

# STATE OF CONNECTICUT

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## DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION DIVISION OF STATE POLICE SPECIAL LICENSING AND FIREARMS UNIT

### FOR INSTRUCTORS ONLY

#### ADMINISTRATIVE DIRECTIVES TO APPLICANTS SEEKING LICENSURE OR CERTIFICATION

Pursuant to Connecticut General State Statutes, Chapter 534, Section 29-152u through Section 29-161aa, the Commissioner of Public Safety may grant a license upon being satisfied after the investigation of the competency, integrity and good character of an applicant.

**If you are applying as an Instructor, please complete all items listed below.**

To expedite this character investigation and aid the investigating trooper, the following is required from the prospective applicant:

1. The enclosed application must be accurately completed and notarized;
2. Two (2) recent photographs, (2"x2") full face, passport style;
3. A copy of the applicants current driving operator's license;
4. If the applicant has been in the military, a copy of his/her DD-214, NGB-22 or other documentation to indicate type of discharge and reenlistment codes;
5. If the applicant is retired or separated from a Federal, State, or Local Police Department, a letter of discharge must be sent from the former employer to this department. The letter from said department must include length of service, title(s) held, duties performed, date of retirement or separation and standing; **Included with the application**
6. Education documentation if the applicant so desires
7. The applicant must be a U.S. Citizen, a naturalized U.S. Citizen or a Legal Resident Alien. Proof of said documentation is required (i.e. birth certificate)

8. Documentation (resume) detailing previous employment verifying any license eligibility and must indicate, in chronological order, the following: date of hire and termination, duties performed (what, where and how long) in each position and reason for leaving employment. All information from previous employer(s) must be included with credentials.
9. Please be sure to include to the time frames in the lesson plan. The time frames should be included on the cover page or table of contents and in each section to be covered. For example each lesson plan requires seven sections plus the written exam with answers. The instructions for the lesson plan explain how much time should be spent on each area to be covered. The lesson plan submitted by applicants cannot omit, add, or change what is required in the instructions. **Lessons cannot be conducted virtually**
10. Include current certifications showing qualifications.
11. Applicants that will be teaching first aid for security guards must have first aid for instructors, not basic first aid (or higher, EMT, RN).
12. Blue card (armed security) instructors must have firearms training for instructors, not the basic pistol course or less than instructor certification.
13. Please send a check or money order for \$40 dollars made payable to "Treasurer, State of Connecticut" for each application.
14. If teaching under someone else's lesson plan. Please provide a letter from either the owner or HR department authorizing you to teach for them.
15. If teaching as sole proprietor with a DBA, please provide copy of your trade name paperwork from the town: <https://business.ct.gov/manage/trade-names>
16. Incomplete applications will be returned to the applicant.

Return completed applications to:  
Department of Emergency Services and Public Protection  
Division of Connecticut State Police  
Special Licensing & Firearms Unit  
1111 Country Club Road, Middletown, CT 06457  
Attention: Instructor

Visit our web site at: [www.ct.gov/despp](http://www.ct.gov/despp)

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION****DIVISION OF STATE POLICE**

1111 Country Club Road Middletown, CT 06457-9294

**Security Officer Training Instructor Application****Check Type of Certification desired:****Public:**

- ☐ Criminal Justice
- ☐ Security Officers Firearms (Blue Card)
- ☐ First Aid

**In House ONLY:**

- ☐ Criminal Justice
- ☐ Security Officers Firearms (Blue Card)
- ☐ First Aid

**Personal information:**

Name of Applicant:

Date of Birth:

Place of Birth:

Have you ever used any other name(s)? ☐ Yes ☐ No

If yes, state all other names used:

Address:

*\*Any person approved as an Instructor shall notify the Department of Emergency Services and Public Protection of any changes of address not later than 2 business days after the change of address.*

Home Telephone Number:

Work/Business Telephone Number:

Email Address

Driver's License No./Issuing State:

Are you currently vested with police powers? ☐ Yes ☐ No

Race

Sex

Height

Weight

Eye Color

Hair Color

**Statement of Citizenship: (attach proof of citizenship)**

Are you a citizen of the United States?

