.

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The following revised language for OAR 259-060-0030 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

### **259-060-0030**

#### **Temporary Assignments**

**(1) Temporary Work Permits. Employing, licensed managers may issue Temporary Work Permits to private security providers upon verification that all application requirements have been completed.**

**(a) Temporary work permits must be requested on a Form PS-20 (Temporary Work Permit). The Form PS-20 is a three-page document which requires an original signature on all three pages.**

**(A) The appropriate portion of the Form PS-20 must be mailed to the Department and must be postmarked on or before the first day the applicant performs private security services.**

**(B) The appropriate copy of the Form PS-20 must be retained by the employer and employee and kept on his person at all times while providing security services in the state of Oregon or while on duty.**

**(C) The employee's copy must be presented to any DPSST staff member, law enforcement officer or Oregon Liquor Control Commission agent upon demand or any other person upon reasonable request.**

**(b) Temporary Work Permits may be held for up to 120 days.**

**(c) Employing, licensed managers may only issue one Temporary Work Permit per employee. Subsequent Temporary Work Permits may be issued by contacting the Department and receiving approval.**

**(d) Upon request, an employing, licensed manager may replace a Temporary Work Permit that has been lost or destroyed.**

**(e) Temporary work permits may not be issued to armed private security professionals or instructors.**

**(f) Managers may self-issue a temporary work permit upon completion of all application requirements.**

**(g) The Department may, upon written notice, administratively terminate a Temporary Work Permit for the following reasons:**

**(A) The Department has reason to believe that a person with the applicant's name and birth date fails to meet the minimum moral fitness standards as described in OAR 259-060-0020 and 259-060-0300;**

**(B) An application is incomplete or the Department has been unable to verify application information to its satisfaction due to non-response or non-compliance of the applicant; or**

**(C) The holder of the Temporary Work Permit has violated any provisions of the Temporary Work Permit, the Act or these administrative rules.**

**(h) Upon notification from the Department that the Temporary Work Permit has been administratively terminated, the applicant may not perform private security services.**

**(i) A new application packet, including all required fees and proof of valid training, must be submitted as prescribed in OAR 259-060-0025 prior to the issuance of a new Temporary Work Permit.**

**(2) Reciprocity.**

**(a) As prescribed by ORS 181.873(2), an employing, licensed executive manager may temporarily assign a person who is not certified as a private security professional in the state of Oregon to perform private security services in this state for a period of time not to exceed 90 days if:**

**(A) The person is employed in another state;**

**(B) The person holds a private security professional's certification or license from another state; and**

**(C) The certification or licensing standards of the other state meet or exceed the standards of this state.**

**(b) Reciprocity must be requested on a Form PS-9 (Private Security Waiver for Reciprocity.) The Form PS-9 is a triplicate form.**

**(A) The appropriate portion of the Form PS-9 must be mailed to the Department and must be postmarked on or before the first day the applicant performs private security services.**

**(B) The appropriate copy of the Form PS-9 must be retained by the employer and employee and kept on his person at all times while providing security services in the state of Oregon or while on duty.**

**(C) The employee's copy must be presented to any DPSST staff member, law enforcement officer or Oregon Liquor Control Commission agent upon demand or any other person upon reasonable request.**

**(c) Only one Form PS-9 will be authorized per private security provider in a 24-month period. Additional Form PS-9's may be issued by contacting the Department and receiving approval prior to the issuance of the PS-9.**

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The following revised language for OAR 259-060-0120 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

**259-060-0120**

**Private Security Professional Certification**

(1) Under ORS 181.873(1)(a), it is unlawful for a person to engage in the business of, or perform any service as, a private security professional, or to offer services in such capacity, unless the person has obtained certification as a professional, in accordance with these rules.

~~(a) A Department licensed executive manager may temporarily assign a person who is not certified as required by these rules to perform private security services within this state for a period of time not to exceed 90 days if:~~

~~(A) The person is employed in another state;~~

~~(B) The person holds a private security professional certification or licensure from another state; and~~

~~(C) The certification or licensing standards of the other state meet or exceed the standards of this state.~~

~~(D) The intent of this provision is to allow a company to transfer its employees to this state for the purpose of temporary assignment.~~

~~(E) A Department licensed executive manager must provide to DPSST a copy of the authorizing state's statutory requirements for private security professionals, demonstrating that the professional has undergone a criminal history fingerprint background check. Additionally, the executive manager must complete Form PS-9 (Private Security Waiver for Reciprocity), a triplicate form; the original must be mailed to the Department or its designated staff, one copy must be retained by the employer, and one copy must be retained by the employee. The employee copy of this form must be carried on the employee's person at all times while performing private security services in this state or while on duty. It must be presented to any law enforcement officer upon demand and must be displayed to any other person upon reasonable request.~~

