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# Standards for Armored Car and Armed Courier Services

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A REPORT PREPARED BY THE  
PRIVATE SECURITY ADVISORY COUNCIL,  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION,  
U.S. DEPARTMENT OF JUSTICE

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ACQUISITIONS

STANDARDS  
FOR  
ARMORED CAR AND ARMED COURIER SERVICES

Prepared by the  
PRIVATE SECURITY ADVISORY COUNCIL  
to the  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
U.S. DEPARTMENT OF JUSTICE

JUNE, 1977

Points of view or opinions expressed in this document are those of the Private Security Advisory Council, and do not necessarily represent the official position or policies of the Department of Justice.

**PRIVATE  
SECURITY ADVISORY COUNCIL of the**

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United States Department of Justice  
Law Enforcement Assistance Administration

June 15, 1977

Mr. James M.H. Gregg  
Acting Administrator  
Law Enforcement Assistance Administration  
U.S. Department of Justice  
633 Indiana Avenue, N.W.  
Washington, D.C. 20531

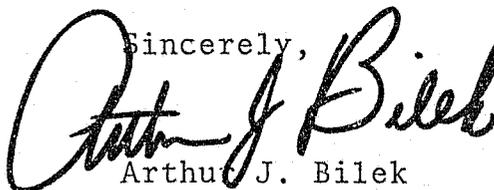
Dear Mr. Gregg:

As Chairman of the Private Security Advisory Council, it gives me pleasure to forward the attached report, Standards for Armored Car and Armed Courier Services, developed by the Council for the Law Enforcement Assistance Administration. This document is the culmination of many hours of volunteer effort by members of the Council and the members of the Armored Car Committee.

In its efforts to improve the crime prevention and reduction capability of private security, the Council and its Armored Car Committee feel that these standards will aid in maximizing the competency and effectiveness of this vital component of private security. In addition to serving as a guide for owners and managers of armored car and armed courier firms, this report will serve other components of private security, law enforcement, the general public and the consumer by improving their knowledge and understanding of this specialized protective service.

Finally, the Advisory Council feels that this report will prove valuable to numerous individuals in both the public and private sectors and therefore recommends that the Law Enforcement Assistance Administration give the appropriate dissemination to this document.

Sincerely,



Arthur J. Bilek  
Chairman  
Private Security Advisory Council

AJB:clm  
Enclosure



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James M.H. Gregg, Acting Administrator

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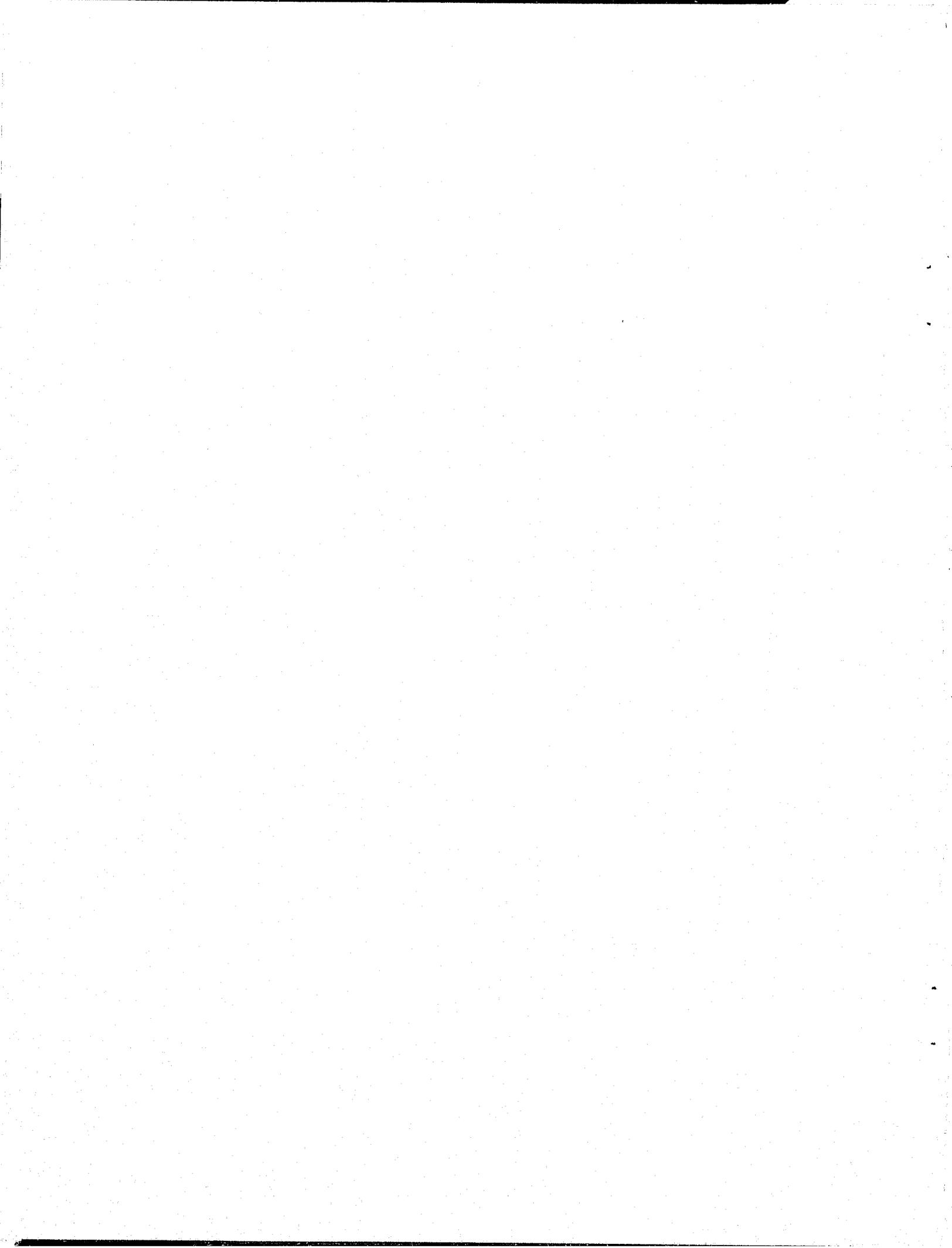
Council Liaison Member

David B. Kelly

Federal Representatives

William F. Powers  
Robert H. Macy

Since its inception, the Private Security Advisory Council has achieved a balanced perspective by the representative nature of its membership. All members of the Council and its six Committees are appointed by the Administrator of LEAA and serve without compensation. Members of the Council and its Committees include leaders and executives from both proprietary and contractual private security; public law enforcement; federal, state and local governments; as well as attorneys, insurance and business executives.



## PREFACE

This document, Standards for Armored Car and Armed Courier Services, was developed by the Private Security Advisory Council and its Armored Car Committee to promote realistic and viable minimum standares necessary to maximize the competency and effectiveness of armored car and armed courier services. These service organizations work around the clock transporting millions of dollars in crowded streets, through shopping areas, in and around cities, and over the road through remote and barren country to distant community banks and business establishments. The following standards are intended to increase the effectiveness of this vital security service and to reduce the alarming incidents of criminal attack upon armored cars and armed couriers.

