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METRO ONE LOSS PREVENTION SERVICES GROUP INC.

## CALIFORNIA LICENSING PROCEDURES



EMPLOYEES MAY NOT ACT IN THE CAPACITY OF AN UNARMED SECURITY PROFESSIONAL WITHOUT A VALID SECURITY LICENSE ISSUED BY THE STATE OF CALIFORNIA BUREAU OF SECURITY AND INVESTIGATIVE SERVICE (BSIS).



- Ensure guards are at least 18 years old and earned their high school diploma, GED, or College Degree.
- All guards must complete an **online** License Application prior to submitting a fingerprint-based background check.
- Guards must complete 8 hours of “Power to Arrest” titled training prior to the issuance of security guard registration.
- Guards must complete 32 hours of training in “Security Officer Skills” within six months of registration.
- All guards must be fingerprinted through a Department of Justice (DOJ) Live Scan provider.
- Submit the required application and fingerprint fees.
- Guards must obtain a Bureau of Security and Investigative Service (BSIS) photo Identification card.
- The state of California does **not** issue temporary licenses.
- Licenses expire every 2 years.
- Validate that guards must meet state moral fitness standards for licensing and not have any disqualifying conduct in their background. To view the requirements, visit the following website:  
<https://casetext.com/statute/california-codes/california-business-and-professions-code/division-15-denial-suspension-and-revocation-of-licenses/chapter-2-denial-of-licenses/section-480-grounds-for-denial-of-license> **(CTRL + Left Click to Open)**
- Guards must possess a valid and current security guard registration card or a hardcopy printout of the approved security guard registration along with a valid picture ID while on duty.
- Every guard must be issued a Metro One ID and wear a Metro One uniform to company standards.



- **Do not allow guards to be scheduled if they have failed to complete and submit any portion of the required state licensing requirements.** This includes required forms, fingerprints, and fees. It is illegal to allow non-licensed guards to work per California State Law. Metro One incurs individual fines for each guard that is found to be working without a valid license. Intentional negligence or any failure to follow state licensing requirements can result in disciplinary action up to and including termination of employment.
- **Do not allow a guard to work if they have failed the company or state background check.**
- **Do not allow a guard to continue working if their security guard license has expired.**



### **Step 1. Process for new applicant **WITHOUT** a valid security license**

All applicants must complete the following security guard license application using the following procedures:

**(NOTE: This process is to be completed by applying online only)**

1. Apply using online application: [Apply Now - Bureau of Security and Investigative Services \(ca.gov\)](https://www.bsis.ca.gov) (**CTRL + Left Click to Open**). Submit applicable fees for application. Check current pricing via this website: [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf) (**CTRL + Left Click to Open**)
2. The following training may be administered by a Private patrol Operator, a Bureau-certified training facility, or by a Bureau-approved course provider. Please refer to the Department of Consumer Affairs (DCA) to search for a Bureau-certified training facility or course provider <https://search.dca.ca.gov/> (**CTRL + Left Click to Open**)
  - a. All applicants **must** complete the "Power to Arrest" training **prior** to the issuance of a Security Guard Registration and obtain a certificate of completion.
  - b. Applicants must complete 32 hours of training in security officer skills within the first six months of registration. (16 hours of the training to be completed within 30 days of the registrant's employment date and the 16 remaining hours within six months of the registrant's employment date.)
3. Fingerprints are required for a background check through the FBI and DOJ. Guards **must** complete step 1. and have an application on file along with the required application fee before completing step 3.
  - a. Complete "Request for live scan service." Please use this form (security guard): [Bureau Of Security & Investigative Services - Request For Live Scan Service - Security Guard](#) (**CTRL + Left Click to Open**) Print three copies of the completed form for the fingerprint technician.
  - b. Make an appointment at a live scan site: <https://oag.ca.gov/fingerprints/locations> (**CTRL + Left Click to Open**). Applicable rolling charges apply per location in addition to the DOJ and FBI Fees: Please see state website for General State (DOJ) CORI Fee and Federal (FBI) CORI Fee: <https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/fees.pdf> (**CTRL + Left Click to Open**)
  - c. Keep one copy of the completed live scan with your ATI number for your records.

