

# Forms



# Company Inspection



A Trooper/Investigator conducting a Company Inspection should look for the following information and if violations are found take appropriate action.

Company Inspection Work Sheet

Company Name:

Is the name of the company as they are doing business the same as it appears in the records of the Board? Yes \_\_\_ No \_\_\_

Owner: \_\_\_\_\_, Is the owner the same as shown in Board Records? Yes \_\_\_ No \_\_\_

If Partnership who are the Partners?

\_\_\_\_\_  
\_\_\_\_\_

Are the partners the same as shown in Board Records?  
Yes \_\_\_ No \_\_\_

If No: who is the partner no longer with the company:

_____ Name of partner	_____ Date of Termination
--------------------------	------------------------------

_____ Name of partner	_____ Date of Termination
--------------------------	------------------------------

If Corporation (etc.) who are the officers of the Corporation:

President: \_\_\_\_\_

VP: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Are the officers of the Corporation the same as shown in Board Records? Yes \_\_\_ No \_\_\_

If any of the corporate officers are no longer with the company when did they terminate?

<u>Name</u>	<u>Position</u>	<u>Date of Termination</u>
<u>Name</u>	<u>Position</u>	<u>Date of Termination</u>
<u>Name</u>	<u>Position</u>	<u>Date of Termination</u>
<u>Name</u>	<u>Position</u>	<u>Date of Termination</u>

Is the Mailing address the same as it appears in the records of the Board? Yes \_\_\_ No \_\_\_

If No: What is the correct mailing address?

Address City Zip Code

Is the principal place of business located as it appears in the records of the Board?

Yes \_\_\_ No \_\_\_

If No: What is the correct principal place of business address?

Address City Zip Code

The Company Manager is: \_\_\_\_\_

Is the Company Manager the same as it appears in the records of the Board?

Yes \_\_\_ No \_\_\_

If the company has no qualified manager who was the last qualified manager and what was their date of termination?

Former Manager's name Date of Termination

Does the company have any Branch Office locations?

Yes \_\_\_ No \_\_\_

If yes, where are they located?

\_\_\_\_\_  
City Zip Code

\_\_\_\_\_  
City Zip Code

\_\_\_\_\_  
City Zip Code

Is the License certificate posted in a conspicuous place?

Yes \_\_\_ No \_\_\_

Is the Consumer sign displayed in a prominent place? Yes \_\_\_ No \_\_\_

The Trooper/Investigator may use the Company Inspection form to aid them in the Company Inspection or keep detailed notes. A Company Inspection should be thorough and complete to avoid unnecessary interruptions for the licensee, and avoid duplicated efforts by the Trooper/Investigator.

Violations found during the Company Inspection should be discussed with an owner/partner/officer/shareholder and the company qualified manager/supervisor.

Violations found during the company inspection should not be settled until the violations have been corrected, and any settlements should be in accordance to the approved fine schedule. Any deviations should be approved by your supervisor.

After a Trooper/Investigator has conducted a Company Inspection they will open a case to record the company inspection in the Private Security Bureau database. Currently the PSB database is called CLIPS.

The Trooper/Investigator will open a case. (See example below...)

Admin License Investigator

Case Manager

Company Person Complaint Recommendation Witness Evidence Activity Narrative Print Back

Case Number: 200700481 Date Assigned: 9/7/2006 Entered By: Buck Shodrook Case Assignment: Buck Shodrook

**Company Info**  
 License: B08931  
 Company: TEXAS CRIME MANAGEMENT

**Mailing Address**  
 Address 1: 303 EL PASO STE 209  
 Address 2:  
 City/State/Zip: SAN ANTONIO TX 78207

**Physical Address**  
 Address 1: 303 EL PASO, SUITE 209  
 Address 2:  
 City/State/Zip: SAN ANTONIO TX 78207  
 Phone: (210) 277-6399 Fax: (210) 299-3967  
 Email: texascrimemgmt@SATX.PRR.COM

**Person Info**  
 SSN: View History  
 Name:  
 Address 1:  
 Address 2:  
 City/State/Zip:  
 Phone:

**Subject Type**  
 Licensed  UnLicensed

**Respondent**  
 Ind  Com

Violation: CDM - Company Inspection  
 Origin: Investigator Initiated  
 Recommendation: No Action Case Filed: No  
 Docket: Ticket: Days Opened: 1  
 Date Closed: 09/07/2006

File Storage: Location: Approved By:  
 File Destroyed: / / Authorized By:  
 FNDA:  
 DPS DOR: / /  
 FBI DOR: / /  
 FBI OOS:

A Company Inspection will always be the following:

Subject Type: Licensed

Respondent: Company

Violation: COM - Company Inspection

Recommendation: No Action

Your Offense Summary for a Company Inspection will always be: Closed No Action.  
 (Violations found during a Company Inspection are reported under separate case numbers for each violation found.)