Yes ☐No ☐

If naturalized, detail when and where:

**Employment history** — Begin with present or most current and work backwards, include dates of employment, duties/responsibilities, reason for leaving employment. *(Use additional paper if needed or attach resume)*

Are you currently vested with police powers? Yes ☐ No ☐

If yes, please list Agency or Authority:

**Education:** (Indicate highest degree received. Attach copy of H.S. Diploma/GED cert or College Transcript)List convictions below: *Use additional paper if necessary*

<b>Degree/Diploma</b> <input type="checkbox"/> High School <input type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Masters/Doctorate Degree <input type="checkbox"/> Other	<b>Year Degree Awarded:</b>	<b>Name of College/University-</b> (addresses of all schools)
List any schools or courses, which you believe qualifies you for the type of certification applied for: Include copies of training certificates or other credentials. <i>Use additional paper if necessary.</i>		
<b>Conviction Information:</b> Have you ever been convicted of a violation of the law, including any motor vehicle criminal offense? Yes <input type="checkbox"/> Use additional paper if necessary.      No <input type="checkbox"/>		
<p style="font-size: small;">With regard to criminal history information arising from the State of Connecticut's jurisdiction: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes sections 46b-146, 54-76o or 54-142a. With regard to criminal history information arising from jurisdictions other than the State of Connecticut: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the law of the other jurisdiction. Additionally, you are not required to disclose the existence of an arrest arising from another jurisdiction if you are permitted under the law of the other jurisdiction to swear under oath that you have never been arrested.</p>		
<b>Date/Place</b>	<b>Jurisdiction/Court</b>	<b>Charge</b>
<b>Military Service:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes" DD-214 or NGB-22 must be attached)</i>		
<b>Military branch or component</b>	<b>Highest Rank Attained</b>	<b>Type of Discharge</b>
<b>Duties Assignments</b>		
<b>Business Information:</b>		
<b>Company Name that Lesson Plan is Submitted Under:</b>	<b>Address:</b>	

Telephone Number:	Class Locations:
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**First Aid Certification: (This section to be completed only by those who will conduct the First Aid Training)**

First Aid Certification Number:

Date First Aid Certification Expires:

\*Attach a copy of your First Aid Certification

**Are you currently certified as a Criminal Justice (Guard Card) or Security Officers Firearms (Blue Card) Instructor in any other state?** ☐ Yes ☐ No

State	Cert. Number	Date Certification Expires

Please include disciplinary sanctions if any, i.e. denials or revocations?

**You must submit the following items with this application.** *(Use check boxes to indicate items are attached. Incomplete packages will be returned)*

- ☐ Forty (\$40.00) Dollar Certification Fee
- ☐ Two photographs (2" x 2" passport style)
- ☐ DD-214 or NGB-22 military discharge documentation which includes type of discharge and reenlistment codes
- ☐ Course material for the security officer's firearms training and/or criminal justice training
- ☐ Copy of Firearms Permit
- ☐ Copy of Drivers License
- ☐ Copy of Resume

I subscribe and affirm under penalties of false statement, that the statements made in this application have been examined by me and to the best of my knowledge and belief are true and correct. I also understand that false statements are punishable in Connecticut pursuant to C.G.S. Section 53a-157b (Class A Misdemeanor).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Oath

STATE OF: \_\_\_\_\_

SS

COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

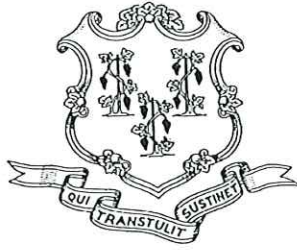
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public, Justice of Peace or Commissioner of Superior Court  
or pursuant to C.G.S. 1-24



# STATE OF CONNECTICUT



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## DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION DIVISION OF STATE POLICE SPECIAL LICENSING & FIREARMS UNIT

### INDIVIDUALS REQUESTING TO BE AN APPROVED SECURITY OFFICERS FIREARMS INSTRUCTOR (BLUE CARD) rev. 01-2017

Pursuant to Chapter 534, Section 29-161q, of the Connecticut General Statutes, all Armed Security Officers are mandated to take an 8-hour training and firearms qualification course and annually take a refresher course in order to receive and maintain the security firearms (blue card ) endorsement in their Connecticut Permit to Carry Pistols or Revolvers. This course will insure that Armed Security Officer are trained and qualify with the firearms carrying in the armed security employment.