~~(F) The reciprocity packet must bear a postmark on or before the first day the applicant performs private security services in this state.~~

~~(b) A Department licensed executive manager or supervisory manager who has completed the manager specific orientation requirement of OAR 259-060-0075 may temporarily assign a person, whose application for certification as a private security professional is being processed, to perform private security services within this state for a period of time not to exceed 120 days under the following conditions:~~

~~(A) The applicant has completed all the requirements under this section (OAR 259-060-0120), including training;~~

~~(B) A Department licensed manager has completed and signed the applicable portions of Form PS-20 (Private Security Temporary Work Permit), affirming the above requirements have been met;~~

~~(C) The Department licensed executive manager or supervisory manager has attached the original of Form PS-20 to Form PS-1 (Application for Licensure or Certification of Private Security Services Provider); and~~

~~(D) The Department licensed manager has mailed to the Department each of the items in this section, as a complete packet. Form PS 4 is a sworn statement and must be sealed in a tamper proof bag, along with the fingerprint cards, by the person rolling the prints; Form PS 6 is a sworn statement, and must be sealed in a tamper proof bag by the issuing instructor. The application packet must bear a postmark on or before the first day the applicant performs private security services. Form PS 27 (Private Security Code of Ethics) is for the use of the applicant. For purposes of this rule, the Department will not require submission of a PS 6 for any private security provider who is enrolled in an accredited private security program at the time of application.~~

~~(E) If an applicant has not completed each step of the application process, including training, the applicant can not perform unsupervised private security services. Such persons may only provide private security services under the direct supervision of a certified private security professional, licensed executive or supervisory manager. The person being monitored can not make decisions regarding any course of action independent of the person providing the direct supervision. The duration for direct supervision for an applicant is no more than 21 consecutive calendar days, during which time the applicant must be under the uninterrupted presence of a certified private security professional.~~

~~(F) The intent of the Form PS 20 provision is to allow a company to employ and deploy a private security professional or manager, while the application for certification or licensure is being processed. A temporary work permit will not be issued for armed private security professionals.~~

~~(G) The Form PS 20 will last no longer than 120 days and, in any event, shall end upon written notice from the Department to the applicant that the permit has been administratively terminated under subsection (1)(b)(H) of this rule.~~

~~(H) Upon written notice from the Department to the applicant and the manager who signed the Form PS 20, the permit and authority to provide private security services may be administratively terminated for the following reasons:~~

~~(i) The Department has reason to believe that a person with the applicant's name and birth date has been convicted of a disqualifying crime listed in OAR 259-060-0020.~~

~~(ii) The application is incomplete or the Department has been unable to verify application information to its satisfaction due to non-response or non-compliance of the applicant.~~

~~(iii) Applicant has violated any private security administrative rule or condition imposed by Form PS 20. Applicants who provide false information in their application, contrary to their sworn oath, will be disqualified from reapplying for a period of 10 years.~~

~~(iv) The fingerprint cards of applicant have been rejected under subsection 5(b) of this rule.~~

~~(I) Upon notification from the Department that the Form PS-20 has been administratively terminated because of a deficiency in application, the manager who signed the permit must notify the applicant that he or she may not perform private security services. A new application with corrected deficiencies must be filed, along with a new certification fee, prior to the applicant resuming duties. This provision does not apply to terminations based upon criminal conviction disqualification.~~

~~(J) The termination of the Form PS-20 due to a criminal conviction disqualification is subject to the contested case hearing procedures set forth in OAR 259-060-0300.~~

~~(c) The Department or its designated staff may administratively terminate the application process if the Department is unable to complete the certification process due to non-response or non-compliance of the applicant after exhausting the following efforts:~~

~~(A) A letter will be mailed by the Department to the applicant, and the last known employer of the applicant, identifying the deficiencies in the Form PS-1, or the rejection of the fingerprint cards of applicant.~~

~~(B) The applicant and any manager supervising the applicant will have 21 calendar days from the date of mailing to bring the applicant into compliance and to notify the Department that the deficiencies are corrected. The Department may, in its discretion, elect to extend the time for compliance upon good cause shown by the applicant or its manager.~~

~~(C) If the Department is unable to determine a current address for the applicant, or if the applicant or manager does not respond and correct the deficiencies within 21 calendar days, or such additional time authorized by the Department, the Department will list the applicant's status as "administratively terminated." The Department will notify the applicant at his or her last known address, and notify the last known employer of the applicant, that the Department has administratively terminated the application process.~~