The major effort in developing this document was performed by the Armored Car Committee, and special acknowledgement and appreciation is due the Chairman and members of that Committee: Leo F. Callahan (Chairman), Melvin Bailet, Robert Bouck, Joseph D. Casey, Maurice K. Gan, Joseph V. Hasselhoff, James Dunbar, Donald K. Lovitt, Daniel A. Ward, and the Council Liaison member: David B. Kelly.

This Committee was assisted in preparing this report by members of the Council's staff support contractors: PRC Public Management Services, Inc., and William C. Cunningham and Philip J. Gross of Hallcrest Systems, Incorporated.

The Advisory Council owes a debt of gratitude to William F. Powers, Government Project Monitor to the Council, for his encouragement in the development of this document.

Arthur J. Bilek  
Chairman  
Private Security Advisory Council

## THE PRIVATE SECURITY ADVISORY COUNCIL

The Private Security Advisory Council was chartered by the Law Enforcement Assistance Administration (LEAA) from 1972 to 1977 to improve the crime prevention capabilities of private security and reduce crime in public and private places by reviewing the relationship between private security systems and public law enforcement agencies, and by developing programs and policies regarding private protection services that are appropriate and consistent with the public interest.

The Council was an outgrowth of a meeting of private security sector representatives, called by LEAA in December 1971, to discuss the research and development efforts of LEAA that related to the private sector and the role of private security in the national effort to reduce crime. During the initial meeting, representatives from the private security sector overwhelmingly recommended that LEAA establish a national advisory committee, made up of persons with expertise in private security, to provide LEAA with continuing advice on matters of appropriate concern. LEAA followed that recommendation, and the Private Security Advisory Council was created shortly thereafter.

In September of 1974, the membership of the Council was broadened to include representation from the public law enforcement agencies and from consumers of private security services. Since its inception, the Council has worked on a number of tasks related to security services provided by the private sector. As established in 1974, the goals and objectives of the Council were:

- To act as an advisory to LEAA on issues of national importance which impact, or are impacted by, the private security industry;
- To raise the standards and increase the efficiency of the private security industry;
- To increase cooperation and understanding between the private security industry and public law enforcement; and
- To provide a viable national forum and point of leadership for matters relating to private security.

To achieve those goals, six committees were established: Alarm Committee, Armored Car Committee, Environmental Security Committee, Guards and Investigators Committee, Law Enforcement/Private Security Relationships Committee, and the Prevention of Terroristic Crimes Committee. Each committee was assigned specific objectives related to accomplishment of Council goals.

The responsibilities and duties of the Private Security Advisory Council were advisory in nature. It could not prescribe or promulgate rules or regulations. Its findings or recommendations were not official; they could be accepted or rejected by LEAA.

Prior to the expiration of its charter in June of 1977, the Council operated pursuant to the provisions of the Federal Advisory Committee Standards Act, Public Law 92-463, LEAA Notice NI300.2, OMB Circular No. A-63, and any additional orders and directives issued in implementation of the Act. The Council was established under the authority of Section 517 of the Omnibus Crime Control and Safe Streets Act of 1968 (Public Law 90-351) as amended by Public Law 91-644 and the scope of its functions was limited to the duties specified in its charter.

The Council has published a number of advisory reports to LEAA on a variety of issues. These include:

- A Report on a Model Hold-Up and Burglar Alarm Business Licensing and Regulatory Statute;
- A Report on the Regulation of Private Security Guard Services, Including a Model Private Security Licensing and Regulatory Statute;
- Terroristic Crimes: An Annotated Bibliography;
- Potential Secondary Impacts of the Crime Prevention Through Environmental Design Concept;
- Private Security Codes of Ethics for Security Management and Security Employees;
- Prevention of Terroristic Crimes: Security Guidelines for Business, Industry and Other Organizations;

- Law Enforcement and Private Security Sources and Areas of Conflict and Strategies for Conflict Resolution;
- Scope of Legal Authority of Private Security Personnel;
- Model Security Guard Training Curricula;
- Standards for Armored Car and Armed Courier Services;
- Guidelines for the Establishment of State and Local Private Security Advisory Councils.

LEAA. Copies of these reports are available without cost from

## I. INTRODUCTION

The worldwide increase in criminal activity, the inability of public law enforcement to meet the protective needs of private industry, and the increase of property theft are just a few of reasons which have resulted in the rapid growth of private security services throughout the country. This recent growth of private security has been such that the current expenditures for private security services exceed those for public law enforcement.

In recognition of the growth of private sector-funded security and its crime prevention impact, two major groups under the sponsorship of the Law Enforcement Assistance Administration, U.S. Department of Justice have been reviewing private security services delivery and have developed relevant standards and advisory reports to improve the crime prevention and reduction capability of private security. These groups, the Private Security Advisory Council and the Private Security Task Force of the National Advisory Committee on Criminal Justice Standards and Goals, feel that one of the most valuable services they could provide would be to establish standards to guide the development of this ever-growing industry, and to ensure the consumer and the public-at-large that those individuals providing protective services meet at least a minimum level of proficiency in their respective tasks. As one of six committees of the Private Security Advisory Council, the Armored Car Committee was formed to study armored car and armed courier services and to develop minimum standards to be used by organizations and for-hire firms supplying these services.

In 1976, when the Armored Car Committee of the Private Security Advisory Council was established, an LEAA spokesperson indicated that its establishment "...was not only because the industry's services are important, but also because some of the largest crimes perpetrated are against armored car firms, causing sizable losses which are of serious concern in the area of crime prevention." The LEAA representative further noted that "while the personnel of the armored car industry are uniformed, carry arms and guard property, they are not security guards of the same type stationed at facilities." As a prelude to discussing standards for armored car and armed courier services, it is necessary to understand the services provided by these firms and the differences between these types of services and those offered by the other segments of private security. After considerable

discussion and deliberation by members of the Committee, the following definition of armored car and armed courier services was adopted:

Armored car services are those wherein individuals, partnerships or corporations assume fiduciary responsibility while providing secured transportation and protection by means of specially designed and constructed bullet-resistant armored vehicles, vaults and armed guards, from one place or point to another place or point, and provide for the safekeeping of money, currency, coins, bullion, securities, bonds, jewelry or other valuables. These services include armed couriers who are engaged in the physical transportation from one place or point to another place or point by means of specially constructed motor vehicles, or air, rail, marine conveyances, or otherwise of money, currency, coins, bullion, securities, bonds, jewelry or other articles of unusual value.

There are also available for-hire courier service companies who employ unarmed persons to transport in standard vehicles documents, business papers, checks in the process of collection, and other time-sensitive items of limited intrinsic value that require expeditious delivery. These service companies are not intended to be covered by the standards developed by the Committee.

