



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
AND
PUBLIC PROTECTION
CONNECTICUT STATE POLICE
SPECIAL LICENSING & FIREARMS UNIT
1111 Country Club Road
Middletown, CT 06457



**INDIVIDUALS REQUESTING TO BE AN APPROVED
SECURITY OFFICER
8-HOUR CRIMINAL JUSTICE CERTIFICATION INSTRUCTOR**

Rev. 01/25

Pursuant to Chapter 534, Section 29-161q, of the Connecticut General Statutes, all persons hired to work as a security officer shall be certified as a security officer in the State of Connecticut prior to a security service making application to register the security officer with the Commissioner of Emergency Services and Public Protection. The employee shall complete a minimum of 8-hours of training, the course of which shall be approved by the commissioner. Once the employee has taken and successfully completed the 8-hour training, the employee may submit an application for certification as a security officer on forms furnished by and in the manner prescribed by the commissioner. Upon approval, they will be issued a Security Officer Identification Card through the Special Licensing and Firearms Unit.

To qualify as an instructor to teach the Security Officer 8-Hour Criminal Justice Training Course, individuals approved by the Commissioner of Emergency Services and Public Protection must also show successful documentation of five (5) years industry experience as an instructor, trainer, training manager, or equivalent of education and experience. The Commissioner of Emergency Services and Public Protection, at his discretion, may grant a Security Officer Identification Card to any applicant who has demonstrated that they have met the 8-hour certification requirement by virtue of experience, education, past employment or previous training, within the past 5 yrs.

Instructors teaching the first aid requirements shall have successfully completed an American Red Cross First Aid Instructor Certificate Class or equivalent, or current Connecticut Emergency Medical Technician (EMT) training or higher. The Commissioner of Emergency Services and Public Protection, at his discretion, may waive the First Aid two (2) hour overview if the student provides current certification of First Aid / CPR as issued by the American Red Cross or the American Heart Association, or proof that he is a Connecticut Certified Medical Response Technician (MRT), Connecticut Emergency Medical Technician (EMT), or higher.

The applicant will also provide a **complete** lesson plan with all supporting documentation, as mentioned below. The course must be a minimum of 8 hours classroom instruction, plus the exam, and the following subject matter must be included in the course lesson plan as a minimum requirement. Only those course lesson plans submitted to and approved by the Department of Emergency Services and Public Protection shall be used.

- (a) Introduction to Private Security (1/2 hour):
 - a. History of Security, C.G.S. Section 29-161q, An Act Concerning Licensing and Training of Private Detectives and Guard Services and Security Personnel Services.
- (b) Basic First Aid (2 hours) Awareness Overview:
 - a. Recognizing Emergencies, Protecting Your-self, Prioritizing Care, etc.
- (c) Search & Seizure (1 hour):
 - a. Fourth Amendment, Citizen's Arrest- Standards (Malley v. Lane, 97 Conn. 133 (1921), (State v. Ghiloni 35 Conn. Sup. 570 (1978), or Conn. Relevant Statute, CGS 53a-22);
 - b. 53a-119a-Shoplifting and Library theft; detention, questioning, presumption of crime, etc.
- (d) Use of Force (1.5 hours):
 - a. 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;
 - b. Private Citizen (security officer) enjoys no special "use of force rights" as their Law Enforcement counterparts, Law Enforcement, Use of Force, etc.
- (e) Basic Criminal Justice (1.5 hours):
 - a. Constitution, Statutes, Case Law, Regulations;
 - b. Criminal Process, Arraignment, Release Decision, Pretrial, Plea Bargain and Trial.
- (f) Public Safety Issues (1.5 hours):
 - a. Patrol Functions & Traffic Accident, Scene Protection, Responding to Emergencies, Fire & Bomb Threat Response, Hazardous Emergencies, Terrorism, Workplace Violence, etc.
- (g) A written examination to cover the above discussed topics with a minimum passing score of 70%. (Up to 1 hour).

The instructor application (DPS-366-C-1) must be completed legibly and submitted with each lesson plan. All instructor 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 a written record of all training, written examinations, and test scores for a minimum of six (6) years. This information is necessary to insure compliance with C.G.S. Section 29-161q and its regulations.

It is requested that any change of address or phone number by instructors must be submitted to the Special Licensing and Firearms Unit within five (5) business days.

All questions and concerns regarding these training requirements should be directed to the Special Licensing and Firearms Unit, ATTN: Security Officer Training Instructors at (860) 685-8046.

STATE OF CONNECTICUT

Accredited Since 1988



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;
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.
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. 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

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*

Degree/Diploma <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	Year Degree Awarded:	Name of College/University- (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>		
Conviction Information: 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>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>		
Date/Place	Jurisdiction/Court	Charge
Military Service: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes" DD-214 or NGB-22 must be attached)</i>		
Military branch or component	Highest Rank Attained	Type of Discharge
Duties Assignments		
Business Information:		
Company Name that Lesson Plan is Submitted Under:	Address:	

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

CHAPTER 534

PRIVATE DETECTIVES AND SECURITY SERVICES

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