

**TITLE 9 OF THE OFFICIAL COMPILATION OF CODES RULES, AND
REGULATIONS
OF THE STATE OF NEW YORK
SECURITY GUARD TRAINING COURSES**

(Statutory Authority: General Business Law section 89-n; Executive Law sections 841-b and
841-c)

The training requirements recommended by the Security Guard Advisory Council and adopted by the Commissioner of the Division of Criminal Justice Services, (Division) are promulgated in 9 NYCRR Parts 6027, 6028, and 6029, with respect to security guard training courses, the approved security guard training schools, and the security guard instructor standards and qualifications. These regulations specify only the minimum requirements necessary for the approval or certification of a course, school, or instructor. The approval or certification granted by the Commissioner shall address only these minimum requirements. While the Division may encourage entities to provide training that exceeds the minimum standards specified in these Parts, any such training which exceeds these minimum requirements shall not need to satisfy the following minimum standards for approval and/or certification.

**TITLE 9 OF THE OFFICIAL COMPILATION OF CODES RULES, AND REGULATIONS
OF THE STATE OF NEW YORK, PART 6027
SECURITY GUARD TRAINING COURSES**

(Statutory Authority: General Business Law section 89-n; Executive Law sections 841-b and 841-c)

The training requirements recommended by the Security Guard Advisory Council and adopted by the Commissioner of the Division of Criminal Justice Services, (Division) are promulgated in 9 NYCRR Parts 6027, 6028, and 6029, with respect to security guard training courses, the approved security guard training schools, and the security guard instructor standards and qualifications. These regulations specify only the minimum requirements necessary for the approval or certification of a course, school, or instructor. The approval or certification granted by the Commissioner shall address only these minimum requirements. While the Division may encourage entities to provide training that exceeds the minimum standards specified in these Parts, any such training which exceeds these minimum requirements shall not need to satisfy the following minimum standards for approval and/or certification.

Section

6027.1 Definitions.

6027.2 Statement of purpose.

6027.3 Minimum standards of the eight hour pre-assignment training course.

6027.4 Minimum standards of the on-the-job training course.

6027.5 Minimum standards of the 47 hour firearms training course.

6027.6 Minimum standards of the eight hour annual in-service training course.

6027.7 Minimum standards of the eight hour annual in-service training course for holders of special armed guard registration cards.

6027.8 Requirements for approval of a security guard training course.

6027.9 Revocation of approval of a security guard training course.

6027.10 Term and renewal of curriculum certification.

6027.11 Requirements for conducting security guard training courses.

6027.12 Requirements for issuance of a certificate of successful completion.

6027.13 Waiver standards and qualifications; general authority.

6027.14 Waiver standards and qualifications; proprietary guards.

Historical Note

Part (§§ 6027.1-6027.8) filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993, amds. filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994. Amended Part title.

§6027.1 Definitions.

When used in this Part:

- (a) The term "commissioner" shall mean the Commissioner of the Division of Criminal Justice Services or his/her designee.
- (b) The term "council" shall mean the Security Guard Advisory Council.

- (c) The term "certified security guard instructor" or "security guard instructor" shall mean an individual who meets or exceeds the minimum requirements for security guard instructor certification as set forth in Part 6029 of this Title or the requirements for special security guard instructor certification as set forth in Part 6029 of this Title and who has been certified by the commissioner in accordance with the provisions of Part 6029 of this Title.
- (d) The term "approved security guard training school" or "security guard training school" shall mean an entity which has been approved by the commissioner in accordance with the provisions of Part 6028 of this Title.
- (e) The term "security guard training course or courses" shall mean, separately and collectively, the eight hour pre-assignment training course which meets or exceeds the minimum standards as set forth in section 6027.3 of this Part and which has been approved by the commissioner in accordance with the provisions of section 6027.8 of this Part; the on-the-job training course which meets or exceeds the minimum standards as set forth in section 6027.4 of this Part and which has been approved by the commissioner in accordance with the provisions of section 6027.8 of this Part; the 47 hour firearms training course which meets or exceeds the minimum standards as set forth in section 6027.5 of this Part and which has been approved by the commissioner in accordance with the provisions of section 6027.8 of this Part; the eight hour annual in-service training course which meets or exceeds the minimum standards as set forth in section 6027.6 of this Part and which has been approved by the commissioner in accordance with the provisions of section 6027.8 of this Part; and the eight hour annual in-service course for holders of special armed guard registration cards which meets or exceeds the minimum standards as set forth in section 6027.7 of this Part and which has been approved by the commissioner in accordance with the provisions of section 6027.8 of this Part.
- (f) The term "security guard" shall have the same meaning as set forth in section 89-f of the General Business Law.
- (g) The term "school director" shall mean the director of an approved security guard training school as provided for in Part 6028 of this Title, or his/her designee.
- (h) The term "special armed guard registration card" shall have the same meaning as set forth in section 89-f of the General Business Law.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; amds. filed: Jan. 6, 1994 as emergency measure; March 15, 1994; Oct. 31, 1995 eff. Nov. 15, 1995. Amended (d).

§6027.2 Statement of purpose.

The purpose of this Part is to set forth minimum standards for the security guard training courses with regard to subject matter and time requirements, which have been recommended by the council, to set forth requirements for administration of such security guard training courses to be followed by certified security guard instructors and to promulgate rules governing attendance and completion of such courses.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; amds. filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.3 Minimum standards of the eight hour pre-assignment training course.