Your Case Narrative will be detailed and will reference violations found and refer the reader to the case number and violation(s.)

If you conducted a Company Inspection and no violation was found then you will only have one case report.



If you found five (5) violations you will have your COM - Company Inspection report and five (5) other cases.

Due to the various numbers the Private Security Bureau has to report it is essential that Trooper/Investigators follow this procedure.

If the Trooper/Investigator found during the Company Inspection the company was operating in a name other than licensed the Trooper/Investigator should refer to Section 1702.129 (a) (2) of the Texas Occupations Code:

§1702.129. (a) A license holder shall notify the commission not later than the 14th day after the date of: (2) a change of a name under which the license holder does business;

If the Trooper/Investigator found during the Company Inspection the company failed to notify the Board of a change in owners/partner/officers/shareholders the Trooper/Investigator should refer to Section 1702.129 (a) (3) of the Texas Occupations Code:

§1702.129. (a) A license holder shall notify the commission not later than the 14th day after the date of: (3) a change in the license holder's officers or partners.

Furthermore, if the company then placed a person(s) in positions which required registration the Trooper/Investigator will have to investigate the company for failing to register the new owner/partner/officer or shareholder. The Trooper/Investigator should refer to Section 1702.221 (a) (2) of the Texas Occupations Code:

§1702.221. (a) An individual must register in accordance with the requirements of this chapter and related administrative rules if the individual:

(2) is an owner, officer, partner, or shareholder of a license holder.

And Texas Administrative Code §35.184 & §35.185:

§35.18 It shall be the responsibility of the licensed company to register all employees required to register under the Act, with the board.

§35.185 Any person required to be registered with the board must have their application on file with the board within 14 days after commencing employment. Failure to comply may, at the discretion of the manager, result in denial of the application.

If the Trooper/Investigator found during the Company inspection the company failed to notify the Board of a change of address for the company mailing address the Trooper/Investigator should refer to Texas Administrative Code: §35.92 (a):

§35.92 (a) All licensees, letters of authority, schools, permit holders, letters of approval, letters of authorization, branch office licenses, or similar entity including any applicants for any of the above shall at all times maintain on file with the board their current mailing and principal place of business address. Notification to the board shall be made in writing and received in the Austin office of the board within 14 days of the date of the change of address.

If the Trooper/Investigator found during the Company Inspection the company failed to notify the Board of a change of address of the principal place of business the Trooper/Investigator should refer to Section 1702.129 (a) (1) of the Texas Occupations Code and Texas Administrative Code §35.92 (a):

§1702.129. (a) A license holder shall notify the commission not later than the 14th day after the date of: (1) a change of address for the license holder's principal place of business;

§35.92 (a) All licensees, letters of authority, schools, permit holders, letters of approval, letters of authorization, branch office licenses, or similar entity including any applicants for any of the above shall at all times maintain on file with the board their current mailing and principal place of business address. Notification to the board shall be made in writing and received in the Austin office of the board within 14 days of the date of the change of address.

If the Trooper/Investigator found during the Company Inspection the company failed to notify the Board of a change qualified manager the Trooper/Investigator should refer to Section 1702. 121 of the Texas Occupations Code:

§1702.121. A license holder shall notify the commission in writing not later than the 14th day after the date a manager ceases to be manager of the license holder's business. The license remains in effect for a reasonable period after notice is given as provided by commission rule pending the commission's determination of the qualification of another manager under this subchapter. And: Texas Administrative Code §35.71:

When a qualified manager or supervisor of a license has terminated his position, and the board has been timely notified of the termination in writing within 14 days of the termination, the business shall be operated by an owner, officer, partner or shareholder. No license shall be operated without a manager for a period exceeding 60 days after the date of the previous manager's termination.

If the Trooper/Investigator found during the Company Inspection the company failed to notify the Board of an establishment of a Branch Office, the closing of a Branch Officer or the change of address of a Branch Officer location the Trooper/Investigator should refer to Section 1702.129 (b) (1) (2) & (3) of the Texas Occupations Code:

(b) A license holder shall notify the commission in writing not later than the 14th day after the date a branch office:

- (1) is established;
- (2) is closed; or
- (3) changes address or location.

And Texas Administrative Code §35.92:

(a) All licensees, letters of authority, schools, permit holders, letters of approval, letters of authorization, branch office licenses, or similar entity including any applicants for any of the above shall at all times maintain on file with the board their current mailing and principal place of business address. Notification to the board shall be made in writing and received in the Austin office of the board within 14 days of the date of the change of address.