The Committee noted that the major distinction between the services provided by the armored car and armed courier companies and those furnished by guard, alarm, or private investigative firms is custody and liability. Armored car guards and armed couriers are engaged exclusively in the safe transportation and custody of valuables, and firms providing these services are liable for the face, declared, or contractual value of the client's property. These service companies are bailees of the valuable property; therefore, the guards and couriers are protecting the property of their employers. This liability extends from the time a receipt is executed at pick-up until a receipt is executed by the consignee at delivery. Except for war risks, the armored car company is absolutely liable for the valuable property during such protective custody. Other private security personnel or firms do not assume comparable liability for the property of their employers or clients which they are protecting. As a matter of fact, the guard company usually disclaims liability caused by losses of property which they are employed to protect.

Currently, there are at least 50 armored car companies operating on a for-hire basis throughout North America, with estimated annual revenues in excess of \$300 million. In addition, there are approximately 12 banks operating armored car

services for their own branches. Armored car employees work around the clock transporting millions of dollars in crowded streets, through shopping areas, in and around cities, and over-the-road through remote and barren country to distant community banks and business establishments. Each of these operations poses different levels of vulnerability to criminal attack and therefore requires well-trained and highly qualified individuals to ensure the safety of the crew and cargo. Due to the vulnerability of the industry and the potential for substantial losses, the Armored Car Committee has undertaken the preparation of these standards.

In reviewing these standards, it should be noted that armored car and armed courier services are usually licensed and/or regulated by federal and/or state government agencies, including the Interstate Commerce Commission, state public service and public utilities commissions, and the U.S. Department of Transportation. Where armored car and armed courier service firms are subject to such licensing and regulation, the regulations usually pertain only to the operation of the firm as a transportation company and not to its security and crime or loss prevention role. However, in terms of their security and loss prevention procedures, these firms are greatly influenced and guided by their insurance carriers.

This report has been prepared to disseminate those realistic and viable minimum standards necessary to maximize the competency and effectiveness of armored car and armed courier service firms as well as their ability to meet the needs of the public and the consumer in terms of the services offered by these firms. This report is intended primarily to serve as a guide for owners and managers of armored car and armed courier service firms. At the same time, however, it should also serve other components of private security, law enforcement, the general public, and the consumer by improving their knowledge and understanding of this specialized protective service. Throughout the consideration of this report it should be remembered that these are minimum standards and every effort should be made to exceed them wherever and whenever possible.

## II. STANDARDS FOR ARMORED CAR AND ARMED COURIER SERVICES

The following standards, covering personnel, training, equipment and performance, have been developed for the armored car and armed courier services industry from input supplied by members of the Armored Car Committee of the Private Security Advisory Council (PSAC) and from the standards developed by the Private Security Task Force (PSTF) of the National Advisory Committee on Criminal Justice Standards and Goals. To provide uniformity and to avoid a duplication of effort, standards developed by the Private Security Task Force have been utilized or adapted where appropriate and are marked with their PSTF number.

### A. PERSONNEL SELECTION

#### A.1 Preemployment Screening (PSTF 1.3)

In order to determine whether prospective personnel are trustworthy and capable, preemployment screening should be initiated. Preemployment screening should include a screening interview, honesty test, detection of deception testing, background investigation, other appropriate job-related tests, including motor vehicle operations ability and licensing, and those other means of determining job suitability available to the employer.

#### Commentary

Private security work demands that employees be both reliable and capable when carrying out assigned tasks and meeting emergencies. Individuals who are dishonest, corrupt, lazy, or emotionally or physically unstable, for example, are unfit for employment in the field.

The intent of this standard is to preclude the employment and/or assignment of personnel until a reasonable preemployment screening has been conducted. Preemployment screening techniques should be used to detect characteristics that would prevent or hinder satisfactory job performance. Individuals who display such characteristics should be rejected for employment. In a field as vital to the safety of individuals and property as security work, the time to discover persons unsuited for the job is before they are hired.

This timely discovery can eliminate costly, dangerous and even deadly mistakes.

Employers should assure that they do not accept statements made on application forms without attempting verification. Employers who do so fail in their responsibility to the public.

Although a thorough, complete screening process is desirable, the extent of preemployment screening is logically controlled by a number of factors, such as the following:

1. The amount of time available for the screening process, from the time of application to the time the employee is scheduled to start work;
2. The amount of funds an employer can economically allocate for the screening process; and
3. The availability of the needed information.

Despite the above limitations, every effort should be made by employers to develop complete and effective preemployment screening procedures. Use of screening interviews, honesty tests, and background investigations as measures of trustworthiness and capability is recommended. The specific extent and method of implementation of these screening techniques should be tempered by logic and economics. Used together, however, these three techniques form a sound nucleus for preemployment screening.

Screening Interview - The screening interview is a two-way communication -- employer to applicant and applicant to employer. Although somewhat subjective, it allows both parties to assess the job situation. Employer questions should include:

1. Why do you want the job?
2. What are your career objectives?
3. What interests you about the job?
4. Other job-related questions.

The employer should clearly indicate to the applicant the requirements, positive and negative aspects, salary and fringe benefits, and other pertinent factors about the job.

The screening interview also allows the employer to assess the applicant's character. Although such an assessment is admittedly highly subjective, the applicant's demeanor and attitude during the interview may indicate the

need for more careful background investigation or even psychological testing.

Honesty Test - For the purpose of this standard, honesty tests refer only to written tests that allow employers to gain insights into a prospective employee's honesty without extensive costs. In general terms, honesty tests are designed to measure trustworthiness, attitude toward honesty, and the need to steal.

Several paper-and-pencil honesty tests were reviewed by the Private Security Task Force and this independent evaluation determined that the tests appear to have high face validity. Several validity and reliability studies supporting such tests have been published in scholarly journals. However, it should be noted that much of the supporting evidence is based on subsequent detection-of-deception examinations of persons who had taken the written honesty tests. Nevertheless, honesty tests used with background investigations should furnish a reliable method of determining honesty.

Background Investigation - Background investigations should be conducted prior to employment and/or assignment. The employment application information stated in Standard A.3 and the qualifications stated in Standard A.2 provide guidance regarding background investigations.

Too often, employers do not conduct any background investigations or investigations are sketchy. Many employers use only the telephone and/or form letters for background information. Such methods do not provide sufficient data for effective verification and evaluation. Although costly, field investigations should be encouraged to provide valuable information about an individual's character and ability that cannot be gained by other means.

Other Screening Considerations - Job-related psychological tests and detection-of-deception examinations where permitted are additional processes that should be included in the screening process. Job factors such as access to funds and other property, control of personnel, whether armed, and so forth, should determine the types of job-related tests that can best serve the employer and the public. It is shocking that many armed guards are not screened to determine if they have major psychological problems that would clearly render them unacceptable for employment involving carrying a deadly weapon. Obviously, extreme care should be taken to ensure that all screening measures are job-related and are not an invasion of the applicant's individual rights. It is also important that all screening methods be administered and evaluated by competent personnel and the results care-

fully protected from illegal release.