- (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements:

Introduction - one-quarter (1/4) hour;
Role of a security guard - one and one-quarter (1 1/4) hours;
Legal powers and limitations - two (2) hours;
Emergency situations - one (1) hour;
Communications and public relations - one (1) hour;
Access control - one-half (1/2) hour;
Ethics and conduct - one (1) hour; and
Review and examination - one (1) hour.

- (b) As referenced above, the eight hour pre-assignment training course shall include a one hour review and examination period to be administered to the individual student following completion of the presentation of the course topics.
- (c) All requirements of an eight hour pre-assignment training course should be completed during one eight hour session. In the event that such training course cannot be completed by an individual within one eight hour session, the course may be completed by an individual attending two four hour sessions within a seven day period.
- (d) Only security guard instructors who have been certified to instruct an eight hour pre-assignment training course in accordance with the provisions of Part 6029 of this Title shall provide instruction in such training course.
- (e) An eight hour pre-assignment training course approved by the commissioner in accordance with this Part shall be administered only at an approved security guard training school.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; amds. filed Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.4 Minimum standards of the on-the-job training course.

- (f) No on-the-job training course shall be approved by the commissioner which does not follow a curriculum consisting of at least 16 hours. The curriculum shall take into consideration the security guard's specific duties, the nature of the work place and the requirements of the security guard company. The 16 hours of instruction shall include, but not be limited to, the following general topic areas which shall relate to these three objectives and satisfy the corresponding minimum time requirements:

Role of a security guard - one (1) hour;
Legal powers and limitations - one (1) hour;
Emergency situations - one (1) hour;
Communications and public relations – one half (1/2) hour;
Access control - one half (1/2) hour;
Ethics and conduct - one half (1/2) hour;
Incident command system – two (2) hours;
Terrorism related topics – four (4) hours; and
Review and examination - one (1) hour.

- (b) As referenced above, the on-the-job training course shall include a one hour review and examination period to be administered to the individual student following completion of the on-the-job training course.
- (c) The requirements of an on-the-job training course may be completed in separate sessions of no less than 30 minutes per session.
- (d) Only security guard instructors who have met the requirements for security guard instructor certification and who have been certified in accordance with the provisions of Part 6029 of this Title shall administer an approved on-the-job training course.
- (e) An on-the-job training course approved by the commissioner in accordance with this Part shall be administered only by an approved security guard training school.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; renum. 6027.8, new filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.5 Minimum standards of the 47 hour firearms training course.

- (a) No 47 hour firearms training course shall be approved by the commissioner which does not follow a curriculum consisting of at least 47 hours which includes, but is not limited to, the following topics and corresponding minimum time requirements: Firearms handling, safety, and proficiency, course of fire for firearms qualification - 40 hours; Deadly physical force instruction, review and examination - seven hours.
- (b) The 47 hour firearms training course shall include a course of fire for firearms qualification for the firearms handling, safety, and proficiency component, to be administered to the individual student following completion of the presentation of the firearms component.
- (c) As referenced above, the 47 hour firearms training course shall include a review and an examination period to be administered to the individual student upon completion of the presentation of the course topics on deadly physical force. The taking and passing of a firearms proficiency examination is required of each individual prior to the issuance of a certificate of successful completion for the 47 hour firearms training course. A certified security guard instructor shall provide the examination material, administer and supervise the examination, and grade the examination.
- (d) With respect to the deadly physical force instruction of the 47 hour firearms training course, the requirements should be completed during one seven hour session. In the event that such training course cannot be completed by an individual within one seven hour session, the course may be completed by an individual attending two three and one-half hour sessions within a seven day period. With respect to the firearms handling, safety, proficiency and qualification component of the 47 hour firearms training course, the requirements may be completed by an individual attending 10 four hour sessions within a 60 day period.
- (e) Only security guard instructors who have met the requirements for armed security guard instructor certification and who have been certified to instruct the 40 hour firearms component of a 47 hour firearms training course in accordance with the provisions of Part 6029 of this Title may provide instruction in such component of the training course. Only security guard instructors who have met the requirements for security guard instructor certification or who have been certified to instruct the seven hour deadly physical force component of a 47 hour firearms training course in accordance with the provisions of Part 6029 of this Title may provide instruction in such component of the training course.
- (f) A 47 hour firearms training course approved by the commissioner in accordance with this Part shall be administered only at an approved security guard training school.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; renum. 6027.9, new filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.6 Minimum standards of the eight hour annual in-service training course.

- (a) No eight hour annual in-service training course shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements. Six of the eight hours shall be chosen from these following topics and corresponding minimum time requirements. The remaining two hours of instruction may be selected from the other general and elective topic areas. Where no minimum time requirement is specified, the annual in-service training course does not have to include that topic. Where a maximum time requirement is specified, that maximum number of hours cannot be exceeded in order to satisfy the eight hour annual in-service training course.