If the Trooper/Investigator found during the Company Inspection the company failed to post the company license the Trooper/Investigator should refer to Section 1702.128 of the Texas Occupations Code:

§1702.128. A license holder shall at all times post: (1) the person's license in a conspicuous place in the principal place of business of the license holder

If the Trooper/Investigator found during the Company Inspection the company failed to post a company branch office license the Trooper/Investigator should refer to Section 1702.128 of the Texas Occupations Code:

§1702.128. A license holder shall at all times post: (2) each branch office license in a conspicuous place in each branch office of the license holder.

Below are the Violation Codes that a Trooper/Investigator will need to use if violations are found during a Company Inspection:

**ADDR - Address Violation**  
**ADV - Advertising Violation**  
**BNRC - Failure to notify establishment of a Branch Office**  
**BRNCH - Branch Office Notification (opening)**  
**BRNT - Branch Office Termination Notice (Closing)**  
**CHNG - Failure to notify of change of license name**  
**COM - Company Inspection**  
**COOP - Failure to Cooperate with Board Trooper/Investigator**  
**CORP - Failure to maintain corporate records**  
**DISP - Consumer Sign Violation**  
**FLAG - Business use of the Flag of Texas**  
**MGRQ - Failure to qualify manager**  
**MGRS - Manager failure to control business**  
**MGRT - Manager Termination notice**  
**NAMO - Operating in a name other than licensed**  
**OPEL - Operating with an expired license**  
**OPOF - Operating outside the scope of the license**  
**OPS - Change of ownership**  
**OPSL - Operating while license suspended**  
**OPWL - Operating without a license**  
**SHOT - No uniform photo on file (Austin)**  
**POST - Failed to Post license**  
**REG - Registration Violation**  
**SEAL - Misuse of State Seal**  
**TERM - Failed to keep termination date**

# **Individual Inspection Worksheet**



TEXAS DEPARTMENT OF PUBLIC SAFETY  
REGULATORY LICENSING SERVICE - PRIVATE SECURITY

Case Open \_\_\_\_\_

Case Close \_\_\_\_\_

INDIVIDUAL INSPECTION

Date \_\_\_\_\_ Time \_\_\_\_\_ Origin \_\_\_\_\_ Case Number \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB \_\_\_\_\_

Commissioned [ ] Non-Commissioned [ ] Other [ ] \_\_\_\_\_

Card expiration date \_\_\_\_\_

Color picture on card: YES [ ] NO [ ] If No Explain? \_\_\_\_\_

Signature on back of card: Yes [ ] No [ ]

Other form of identification: \_\_\_\_\_ DL# if available \_\_\_\_\_

Home address \_\_\_\_\_ Home phone # \_\_\_\_\_

Company employed by: \_\_\_\_\_

Employed since \_\_\_\_\_ Co. license # \_\_\_\_\_

Location of inspection: \_\_\_\_\_

Firearm: Yes [ ] No [ ] type of firearm \_\_\_\_\_

---

Description of uniform

Shirt			Pants		
White	[ ]	grey	[ ]	black	[ ]
Lt blue	[ ]	Dk blue	[ ]	brown	[ ]
Tan	[ ]	Brown	[ ]	tan	[ ]
				Lt blue	[ ]
				Dk blue	[ ]

Word "Security" displayed on outermost garment YES [ ] NO [ ]

Identification containing at least the last name  
of the security officer on outermost garment YES [ ] NO [ ]

Company name displayed on outermost garment YES [ ] NO [ ]

Registered with company YES [ ] NO [ ]

If No: SEE CASE NUMBER \_\_\_\_\_

Commissioned with company: Yes [ ] NO [ ]

If No: SEE CASE NUMBER \_\_\_\_\_

Refer to attached documentation: YES [ ] NO [ ]

Follow up required: YES [ ] NO [ ]

Status: Complete/ No Action \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# **Employee Records Worksheet**



***Employee Records Inspection***

\_\_\_\_\_  
***Date***

***License Number:***

***Company Name:***

***Company Address:***

Employee Name:

Date of employment:

Position:

Address:

Social Security Number:

Last date of Employment:

Date of Birth

Place of Birth:

Color Photograph:

Pre-employment check:

***Commissioned Officers also need:***

Current Duty assignment:

Location of assignment:

Results of any drug screens Administered:

Date and Quarter of the drug screen:

Documentation on training required and provided:



# **S.O. Training School Inspection Worksheet**



**SCHOOL INSPECTION WORK SHEET**

**LICENSE NUMBER OF THE TRAINING SCHOOL** \_\_\_\_\_

**NAME OF TRAINING SCHOOL** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**PHYSICAL LOCATION OF TRAINING SCHOOL** \_\_\_\_\_