The Commissioner of Public Safety shall approve individuals to teach the Security Firearms Course. To qualify as an instructor, applicants must possess one or more of the below minimum instructional credentials. Prior to the instructor approval, applicants must also possess a Connecticut Permit to Carry Pistols or Revolvers, and the Special Licensing & Firearms Unit will assign an Instructor Certification number.

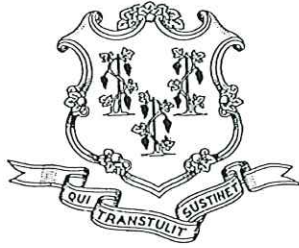
1. Connecticut State Police or P.O.S.T. Firearms Instructor
2. FBI Firearms Instructor
3. NRA Security Firearms Instructor or NRA Police Firearms Instructor
4. Other recognized 40 hr. minimum firearms instructor certification, i.e., Smith & Wesson Academy, SIGARMS Academy, etc.

The Commissioner of Public Safety, at his discretion, may grant a Security Officer Firearms Instructor endorsement to any applicant who has demonstrated that he has met the 8-hour firearms training and qualification requirement by virtue of experience, past employment or previous training, within the past 5 yrs.

The applicant must also provide a complete lesson plan with all supporting documentation as mentioned below. The Uniformed or Non-Uniformed Security Officer Handgun course shall contain a minimum of (8) eight hours of classroom instruction, which shall cover at least the below subjects plus the range qualification. Only those course lesson plans submitted to and approved by the Department Emergency Services & Public Protection shall be conducted.

Phone: (860) 685-8290 FAX: (860) 685-8496  
1111 Country Club Road Middletown, CT 06457-9294  
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## DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION DIVISION OF STATE POLICE SPECIAL LICENSING & FIREARMS UNIT

1. An Introduction to Handguns, Familiarization and Nomenclature (1/2 hour).
2. Handgun Safety, including home, range, and worksite. (1 hour)
3. Basic Fundamentals of Handgun Shooting (1 hour).
  - a. Grip, Stance, Sight alignment, Breathing control, Trigger control, and Follow through.
4. Handgun liability/Use of force/Use of deadly force (2.5 hour).
  - a. Connecticut Firearm Laws.
  - b. 53a-3- Definitions, 53a-19- Use of Physical Force in Defense of Person, 53a-20- Use of Physical Force in Defense of Premises, 53a-21- Use of Physical Force in Defense of Property, and 53a-22- Use of Force in making arrest or preventing escape, etc.
  - c. Law Enforcement, Use of Force, etc.
5. Handgun Practical shooting techniques, positions/drawing/reloading (1 hour).
6. Handgun Care/Cleaning and safe storage. (Storage Laws) (1 hour).
7. Handgun (plus long guns if taught) written exam to cover topical material, with minimum passing grade of 70% (up to 1 hour).
8. Plus the required Handgun Qualification Course, (time as needed).

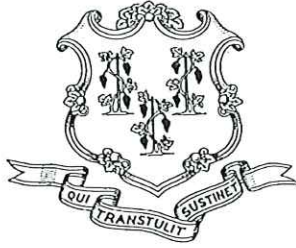
Qualification course will be shot using two-law enforcement or NRA training targets and 50 rounds of ammunition. The Handgun(s) and ammunition used to qualify must be the same used by the applicant while on duty. A separate scorecard must be submitted for each firearm to be carried. **A score of 240 out of a possible 300 will be the minimum passing score.**

Long firearms such as rifles and shotguns are optional. If long firearms are taught, an additional similar minimum lesson plan and qualification is required.