	Minimum hours	Maximum hours
Role of a security guard	0	2
Legal powers and limitations	0	2
Emergency situations	0	2
Communications and public relations	0	2
Access Control	0	2
Report writing	0	2
Ethics and conduct	0	2
Elective topics	0	2

- (b) Upon satisfaction of the eight hour annual in-service training course, nothing herein shall preclude the instruction of additional topics or the instruction of the following topics in excess of the maximum hours prescribed herein.
- (c) All requirements of the eight hour annual in-service training course may be completed in separate sessions of no less than two hours per session over the calendar year in which such training must be completed.
- (d) Only security guard instructors who have met the requirements for security guard instructor certification and who have been certified in accordance with the provisions of Part 6029 of this Title may provide instruction in such training course.
- (e) An eight hour annual in-service training course approved by the commissioner in accordance with this Part shall be administered only at approved security guard training schools.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; renum. 6027.10 new filed: Jan. 6, 1994 as emergency measure; March 15, 1994; amd. filed Oct. 31, 1995 eff. Nov. 15, 1995. Amended (c).

§6027.7 Minimum standards of the eight hour annual in-service training course for holders of special armed guard registration cards.

- (a) No eight hour annual in-service training course required for holders of special armed guard registration cards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours of instruction which includes, but is not limited to, the following topics and corresponding minimum time requirements: Firearms handling, safety, and proficiency, course of fire for firearms qualification - five hours; Deadly physical force instruction, review and examination - three hours.

- (b) As referenced above, the eight hour annual in-service training course for holders of special armed guard registration cards shall include a review and an examination period to be administered to the individual student upon completion of the presentation of the course topics on deadly physical force. The taking and passing of a firearms proficiency examination is also required of each individual prior to the issuance of a certificate of successful completion for this course. A certified security guard instructor shall provide the examination material, administer and supervise the examination, and grade the examination.
- (c) Only security guard instructors who have met the requirements for armed security guard instructor certification and who have been certified to instruct the five hour firearms component of an eight hour annual in-service training course for holders of special armed guard registration cards in accordance with the provisions of Part 6029 of this Title may provide instruction in such component of the training course. Only security guard instructors who have met the requirements for security guard instructor certification or who have been certified to instruct the three hour deadly physical force component of an eight hour annual in-service training course for holders of special armed guard registration cards in accordance with the provisions of Part 6029 of this Title may provide instruction in such component of the training course.
- (d) An eight hour annual in-service training course for holders of special armed guard registration cards approved by the commissioner in accordance with this Part shall be administered only at an approved security guard training school.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; renum. 6027.11, new filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.8 Requirements for approval of security guard training courses.

- (a) No later than 45 days prior to commencement of initial training, the school director shall file a copy of the proposed curriculum(s) with the commissioner. The curriculum(s) shall be in a form prescribed by the commissioner and shall include, but not be limited to:
 - (1) the name and location of the approved security guard training school;
 - (2) a chronological listing of topics, including the date, time and number of hours allotted to each topic; and
 - (3) the names of the school director and certified security guard instructor(s) and the type of instructor certification(s) held by each certified security guard instructor and school director if such school director holds instructor certification(s).
- (b) The commissioner may require any additional information deemed necessary for the purposes of approving a security guard training course.
- (c) The commissioner shall provide a written approval of a security guard training course to be conducted when in his or her judgment, the information provided warrants such approval.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; renum. 6027.12, new added by renum. and amd. 6027.4, filed: Jan. 6, 1994 as emergency measure; March 15, 1994; amd. filed Oct. 31, 1995 eff. Nov. 15, 1995. Amended (a).

§6027.9 Revocation of approval of a security guard training course.

- (a) The commissioner may revoke the approval granted to a security guard training course pursuant to this Part at any time. Reasons for such revocation may include, but not be limited to, the violation of any of the provisions of this Part.
- (b) The commissioner shall send the school director, via certified mail, a written notice of his or her intent to revoke the approval and the reasons for such action. Upon receipt of such notice, approval of the security guard training course shall be suspended and such course shall not be conducted at the security guard training school.
- (c) Within 30 days of the receipt of said notice, the school director may forward a written request to the commissioner, for a hearing to be held by the council to determine whether the approval should be revoked. The commissioner shall forward the request to the council.
- (d) Such hearing shall be held at the next regularly scheduled meeting of the council, whenever possible. At least 15 days before the next regularly scheduled council meeting, the council shall give to the school director written notice by mail of the time and place of said meeting, wherein a hearing shall be held to determine whether the approval should be revoked. The school director may be represented at the hearing by counsel and may produce any evidence to support its position.
- (e) Within 10 business days following the meeting, the council shall submit its recommendation to the commissioner. Following receipt of the council's recommendation, the commissioner shall forward to the school director the decision and the reasons given for such decision. The failure of the school director to timely request a hearing shall not preclude the commissioner from revoking the approval.

Historical Note

Sec. added by renum. and amd. 6027.5, filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.10 Term and renewal of curriculum approval.

The security guard training course approval shall be valid for a period of three years, provided that the council has not made any substantive changes to the curriculum as set forth in this Part. Such approval may be renewed by a school director upon filing of a copy of the curriculum in use at that time with the commissioner and approval by the commissioner in accordance with this Part.

Historical Note

Sec. added by renum. and amd. 6027.6, filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.11 Requirements for conducting a security guard training course.

- (a) No security guard training course shall be conducted which does not meet the minimum standards as set forth in this Part.
- (b) The school director shall ensure that the security guard training course is conducted in accordance with applicable standards, policies and procedures.
- (c) If any information filed with the commissioner for the application required pursuant to this Part is changed or modified, the school shall notify the commissioner in writing of such change within 15 days of such change.
- (d) Within seven days after the conclusion of a security guard training course, the school director shall forward all appropriate documentation required by the commissioner, including but not limited to, the course roster which shall include the names of individuals who have successfully completed the course and any other relevant information as determined by the commissioner.