**ARE THESE THE CORRECT ADDRESSES AS SHOWN IN BOARD RECORDS?**

YES  NO

**IF NO PLEASE EXPLAIN** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHYSICAL LOCATION OF CLASSROOM INSTRUCTION**

\_\_\_\_\_

**PHYSICAL LOCATION OF THE FIREARMS RANGE**

\_\_\_\_\_

**TELEPHONE NUMBER OF THE SCHOOL** \_\_\_\_\_

**WHO IS THE OWNER OF THE SCHOOL**

\_\_\_\_\_

**IS THIS THE OWNER AS SHOWN IN BOARD RECORDS?**

YES  NO

**IF NO PLEASE EXPLAIN** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO IS THE MANAGER OF THE SCHOOL

IS THIS THE MANAGER AS SHOWN IN BOARD RECORDS?

YES  NO

IF NO PLEASE EXPLAIN.

---

---

---

---

---

HAS THE SCHOOL FAILED TO MAINTAIN ON FILE WITH THE BOARD THE NAME AND SIGNATURE OF ITS MANAGER?

YES  NO

IF YES PLEASE EXPLAIN.

---

---

---

---

---

HAS THE SCHOOL FAILED TO NOTIFY THE BOARD IN WRITING OF THE TERMINATION OF THE OLD MANAGER?

YES  NO

IF YES PLEASE EXPLAIN.

---

---

---

---

---

IS THE SCHOOL USING THE BOARD'S COMMISSIONED SECURITY OFFICER TRAINING MANUAL AS ITS CURRICULUM?

YES  NO



IF NO WHAT IS BEING USED AS CURRICULUM \_\_\_\_\_

---

---

---

---

IF THE SCHOOL HAS DEVELOPED AN ADEQUATE TRAINING COURSE IS IT APPROVED BY THE BOARD?

YES  NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

DOES THE SCHOOL HAVE ADEQUATE SPACE?

YES  NO

IF NO PLEASE DESCRIBE THE FACILITIES \_\_\_\_\_

---

---

---

---

IS THE SCHOOL USING APPROVED QUALIFIED INSTRUCTORS?

YES  NO

IF NO PLEASE EXPLAIN \_\_\_\_\_

---

---

---

---

LIST ALL CLASSROOM AND FIREARMS INSTRUCTORS USED BY THIS TRAINING SCHOOL:

NAME                      ADDRESS                      INSTRUCTOR APPROVAL NO.

---

---

---

---

---

---

---

---

---

---

---

PLEASE PLACE AN "X" IF THEY ARE CURRENTLY EMPLOYED BY THE SCHOOL.

IS THE SCHOOL USING PROPER INSTRUCTIONAL MATERIALS?

YES  NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

**LIST ALL INSTRUCTIONAL MATERIALS PROVIDED TO THE STUDENTS TO USE DURING THE COURSE:**

**MATERIALS PROVIDED BY THE SCHOOL**

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

**PLACE A "Y" TO THE LEFT OF THE LISTED MATERIAL IF THE STUDENT IS ALLOWED TO KEEP THE HANDOUT MATERIAL.**

**IS EACH STUDENT PROVIDED WITH A COPY OF THE CURRENT ACT AND BOARD RULES IN ITS ENTIRETY?**

**YES  NO**

**IF NO PLEASE STATE WHY THEY ARE NOT PROVIDED A COPY. \_\_\_\_\_**

---



---



---



---

IS THE SCHOOL AND/OR THE INSTRUCTORS USING PERTINENT REFERENCE MATERIALS:

TEXAS CODE OF CRIMINAL PROCEDURE

YES       NO

TEXAS PENAL CODE

YES       NO

ARE THE STUDENTS PROVIDED WITH ADEQUATE WRITING MATERIALS, STUDY GUIDES, AND PREPARED PRACTICAL EXERCISE INSTRUCTIONS FOR FIELD NOTE TAKING?

YES     NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

---

---

---

ARE THE STUDENTS PROVIDED WITH THE APPROPRIATE WRITING MATERIALS, SAMPLE REPORT FORMS, AND PREPARED PRACTICAL REPORT WRITING EXERCISE INSTRUCTIONS FOR REPORT WRITING?

YES     NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

---

---

---

ARE THE STUDENTS PROVIDED WITH A HANDGUN, SHOTGUN, AMMUNITION, PREPARED PRACTICAL EXERCISE INSTRUCTIONS, STUDY GUIDES, AND TARGETS FOR FIREARMS TRAINING?

YES     NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

---

---

---

ARE THE STUDENTS PROVIDED WITH WRITING INSTRUMENTS, AND PRE-PRINTED EXAMINATION PAPERS?

