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METRO ONE LOSS PREVENTION SERVICES GROUP INC.

GEORGIA LICENSING PROCEDURES



THE STATE OF GEORGIA DOES NOT LICENSE OR REGULATE UNARMED SECURITY GUARDS.
CERTAIN CITIES AND MUNICIPALITIES MAY HAVE THEIR OWN REQUIREMENTS.

The State of Georgia Private Security Board regulates registrations and requires only **armed** security guards to obtain a registration. Please follow steps below for armed registration requirements in Georgia.

Unarmed Guards are required to complete a Georgia Private Security Board Training Course. Please follow steps below for training requirements in Georgia.



- Ensure guards are at least 18 years old and earned their high school diploma, GED, or College Degree.
- Must be a United States citizen or legal alien.
- All applicants will receive a mandatory Background Check.
- Unarmed guards are **not** required to be registered with the State of Georgia Private Security Board.
- Guards must complete a Georgia Private Security Board approved 24-hour Unarmed Security Guard pre assignment training course **prior** to working in the capacity of a security guard.
- 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://public.fastcase.com/9SKwsfNqTc6OieYDhNMMyM8aGIsImfQHDbDbas8B5RV7t7ssYIOuH87oNgmLhXG%2BXSIAGre2e5a40m6LsXWiGxA%3D%3D> (CTRL + Left Click to Open)
- Every guard must be issued a Metro One ID and wear a Metro One uniform to company standards.



- Do not allow a guard to work if they have failed the company background check.
- Do not allow a guard to work if they have not completed a Georgia Private Security Board approved 24-hour Unarmed Security Guard Course.



Step 1. Report to the Onboarding Manager

Once hired, new guards will be assigned to a specific location and be directed to the Onboarding manager for training.

- The Onboarding manager will enroll all new guards in required e-learning training courses through the Metro One Learning Academy.
- Guards must complete a Georgia Private Security Board approved 24-hour Basic Training Course and obtain a certificate of completion. **Please see Appendix A on page 7, for a list of Georgia certified training schools.** The training may be classroom-based or online Internet-based. Guards will receive a Certification of Completion. ***Note: The onboarding manager must upload this document to Kronos prior to submitting the guard profile to compliance for final approval.**
- The Onboarding manager will provide company uniforms and Metro One IDs to all new guards.
- Guards will be trained on the job site to company standards.

Step 2. Onboarding Manager Final Verification Responsibilities - Unarmed

All applicants must follow the normal new hire procedure in Kronos. 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 requirements PRIOR to scheduling the guard for duty:

- Background check cleared.
- Certificate of Completion of the 24 hours of basic security guard training is uploaded into Kronos.
- Driver's License photo uploaded into credentials section of 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 or visit the state website only.

<https://sos.ga.gov/board-private-detectives-and-security-agencies> (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**. The **Only** acceptable titles to be displayed on the uniform is **SECURITY, SECURITY OFFICER, or SECURITY GUARD**.
- Must not resemble a Police Department uniform in color, emblems, badges, or shoulder patches.



Patrol Vehicle Standards

- Guard Vehicles must have the License# conspicuously displayed on the vehicle.
- Guard vehicles may only prominently display the word **SECURITY** either alone or with the **company name** on **each side** and the **rear of the vehicle** in a color contrasting with the color of the vehicle.
- 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.

State Recordkeeping Responsibilities

- Change of address/email:** It is the responsibility of the guard to update their address and/or email to the State of Georgia Private Security Board through the following website:
<https://secure.sos.state.ga.us/mylicense/Login.aspx?process=ren> (CTRL + Left Click to Open)
- Weapons Discharge Report:** Metro One must report Armed Guards who discharge a firearm on duty to the Georgia State Board of Private Detectives and Security Agencies. The report must be submitted within ten business days of the date of the incident. Use following form:
<https://sos.ga.gov/sites/default/files/forms/31%20Form%20-%20Weapons%20Discharge%20Report.pdf>
(CTRL + Left Click to Open)
- Advertising:** Advertisements by Metro One must contain our name, address, telephone number and license number.
- Document retention guidelines. – All uploaded to Kronos no paper folder needed on file.**