Properly conducted, preemployment screening will aid employers in selecting capable and trustworthy employees. By eliminating those unsuited for private security work, such screening processes also may lead to increased productivity and prevention of crime.

A.2 Qualifications for Armed Personnel (PSTF 11.3)\*

Every applicant who seeks to perform a security function in an armed capacity should meet the following minimum qualifications:

1. Be at least 18 years of age; or 21 years of age if required to operate a motor vehicle in accordance with U.S. Department of Transportation regulations;
2. Have a high school diploma or pass an equivalent written examination;
3. Be mentally competent and capable of performing in an armed capacity;
4. Be morally responsible in the judgment of the employer and state regulatory board;
5. Have no felony convictions involving the use of a weapon or history of weapons misuse;
6. Have no felony or misdemeanor convictions that reflect upon the applicant's ability to perform a security function in an armed capacity;
7. Have no physical defects that would hinder job performance; and if hired to drive, should meet U.S. Department of Transportation minimum physical qualifications;
8. Have successfully completed the training requirements for armed personnel set forth in Standards B.1 and B.2; and
9. Possess a valid vehicle operator's license consistent with the appropriate state or federal law.

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\*It should be noted that these standards are intended for armed, operational personnel and do not necessarily pertain to other unarmed employees.

## Commentary

Some of the most serious problems in the private security industry are caused by the use of weapons. Although no statistics are available to determine the frequency of these incidents, it remains unquestioned that the carrying of a firearm includes the potential for serious and dangerous consequences.

Armed security personnel take on an awesome responsibility. Split-second decisions with lethal weapons can result in death or serious injury, and the lives of armed security workers are frequently endangered.

Age - A minimum age requirement of 21 years for persons desiring to be registered as armed personnel was first considered. However, it is believed that there is little correlation between maturity, good judgment, and age. An applicant who can meet all of the other requirements should be allowed registration. Therefore, this report recommends that a minimum age requirement of 18 years should be established for employment of armed personnel. However, those individuals whose responsibilities include the operation of Department of Transportation-regulated motor vehicles must be a minimum of 21 years of age.

Education - In the area of educational requirements, a higher level should be required for armed employees than for other security personnel. The basic education qualifications can be met by a high school diploma or by an equivalent written examination designed to measure basic educational aptitudes.

Competence - The qualification for mental competence can enable the employer to determine if the applicant is able to understand and perform security functions in an armed capacity. A written examination designed to measure the knowledge and skills required or the psychological makeup of the applicant should be used. This qualification is given along with the education requirement, because it is recognized that such formal education or equivalent does not automatically indicate a person is psychologically capable of carrying a weapon.

Although almost totally ignored by both existing state regulatory boards and by private security employers, psychological testing to screen out the obvious cases of emotionally unstable or unsuitable persons should be an important and integral portion of the competency requirement. This step could prevent psychopaths or other seriously mentally ill persons from being certified as armed guards.

Criminal Record - It is difficult to list the specific acts that would indicate that an individual was not morally responsible to carry a weapon. Sometimes a person may meet the listed qualifications, but a review of his records may indicate a very questionable background. A long list of criminal charges or a series of jobs that ended in firing would perhaps be incidents to watch for.

Any person who has been convicted of a felony involving the use of a weapon should not be employed in an armed capacity. No exception should be made, regardless of extenuating circumstances, passage of time, or indications of rehabilitation. The responsibility of carrying a firearm is too grave to take the chance that a person previously misusing a gun would not do so again.

Although no flexibility is recommended for felony convictions involving weapons, convictions for other offenses should be carefully studied before denying employment. It is in the public interest to assist the rehabilitation of convicted offenders by removing restrictions upon their ability to obtain employment. But, it also must be recognized that the ex-offender is being employed to perform a security function in an armed capacity. Therefore, if an applicant has a conviction record, the employer should carefully consider whether such convictions reflect upon the applicant's ability to perform a security function in an armed capacity.

Physical Fitness - The next qualification concerns physical requirements. Such requirements should not be unduly restrictive and should not include height and weight specifications or other requirements that have little relation to performance in an armed capacity. Physical standards, however, cannot be totally disregarded. Obviously, good eyesight and hearing are vital to anyone who carries a weapon. In order to protect the individual and the public, specific vision and hearing requirements should be carefully considered. In addition, armored car personnel required to operate armored vehicles interstate must meet U.S. Department of Transportation minimum physical qualifications.

Training - Finally, this standard incorporates the specific training recommendations set forth in Standards B.1 and B.2. Training can greatly improve the competence of security personnel to aid in crime prevention and control. Competence and proficiency in the use of a firearm should be demonstrated by those who seek to be employed as armed security personnel. This can best be shown by successful completion of the required arms training recommended in Standards B.1 and B.2.

### A.3 Application for Employment (PSTF 1.6)

An employment application should be used to provide a basis for the screening process and should contain the following information:

1. Full name,
2. Aliases,
3. Proof of age,
4. Statement of U.S. citizenship or work permit number for aliens,
5. Current residence and phone number,
6. Prior residences for the past ten (10) years,
7. Educational background,
8. Previous employment,
9. Physical conditions as they relate to the job,
10. Dates of military service and type of discharge,
11. Record of traffic accidents and violations, criminal convictions and pending criminal charges and indictments,
12. Credit information relevant to the job,
13. A set of fingerprints to be processed through the appropriate state and federal law enforcement agencies,
14. Several character references, and
15. A signed statement granting the employer permission to make inquiry to any person, firm or corporation with reference to the applicant's past record and which releases any such person, firm or corporation from any claim that may arise by reason of disclosures made in reply to such inquiry.

#### Commentary

The employment application form often is the only formal document that appears in an employee's personnel file. It is the only document that many employers have providing information about the applicant's work history, educational preparation, and

former residences. Particularly during the preemployment screening process, it often is the only information employers have readily available to assist investigations.

Every applicant should be required to complete all items on the application in his or her own handwriting, as well as provide the following documents:

1. Proof of age;
2. Proof of education;
3. Armed Forces of the United States Report of Transfer or Discharge (DD214), if appropriate;
4. Other job-related documents, i.e., the appropriate class of vehicle operator's license; and
5. A set of fingerprints. This is necessary in conjunction with the employment application for three main purposes: (1) to positively determine if the applicant has a criminal conviction record; (2) to give the employer an opportunity to verify the information on the application by a fingerprint check, if needed; and (3) to provide a document for positive identification in the situation in which the employee was killed on the job in a manner preventing routine identification, such as death by explosion.

A good employment application is an important part of the screening process. It not only provides a basis for background investigations, but also guards against verbal misrepresentations by the applicant.

The employer must assume certain responsibilities in using application forms. For example, it should be clearly stated on the application form that falsification of material information on the application is grounds for denial of employment or dismissal after employment. The employer should verbally call this to the applicant's attention. In addition, the employer should constantly review the forms in use to ensure compliance with equal employment opportunity guidelines and the individual's right to privacy.

The application should be carefully reviewed to ensure that the questions are pertinent to the job to be performed and reveal all necessary information. The time spent in verifying the application's completeness and accuracy will increase the employer's capability to eliminate unsuitable applicants and select the most qualified personnel.