Historical Note

Sec. added by renum. and amd. 6027.7, filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.12 Requirements for issuance of a certificate of successful completion.

- (a) Attendance shall be required of each individual student for all sections of a security guard training course.
- (b) As provided for in this Part, the taking and passing of a written examination is required of each individual prior to issuance of a certificate of successful completion for the pre-assignment training course, the on-the-job training course, the 47 hour firearms training course, and the eight hour annual in-service training course for holders of special armed guard registration cards. A certified security guard instructor shall provide the examination material, administer and supervise the examination, and grade the examination. The school director shall retain the examination papers and all other appropriate records as determined by the commissioner in accordance with the appropriate schedule for records retention and disposition promulgated by the New York State Commissioner of the Department of Education. Such records shall be available for inspection by members of the council or the commissioner. Entities not otherwise covered by the Department of Education's schedule for records retention and disposition shall retain such records for a period of not less than two years.
- (c) Upon attestation by a school director that an individual listed on the roster has satisfactorily completed the requirements of a security guard training course and upon verification of the documentation forwarded by such school director in accordance with this Part, a certificate of successful completion in the form and manner prescribed by the commissioner, shall be issued to such individual.

Historical Note

Sec. added by renum. and amd. 6027.8, filed: Jan. 6, 1994 as emergency measure; March 15, 1994 eff. March 30, 1994.

§6027.13 Waiver standards and qualifications; general authority.

- (a) The commissioner shall waive the training requirements as set forth in this Part, or any portion thereof, when, in his or her opinion, the individual or entity has provided appropriate documentation demonstrating that such individual or entity was, or is subject to training requirements which meet or exceed those as specified in this Part.
- (b) Such documentation shall include, but not be limited to, appropriate course curricula, copies of materials, related documents which have been used for instruction or are proposed for instructional use, and/or such other materials as may be deemed necessary by the commissioner. Additionally, such documentation must identify, designate, outline, or otherwise physically locate the following:
 - (1) topics;
 - (2) course objectives;
 - (3) hours of instruction; and/or
 - (4) other relevant information which explains and supports the request for a waiver pursuant to this section.
- (c) Upon waiver of any or all portions of the training requirements, the commissioner shall forward written documentation to such individual or entity advising of such waiver.

Historical Note

Sec. filed Oct. 31, 1995 eff. Nov. 15, 1995.

§6027.14 Waiver standards and qualifications; proprietary guards.

- (a) The commissioner shall waive the training requirements as set forth in this Part, or any portion thereof, for individuals whose employment by a security guard company is on a proprietary basis for its own use, when in his or her opinion, the security guard company provides adequate documentation demonstrating the that training courses as set forth in this Part are not directly relevant to the individual's job responsibilities; and
- (1) the individual, in the course of his or her employment, wears a uniform or other readily apparent indicia of authority, but does not have interactions with the public or expend a majority of time spent in their employment duties in contact with the public; or
 - (2) the individual, as a requisite of employment, carries a firearm as specified in the Penal Law, but does not have interactions with the public or expend a majority of time spent in their employment duties in contact with the public; or
 - (3) the individual, in the course of his or her employment, wears a uniform or other readily apparent indicia of authority, and also, as a requisite of employment, carries a firearm as specified in the Penal Law but does not have interactions with the public or expend a majority of time spent in their employment duties in contact with the public; or
 - (4) the individual has interactions with the public or expends a majority of time spent in his or her employment duties in contact with the public but does not, in the course of his or her employment, wear a uniform or other readily apparent indicia of authority, or as a requisite of employment, carry a firearm as specified in the Penal Law; or
 - (5) the individual does not, in the course of his or her employment, wear a uniform or other readily apparent indicia of authority, does not, as a requisite of employment, carry a firearm as specified in the Penal Law, and does not have interactions with the public or expend a majority of time spent in their employment duties in contact with the public.
- (b) For the purposes of this section, the public shall mean those individuals who are not employed by such company. Furthermore, a majority of the time shall mean more than 50% of the individual's regularly scheduled work hours.
- (c) Upon waiver of any or all portions of the training requirements, the commissioner shall forward written documentation to such individual or entity advising of such waiver.

Historical Note

Sec. filed Oct. 31, 1995 eff. Nov. 15, 1995.

(Updated 12/06/01)

**TITLE 9 OF THE OFFICIAL COMPILATION OF CODES, RULES, AND REGULATIONS
OF THE STATE OF NEW YORK, PART 6028
APPROVED SECURITY GUARD TRAINING SCHOOLS**

(Statutory Authority: General Business Law section 89-n; Executive Law sections 841-b and 841-c)

The training requirements recommended by the Security Guard Advisory Council and adopted by the Commissioner of the Division of Criminal Justice Services, (Division) are promulgated in 9 NYCRR Parts 6027, 6028, and 6029, with respect to security guard training courses, the approved security guard training schools, and the security guard instructor standards and qualifications. These regulations specify only the minimum requirements necessary for the approval or certification of a course, school, or instructor. The approval or certification granted by the Commissioner shall address only these minimum requirements. While the Division may encourage entities to provide training that exceeds the minimum standards specified in these Parts, any such training which exceeds these minimum requirements shall not need to satisfy the following minimum standards for approval and/or certification.