Armed Security Guard Requirements – Georgia

**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 1-3.

- **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-registered armed guards to work per Georgia 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.
- Employees may not act in the capacity of an armed security professional without a valid armed security registration issued by the State of Georgia.
- Armed Guards must provide documentation to the onboarding manager validating that they are an active or retired police officer.
- Ensure guards are at least 21 years old and earned their high school diploma, GED, or College Degree.
- All armed guards must complete and submit the application to Metro One for licensure:
 - a. Complete an “Application for Employee Registration”. Please apply for “Private security guard employee with weapon (armed)”. Please see the following website for application:
<https://sos.ga.gov/sites/default/files/forms/31%20Application%20-%20Employee%20Registration.pdf> (CTRL + Left Click to Open)
 - b. Armed guard must complete the following application:
<https://sos.ga.gov/sites/default/files/forms/31%20Application%20-%20Employee%20Registration.pdf> (CTRL + Left Click to Open)
 - c. Onboarding manager must sign and notarize the following documents on the application:
 - Training verification on **page 6**. (“Affidavit of employer”)
 - Training verification on **page 9**. (“Weapon permit registration”)
 - d. Onboarding manager must verify that the application is complete and submit through the Georgia Application Services. Please see the following website:
<https://secure.sos.state.ga.us/mylicense/Login.aspx?process=app> (CTRL + Left Click to Open)

- e. Onboarding manager must complete and submit applicants' registration before scheduling LiveScan fingerprinting from an approved Georgia Applicant Processing Services (GAPS) site. Please see the following website: <https://fieldprintgeorgia.com/individuals> (CTRL + Left Click to Open)
- f. Armed guards must complete a Georgia Private Security Board approved 24-hour Basic Training Course and a 15-hour Firearms Training Course. Please see the following website for approved training programs: **Please see Appendix A on page 7. for a list of Georgia certified training schools.**
- Armed guards must present all necessary state permits required to carry firearms in Georgia.
- Employee Registrations are **not** transferrable. Employees may not use an existing registration to work for a company other than the company that is indicated on their Registration.
- Guards must print their registrations through the following website:
<https://secure.sos.state.ga.us/mylicense/Login.aspx?ReturnUrl=/mylicense/Home.aspx> (CTRL + Left Click to Open)

Copy of Armed Security Guard Registration



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 Employee registrations expire on August 31st every “odd” year (Ex. 2023,2025,2027).
- **Any armed guard with an expired license will be taken off the schedule after expiration. Guards cannot work without a valid (non-expired) license.**
- Renewals may be initiated up to 90 days prior to expiration. Renewals are completed online and armed guards must log into their account using the following website:
<https://secure.sos.state.ga.us/mylicense/Login.aspx?process=ren> (CTRL + Left Click to Open)
- Armed Guards renewing their registration for the **first time** are exempt from the continuing education requirement.
- Armed guards renewing their registration for the **second time** are required to have 8-hours of continuing education prior to their registration renewal, including 2-hours of firearms training. **Please see Appendix A on page 7. for a list of Georgia certified training schools.**

Process for new Applicant hired **WITH a valid security registration - **Armed****

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

1. Armed Guards must provide documentation to the onboarding manager validating that they are an active or retired police officer.
2. The Onboarding manager must verify licensure by going to the State of Georgia Private Security Board through the following website: <https://verify.sos.ga.gov/verification/Search.aspx> (CTRL + Left Click to Open)
3. The Onboarding manager must submit a new application and follow the steps in **Armed Security Guard Requirements – Georgia**. The Board may, at its discretion, issue to an armed guard the new license or registration with a weapon permit prior to receiving the results of the background investigations.
4. Onboarding managers are required to upload a copy of the guard's valid registration into Kronos with applicable ID numbers and expiration dates.

Onboarding Manager Final Verification Responsibilities - **Armed**

Armed guards must complete the following processes in addition to the completion of the basic requirements for unarmed guards (Step 2):

- Armed guards must have a Certificate of Armed Security and Weapons Training from an approved facility.
- Ensure armed guards have a Carry Concealed Weapon License (CCDW).
- Armed Security Registration issued and uploaded into Kronos.



APPENDIX A

Georgia Certified Security Guard Training Programs

1. Guardstar Academy: <http://www.guardstaracademy.com/course-registration.html> (Preferred program)
2. Learning Shop USA: <https://www.learningshopusa.com/> (Preferred program)
3. Georgia Firearms and Security Training Academy: <https://www.gafasta.com/online-courses>
4. Georgia Security School: <https://www.georgiasecurityschool.com/>
5. Loyd's Training Solutions, LLC: <https://www.loydstraining.com/>
6. State of Georgia Security Classes: <https://defensivespecialties.com/ga-security-training#90c95167-a3b0-414f-850e-6fd1d57a20c5>
7. Big Woods Goods: <https://bigwoodsgoods.com/security-officer-courses/15-armed-security-officer-course>
8. 4G Tactical Firearms and Security Training: <https://www.4gtactical.com/>