



**NORTH CAROLINA  
PRIVATE PROTECTIVE SERVICES BOARD**

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**MEMORANDUM – JULY 2013**

TO: PPSB Licensees  
FROM: Terry Wright, PPS Director

*Terry Wright*

The purpose of this informational mailing is to update licensees on various important issues.

**Criminal Record Checks**

Due to recent FBI guideline changes, we will no longer provide the licensee with the state, date, and county regarding **national (out of state)** charges/convictions obtained via the fingerprint record check(s). We are allowed to advise the licensee of the charges/convictions obtained via the public record check. The PPS staff will send the licensee a letter advising that “due to the background investigation conducted on the **applicant**, we are unable to administratively approve his/her application at this time”.

According to the FBI in regards to national charges/convictions we are allowed to send the **applicant** specific details regarding our decision. Therefore, effective immediately the applicant will receive information related to their background investigation. It is imperative that the applicant submit their correct **P.O. Box** or **home** mailing address. The licensee will be sent a letter advising that “due to the background investigation conducted on the applicant we are unable to administratively approve their application at this time”. Once the licensee receives the letter, in order to continue with the application process the, applicant will be required to fill out the **Federal Background Request Form** included with this memorandum. Additional copies can be obtained by accessing the PPSB website located at [www.ncdoj.gov/PPS.aspx](http://www.ncdoj.gov/PPS.aspx). This takes you to the PPS webpage which you will need to scroll down and on the left hand side click on **Forms**.

After we receive the form in the office, we will mail the background information to the applicant. The individual will then be **required** to provide a certified copy of their criminal record from the **public records database** from the jurisdiction of the listed charge(s)/conviction(s). Once we have received the public record(s) we will approve the application, provide a letter to the licensee requesting additional information or advise the licensee of the grounds for denial for said applicant.

If the public record submitted with the application includes the charge/conviction discovered by PPS, no additional criminal record will be required.

Please be advised **under no circumstances** will we be able to provide anyone other than the applicant, the contents of his/her national criminal history record obtained via the fingerprint process.

Please be advised all applicants have a right to review information obtained as a result of the background review process.

### **Right to Review**

Please be advised that we are not allowed to disclose the findings of an **SBI** record. However, if the applicant would like to review and possibly challenge the record, they can do so by accessing [http://www.ncdoj.com/getdoc/9fb7bc66-e7cc-47b1-a8d9-f52c884bbdf2/Right-to-Review\\_Read-Print-ONLY.aspx](http://www.ncdoj.com/getdoc/9fb7bc66-e7cc-47b1-a8d9-f52c884bbdf2/Right-to-Review_Read-Print-ONLY.aspx) or sending a written request to the following:

North Carolina State Bureau of Investigation  
Criminal Information and Identification Section  
Attention: Applicant Unit-Right to Review  
3320 Garner Road  
Post Office Box 29500  
Raleigh, North Carolina 27626-0500

Please be advised that we are not allowed to disclose the findings of an **FBI** record. However, if the applicant would like to review and possibly challenge the record, they can do so by sending a written request to the following:

Federal Bureau of Investigation  
CJIS Division  
Attention: Record Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

## Firearms Training

At the April 18, 2013 Private Protective Services Board (PPSB) meeting, the Board approved the use of a thirty (30) round qualification course. The course was developed by the North Carolina Justice Academy and is an approved firearms qualification course.

The Board's adoption of this course will allow a PPS certified firearms trainer to use either the thirty (30) round course of fire for armed certification or the fifty (50) round courses.

If the firearms trainer chooses to use the thirty (30) round course for the initial twenty (20) hour qualification, the Board voted to allow only one hundred (100) rounds of practice ammunition, instead of the required 150 rounds mandated for the fifty (50) round course.

The firearms trainer **must** indicate on the post-delivery report **and** the Certified Firearms Trainer's Documentation Record whether the student shot the 50 round course or the 30 round course. Both courses cannot be used simultaneously for different students. All students who will fire the thirty round course must fire at the same time and the students who will fire the fifty round course must fire at the same time. The firearms trainer must choose one or the other course of fire for all students included on each post-delivery report.

If a student fails to re-qualify firing the 30 round course of fire, the firearms trainer shall use the 50 round course on subsequent attempts.

Each firearms trainer should contact the PPS training officer directly for a copy of the thirty (30) round course and a description of how to score these targets. The training officer's e-mail address is [jpittman@ncdoj.gov](mailto:jpittman@ncdoj.gov) and the telephone number is 919-788-5320 x 219.

Also, as a reminder, per administrative rule 12 NC 07D .0907 the training officer **shall** be sent the pre-delivery report for all firearms training courses (certification or re-certification) a minimum of five (5) days prior to the commencing of any firearms course.

Furthermore, the PPS Board voted in December 2010, for the armed re-certification class, the Board would prefer that all classroom topics be taught prior to any live fire exercises or yearly re-qualification. However, it is a requirement, the certified firearms trainer at a minimum, present the blocks concerning Safety and Marksmanship before any live fire is conducted.

## Unarmed Guard Dual Registration

There has been some confusion regarding the registration of unarmed guards in a dual capacity versus a transfer. The current process was adopted by the PPSB at the December 15<sup>th</sup> 2006 PPSB meeting. The Board adopted the below listed policy:

If an unarmed guard is currently registered (**actively employed**) with another company they may be registered as **Dual** with a second company. The registration with the second company will expire at the same time that the registration expires with the first company. An updated application and a \$10.00 registration fee will be required.

If an unarmed guard was terminated (**not actively employed**) by a company and the guards registration has not expired and the guard would like to move their remaining time to another company then they would submit a **Transfer** registration. An updated application will be required and a \$15.00 registration fee.



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Web Page  
[www.ncdoj.com/pps.aspx](http://www.ncdoj.com/pps.aspx)

**Federal Background Request Form**

Full Legal Name

(printed or typed)

Date of Birth

Last four(4) digits  
of SSN

Applicant's Mailing Address  
(P.O. Box or Home Address)

City

State

Zip Code

Applicant's Home or Cell  
Phone Number

List the name of the company below in which you have applied with.

Company Name

Type of Application

By signing below the Applicant verifies that the Applicant is the person whose name appears above and that the address provided is the Applicant's current mailing address.

Signature of Applicant: \_\_\_\_\_  
Original Signature Required

Date