#### A.4 Background Investigation

A background investigation should be conducted, prior to employment, for all personnel having access to or custody of property consigned to an armored car or armed courier organization.

##### Commentary

A basic background investigation should be conducted by or for the employing firm to verify information given on the employment application and the applicant's suitability for the task being considered. Specific assistance should be requested from federal, state or local licensing or law enforcement agencies to determine prior criminal history and traffic violations, credit reporting agencies to determine an individual's credit history, and detection of deception examiners to verify information on the application and the individual's honesty.

#### A.5 Probationary Period

A ninety-day probationary period should be established for all armored car and armed courier service personnel.

##### Commentary

The utilization of a probationary period would enable an armored car or armed courier service firm to evaluate individuals prior to their becoming permanent employees. During this time, personnel who do not meet company performance standards could be summarily discharged.

#### A.6 Code of Ethics (PSTF 3.1)

The codes of ethics prepared by the Private Security Advisory Council should be adopted and enforced for armored car and armed courier services personnel and employers.

##### Commentary

A code of ethics is a statement that incorporates moral and ethical principles and philosophies. It is a necessary prerequisite for any profession, providing guidance to its members so that their activities can be measured against a standard of behavior. The need for a private security code of ethics is apparent. Private security personnel come into almost constant contact with human frailties and make decisions that can affect the welfare of many.

The Law Enforcement/Private Security Relationships Committee of the Private Security Advisory Council has developed and the Council adopted the following codes for management and employees. With regard to the pledge to "protect life and property," it should be noted that in the armored car and armed courier services industry, primary responsibility for protection of property is limited to their fiduciary responsibility for valuables entrusted to them by their clients and protection of life is limited to the lives of their employees who are engaged in the transportation, protection and safekeeping of these valuables.

#### Code of Ethics for Private Security Management

As managers of private security functions and employees, we pledge:

- I To recognize that our principal responsibilities are, in the service of our organizations and clients, to protect life and property as well as to prevent and reduce crime against our business, industry, or other organizations and institutions; and in the public interest, to uphold the law and to respect the constitutional rights of all persons.
- II To be guided by a sense of integrity, honor, justice and morality in the conduct of business; in all personnel matters; in relationships with governmental agencies, clients, and employers; and in responsibilities to the general public.
- III To strive faithfully to render security services of the highest quality and to work continuously to improve our knowledge and skills and thereby improve the overall effectiveness of private security.
- IV To uphold the trust of our employers, our clients, and the public by performing our functions within the law, not ordering or condoning violations of law, and ensuring that our security personnel conduct their assigned duties lawfully and with proper regard for the rights of others.
- V To respect the reputation and practice of others in private security, but to expose to the proper authorities any conduct that is unethical or unlawful.
- VI To apply uniform and equitable standards of employment in recruiting and selecting personnel regardless of race, creed, color, sex, or age, and in providing salaries commensurate with job responsibilities and with training, education and experience.

- VII To cooperate with recognized and responsible law enforcement and other criminal justice agencies; to comply with security licensing and registration laws and other statutory requirements that pertain to our business.
- VIII To respect and protect the confidential and privileged information of employers and clients beyond the terms of our employment, except where their interests are contrary to law or to this Code of Ethics.
- IX To maintain a professional posture in all business relationships with employers and clients, with others in the private security field, and with members of other professions; and to insist that our personnel adhere to the highest standards of professional conduct.
- X To encourage the professional advancement of our personnel by assisting them to acquire appropriate security knowledge, education, and training.

Code of Ethics for Private Security Employees

In recognition of the significant contribution of private security to crime prevention and reduction, as a private security employee, I pledge:

- I To accept the responsibilities and fulfill the obligations of my role: protecting life and property; preventing and reducing crimes against my employer's business or other organizations and institutions to which I am assigned; upholding the law; and respecting the constitutional rights of all persons.
- II To conduct myself with honesty and integrity and to adhere to the highest moral principles in the performance of my security duties.
- III To be faithful, diligent, and dependable in discharging my duties, and to uphold at all times the laws, policies, and procedures that protect the rights of others.
- IV To observe the precepts of truth, accuracy and prudence, without allowing personal feelings, prejudices, animosities or friendships to influence my judgments.
- V To report to my superiors, without hesitation,

any violation of the law or of my employer's or client's regulations.

- VI To respect and protect the confidential and privileged information of my employer or client beyond the term of my employment, except where their interests are contrary to law or to this Code of Ethics.
- VII To cooperate with all recognized and responsible law enforcement and government agencies in matters within their jurisdiction.
- VIII To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of my employer.
- IX To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer, and private security.
- X To strive continually to improve my performance by seeking training and educational opportunities that will better prepare me for my private security duties.

Employers, private security personnel, and professional organizations should seek to enforce the codes to the best of their ability through peer pressure, disciplinary procedures, and, as appropriate, criminal and civil actions. Indeed, a combined effort of all parties involved is required if the codes are to truly represent a standard of excellence for the industry.

The adoption of industry-wide codes of ethics for private security employers and personnel is a necessary and worthwhile goal. It can be a significant advancement toward improved crime prevention, better protection of public rights, and professionalization of the industry.

## B. TRAINING

### B.1 Preassignment and Basic Training (PSTF 2.5)

All persons employed as armored car personnel or as armed couriers, including those presently employed and part-time personnel, should successfully:

1. Complete a minimum of 8 hours formal preassignment training;
2. Complete a basic training course of a minimum of 32

hours (excluding firearms training) within 3 months of assignment. A maximum of 16 hours can be supervised on-the-job training.

### Commentary

This standard recommends that training requirements be initiated for all operational security personnel. Because the instruction received at this stage familiarizes the employee with the responsibilities of the job and establishes certain basic skills and concepts, it is recommended that every security employee successfully complete 8 hours of preassignment training before commencing work.

Due to the complexity of functions performed by security personnel, the final determination of subject content for preassignment training will need to be made by employers and regulatory agencies; however, the following topical outline is recommended as a general guide.

This model preassignment training program was prepared in 1975 by the Training Committee of the National Armored Car Association at the request of the Private Security Task Force.

### Model Preassignment Training Program for an Armored Car Guard

	<u>Minutes</u>
Section I - Orientation (2 hours)	
● Protective transportation:	50
History of armored car industry	
Basic elements of service	
Interface with the financial community	
● The company:	
History of employer	15
Organizational structure	15
Wages and benefits	20
Driver/guard	
Messenger/guard	
Custodian/guard	
Section II - Legal Powers and Limitations (2 hours)	
● Parameters of operation	
We are not policemen or stationary guards	10

Theory of bailment	10
Use of selective force in defensive role	25
Weapons philosophy	25
Physical force and its operational application	20
Restraints in dissemination of confidential information	10

Section III - Handling Emergencies (2 hours)

• Emergency situations (an overview)	30
Defining the threat	
Robbery	
On the sidewalk	
In customer's premises	
In the truck	
Political terrorists versus conventional criminal	70
Extortion	
Abduction	
Ambush	
Bomb threats	

Section IV - General Duties (2 hours) Minutes

• Fire procedures	25
• Traffic accidents	25
• Rules and regulations	40
Uniforms	
Equipment (familiarization)	
Armored truck	
Handtruck	
Seals and bags	
Terminals	
Vaults	
Security areas	
• Deportment	10

In implementing the suggested preassignment training programs, the following factors should be noted:

- All topics in Sections I and II should be covered in some portion of the 2 hours assigned.
- Only pertinent topics in Sections III and IV need to be included in the 2 hours assigned.