Section

6028.1 Definitions

6028.2 Statement of purpose

6028.3 Minimum qualifications

6028.4 Requirements for approval of a security guard training school

6028.5 Revocation of approval of a security guard training school

6028.6 Term and renewal of security guard training school approval

6028.7 Requirements for conducting a security guard training school

6028.8 Schedule of Fees

Historical Note

Part (§§ 6028.1-6028.7) filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6028.1 Definitions.

When used in this Part:

- (a) The term "commissioner" shall mean the Commissioner of the Division of Criminal Justice Services or his or her designee.
- (b) The term "council" shall mean the Security Guard Advisory Council.
- (c) The term "approved security guard training school" or "security guard training school" shall mean an entity which provides a security guard training course or program which meets or exceeds the minimum qualifications as set forth in section 6028.3 of this Part and has been approved as a security guard training school by the commissioner in accordance with section 6028.4 of this Part.
- (d) The term "security guard training course or courses" shall mean, separately and collectively, the eight hour pre-assignment training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; the on-the-job training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; the 47 hour firearms training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; the eight hour annual in-service training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; and the eight hour annual in-service training course for holders of special armed guard registration cards which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title.

- (e) The term "school director" shall mean the director of an approved security guard training school, or his/her designee.
- (f) The term "security guard company" shall have the same meaning as set forth in General Business Law section 89-f.
- (g) The term "certified security guard instructor" or "security guard instructor" shall mean an individual who meets or exceeds the minimum requirements for security guard instructor certification as set forth in Part 6029 of this Title or the requirements for special security guard instructor certification as set forth in Part 6029 of this Title and who has been certified by the commissioner in accordance with the provisions of Part 6029 of this Title.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; amds. filed: Jan. 6, 1994 as emergency measure; March 15, 1994; oct. 31, 1995 eff. Nov. 15, 1995. Amended (e).

§6028.2 Statement of purpose.

The purpose of this Part is to set forth the minimum qualifications for approval as a security guard training school and to establish clear and specific requirements for such approval.

§6028.3 Minimum qualifications.

- (a) No entity shall be designated as an approved security guard training school by the commissioner unless it satisfies all requirements prescribed by the commissioner which shall include, but not be limited to, the certification of the security guard instructors pursuant to this Title, and any other requirements deemed necessary by the commissioner.
- (b) Only instructors certified in accordance with the provisions of this Title shall be allowed to instruct a security guard training course or program at a security guard training school.
- (c) Only security guard training courses or programs which have been approved by the commissioner pursuant to this Title shall be conducted at an approved security guard training school.
- (d) An entity which intends to provide at least one (1) approved security guard training course or program may request an approval from the commissioner pursuant to this Part. Eligible entities may include, but not be limited to, a security guard company, a college or university, or any entity which offers or intends to offer an approved security guard training course or program.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; amd. filed Oct. 31, 1995 eff. Nov. 15, 1995. Amended (a).

§6028.4 Requirements for approval of a security guard training school.

- (a) Each security guard training school applying for approval shall appoint a school director, whose name, address, type of instructor certification (if any), and telephone number shall be filed with the commissioner upon his or her appointment.
- (b) No later than forty-five (45) days prior to commencement of initial training, the school director shall file a copy of the school qualifications with the commissioner. The qualifications shall be in a form prescribed by the commissioner and shall include, but not be limited to:
 - (1) the name of the security guard training school;
 - (2) the location(s) of the security guard training school;

- (3) the names of the certified security guard instructor(s) and the type of instructor certification(s) held by such instructor; and
- (4) the name(s) and address(es) of the owner(s) of the security guard training school.
- (c) The commissioner may require any additional information deemed necessary for the purposes of approving a security guard training school.
- (d) The commissioner shall provide a written approval of a security guard training school when in his or her judgment, the information provided warrants approval.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; amd. filed Oct. 31, 1995 eff. Nov. 15, 1995. Amended (b).

§6028.5 Revocation of approval of a security guard training school.

- (a) The commissioner may revoke the approval granted to a security guard training school pursuant to this Part at any time. Reasons for such revocation may include, but not be limited to, violation of any of the provisions of Article 7-A of the General Business Law and applicable rules and regulations as set forth in this Part.
- (b) The commissioner shall send the security guard training school, via certified mail, a written notice of his or her intent to revoke the approval of such security guard training school and the reasons for such action. Upon receipt of such notice, the approval of such security guard training school shall be suspended and such school shall not operate as an approved security guard training school and it shall not conduct any approved security guard training course or program.
- (c) Within thirty (30) days of the receipt of said notice, the security guard training school may forward a written request to the commissioner, for a hearing to be held by the council to determine whether the approval should be revoked. The commissioner shall forward the request to the council.
- (d) Such hearing shall be held at the next regularly scheduled meeting of the council, whenever possible. At least fifteen (15) days before the next regularly scheduled council meeting, the council shall give to the school director written notice by mail of the time and place of said meeting wherein a hearing shall be held to determine whether the approval should be revoked. The security guard training school may be represented at the hearing by counsel and may produce any evidence to support its position.
- (e) Within ten (10) business days following the meeting, the council shall submit its recommendations to the commissioner. Following receipt of the council's recommendation, the commissioner shall forward to the school director the decision and the reasons given for such decision. The failure of the security guard training school or school director to request a hearing shall not preclude the commissioner from revoking the approval.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6028.6 Term and renewal of security guard training school approval.