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### **THIS IS THE REQUIRED HANDGUN QUALIFICATION COURSE FOR A CONNECTICUT SECURITY OFFICERS FIREARMS ENDORSEMENT BLUE CARD (REV 02/2017)**

The Firearms Qualification Course will be shot using two-law enforcement or NRA training targets and 50 rounds of ammunition. The handgun(s) and ammunition used to qualify must be the same used by the applicant while on duty. A separate scorecard must be submitted for each firearm to be carried. **A score of 240 out of a possible 300 will be the minimum passing score.**

3 yards (6 rounds): On command, draw utilizing a one-hand hold and fire two rounds center chest and one round into the head, first target, then two chest, one head into the second target. Do not holster until the command is given to holster.

5 yards (9 rounds): ): On command, draw utilizing a two-hand hold, fire two-center chest, one head into first target. As you go to the second target, place the gun in your support hand and fire two center chest and one head, keeping the gun in your support hand go to first target and fire two center chest and one head.

7 yards (15 rounds): On command, draw utilizing a two-hand hold and fire five rounds standing no more than two at a time at a target, then ten rounds kneeling, no more than two rounds at a target at a time. Reload when needed. All rounds into center chest. There will be no more headshots.

12 yards (10 rounds): On command, draw utilizing a two-hand hold and fire five rounds standing, and five rounds kneeling. All center chest. No more than two rounds at a target at a time.

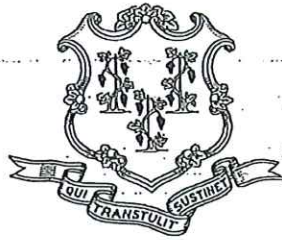
20 yards (5 rounds): On command, draw utilizing a two-hand hold and three rounds standing and two rounds kneeling. All center chest. No more than two rounds at a target at a time.

25 yards (5 rounds): On command, draw and get into a prone position and fire three prone, and two kneeling. No more than two rounds at a target at a time. All center chest.

NOTE: STUDENTS SHOULD BE ENCOURAGED TO UTILIZE COVER WHERE APPROPRIATE.

Phone: (860) 685-8290 Firearms/Permits: (860) 685-8160 Licensing: Fax (860) 685-8496  
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## DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION DIVISION OF STATE POLICE SPECIAL LICENSING AND FIREARMS UNIT

Armed Security Officers yearly firearms training refresher course shall contain a minimum of (3) hours of classroom instruction, which shall cover at least the below subjects plus the range qualification:

1. Firearms Safety, including range, worksite, home (1 hour).
2. Basic fundamentals of shooting (1 hour).
  - a. Grip, Stance, Sight alignment, Breathing control, Trigger control, and Follow through.
3. Firearms liability/use of force/use of deadly force (1 hour).
  - a. Connecticut Firearm Laws.
  - b. 53a-3- Definitions, 53a-19- Use of Physical Force in Defense of Person, 53a-20- Use of Physical Force in Defense of Premises, 53a-21-Use of Physical Force in Defense of Property, and 53a-22- Use of Force in making arrest or preventing escape, etc.
  - c. Law Enforcement, Use of Force, etc.
4. Plus the required firearms qualification, (time as needed.)

The Instructor Information Sheet must be completed legibly and must be submitted with each lesson plan. However, the refresher 3-hour course and qualification should be conducted with the sections specified above utilizing the approved 8-hour firearms instructors and lesson plan. All Instructor information, lesson plans and qualifications must be submitted to the address below for administrative review. Incomplete lesson plans will be returned. Notification will be made via US Mail indicating plan approval or denial.

All instructors **MUST** retain the make, model, caliber and serial number of each firearm used by a student during training and the qualifying score of each student with each firearm for a minimum of six (6) years. This information is necessary to insure compliance with Public Act # 04-192 and its regulations.

All questions and concerns regarding these training requirements should be directed to Special License & Firearms Unit.

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## CHAPTER 534

# PRIVATE DETECTIVES AND SECURITY SERVICES

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