~~(D) Once the application process has been administratively terminated, the applicant will be required to submit a new Form PS-1, with another certification fee. An applicant whose application process has been administratively terminated is not eligible to perform private security services until a new, complete application and fees are submitted to the Department, along with a Form PS-6 providing proof of new basic training.~~

~~(2) The requirements for certification as an unarmed private security professional are as follows:~~

~~(a) Compliance with the minimum standards for certification under OAR 259-060-0020;~~

~~(b) Successful completion of the mandatory eight-hour basic classroom instruction required under OAR 259-060-0060, including successful completion of the written examination;~~

(c) Successful completion of the mandatory four-hour assessment module required under OAR 259-060-0075; and

(d) Submission to the Department of the completed application packet as required ~~under Sub (5) of this rule, together with the appropriate fees~~ **by OAR 259-060-0025.**

(3) The requirements for certification as an armed private security professional are as follows:

(a) Compliance with the minimum standards for certification under OAR 259-060-0020;

(b) Successful completion of the mandatory eight-hour basic classroom instruction required under OAR 259-060-0060, including successful completion of the written examination;

(c) Successful completion of the mandatory four-hour assessment module required under OAR 259-060-0075;

(d) Successful completion of the mandatory 15-hour firearms course and marksmanship qualification required under OAR 259-060-0070, including successful completion of the written examination and satisfaction of marksmanship requirements; and

(e) Submission to the Department of the completed application packet as required ~~under (5) of this rule, together with the appropriate fees~~ **by OAR 259-060-0025.**

~~(4) A certified private security provider or applicant must carry the certificate or Form PS-20 on his or her person at all times while performing security services or while on duty. The certificate or Form PS-20 must be presented to any law enforcement officer upon demand, and must be displayed to any other person upon reasonable request. A temporary work permit will not be issued for instructors or armed private security professionals.~~

~~(5) The application packet for certification as a private security provider must include:~~

~~(a) A completed Form PS-1, including a sworn affidavit attesting to the truth and correctness of the information provided by the applicant, and acknowledging the Department's right to terminate a temporary work permit. Falsification of this application can result in a denial of certification for up to ten years, as well as pursuit of criminal charges.~~

~~(b) A completed fingerprint packet. The Department will accept fingerprint cards correctly rolled and completed by private security or public safety personnel trained to roll fingerprints, or a person who is employed and trained by a private business that provides fingerprinting services. These fingerprint cards must be submitted on the pre-printed FBI fingerprint cards supplied by the Department, and must be sealed in a~~

~~tamper-proof bag by the person rolling the prints. A fee will be charged for the third submittal of fingerprint cards if rejected twice by the Federal Bureau of Investigation;~~

~~(A) A fingerprint packet must include two fingerprint cards, and a Form PS-4. The person rolling the fingerprints must complete Form PS-4, enclose the two completed fingerprint cards and the Form PS-4 in the tamper-proof bag, seal it, and return it to the applicant.~~

~~(B) When the fees, application and completed fingerprint packet are received, the Department will assign a Private Security Identification number to the applicant, record that number on the fingerprint cards and forward the fingerprint cards to Oregon State Police. The Oregon State Police will process one set of the prints and send the other set of prints to the Federal Bureau of Investigation (FBI) for processing;~~

~~(C) The applicant's fingerprints will be retained and kept on file by the Oregon State Police Identification Services Section;~~

~~(D) The Oregon State Police Identification Services Section will notify the Department or its designated staff of any criminal record disclosed through processing the applicant's fingerprint cards; and~~

~~(E) If any procedural change is made by either the Federal Bureau of Investigation or the Oregon State Police Identification Services Section, the Department will comply with the most current requirements.~~

~~(c) The original Form PS-6 sealed by the instructor in the approved tamper-proof bag;~~

~~(d) A completed Form PS-7 (Private Security Instructor Evaluation) (optional);~~

~~(e) The original of completed Form PS-20 when required.~~

~~(6) The applicant must submit the nonrefundable certification fee (including the fingerprint processing fee) to the Department or its designated staff, along with the application packet.~~

~~(7) The completed application packet must be mailed to the Department or its designated staff prior to the applicant performing any private security services.~~

~~(8) Renewal of certification must occur every two years subject to the following conditions:~~