- Supervised, on-the-job training cannot be used to meet preassignment training.
- Lectures, films, programmed learning and other training methods can be used.

Basic Training - Upon successful completion of preassignment training, the employee should be allowed to begin work, but training should not stop at this point. Additional training is needed to provide the skills, knowledge, and judgment necessary for efficient, effective job performance. Although the importance of this training cannot be over-emphasized, it is recognized that the high cost of training may place a heavy economic burden on some employers. Therefore, a realistic minimum of 32 hours of basic training is recommended in addition to preassignment training. This training should be completed over a 3-month period and may include a maximum of 16 hours on-the-job training.

Although many may believe that the 32-hour training standard is totally inadequate, it is a progressive step in terms of the amount of training presently provided. Admittedly, it is far short of the 400 hours recommended in 1973 for sworn police officers by the National Advisory Commission on Criminal Justice Standards and Goals. It should be understood, however, that federal, state and local tax dollars support training for public law enforcement officers, but only limited monetary resources are available to provide training for private security personnel. Ultimately, a large portion of the cost would have to be borne by the consumer. Although, in some instances, employees are required to pay the cost of their own training, this practice is discouraged unless such training is personally sought by the individual to prepare himself for private security employment. The 32-hour minimum basic requirement is believed to be economically feasible for implementation by all; those employers financially capable of providing additional training should surpass the 32-hour minimum.

Basic training requirements, as stated in this standard, should apply to both presently employed and part-time personnel. They should be required to have the same training as newly hired personnel if uniform quality of performance is to be achieved. Part-time employees also assume the same responsibilities and need the same amount of training.

By allowing 16 hours of the basic training to be completed on the job, employers can maximize the training effect. However, it is very important that close supervision is provided for employers to meet the intent of the standard. With appropriate supervision, an employee can effectively relate classroom instruction to the specific job performed.

This model 32-hour basic training course was presented to the Private Security Task Force in 1975 by the Training Committee of the National Armored Car Association.

Model 32-Hour Basic Training Course  
for Armored Car Guards

Section I - Prevention/Detection (6 hours) (Operating procedures)	<u>Minutes</u>
● Crew operations	100
In the terminal	
On the street	
On customer's premises	
● Armored truck and equipment drills	50
● Packaging	25
● Receipting system	50
● Reporting and forms preparation	25
● Police liaison	50
Section II - Enforcement (Robbery and loss) (4 hours)	
● Case studies of attacks on men and equipment	50
● Role playing	150
Section III - General/Emergency services (6 hours) (Emergency response)	
● Trauma treatment (10-minute medicine)	100
Gunshot	
Explosion	
Burns	
Vehicle accidents	
CPR training	
● Basic firefighting techniques	25
● Basic self-defense	75
● Bomb threats	50
Bomb recognition	
Vehicle inspection	
Tactical reaction to a bomb	
Bomb call threat to terminal	

Customer premises threat  
Suspicious device located  
On the vehicle  
In the terminal  
In customer's premises

- Use of communications 50

Section IV - Special problems (4 hours)  
(Emergency drivers)

- Defensive driving 40
- Philosophy of offensive driving 30
  - Counterambush
  - Urban
  - Rural
- Night driving 30
- Hands-on driver training 100

Should include at least 12 hours of supervised on-the-job training to include examination and course evaluation. (Note: A number of industry representatives indicated that more than 12 hours of supervised on-the-job training would be provided to meet employees' needs).

Because all armored car guards are armed (and to meet the firearms training of Standard B.2), the Training Committee of the National Armored Car Association included the following outline as part of the basic training program:

Firearms Training

Company and industry policy on use of weapons  
Legal limitations  
Firearms safety  
Care and cleaning  
Basic revolver training

- Combat firing
- Use of gunports
- Use of shotgun

Qualification and certification

Several final points involving this training standard are offered for purposes of clarity:

1. The issue of an exemption from the requirements of this standard - a "grandfather" clause - for all private security personnel was considered and rejected because the training standard is a basic

minimum and all personnel should receive it.

2. Formal or classroom training, both for preassignment and basic, can be lectures, films, slides, programmed instruction, and the use of other training media.
3. Supervised, on-the-job training means that personnel receive close observation and supervision. Merely being assigned to a job cannot be called on-the-job training.
4. The 3-month period to complete training is included to allow employers the flexibility to group personnel into training sessions that best meet the employers' and employees' needs, and also to minimize the economic losses caused by training persons who leave after a short period of time.
5. At least one hour for examinations should be included in the training curriculum and should be taken as a reduction in the supervised, on-the-job training hours. Depending on the delivery system, it may be advisable to have a testing block of time for each section.
6. Part-time personnel means all personnel who work less than full-time and includes personnel listed as temporary, half-time, and so forth.
7. Some may view the 8-hour preassignment training as totally inadequate preparation before starting employment. More preassignment training, as appropriate, is encouraged. Many subjects in the basic course could be included in an expanded preassignment course.

## B.2 Arms Training

All armored car and armed courier services personnel required to carry firearms, including those presently employed and part-time personnel, should:

1. Be required to successfully complete a standard firearms training and qualification program consisting of:
  - a. A six-hour classroom session to include information concerning:
    - The weapon and its ammunition
    - Care and cleaning of the weapon
    - Firearms safety - on duty, at home and on the range
    - Ethical, legal, and policy restraints

- concerning weapons use  
● Review and examination

and

- b. A range qualification program for each of the firearms to be carried while on duty.
2. Be required to requalify, at least once every 12 months, with the firearm(s) carried while on duty.

#### Commentary

"Armed personnel are defined as persons, uniformed or non-uniformed, who carry or use at any time any form of firearm. The serious consequences, for both employers and employees, when untrained personnel are assigned to jobs that require firearms are obvious. These consequences can be generally outlined as:

1. Self-injury because of mishandling of the weapon;
2. Injury to others, often innocent bystanders, because of lack of skill when firing the weapon; and
3. Criminal and/or civil suits against both employers and employees resulting from the above actions."

(Report of the Task Force on Private Security, p. 107).

The intent of this standard is that armored car and armed courier employees should not be allowed to carry firearms while performing their duties unless they can demonstrate competency and proficiency in their use.

Two nationally recognized range qualification programs for private security employees have been developed and should be considered for adoption. These include:

- Standard 2.6 of the Private Security Task Force, and
- Security Qualification Program, National Rifle Association.