YES     NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

DOES THE SCHOOL ISSUE AN ORIGINAL CERTIFICATE OF COMPLETION TO EACH QUALIFYING STUDENT WITHIN SEVEN (7) DAYS AFTER THE STUDENT QUALIFIES?

YES     NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

**DOES THE SCHOOL MAINTAIN ADEQUATE RECORDS TO SHOW ATTENDANCE AND THE PROGRESS OF THE GRADES OF THE STUDENTS?**

YES                       NO

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO THE RECORDS SHOW THAT THE STUDENTS RECEIVED THE FOLLOWING MINIMUM HOURS OF INSTRUCTION (IN EACH AREA):**

**GENERAL SECURITY OFFICER TRAINING ISSUES**                       YES  NO

**CLASSROOM INSTRUCTION ON HANDGUN PROFICIENCY**                       YES  NO

**RANGE INSTRUCTION ON HANDGUN PROFICIENCY**                       YES  NO

**COMMISSION RULED AND APPLICABLE STATE LAWS**                       YES  NO

**FIELD NOTE TAKING AND REPORT WRITING**                       YES  NO

**10- 15 HOURS OF HANDGUN PROFICIENCY INSTRUCTION**

**INCLUDING:**

**THE LAWS THAT RELATE TO WEAPONS AND TO THE USE OF DEADLY FORCE**

YES  NO

**HANDGUN USE, PROFICIENCY, AND SAFETY**                       YES  NO

**NONVIOLENT DISPUTE RESOLUTION**                       YES  NO

**PROPER STORAGE PRACTICES FOR HANDGUNS, WITH AN EMPHASIS ON STORAGE PRACTICES THAT ELIMINATE THE POSSIBILITY OF ACCIDENTAL INJURY TO A CHILD**

YES  NO

THE RANGE INSTRUCTION ON HANDGUN PROFICIENCY MUST INCLUDE AN ACTUAL DEMONSTRATION BY THE APPLICANT OF THE APPLICANT'S ABILITY TO SAFELY AND PROFICIENTLY USE A HANDGUN

YES  NO

THE TRAINING RECEIVED AT A MINIMUM MET THE DEGREE OF PROFICIENCY THAT IS REQUIRED TO EFFECTIVELY OPERATE A 9MM OR .38 CALIBER HANDGUN

YES  NO

IF ANY OF THE ABOVE ARE NO PLEASE EXPLAIN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A FIREARM INSTRUCTOR MAY QUALIFY A STUDENT BY USING:

- (1) THE TEXAS DEPARTMENT OF PUBLIC SAFETY PRACTICAL COMBAT PISTOL COURSE; OR
- (2) THE FEDERAL LAW ENFORCEMENT TRAINING CENTER PRACTICAL PISTOL COURSE.
- (3) THE TEXAS DEPARTMENT OF PUBLIC SAFETY APPROVED CONCEALED HANDGUN WEAPONS RANGE QUALIFICATIONS COURSE

ARE ANY OF THESE COURSES BEING USED?

YES  NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

ANY COMMISSIONED SECURITY OFFICER LICENSED BY THE BOARD WHO, IN THE PERFORMANCE OF HIS/HER DUTIES, HAS A SHOTGUN AVAILABLE TO ASSIST IN THE PROTECTION OF LIFE OR PROPERTY MUST DEMONSTRATE COMPETENCY BY SUCCESSFULLY COMPLETING THE COURSE OF FIRE FOR SHOTGUN TRAINING. THE COURSE OF FIRE SHALL CONSIST OF NINE ROUNDS OF NINE (9) PELLET "00" BUCKSHOT FIRED AS FOLLOWS:

(1) FROM A STANDING POSITION AT A DISTANCE OF FIFTEEN (15) YARDS, THREE (3) ROUNDS OF "00" BUCKSHOT IN TWELVE (12) SECONDS;

(2) FROM A STANDING POSITION AT A DISTANCE OF TEN (10) YARDS, THREE (3) ROUNDS OF "00" BUCKSHOT IN TEN (10) SECONDS;

(3) FROM A STANDING POSITION AT A DISTANCE OF FIVE (5) YARDS, THREE (3) ROUNDS OF "00" BUCKSHOT IN TEN (10) SECONDS; OR

(4) AN ALTERNATE COURSE OF FIRE MAY BE APPROVED BY THE DIRECTOR UPON RECEIPT OF WRITTEN APPLICATION.

(b) A BINAURAL FAMILIARIZATION OF SIX (6) ROUNDS OF "00" BUCKSHOT SHALL BE REQUIRED FOR RENEWAL OF A SECURITY OFFICER COMMISSION.