~~(a) The certificate holder must, within the 90-day period prior to certificate expiration, obtain refresher training as provided for in OAR 259-060-0080, submit the Form PS-6, required fees and a completed Form PS-21 (Renewal of Private Security Licensure or Certification). A copy of the Form PS-21 must be carried on the provider's person, while performing private security duties, until a new certificate is received.~~

~~(b) The provider must submit the nonrefundable renewal fee to the Department or its designated staff.~~

~~(c) The renewal documents must be received by the Department not more than 90 days prior to the anniversary date of the certification or licensure to allow for processing of the forms and criminal history check. The background check may determine convictions or other conditions under OAR 259-060-0020 that would disqualify the provider.~~

~~(d) Failure to comply with renewal requirements will result in the expiration of certificate or license.~~

~~(A) Persons reapplying within 90 days of expiration must complete the Form PS-21, and shall submit the certification fee.~~

~~(B) Persons reapplying after 90 days of expiration must complete the Form PS-21 (Application for Licensure or Certification), and must submit the certification fees, plus a \$25.00 late submission penalty fee.~~

~~(C) Persons continuing to provide private security services, after the certification has expired will be subject to penalties as provided for in ORS 181.991.~~

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The following revised language for OAR 259-060-0130 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

## **259-060-0130**

### **Licensing of Executive and Supervisory Manager**

(1) Under ORS 181.873(1)(b), it is unlawful for a person to engage in the business of, executive or supervisory manager, or to offer services in such capacities, unless the person has obtained a license in accordance with these rules.

(2) Each business, employer, or entity with a private security professional staff of at least one person must designate one employee who performs the duties of an "Executive Manager", as described in these rules, to obtain an Executive Manager license. An employer may obtain licensure for more than one executive manager. Any person who has responsibility and authority in supervising persons providing security services, who has not been licensed as an Executive Manager, must obtain a Supervisory Manager license. This provision applies to any business, employer or entity that provides private security services within this state, regardless of whether the business, employer or entity is located in or out of this state.

(a) In the event contract private security services are utilized, and the business or entity is not itself engaged in providing private security services, or engaging employees in private security services, there is no requirement for that business or entity to obtain a license under these rules.

(b) Issuance of an executive manager or supervisory manager license requires that the applicant meet the qualifications set forth in OAR 259-060-0020. ~~This license authorizes the holder to distribute temporary work permits to private security professionals. A temporary work permit will not be issued for armed private security applicants. The executive manager or supervisory manager must review each application for completeness and criminal history, prior to mailing. DPSST must deny certification for applicants with certain convictions, as outlined in OAR 259-060-0020. Fees are not refundable.~~

(3) The requirements for licensing as an executive manager or supervisory manager are as follows:

(a) Compliance with the minimum standards for licensing under OAR 259-060-0020;

(b) Successful completion of training required under OAR 259-060-0060, including successful completion of the written examination and orientation under OAR 259-060-0065, and 259-060-0075. The training orientation specific to managers is required; and

(c) Submission to the Department of the completed application packet as required under subsection (6) of this rule OAR 259-060-0025, together with the appropriate fees. ~~Because the manager training is completed through self study, the training manual must be mailed to the manager by the Department upon receipt of the Form PS-1 (Application for Licensure or Certification of Private Security Providers), the fingerprint packet and the appropriate fees. To complete the application process, the manager must complete the written examination and attend the mandated manager orientation. Licensure as a manager does not allow the manager to provide private security services as a professional; the appropriate training course must be completed in order to do so.~~

(4) ~~The application packet for licensure as an executive manager or supervisory manager must include:~~

~~(a) A completed Form PS-1 (Application for Licensure or Certification of Private Security Services Providers);~~

~~(b) A completed Form PS-4 (Affidavit of Person Rolling Fingerprints) and fingerprint cards, sealed in a tamper-proof bag;~~

~~(c) A completed Form PS-20 (Temporary Work Permit), if the manager designate qualifies for pre-training employment under the provisions of sub-section (11) in this rule.~~

~~(5) The applicant must submit the nonrefundable applicable fee to the Department or its designated staff, along with the application packet.~~

~~(6) The completed application packet must be mailed to the Department prior to the performance by the applicant of any services as an executive manager or supervisory manager.~~

~~(7 4) Renewal of licensure must occur every two years, subject to the following conditions:~~

~~(a) The license holder must complete and submit Form PS-21 (Renewal of Private Security Licensure or Certification). Completion of a biennial four-hour refresher course is required under OAR 259-060-0080(1)(a).~~

~~(b) The applicant must submit the nonrefundable renewal fee to the Department or its designated staff.~~

~~(c) The renewal documents must be received by the Department not more than 90 days prior to the expiration of the current license.~~