- d. Applicants are responsible for paying all Live Scan, DOJ, and FBI processing fees at the time of fingerprinting.
4. Guards are permitted to work with a hardcopy printout of the approved security guard registration and a valid picture ID while on duty. Please see state website to search and save a snip of the approved registration using Windows logo Key + Shift + S to start snip: <https://search.dca.ca.gov/> (**CTRL + Left Click to Open**) Guards should receive their permanent registration card via US Mail within approximately 3 weeks from the time BSIS issues the registration.
5. Guards must obtain a photo ID card. Please see BSIS "Photo identification card instructions": <https://www.bsis.ca.gov/licensees/photoid.pdf> (**CTRL + Left Click to Open**). Applicable charges apply.
6. Onboarding managers are expected to upload a copy of their valid license into Kronos with applicable ID numbers and expiration dates.
7. All certifications/licenses are valid for two years from date of issuance. See example below:

**Copy of Registration Screen Print**

The screenshot shows the BSIS (Bureau of Security and Investigative Services) website interface. At the top, there are logos for CA.GOV, DCA SEARCH, and BSIS. The main heading reads "BUREAU OF SECURITY AND INVESTIGATIVE SERVICES". On the right side, there is a metadata section with the following information:

- ISSUANCE DATE: DECEMBER 8, 2022
- EXPIRATION DATE: DECEMBER 31, 2024
- CURRENT DATE / TIME: JANUARY 21, 2023 12:26:33 PM

The central section is titled "LICENSING DETAILS FOR:" followed by a redacted name. Below this, the following details are listed:

- NAME: [REDACTED] PEDRO
- ADDRESS OF RECORD: ANAHEIM CA 92804-5442 ORANGE COUNTY
- LICENSE TYPE: SECURITY GUARD
- PRIMARY STATUS: CURRENT

**Copy of Permanent Guard Registration**

The registration card is from the Bureau of Security and Investigative Services, Department of Consumer Affairs. It includes the following information:

- Address: P.O. Box 989002, West Sacramento, CA 95798-9002
- Contact: (800) 952-6210, Email: bsis@dca.ca.gov
- Registration Title: **GUARD REGISTRATION**
- Requirement: Must Hold Valid BSIS Firearms Permit to Work Armed
- Registration No: [REDACTED] 4702
- Expiration: 01/31/2024
- Holder Name: DAN [REDACTED]
- Address: 5351 [REDACTED] ST, SAN DIEGO, CA 92115-1144
- Receipt No: 931397

**Step 2. Process for new Applicant hired WITH a valid security license**

Each applicant hired with a valid Security License is required to furnish proof of their licensing status.

1. The Onboarding manager must verify licensure by going to the state of California DCA License Search: <https://search.dca.ca.gov/> (**CTRL + Left Click to Open**)
2. Onboarding managers are required to upload a copy of the guard's valid license into Kronos with applicable ID numbers and expiration dates.

### **Step 3. Onboarding Manager Final Verification Responsibilities - Unarmed**

All applicants must follow the normal new hire procedure in Kronos. All communication from (BSIS) to guards will be through regular mail and email. Once all the normal employee new hire checklists have been completed, the Onboarding manager is required to validate that the employee has completed the following state requirements PRIOR to scheduling the guard for duty:

- Applicant has completed the 8-hour "Power to Arrest" training.
- Ensure that guards complete **32** hours of bureau approved training in security officer skills. **16** hours of training within the first 30 days and an additional **16** hours within six months of the start date.
- Fingerprint background check submitted.
- Application Fee submitted.
- Unarmed Private Security Officer License issued and uploaded into Kronos.

*If you have additional questions or concerns, please do not contact a state representative directly.*

*Contact the Compliance department via email [compliance@metroonelpsg.com](mailto:compliance@metroonelpsg.com) or visit the state website only. <https://www.bsis.ca.gov/industries/guard.shtml> (CTRL + Left Click to Open)*

### **AFTER LICENSING IS COMPLETED**

**The following sections are rules and processes to be followed following successful licensure after receipt of a permanent California guard card.**

#### **License Renewals - Unarmed**

Managers are required to inform all new security guards that they are responsible for **maintaining a valid (non-expired) license** to continue working for the company. Managers should go over the following renewal rules with all guards once during onboarding and again 90 days prior to license expiration so they have the information needed to start the process:

- Guard Registration Cards expire every **2 years**.
- **Any guard with an expired license will be taken off the schedule after expiration. Guards cannot work without a valid (non-expired) license.**
- Complete 8 hours of continuing education annually. The manager must verify completion of bureau approved continuing education requirement by requesting the certificate of satisfactory completion.
- California Bureau of Security and Investigative Services will send a renewal form approximately three months before expiration to the licensee's address of record as provided by the guard.
- The renewal application **must** be received by the Department within **60 days** prior to the expiration date. Renewals must be done online: <https://www.breeze.ca.gov/datamart/loginCADCA.do> (CTRL + Left Click to Open)
- Submit required renewal fees per website: [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf) (CTRL + Left Click to Open)



### Guard Uniform Standards

- Uniforms, badges, patches, name tags, **may not** display a title of **Officer, Police Officer, Peace Officer, Law Enforcement Officer, Agent, Deputy, Trooper, or Detective.**
- Guards shall wear a distinctive uniform displaying a patch on each shoulder and on the upper left breast that reads **“PRIVATE SECURITY”** and the company name.
- Uniform badge, patch, and cap insignia must be approved by the California Bureau of Security and Investigative Service.
- **Uniforms are state specific and therefore may not be shared or given to other states for use outside of the state of California. California guards may not use or wear non approved uniforms.**
- **Armed and unarmed guards required the same “Private Security” Patch in California.**



### Patrol Vehicle Standards

- Guard Vehicles must have the License # conspicuously displayed on both the sides and back of the vehicle.
- Guard vehicles may only prominently display the word **Private Security** or **Security Patrol** on the rear and both sides of the vehicle in a color contrasting with the color of the vehicle and that is legible from at least 50 feet.
- Guard vehicles may not display the words **“Police”** or **“Law Enforcement Officer.”**
- The Vehicle will **only** be equipped with **amber** and **white** roof mounted light bars.
- Rental vehicles require vehicle magnets on **each side** and the **rear of the vehicle** to meet licensing requirements. These requests must be approved by Ben Phillips, Kristina Vitale, and the compliance department prior to rental.



## **State Recordkeeping Responsibilities**

- **Change of address:** It is the responsibility of the guard to update their address, email or name change, within **30 days** to (BSIS) using the following website: <https://www.breeze.ca.gov/datamart/mainMenu.do> (**CTRL + Left Click to Open**)
- **Document retention guidelines.** – All uploaded to Kronos no paper folder needed on file.



## **Armed Security Guard Requirements - California**

**ONLY ACTIVE OR RETIRED POLICE OFFICERS TO BE ONBOARDED FOR ARMED POSITIONS  
ALL APPLICANTS MUST BE APPROVED BY THE CHIEF COMPLIANCE OFFICER NICK SACCO PRIOR  
TO BEING PUT ON THE SCHEDULE.**

### **Armed guards must first complete all unarmed guard security requirements per pages 1-4.**

1. Armed Guards must be at least 21 and have earned their high school diploma, GED, or College Degree.
2. Armed guards **must** first complete the BSIS *Firearms Permit - Assessment Requirement for Security Guards* before applying for the Initial Firearms Permit. Please see the state website for fees and scheduling: <https://www.bsis.ca.gov/firearmsassessment/> (**CTRL + Left Click to Open**)
  - The Assessment site will provide the guard with a Firearms Assessment Examination Score Report. If favorable, the guard will submit a firearms permit initial application.
3. Apply only using online application: [Apply Now - Bureau of Security and Investigative Services \(ca.gov\)](https://www.bsis.ca.gov/forms_pubs/newfees.pdf) (**CTRL + Left Click to Open**). Submit applicable fees for application. Check current pricing via website: [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf) (**CTRL + Left Click to Open**)
4. Applicants are required to scan and upload, as an attachment, a completed *Firearms Permit Initial Application*. Please see state website for application: [https://www.bsis.ca.gov/forms\\_pubs/fq\\_initial.pdf](https://www.bsis.ca.gov/forms_pubs/fq_initial.pdf)
5. Instructors must certify all applicant training information on **page 4** of the application:
  - a. The applicant completed a "Powers to Arrest" Training Course as prescribed by the Bureau.