The security guard training school approval shall be valid for a period of two (2) years from the date of approval, provided that the council has not made any changes to the minimum qualifications as set forth in this Part. Such approval may be renewed by a security guard training school upon filing a copy of the current school qualifications and approval by the commissioner in accordance with this Part.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6028.7 Requirements for conducting a security guard training school.

- (a) No entity shall operate as a security guard training school which does not meet the minimum standards as established in this Part.
- (b) The school director shall ensure that the security guard training school is conducted in accordance with applicable standards, policies and procedures.
- (c) If a school director ceases to be employed by the security guard training school, the school shall give written notification of such to the commissioner within thirty (30) days of the director's termination of employment. In addition, the school shall provide written notification to the commissioner of the name of the newly appointed school director within thirty (30) days of this appointment. The school shall be allowed to operate as a security guard training school during such period of time.
- (d) If a security guard training school is also approved by another entity, such school shall file a copy of such approval with the commissioner within seven (7) days of the receipt of such approval. If the security guard training school's approval is suspended or revoked by such other entity, such school shall notify the commissioner in writing within ten (10) days of such suspension or revocation along with a copy of the reasons for suspension or revocation.
- (e) If any other information filed with the commissioner for the application required pursuant to this Part is changed or modified, the school shall notify the commissioner in writing of such change within fifteen (15) days of the change.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6028.8. Schedule of fees.

- (a) The following application fees will apply to:

Initial school application	\$1,000
School renewal	\$ 500
- (b) Payment for services shall be made by electronic transfer of funds; postal money order; Western Union, Integrated Payment Systems, bank, American Express, or Travelers Express money orders; corporate check; or governmental check, unless otherwise provided by agreement. Bank money orders must be issued by a bank chartered in the United States, must be payable in U.S. funds, and must be valid for at least 90 days from the date of issuance. A \$25 service charge may be imposed for all checks that are returned due to insufficient funds. The commissioner may refuse to accept a certain form of payment if that form of payment has previously been uncollectible. Remittance shall be made payable to the Division of Criminal Justice Services.
- (c) The commissioner may waive the initial school application fee or school renewal fee if the school is operated by a New York State or local government entity that provides training solely for security guards in its employ or a school district providing security guard training as part of a curriculum approved by the Department of Education.

Historical Note

Sec. filed Oct. 13, 2009 eff. Oct. 28, 2009.

**TITLE 9 OF THE OFFICIAL COMPILATION OF CODES, RULES, AND REGULATIONS
OF THE STATE OF NEW YORK, PART 6029
SECURITY GUARD INSTRUCTOR STANDARDS AND QUALIFICATIONS**

(Statutory Authority: General Business Law section 89-n; Executive Law sections 841-b and 841-c)

The training requirements recommended by the Security Guard Advisory Council and adopted by the Commissioner of the Division of Criminal Justice Services, (Division) are promulgated in 9 NYCRR Parts 6027, 6028, and 6029, with respect to security guard training courses, the approved security guard training schools, and the security guard instructor standards and qualifications. These regulations specify only the minimum requirements necessary for the approval or certification of a course, school, or instructor. The approval or certification granted by the Commissioner shall address only these minimum requirements. While the Division may encourage entities to provide training that exceeds the minimum standards specified in these Parts, any such training which exceeds these minimum requirements shall not need to satisfy the following minimum standards for approval and/or certification.

Section

6029.1 Definitions

6029.2 Certification of security guard instructor and armed security guard instructor

6029.3 Minimum requirements for security guard instructor certification

6029.4 Requirements for special security guard instructor certification

6029.5 Requirements for armed security guard instructor certification

6029.6 Term and renewal of certifications

6029.7 Revocation of certification

6029.8 Schedule of fees

Historical Note

Part (§§ 6029.1-6029.7) filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6029.1 Definitions.

When used in this Part:

- (a) The term "commissioner" shall mean the Commissioner of the Division of Criminal Justice Services or his or her designee.
- (b) The term "council" shall mean the Security Guard Advisory Council.
- (c) The term "certified security guard instructor" or "security guard instructor" shall mean an individual who meets or exceeds the minimum requirements as set forth in section 6029.3 of this Part or the requirements for special security guard instructor certification as set forth in section 6029.4 of this Part and who has been certified by the commissioner in accordance with the provisions of section 6029.2 of this Part.
- (d) The term "certified armed security guard instructor" or "armed security guard instructor" shall mean an individual who meets or exceeds the minimum requirements as set forth in section 6029.5 of this Part and who has been certified by the commissioner in accordance with the provisions of section 6029.2 of this Part.
- (e) The term "approved security guard training school" or "security guard training school" shall mean an entity which has been approved by the commissioner in accordance with the provisions of Part 6028 of this Title.
- (f) The term "security guard" shall have the same meaning as set forth in section 89-f of the General Business Law.
- (g) The term "basic course" shall include the basic course for police officers as set forth in Part 6020 of this Title; the basic course for peace officers as set forth in Part 6025 of this Title; or the eight hour pre-assignment training course as set forth in Part 6027 of this Title.