~~(d) Failure to comply with renewal requirements will result in the expiration of the license as provided for in OAR 259-060-0120(8)(d). Managers with expired licensure are not eligible to perform security services until a new, complete application and fees are submitted to the Department, along with a \$25.00 late submission penalty fee. New manager orientation training will also be required.~~

~~(8 5) During the two-year certification period, in the event of a staff change of executive manager(s) or supervisory manager(s), the company or entity must select a replacement manager, and must cause that person to apply for licensure as an Executive Manager or Supervisory Manager, as required. The company or entity must immediately notify the Department of the staff change on Form PS-23 (Change of Information). The new manager must complete a four-hour management orientation.~~

~~(9 6) A licensed manager who performs private security services must complete the full training required for that classification and be certified.~~

~~(10) An applicant or person may hold a temporary work permit as an executive manager or supervisory manager for up to 120 days under the following conditions:~~

~~(a) A company or entity has newly established a private security services workforce over whom the person will command, or an existing licensed executive or supervisory manager is suddenly unable to perform such duties due to death, termination or other unexpected circumstance.~~

~~(b) The person seeking a temporary work permit as an executive manager or supervisory manager holds at least one of the following qualifications:~~

~~(A) Certified in this state as a private security professional; or~~

~~(B) Holds a management position that, in the chain of supervision, is equal to, or higher than, the vacated licensed position.~~

~~(c) A Form PS-20 (Private Security Services Provider Temporary Work Permit) must be completed and forwarded to the Department or its designated staff prior to performing any duties as an executive manager or supervisory manager relating to providing security services in this state, and is subject to the conditions found under OAR 259-060-0120(1)(b)(G)-(J).~~

~~(d) If the person seeking a temporary work permit as an executive manager or supervisory manager has not completed each step of the application process, the person may not have oversight responsibilities for private security services or staff, and the business or entity may not provide private security services.~~

~~(e) The intent of the Form PS-20 provision is to allow a business or entity to employ an executive manager or supervisory manager to provide private security services while the recruitment is in process.~~

~~(f) An executive manager or supervisory manager may also be temporarily assigned to provide private security services under the provisions of OAR 259-060-0120(1)(a).~~

~~(11) The Department or its designed staff may administratively terminate the application process as provided for in OAR 259-060-0120(1)(c)(A)-(D).~~

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The following revised language for OAR 259-060-0150 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

## **259-060-0150**

### **Process for Adding Licenses or Certificates**

~~Applicants seeking to add a license or upgrade to an armed private security professional will be charged an administrative fee, as provided for in OAR 259-060-0500. A criminal history check must be conducted on each applicant and certain criteria must be met by the applicant. The expiration date of the certificate or license remains the same; armed applicants may wish to pay the full fee for an armed certification to obtain a full two years on their new armed certificate. To add a license or certificate, the applicant must:~~

~~(1) Submit a completed Form PS-1 (Application for Licensure or Certification of Private Security Services Provider) to the Department with the specific request marked, together with the nonrefundable fee; and~~

(2) Meet the following criteria:

~~(a) To add or change a private security professional certification (i.e., unarmed, armed, alarm monitor) the applicant must obtain required training from a certified private security or public safety instructor; then submit a completed Form PS-6 (Affidavit of Instructor and Private Security Provider Testing Results), sealed in an approved tamper-proof bag, together with the required fee and a completed Form PS-23 (Change of Information). A copy of the Form PS-23 must be carried on the person while performing private security services, until a new certificate is received. Because the unarmed training is a prerequisite to the armed certification, it is not necessary for an armed applicant to apply for or hold both certificates.~~

~~(b) To add a private security instructor certification, the applicant must submit proof of qualifications as specified in OAR 259-060-0135(2)(a), together with updated personal information, completion of the DPSST instructor orientation and the required fee. Certified private security firearms instructors may add this certification without charge by completing the DPSST instructor orientation.~~

~~(c) To add an armed private security instructor certification, the applicant shall submit proof of qualifications as specified in OAR 259-060-0135(3)(a), together with updated personal information, completion of the DPSST armed instructor orientation and the required fee.~~

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The following revised language for OAR 259-060-0500 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

259-060-0500

### License Fees

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(g) The late submission penalty fee of \$25 **will** be added to the fees for recertification if the provider fails to complete certification by the expiration date of the license or certificate. ~~If an applicant provides documented proof, such as payroll data, that he or she has not been employed to provide private security services since the prior certification or licensure expired, the late penalty may be waived by the Department's designated staff.~~

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