- b. The applicant completed the firearms classroom training as prescribed by the Bureau prior to range training, and the applicant passed the Bureau-approved written firearms exam with a score of 86 percent or more.
  - c. The applicant qualified with a minimum score of 80 percent on a course of fire, having fired live ammunition with the same caliber of weapon as listed on application.
6. Fingerprints are required for a background check through the FBI and DOJ. Guards **must** have an application on file and submit the application fee before being printed.
  - a. Complete "Request for live scan service." Please use this form (security guard w/firearm): [https://www.bsis.ca.gov/forms\\_pubs/livescan/guard\\_firearm.pdf](https://www.bsis.ca.gov/forms_pubs/livescan/guard_firearm.pdf) (**CTRL + Left Click to Open**) Print three copies of the completed form for the fingerprint technician.
  - b. Make an appointment at a live scan site: <https://oag.ca.gov/fingerprints/locations> (**CTRL + Left Click to Open**). Applicable rolling charges apply per location in addition to the DOJ and FBI Fees: Please see state website for General State (DOJ) CORI Fee and Federal (FBI) CORI Fee: <https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/fees.pdf> (**CTRL + Left Click to Open**)
  - c. Keep one copy of the completed live scan with your ATI number for your records.
  - d. Applicants are responsible for paying all Live Scan, DOJ, and FBI processing fees at the time of fingerprinting.
7. Guards are permitted to work with a hardcopy printout of the approved armed security guard registration and a valid picture ID while on duty. Please see the state website to search and save a snip of the approved registration using Windows logo Key + Shift + S to start snip: <https://search.dca.ca.gov/> (**CTRL + Left Click to Open**) Guards should receive their permanent registration card via US Mail within approximately 3 weeks from the time BSIS issues the registration.
8. Guards must obtain a photo ID card. Please see BSIS "Photo identification card instructions": <https://www.bsis.ca.gov/licensees/photoid.pdf> (**CTRL + Left Click to Open**). Applicable charges apply.
9. Onboarding managers are expected to upload a copy of their valid license into Kronos with applicable ID numbers and expiration dates.

### **License Renewals - Armed**

Managers are required to inform all new security guards that they are responsible for **maintaining a valid (non-expired) license** to continue working for the company. Managers should go over the following renewal rules with all guards once during onboarding and again 90 days prior to license expiration so they have the information needed to start the process:

- Armed Guard Registration Cards expire every **2 years**.
- **Any guard with an expired license will be taken off the schedule after expiration. Guards cannot work without a valid (non-expired) license.**
- The California Bureau of Security and Investigative Services will send a renewal notice approximately three months before expiration to the licensee's address of record as provided by the guard.
- The renewal application **must** be received by the Department within **60 days** prior to the expiration date. Renewals must be done online: <https://www.breeze.ca.gov/datamart/loginCADCA.do> (**CTRL + Left Click to Open**)
- Armed guards are required to scan and upload, as an attachment, a completed *Firearms Permit Renewal Application*. Please see state website for application: [https://www.bsis.ca.gov/forms\\_pubs/fq\\_renewal.pdf](https://www.bsis.ca.gov/forms_pubs/fq_renewal.pdf)

- The following armed guard re-qualification training must be administered by a Bureau-certified training facility with a Bureau-certified instructor. Please refer to the Department of Consumer Affairs (DCA) to search for a Bureau-certified training facility <https://search.dca.ca.gov/> (*CTRL + Left Click to Open*)
  - a. Two-hour training course on the use of force and de-escalation of force.
  - b. Two range qualifications during each 12-month period of the current permit's two-year term. Range qualifications cannot be completed closer than 4 months apart.
  - c. One qualification in each twelve-month period may be completed by firearm simulator.
  - d. A passing score of 86% or greater is required on the written firearms examination.
- Submit required renewal fees per website: [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf) (*CTRL + Left Click to Open*)

### **Onboarding Manager Final Verification Responsibilities - Armed**

Armed guards must complete the following processes in addition to completion of basic requirements for unarmed guards (Step 3):

- Armed guard completed the Firearms Assessment Examination.
- Ensure armed guards completed the firearms classroom training with a score of at least 86 percent.
- Armed guards qualified with a minimum score of 80 percent on a course of fire.
- Armed Private Security Officer License issued and uploaded into Kronos.