- (h) The term "police officer" shall have the same meaning as set forth in section 1.20(34) of the Criminal Procedure Law.
- (i) The term "peace officer" shall have the same meaning as set forth in section 2.10 of the Criminal Procedure Law.
- (j) The term "security guard instructor certification" shall mean any certification made by the commissioner to an individual whose qualifications meet or exceed the requirements established by sections 6029.3 or 6029.4 of this Part.
- (k) The term "armed security guard instructor certification" shall mean any certification made by the commissioner to an individual whose qualifications meet or exceed the requirements established by section 6029.5 of this Part.
- (l) The term "security guard training course or courses" shall mean, separately and collectively, the eight hour pre-assignment training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; the on-the-job training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; the 47 hour firearms training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; the eight hour annual in-service training course which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title; and the eight hour annual in-service training course for holders of special armed guard registration cards which meets or exceeds the minimum standards as set forth in Part 6027 of this Title and which has been approved by the commissioner in accordance with the provisions of Part 6027 of this Title.
- (m) The term "security guard supervisor or manager" shall mean an individual who engages in the supervision or management of a security guard or security guard's duties and/or responsibilities.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993; amds. filed: Jan. 6, 1994 as emergency measure; March 15, 1994; Oct. 31, 1995 eff. Nov. 15, 1995. Amended (e).

§6029.2 Certification of security guard instructor and armed security guard instructor.

Instructor certification for security guard instructor and armed security guard instructor may be granted by the commissioner upon demonstration of instructor competency and subject matter expertise, in accordance with the minimum requirements established by this Part.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6029.3 Minimum requirements for security guard instructor certification.

Each applicant requesting security guard instructor certification shall:

- (a) possess a high school diploma or its equivalent; and
- (b) satisfy minimum qualification criteria relating to education, teaching experience, formal training, and security experience as determined by the commissioner.

The applicant shall forward any other additional information as determined by the commissioner to be necessary to establish the competence of a security guard instructor or for any other pertinent purpose.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6029.4 Requirements for special security guard instructor certification.

Special security guard instructor certification may be granted at the discretion of the commissioner upon written application in cases in which the applicant has advanced academic credentials and qualifying experience in addition to having demonstrated technical expertise.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6029.5 Requirements for armed security guard instructor certification.

All armed security guard instructors must be qualified based upon:

- (a) having a minimum of three years experience as a police officer, peace officer or security guard or security guard supervisor or manager. The requirements relating to experience shall be satisfied by an individual who has carried a firearm in the course of his or her official duties and has done so for the prescribed period of time. Individuals who are not otherwise exempted from the licensing requirements of the Penal Law shall possess the requisite license in accordance with section 400.00 of the Penal Law; and
- (b) successful completion of a Firearms Instructor Course as prescribed by the commissioner.

All armed security guard instructors shall provide any other additional information as determined by the commissioner to be relevant to establishing the competence of an armed security guard instructor.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6029.6 Term and renewal of certifications.

- (a) A certification granted by the commissioner in accordance with this Part shall be valid for a term of five (5) years from the date of issuance unless revoked by the commissioner pursuant to this Part prior to its expiration.
- (b) A certification granted by the commissioner in accordance with this Part may be renewed by the instructor if he or she demonstrates continued technical competence in accordance with criteria established by the commissioner.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6029.7 Revocation of certification.

- (a) The commissioner may revoke the certification granted to an individual pursuant to this Part at any time. Reasons for such revocation may include, but not be limited to, the violation of any of the provisions of this Part.
- (b) The commissioner shall send the instructor, via certified mail, a written notice of his or her intent to revoke the certification and the reasons for such action. Upon receipt of such notice, the certification of the instructor shall be suspended and such individual shall not conduct any instruction at an approved security guard training school.
- (c) Within thirty (30) days of the receipt of said notice, the individual may forward a written request to the commissioner, for a hearing to be held by the council to determine whether the certification should be revoked. The commissioner shall forward the request to the council.

- (d) Such hearing shall be held at the next regularly scheduled meeting of the council, whenever possible. At least fifteen (15) days before the next regularly scheduled meeting, the council shall give to the individual written notice by mail of the time and place of said meeting, wherein a hearing shall be held to determine whether the certification should be revoked. The individual may be represented at the hearing by counsel and may produce any evidence to support his or her position.
- (e) Within ten (10) business days following the meeting, the council shall submit its recommendation to the commissioner. Following receipt of the council's recommendation, the commissioner shall forward to the individual the decision and the reasons given for such decision. The failure of the individual to timely request a hearing shall not preclude the commissioner from revoking the certification.

Historical Note

Sec. filed: Aug. 20, 1993 as emergency measure; Nov. 1, 1993 as emergency measure; Dec. 21, 1993 eff. Jan. 5, 1994.

§6029.8. Schedule of fees.

- (a) The following application fee will apply to:

Initial application	\$500
Initial application for armed security guard instructor	\$500
Instructor renewal	\$250

- (b) Persons who maintain a valid security guard instructor certification who subsequently apply for armed security guard certification shall be subject to a renewal fee at the time of initial application for armed security guard certification.
- (c) Payment for services shall be made by electronic transfer of funds; postal money order; Western Union, Integrated Payment Systems, bank, American Express, or Travelers Express money orders; corporate check; or governmental check, unless otherwise provided by agreement. Bank money orders must be issued by a bank chartered in the United States, must be payable in U.S. funds, and must be valid for at least 90 days from the date of issuance. A \$25 service charge may be imposed for all checks that are returned due to insufficient funds. The commissioner may refuse to accept a certain form of payment if that form of payment has previously been uncollectible. Remittance shall be made payable to the Division of Criminal Justice Services.

