

**LICENCING/EMPLOYMENT PROCEDURE
FOR AGENTS/SECURITY GUARDS
PRIVATE INVESTIGATION AND
SECURITY SERVICES ACT**

A **SECURITY GUARD** is a person who, for hire or reward, guards or patrols for the purpose of protecting persons or property and includes a person who: (i) on behalf of his or her employer, supervises and inspects security guards while they are guarding or patrolling; or (ii) accompanies a guard dog while the dog is guarding or patrolling.

An **ARMOURED VEHICLE GUARD** is a person who guards or transports valuable property in an armoured vehicle whether or not the property is owned by his or her employer.

A **PRIVATE INVESTIGATOR** is a person who, for hire or reward, investigates and provides information, and includes a person who: (i) searches for and provides information as to the personal character or actions of a person, or the character or kind of business or occupation of a person; (ii) searches for offenders against the law; (iii) searches for missing persons or property; (iv) performs shopping or other services in civilian or plain clothes for a client for the purpose of reporting to the client upon the conduct, integrity or trustworthiness of his or her employees, or; (v) provides services in civilian or plain clothes for the prevention or detection of shoplifting.

A **BURGLAR ALARM AGENT** is a person who sells, installs, services, tests or patrols a burglar alarm system or acts as an operator to receive signals or responds in person to alarm warnings of a burglar alarm system.

LICENCE

APPLICATION

A licence is required for a private investigator, armoured vehicle guard and a burglar alarm agent. Applications can be mailed to the address indicated below. **No licence is required for a security guard.**

LICENCE FEES

The licence fee for an agent's licence is \$30.00 for each licence class. For a transfer of an agent's licence there is a fee of \$10.00. Payment is made to the Newfoundland Exchequer Account.

TRAINING

A security guard and a private investigator are required to successfully complete an approved training course or examination provided for this purpose. A security guard or private investigator who has not completed the training course may be granted a four month grace period to enroll in an approved training course and twelve months to successfully complete the course.

For a private investigator, proof of enrollment and completion must be submitted to the administrator before the allotted time.

For a security guard, proof of enrollment and completion must be submitted to their employer before the allotted time.

CRIMINAL RECORD SCREENING

A **security guard** is required to submit a letter of conduct to their employing agency which is dated not more than three months prior to the intended employment date. If the letter of conduct discloses a record of criminal conviction or criminal findings of guilt, the agency must obtain authorization from the Administrator before employment is commenced.

A **private investigator** and **burglar alarm agent** must submit a letter of conduct which is dated not more than three months prior to the application date. If the letter of conduct discloses a record of criminal conviction or criminal findings of guilt, the agency must submit, with the application, a previous convictions/findings of guilt report obtained from the court.