

THE PRIVATE SECURITY INDUSTRY IN OREGON



The Department of Public Safety Standards and Training administers certification and licensure of private security constituents in accordance with ORS 181A.840-995. The security industry is regulated to ensure the interests of the public are adequately served and protected, and to uphold the professionalism and integrity of the industry. The purpose of this pamphlet is to inform security providers about certification requirements.

How do I apply for certification or license?

An applicant must complete an application packet, including documentation of required training, and submit forms and fees to the Department for processing prior to performing private security duties.

Applications and instructor information is available from the Department of Public Safety Standards and Training Private Security Program, and is accessible through the DPSST website at: www.oregon.gov/DPSST/PS

Questions ?

Phone:
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Email:
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What is a private security professional? Is certification required?

An individual who performs, as their primary responsibility, any one or combination of private security services for consideration, regardless if individual is armed or unarmed, wears a uniform or plain clothes or is employed part or full time. A private security professional is not authorized to independently contract with business or entities to provide services as a private security professional.

Private security services*:

*Full definition is listed in ORS 181A.840

- Observation and reporting of any unlawful activity;
- Prevention of theft or misappropriation of any goods, money or other items of value;
- Protection of individuals or property, including but not limited to proprietary information, from harm or misappropriation;
- Controlling access to premises being protected or, with respect to a licensee of the Oregon Liquor Control Commission, controlling access to premises at an entry to the premises or any portion of the premises where minors are prohibited; or
- Authorized by the persons' employer as part of the person's employment, to take enforcement action by detaining or placing persons under arrest.

Business, employers or entity requirements: what am I required to do?

- Each business, employer or entity with private security professional staff of at least one person must designate an individual to perform the duties of an executive manager. This individual must apply for and obtain an executive manager license and act on behalf of the company or business in matters of certification and licensure. This executive manager has final responsibility for the company's or business's compliance.
- You may employ either a licensed executive manager or contract with a licensed executive manager.
- Another option is, to hire a private security company that is in compliance with the law, to provide your private security needs.
- A supervisory manager license is a lower level manager whose primary responsibility is the supervision of certified private security professionals. If you employ these individuals they are required to apply for and obtain a supervisory license.

What does this all mean and how does it apply to my business?

If your establishment hires an individual to check ID and control access to your establishment, these individuals would require a private security professional certification.

Because the business is employing this private security professional, an individual within the business would be required to obtain an executive manager license.

Frequently, DPSST finds businesses out of compliance due to confusion about whether or not private security services are an individual's primary responsibility. Primary responsibility is specifically defined in Oregon Administrative Rules as the following:

- Primary responsibility - means an activity that is fundamental to, and required or expected in, the regular course of employment and is not merely incidental to employment.
- Additionally, 'fundamental' means a duty that is a basic task or function and may be low frequency, but is an essential component of a job.

The application packet submitted to the Department must include:

- Department approved application;
- Fingerprint packet;
- Training - 14hrs for unarmed, additional 24hrs for armed, managers are required to take an additional manager orientation;
- Appropriate fees;
- Temporary work permit if employed

Training must be obtained from certified private security instructors. A list of instructors can be found on the DPSST Private Security website.

Applicants must meet the minimum standards for certification or licensure. Minimum standards include:

- Age;
- Education;
- Training; and
- Moral Fitness - be of good moral fitness as determined by a background check, department investigation or other reliable sources. [OAR 259-060-0300](#), [259-060-0310](#) and [259-060-320](#).

Compliance / Violations

Any law enforcement officer may issue a citation for a Class A violation for:

- Conducting security duties or services without proper certification
- Failure to carry certification card while performing security duties

Administrative action, such as civil penalty, revocation of certification or licensure may be pursued for:

- Failure to complete training and apply for certification/licensure prior to beginning work;
- Businesses operating without a licensed Executive Manager;
- Employing private security providers who have not completed the training and application process; or
- Providing private security services without a valid certification or licensure or Temporary Work Permit