(1) THE COURSE OF FIRE SHALL BE AS OUTLINED IN SUBSECTION (a) OF HIS SECTION REDUCING THE NUMBER OF ROUNDS FROM THREE (3) TO TWO (2) WITH COMMENSURATE HALVING OF TIME IN EACH CATEGORY

(2) THE MANAGER MAY APPROVE AN ALTERNATE COURSE OF FIRE UPON RECEIPT OF WRITTEN APPLICATION.

DID THE SHOTGUN TRAINING MEET THE ABOVE REQUIREMENTS?

YES  NO



IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

ALL STUDENTS OF A COMMISSIONED SECURITY OFFICER TRAINING SCHOOL BASIC PROGRAM SHALL BE TESTED WITH AN EXAMINATION PREPARED BY AND OBTAINED FROM THE BOARD. IS THE SCHOOL USING EXAMS PREPARED BY AND OBTAINED FROM THE BOARD?

YES  NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

THE PASSING GRADE OF THE COMMISSIONED SECURITY OFFICER EXAMINATION SHALL BE A MINIMUM OF 75% CORRECT ANSWERS. ARE ALL OF THE STUDENTS WHO WERE ISSUED A CERTIFICATE OF COMPLETION FOR THE BASIC SECURITY OFFICER TRAINING COURSE GRADES ON THE EXAMINATION AT LEAST A MINIMUM OF 75% CORRECT ANSWERS?

YES  NO

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

THE CERTIFICATE OF COMPLETION SHALL REFLECT THE PARTICULAR COURSE OR COURSES COMPLETED BY A STUDENT DURING THE TRAINING PERIOD.

ALL CERTIFICATES OF COMPLETION SHALL CONTAIN:

- (1) NAME AND APPROVAL NUMBER OF THE SCHOOL.
- (2) DATE OF COMPLETION.
- (3) NAME, SIGNATURE AND APPROVAL NUMBER OF THE TRAINING INSTRUCTOR.
- (4) NAME AND SIGNATURE OF THE QUALIFIED MANAGER
- (5) FULL NAME AND SOCIAL SECURITY NUMBER OF THE STUDENT.
- (6) THE FINAL DATE OF COMPLETION OF THE ENTIRE COURSE.
- (7) THE SPECIFIC DATE OF FIREARM QUALIFICATION.
- (8) THE NAME AND APPROVAL NUMBER OF THE FIREARMS INSTRUCTOR ON THOSE CERTIFICATES DESIGNATING COMPLETION OF LEVEL III.

THE CERTIFICATE OF COMPLETION FOR FIREARMS QUALIFICATION SHALL:

- (1) NOTE THE CATEGORY OF FIREARM AS DEFINED IN §35.260 (2) (A) & (B) AND §35.258 (C) & (D) OF THIS TITLE (RELATING TO SHOTGUN TRAINING REQUIREMENTS AND FIREARM COURSES);
- (2) NOTE THE CALIBER OF FIREARM; AND
- (3) BE ON A CERTIFICATE FORM DESIGNED OR APPROVED BY THE BOARD

IF ANY OF THE ABOVE ARE NO PLEASE EXPLAIN

---

---

---

---

---





**COMMENTS BY FIREARMS INSTRUCTORS**

---

---

---

---

---

---

**INVESTIGATOR COMMENTS**

---

---

---

---

---

---

## ATTACHMENTS

COPIES OF THE BELOW LISTED ITEMS ARE ATTACHED TO THIS REPORT IF MARKED WITH AN [X]:

- [ ] (1) COPY OF THE CURRENT LETTER OF APPROVAL
- [ ] (2) COPIES OF ORIGINAL CERTIFICATES OF COMPLETION THAT WERE ISSUED TO THE QUALIFYING STUDENT WITHIN SEVEN (7) DAYS AFTER THE STUDENT QUALIFIED.
- [ ] (3) COPIES OF THE SCHOOL'S RECORDS TO SHOW THAT THEY MAINTAIN ADEQUATE RECORDS TO SHOW ATTENDANCE AND PROGRESS OF THE GRADES OF STUDENTS.
- [ ] (4) COPIES OF THE CERTIFICATE OF COMPLETION FOR THE BASIC COURSE.
- [ ] (5) COPIES OF THE CERTIFICATE OF COMPLETION FOR THE FIREARMS REQUALIFICATION TRAINING COURSE.
- [ ] (6) COPIES OF THE SCHOOL'S RECORDS TO SHOW THAT THEY HAVE TAUGHT THE STUDENT THE MINIMUM NUMBER OF HOURS FOR THE BASIC SECURITY OFFICER TRAINING COURSE.
- [ ] (7) COPY OF THE BOARD'S OFFICIAL COMMISSIONED SECURITY OFFICER TRAINING MANUAL THAT IS USED BY THE SCHOOL.
- [ ] (8) COPIES OF THE EXAMINATIONS THAT ARE USED BY THE SCHOOL THAT WERE PREPARED BY AND OBTAINED FROM THE BOARD.
- [ ] (9) COPIES OF EXAMINATIONS TAKEN BY STUDENTS TO SHOW THAT THEY HAVE SCORED A MINIMUM OF 75% CORRECT ANSWERS.
- [ ] (10) PHOTOGRAPHS OF THE CLASSROOM(S) TO SHOW THAT THE SCHOOL HAS ADEQUATE SPACE.
- [ ] (11) COPIES OF THE SCHOOL'S INSTRUCTORS LETTERS OF APPROVAL TO SHOW THAT THEY HAVE QUALIFIED INSTRUCTORS.