Historical Note

Sec. filed Oct. 13, 2009 eff. Oct. 29, 2009

GENERAL BUSINESS LAW
ARTICLE 7-A. SECURITY GUARD ACT

GENERAL BUSINESS LAW
ARTICLE 7-A. SECURITY GUARD ACT

§ 89-n. Training requirements.

1. Security guards shall be required to satisfactorily complete training programs given and administered by security guard training schools, schools which provide security guard training programs or security guard companies prescribed, certified and approved by the commissioner pursuant to section eight hundred forty-one-c of the executive law to include:
 - a. an eight hour pre-assignment training course;
 - b. an on-the-job training course to be completed within ninety working days following employment, consisting of a minimum of sixteen hours and a maximum of forty hours, as determined by the council, generally relating to the security guard's specific duties, the nature of the work place and the requirements of the security guard company;
 - c. a forty-seven hour firearms training course for issuance of a special armed guard registration card;
 - d. an eight hour annual in-service training course; and
 - e. an additional eight hour annual in-service training course for holders of special armed guard registration cards.

The training programs and courses required by this subdivision may, if approved and certified by the commissioner pursuant to subdivision two of section eight hundred forty-one-c of the executive law, be given and administered by security guard companies.

Nothing herein shall be construed to prohibit a security guard company from voluntarily providing training programs and courses which exceed the minimum requirements provided by this subdivision.

Upon completion of a required training course, a security guard shall receive from the provider a certificate evidencing satisfactory completion thereof in accordance with the requirements prescribed by the commissioner pursuant to section eight hundred forty-one-c of the executive law.

2.
 - a. A security guard who has been or was previously employed as a peace officer for eighteen months or more who exhibits a valid certificate awarded pursuant to subdivision six of section 2.30 of the criminal procedure law attesting to his or her satisfactory completion of the training requirements imposed by section 2.30 of the criminal procedure law shall be exempt from the requirements of paragraph c of subdivision one of this section provided that such peace officer has completed a course of firearms training approved by the municipal police training council pursuant to the last paragraph of subdivision one of section 2.30 of the criminal procedure law provided, however, that nothing in this subdivision shall be deemed to authorize such guard to carry, possess, repair or dispose of a firearm unless the appropriate license therefor has been issued pursuant to section 400.00 of the penal law.
 - b. [Redesignated]
3. A security guard who is also employed as a peace officer for eighteen months or more shall be exempt from the requirements of paragraph e of subdivision one of this section as long as he or she is currently employed as a peace officer and provides to his or her security guard employer proof of such annual in-service training required under paragraph e of subdivision one of this section.

4. The provisions of this section shall not apply to a security guard who is:
 - a. a correction officer of any state correctional facility having the powers of a peace officer pursuant to subdivision twenty-five of section 2.10 of the criminal procedure law [fig 1];
 - b. a bridge and tunnel officer, sergeant or lieutenant of the Triborough bridge and tunnel authority having the powers of a peace officer pursuant to subdivision twenty of section 2.10 of the criminal procedure law;
 - c. a uniformed court officer of the unified court system having the powers of a peace officer pursuant to subdivision twenty-one of section 2.10 of the criminal procedure law;
 - d. a court clerk having the powers of a peace officer pursuant to subdivision twenty-one of section 2.10 of the criminal procedure law;
 - e. a deputy sheriff having the powers of a peace officer pursuant to subdivision two of section 2.10 of the criminal procedure law;
 - f. a police officer as defined in paragraphs (a), (b), (c), (d), (e), (f), (j), (k), (l), (o) and (p) of subdivision thirty-four of section 1.20 of the criminal procedure law who has been retired from such employment for a period not to exceed ten years, provided, however, that a retired police officer who has been retired from such employment for a period in excess of ten years shall be required to provide proof to his or her security guard employer of his or her satisfactory completion of an eight hour annual in-service training course approved by the commissioner, and provided further, however, that a retired police officer who will be required by his or her security guard employer to carry a firearm or will be authorized to have access to a firearm shall provide to such employer proof of his or her satisfactory completion of a forty-seven hour firearms training course approved by the commissioner and, if such firearms training course has not been completed within one year prior to such employment, satisfactory completion of an additional eight hour annual firearms in-service training course approved by the commissioner, such training course to be completed at least annually [fig 1] ;or
 - g. a peace officer as defined in subdivisions two, twenty and twenty-five and paragraphs a and b of subdivision twenty-one of section 2.10 of the criminal procedure law who has been retired from such employment for a period not to exceed ten years, provided, however, that a retired peace officer who has been retired from such employment for a period in excess of ten years shall be required to provide proof to his or her security guard employer of his or her satisfactory completion of an eight hour annual in-service training course approved by the municipal police training council, and provided further, however, that a retired peace officer who will be required by his or her security guard employer to carry a firearm or will be authorized to have access to a firearm shall provide to such employer proof of his or her satisfactory completion of a forty-seven hour firearms training course approved by the municipal police training council and, if such firearms training course has not been completed within one year prior to employment, satisfactory completion of an additional eight hour annual firearms in-service training course approved by the municipal police training council, such training course to be completed at least annually.