



# North Carolina Department of Public Safety

## Private Protective Services Board

Roy Cooper, Governor  
Eddie M. Buffaloe, Jr., Secretary

Tamara Rabenold, Chair  
Paul Sherwin, Director

September 30, 2024

### MEMORANDUM FOR RECORD

SUBJECT: Guidance and requirements for the use of probationary or out-of-state security guards

Security guard and patrol (SGP) companies licensed by the North Carolina Private Protective Services Board have several options available when seeking to hire probationary or out-of-state security guards in response to natural disasters or large-scale events.

#### **Probationary Unarmed Security Guards**

See [N.C. Gen. Stat. § 74C-11\(a\)](#) and [Rule 14B NCAC 16 .0707\(a\)](#)

Licensed SGP companies may employ unarmed security guards as probationary employees for 20 consecutive calendar days at any time, regardless of whether a disaster declaration or state of emergency is in effect. To lawfully utilize an unarmed probationary security guard the SGP company must:

- Ensure the employee completes, at a minimum, the following training *within* 20 days of being placed on a duty station:
  - o The Security Officer in North Carolina (1 hour)
  - o Legal Issues for Security Officers (3 hours)
- Conduct a criminal record check on the employee. The scope and manner of the criminal record check is at the discretion of the employing licensee.
- Log the employee's information and dates worked on the [Monthly Report of Probationary Employees form](#), and email the form to [ppsasl@ncdps.gov](mailto:ppsasl@ncdps.gov) each month probationary employees are used.

#### **Out-of-State Unarmed Security Guards**

See [N.C. Gen. Stat. § 74C-11\(e\)](#)

Licensed SGP companies may employ a person properly registered or licensed as an unarmed security guard in another state for a period not to exceed 10 days in any given month, regardless of whether a disaster declaration or state of emergency is in effect. To lawfully utilize an out-of-state unarmed security guard the SGP company must:

- Before placing the unarmed security guard on post, submit to the Board Director a roster of the out-of-state guards to be used, which must include the following information about each guard:
  - o Name, address, last four of social security number.
  - o The state where the guard is currently licensed or registered, the guard's license or registration number, and the license or registration expiration date.

## **Probationary Armed Security Guards**

Use of probationary armed security guards is not permitted.

## **Out-of-State Armed Security Guards**

See [N.C. Gen. Stat. § 74C-11\(g\)](#) and [Rule 14B NCAC 16 .0807\(c\)\(1\)](#)

Licensed SGP companies may employ a person properly registered or licensed as an armed security guard in another state for the duration of a disaster declaration or state of emergency declared by the Governor. To lawfully utilize an out-of-state armed security guard the SGP company must:

- Before placing the out-of-state armed security guard on post, submit to the Board Director a roster of the out-of-state guards to be used, which must include the following information about each guard:
  - o Name, address, last four of social security number.
  - o The state where the guard is currently licensed or registered, the guard's license or registration number, and the license or registration expiration date.
  - o Proof of completion of the 4-hour classroom block of instruction required of armed security guards, which includes legal limitations on the use of handguns and on the powers and authority of an armed security guard, and familiarity with rules and regulations relating to armed security guards, administered by a Board-certified firearms trainer.
  - o Proof of the guard having successfully qualified with their duty weapon on the Board-approved course of fire, administered by a Board-certified firearms trainer.

The Board does not have the statutory authority to issue temporary licenses to security guard and patrol companies. Any private person, firm, association, or corporation providing security guard and patrol services in North Carolina, as defined in [N.C. Gen. Stat. § 74C-3\(6\)](#), must be licensed by the N.C. Private Protective Services Board. Reports of unlicensed activity may be reported using the Board's [online complaint form](#) and will be investigated accordingly.

Questions about the lawful deployment of probationary or out-of-state security guards may be sent to [Director Paul Sherwin](#) or [Deputy Director Ray Bullard](#).

Paul Sherwin  
Director  
N.C. Private Protective Services Board