- (12) COPIES OF THE ANY OF THE HAND OUT MATERIALS USED BY THE SCHOOL TO SHOW THAT THEY HAVE THE PROPER INSTRUCTIONAL MATERIALS.
- (13) TARGETS (ORIGINAL NOT USED) USED TO QUALIFY STUDENTS AT THE FIREARMS RANGE.
- (14) TARGETS (USED) TO SHOW THE ACTUAL SCORES OF STUDENTS TO SHOW THAT THE SCHOOL/FIREARMS INSTRUCTORS ARE SCORING ALL OF THE STUDENTS AS REQUIRED BY THE STATUTE.
- (15) COMMENTS OF THE SCHOOL DIRECTOR, CLASSROOM AND OR FIREARMS INSTRUCTORS REGARDING THEIR SCHOOL.





# **Guard Dog Company Inspection Worksheet**



## **Guard Dog / Guard Dog Company Inspections**

**Under Section §1702.109 of the Texas Occupations Code a Guard Dog Company is defined as a person acts as a guard dog company for the purposes of this chapter if the person places, rents, sells, or trains a dog used to:**

- (1) protect an individual or property; or**
- (2) conduct an investigation.**

**Trooper/Investigators that are conducting an inspection of a company that is licensed to provide Guard Dog Company services or an Investigations Company that used dogs to conduct investigations should first conduct a Company Inspection.**

**Companies that are licensed to provide Guard Dog Company services or Investigations Company that uses dogs to conduct investigations are required to have insurance to cover them for guard dog company operations or investigations using guard dogs. The Trooper/Investigator should review the insurance certificate on file in Austin and with the Insurance provider to make sure the public is protected and the Guard Dog Company or the Investigations Company using dogs are in compliance with the insurance requirements under §1702.124 of the Texas Occupations Code.**

**Companies that are licensed to provide guard dog company services are required under §1702.221 (a) (1) to register person(s) that work for them as dog trainers. So the Trooper/Investigator should make sure the company is registering the guard dog trainers and Investigations Companies that use dogs to conduct investigations are required to register these employees as private investigators. The Trooper/Investigator should use the Employee Records Inspection.**

**After the Company Inspection and the Employee Records Inspections the Trooper/Investigator should then inspect the facilities were the dogs are kept (pens, spaces, rooms, runs, cages, compartments or hutches where guard dogs are housed, exercised, trained or placed.) Some companies place the dogs on site and then pick up the dogs and return them daily to their facility. If this is the case the main facility and placement locations should be inspected to make sure the company is in compliance with the Welfare Requirements of the guard dogs ( Texas Administrative Code §35.131.)**

**The Trooper/Investigator should review the Section §1702 of the Texas Occupations Code and Texas Administrative Code Rules to familiarize themselves with the statute and rules regarding the welfare requirements for companies that use dogs.**

**Under Texas Administrative Rule §35.131 Welfare Requirements read:**

**Each guard dog company and investigations company using dogs to conduct investigations licensed by the board shall comply with the following rules:**

**(1) All pens, spaces, rooms, runs, cages, compartments or hutches where guard dogs are housed, exercised, trained or placed shall be kept clean and maintained in a sanitary condition. Excreta shall be removed as often as necessary to prevent contamination of the inhabitants and reduce disease hazards and odors. Adequate shelter shall be provided to protect animals from any form of overheating or cold or inclement weather.**

**(2) All animals shall be fed at least once a day except as otherwise might be directed by a licensed veterinarian. The food shall be free from contamination, wholesome, palatable, and of sufficient quality and nutritive value to meet the normal daily requirements for the condition and size of the animal. Food receptacles shall be accessible to all animals and shall be located so as to minimize contamination by excreta. Feeding pans shall be durable and kept clean and sanitary. Disposable food receptacles may be used but must be discarded after each feeding. Self-feeders may be used for the feeding of food, and shall be kept clean and sanitary to prevent molding, deterioration, or caking of feed.**