Materials concerning these programs are reproduced in the appendix to this report.

#### B.3 Ongoing Training (PSTF 2.7)

Armored car and armed courier employers should ensure that

security personnel are given ongoing training by using roll-call training, training bulletins, and other training media.

### Commentary

Preassignment and basic training standards are designed to give personnel the basic skills, knowledge, and judgment needed to perform their duties. But, situations and conditions change. Therefore, ongoing training also is needed to keep employees currently informed on issues, such as changes in company policies, legal aspects of their jobs, and technological improvements relating to their job functions. Also, employees may forget certain important aspects of their training and need to have their memories refreshed.

To ensure that employees understand the content of ongoing training, a feedback system should be developed. Feedback can be provided by question-and-answer sessions after roll-call training, true-false or short answer questions relating to training bulletins, practical exercises, specific responses for programmed instruction courses, and other appropriate techniques.

Ongoing training should not be confused with in-service training. There are certain basic differences between the two. Ongoing training, unlike in-service training, is not classroom oriented, and does not require a specific number of hours during a specific timeframe. It is a flexible, continuous program that should be individualized. The main thrust of ongoing training should be to provide training on important subjects that are not part of the day-to-day routine.

The structured, formalized classroom nature of most in-service training programs in terms of regulated subject selection and specified classroom hour requirements precludes the type of individualized instruction needed for private security personnel.

In-service training is also considered impractical for private security personnel for the following reasons:

1. In-service training may not be economically feasible.
2. Employees who are performing their services efficiently and effectively may not need formal in-service training.
3. Formal in-service training often is used to avoid continuous ongoing training.

In summary, the need for training is continuous. Roll-call training, training bulletins, and other training media should be used on a continuous basis to provide private

security personnel with the necessary skills, knowledge, and judgment to perform efficiently and effectively.

#### B.4 Training of Supervisors and Managers (PSTF 2.8)

Armored car and armed courier employers should provide effective job-related training for supervisory and managerial employees. Appropriate prior training, education, or professional certification should be accepted to meet this requirement.

##### Commentary

Because the quality of an organization is determined largely by its personnel, all personnel should be well trained for their respective roles. Training should not stop at the basic level but should be available and encouraged at all levels.

Private security supervisory and managerial personnel perform important functions, yet there is a definite lack of advanced training for them. Although the private security industry offers few training opportunities for supervisors and managers, they are available from other organizations. The Traffic Institute at Northwestern University and the Southern Police Institute, School of Police Administration at the University of Louisville, for example, provide excellent training programs. College and university credit and privately-sponsored management development seminars for supervisors and managers should be accepted as fulfilling the requirements of this standard. Existing management training schools might be encouraged to develop appropriate courses of study. In the meantime, employers should encourage their supervisors and managers to use existing training opportunities.

#### C. EQUIPMENT

##### C.1 Mistaken Identity of Private Security Personnel (PSTF 6.5)

Titles, verbal representations, and visual items that cause the public to mistake private security personnel for law enforcement officers should be eliminated; armored car and armed courier companies should ensure that their personnel and equipment are easily distinguishable from public law enforcement personnel and equipment.

##### Commentary

Citizens seldom realize that their own powers of arrest and detention are usually equal to those of security officers. Uniforms give security officers the appearance of authority, which often gains the consent and cooperation of others. But,

this raises a question: Does wearing a uniform imply authority of a privately-employed agent of a private entity or, the authority of a uniformed agent of a governmental agency?

There can be no doubt that uniforms are necessary to private security personnel. However, the use of uniforms, badges, insignias, titles, vehicles, and other equipment similar to those used by law enforcement agencies has often caused problems of mistaken identity. These problems usually can be traced to four causal factors. First, the public fails to closely examine or educate themselves in the identity of uniformed persons and equipment and who they represent. The public often cannot differentiate between local law enforcement uniforms and equipment purchased with their own tax dollars and privately uniformed and equipped security personnel. A second factor adding to confusion is caused by public law enforcement practices. Law enforcement agencies have consistently purchased uniforms that differ from jurisdiction to jurisdiction. Third, the private security industry contributes to mistaken identity problems by using uniforms and equipment similar to those used by local law enforcement. The industry realizes the effect of uniforms on the public and, therefore, imitates as closely as possible local law enforcement uniforms. Finally, the problem of mistaken identity is magnified by unscrupulous security personnel and private detectives and investigators who impersonate and misrepresent themselves to the public.

It is recommended that verbal and visual items causing mistaken identity be eliminated. The intent is not to take private security personnel out of uniform, but simply to replace those items creating problems with others that would not create problems. Some specific suggestions for distinguishing private security forces without causing confusion follow.

Security personnel should be required to wear a photo identification card for two reasons. First, when a citizen is confronted by a uniformed individual, establishment of the identity of this individual in the clearest possible fashion is a basic premise supported by all professionals. A photo identification card clearly identifies a uniformed person otherwise indistinguishable from others similarly attired thereby helping to insure company integrity and security. Second, a uniformed individual is less likely to misrepresent himself if required to wear an identification card containing his name, a recent photo and a signature for verification during the receipting process. Security personnel not wearing identification cards would become suspect of attempting to conceal their identity.

Another way to clearly identify persons in uniform is

to require shoulder patches of a uniform color, size and design. The wording on the patch should be limited to the name of the armored car or armed courier employer. No design should be allowed. In the past, certain companies have used on shoulder patches words such as "police" or the name of the community in which they do business. Designs similar to state or city seals have been used. These practices tend to confuse the public, because law enforcement officers wear similar patches.

In regard to equipment, armored car and armed courier vehicles should bear no resemblance to those used by law enforcement agencies within the same jurisdiction. Similar colors and color patterns, emergency light arrangements, and positioning, shape and wording of any company logo should not resemble those used by local law enforcement agencies. All other equipment should be evaluated for possible conflicts.

One other item necessary to the armored car or armed courier guard uniform is a patch that clearly indicates the individual's capacity such as "armored car guard," "armed courier," and so forth. When a title is spelled out on the uniform, little doubt remains as to the status of the uniformed individual.

The terms "police," "deputy," "special police," and the name of the local city, county, or state should not appear on uniforms, insignias, or vehicles of an armored car or armed courier company.

## C.2 Uniforms

All armored car and armed courier personnel should be outfitted with a distinctive uniform, except in those circumstances where these personnel work in plain clothes or unmarked vehicles in a supervisory, escort or other capacity where wearing a uniform would be prejudicial to the accomplishment of the assignment.

### Commentary

All uniforms issued should be in accordance with Section 41(a), (c) and (d) of the Regulation of Private Security Services' Model Private Security Licensing and Regulatory Statute, prepared by the PSAC, which states:

"(a) No individual, while performing the duties of an armed or unarmed private security officer shall wear or display any badge, insignia, device, shield, patch or pattern which shall indicate or tend to indicate that he is a sworn peace officer

or which contains or includes the word 'police' or the equivalent thereof, or is similar in wording to any law enforcement agency in this State.