**(3) All animals shall be furnished ample water. If potable water is not accessible to the animals at all times, it shall be offered to them at least twice daily for periods of not less than one hour, except as directed by a licensed veterinarian. Watering receptacles shall be kept clean and sanitary.**

**(4) All animals shall be vaccinated by a licensed veterinarian against rabies by the time they are four months of age and within each subsequent 12-month interval thereafter.**

**Official rabies vaccination certificates issued by the vaccinating veterinarian shall contain certain standard information as designated by the Texas Department of Health. Information required is as follows:**

**(A) owner's name, address and telephone number;**

**(B) animal identification, including species, sex, age (three mo. to 12 mo., 12 mo. or older), size (lbs.), predominant breed, and colors;**

**(C) vaccine used, producer, expiration date and serial number;**

**(D) date vaccinated;**

**(E) rabies tag number; and**

**(F) veterinarian's signature and license number.**

The Trooper/Investigator conducting the facilities where dogs are kept should first inspect:

Are the pens, spaces, rooms, runs, cages, compartments or hutches where guard dogs are housed, exercised, trained or placed shall be kept clean and maintained in a sanitary condition?

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

Has excreta been removed as often as necessary to prevent contamination of the inhabitants and reduce disease hazards and odors?

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

Is adequate shelter provided to protect animals from any form of overheating or cold or inclement weather?

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

**Are animals fed at least once a day except as otherwise might be directed by a licensed veterinarian?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**Is the food free from contamination, wholesome, palatable, and of sufficient quality and nutritive value to meet the normal daily requirements for the condition and size of the animal?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**Are food receptacles accessible to all animals and shall be located so as to minimize contamination by excreta?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**Are feeding pans durable and kept clean and sanitary?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**If disposable food receptacles are used are they discarded after each feeding?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**If self-feeders are used for the feeding of food are they kept clean and sanitary to prevent molding, deterioration, or caking of feed?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**Are the animals furnished ample water?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**If potable water is not accessible to the animals at all times, is it offered to them at least twice daily for periods of not less than one hour, except as directed by a licensed veterinarian?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**Are the watering receptacles kept clean and sanitary?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**The Trooper/Investigator will have to identify all of the dogs that are being used by the Guard Dog Company or Investigations Company. The dogs being used should each be inspected separately [like you would inspect an employee of a company.]**

**Name of the dog:** \_\_\_\_\_

**Age of dog:** \_\_\_\_\_

**Was the dog vaccinated by a licensed veterinarian against rabies by the time they are four months of age?**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---



If the dog is over four months old was it vaccinated by a licensed veterinarian against rabies within each subsequent 12-month interval thereafter?

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

The Guard Dog Company and Investigations Companies using dogs should have Official rabies vaccination certificates issued by the vaccinating veterinarian shall contain certain standard information as designated by the Texas Department of Health.

The Official rabies vaccination certificates issued by the vaccinating veterinarian (each time the dog is vaccinated) shall contain the following information. Does the Official rabies vaccination certificate have?

The owner's name, address and telephone number;

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

The animal identification, including species, sex, age (three mo. to 12 mo., 12 mo. or older), size (lbs.), predominant breed, and colors;

IF NO PLEASE EXPLAIN. \_\_\_\_\_

---

---

---

---

---

**The vaccine used, producer, expiration date and serial number;**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**The date vaccinated;**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**The rabies tag number;**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

\_\_\_\_\_ ; and

**The veterinarian's signature and license number:**

**IF NO PLEASE EXPLAIN.** \_\_\_\_\_

---

---

---

---

---

**An example of a violation of §35.131:**

**On January 31, 2008, ABC Security, a company licensed as a guard dog company, and Thurman Young the owner/manager of ABC Security, housed April, a German shepherd used by ABC Security to provide guard dog company services, at 100 Main Street, Lufkin, Texas, and the pen April was housed, was not clean or maintained in a sanitary condition, and excreta was not removed to prevent contamination of April and reduce disease hazards and odors. Trooper/Investigator J. Johnson detected a foul odor of excreta coming from the pen housing April, observed April covered in excreta, and counted 27 piles of excreta in the 4' X 6' pen housing April.**

**The above is a violation Texas Administrative Code Title 37 TAC §35.131 (1).**

**On January 31, 2008, ABC Security, a company licensed as a guard dog company, and Thurman Young the owner/manager of ABC Security failed to maintain on file for Board inspection a copy of the rabies vaccination certification for the last 12 month interval for April, a German Shepherd, 16 months old, used by ABC Security to provide guard dog company services. April was last vaccinated on or about December 30, 2006.**

**The above is a violation of Texas Administrative Code Title 37 TAC §35.131 (4) & §35.203.**