(c) If a Private Security Officer is required to wear a uniform, it shall be furnished by the employer. All military or police style uniforms shall, except for rainwear or other foul weather clothing have:

- (1) Affixed over the left breast pocket, on the outermost garment and on all caps worn by such persons, badges, distinct in design from those utilized by law enforcement agencies within the State and approved by the Licensing Authority;
- (2) Affixed over the right breast pocket of such outermost garment a plate or tape of the size 5" x 1" with the words 'Security Officer' (or, more appropriately, 'Armored Car Guard').

(d) An employer may require a reasonable deposit to secure the return of the uniform, weapon, or any equipment provided by the employer."

Only in rare and unusual circumstances should these personnel work in "plainclothes" and/or "unmarked" vehicles. To facilitate the identification of armored car and armed courier personnel, each employee should also be required to wear on an outer garment a company-issued, tamper-resistant identification card incorporating the individual's name, physical description, signature and a color photo. This procedure would help to prevent individuals from impersonating company personnel.

### C.3 Personnel Protective Equipment

Each armored car and armed courier firm should maintain a state-of-the-art awareness of personal protective equipment and should utilize such equipment where appropriate and in accordance with their company policies.

#### Commentary

This standard has been developed in light of the increase of criminal and terrorist activity and the threat it poses to uniformed security and law enforcement officers. The potential for attacks on law enforcement personnel has been realized and has resulted in the wearing of protective equipment by many law enforcement officers.

The level of protection required must be determined by the threat to crew members and cargo. This recommendation is extended to all crew members since any of them may be subject to gunfire should they be forced to leave the vehicle due to an attack with incendiary or explosive devices.

#### C.4 Weapons Issuance

Each employee assigned to a protective task should be issued a company-owned, hand-held weapon and such other weapons or protective devices necessary for the safeguarding of the cargo and protection of the crew members' lives, for use while on duty.

##### Commentary

Issuance of such weapons should be done in accordance with the level of threat and the appropriate gun control laws only after the individual has completed the required training for the specific weapon(s) or other protective device(s) being issued. Weapons control procedures should be instituted to insure the accountability for all company-owned weapons, and, whenever possible, should provide for the safekeeping of all weapons by the company when they are not in use by on-duty personnel.

#### C.5 Weapons Size

At a minimum, all hand-held weapons issued should be no smaller than .38 calibre, and a shotgun, 12 gauge.

##### Commentary

Law enforcement agencies constantly reevaluate the weaponry issued their personnel to ensure that it meets current threats. Considering that armed security personnel could face the same level of threat as that of a police officer, the weapons research of the local law enforcement agency should be utilized.

#### C.6 Vehicle Construction

Motor vehicles specially designed and constructed to transport valuable property should provide protection to each crew member from a weapon equal to that issued to the armored car personnel.

##### Commentary

This standard has been prepared to ensure the protection of the vehicle, its crew and the cargo from those small arms

commonly found "on the street." This minimum standard will not provide protection from the more sophisticated weapons available to the professional criminal or terrorist attempting to overtake an armored vehicle.

Each company should evaluate the threat to its vehicles and personnel prior to determining the level of protection or armor needed. The following are some of the questions to be addressed:

- Value of the cargo being transported;
- Location of the route and availability of police response, i.e., is the route through a highly populated, well-policed community, or is it through a rural area with limited police response capability;
- Sophistication of the potential attackers;
- Potential or risk of an attack.

In selecting armor, consideration should be given to the new, lighter-weight materials currently available. Some of these may be used to reinforce current protection levels or as the primary protection. In either case, use of lighter materials should increase fuel mileage and should reduce wear on the vehicle due to its lighter weight.

#### C.7 Vehicle Warning Devices

Electrical and/or mechanical warning, alarm, or other security devices should be incorporated into the vehicle to protect against unauthorized entry or attack.

##### Commentary

The availability of warning or alarm devices in each transport vehicle is intended to serve as a deterrent to hold-up or robbery. In an urban setting, these devices enable the crew to bring attention to the vehicle, thereby increasing the potential for witnesses and bystanders to notify the police. These devices should be wired for manual signalling from each compartment within the vehicle and for automatic operation should any of the doors be forced open. In urban settings, flashing lights and/or sirens would satisfy this standard, where permitted under the law. However, those vehicles spending a substantial amount of time in rural areas should also consider radio distress signals strong enough to reach the vehicle's base of operation.

## C.8 Vehicle Locking Devices

Electrical and/or mechanical "dead" bolt locks should be installed on all doors to the armored vehicle and should be operable from inside the vehicle only. These locks should be supplemental to appropriate spring locks.

### Commentary

The utilization of locks operated from inside the vehicle should serve as an added protection against unauthorized entry. With these devices, the crew member in the vehicle can lock out a fellow crew member or other individual if he believes something is wrong or if a set of keys is taken from one of the other crew members.

The combination of both an interior-operated and an exterior-operated lock provides a good check-and-balance system since it requires the participation of two individuals in all operations involving the loading or removing of cargo.

## C.9 Vehicle Communication Equipment

All armored vehicles used for the transport of valuable property should be equipped with the two-way communications equipment necessary to enable members of the crew to obtain assistance in the event of emergency.

### Commentary

Should an armored vehicle become disabled or subject to an attack, the protection of the crew and the cargo will be dependent on the ability of the crew to signal for help. To ensure this capability, each vehicle should be equipped with communications equipment conducive to the area being serviced. Communications capability should extend between the vehicle and its base and, where permissible, to a local law enforcement agency. In rural areas where distance and/or terrain could affect the capability of some radio equipment, consideration should be given to equipping the vehicle with a citizens band radio, since these are very common in rural areas and increasingly so in urban areas. In addition, citizens band radios are now being monitored by numerous police agencies across the country.

For the benefits of this equipment to be fully realized, access to the transmission mode should be available to both the driver and cargo sections of the vehicle so that either crew member can call for help without having to leave his assigned area of responsibility, thereby compromising the security of the crew and/or the cargo. To ensure coordination during both routine and emergency operations, communications

capability should exist between all compartments of the vehicle.

#### C.10 Vehicle Identification

All armored vehicles should have painted or otherwise affixed thereon the company name and/or logo, an individual truck identification number, and those other numbers required by such bodies as the Interstate Commerce Commission or State Public Utilities Commission or Public Service Commission. Desirably, company names and logos and truck identification numbers should be visible at street level for a distance of 100 feet and should appear on both sides and the rear of the vehicle.

In those communities where aerial law enforcement patrols are in operation, truck identification markings should also appear on the roof of the vehicle to aid in aerial location and tracking.

#### Commentary

Should an attack or hijacking be carried out against the armored vehicle, it is vital for witnesses and the police to be able to individually identify the specific vehicle. Only through simple and visible identification procedures can this be accomplished.

#### C.11 Packaging

All packages and parcels accepted for armored car and armed courier transportation or safekeeping should be constructed in such a manner so as to prevent the non-forceful removal or alteration of the contents. Each container should be sealed prior to acceptance by the carrier in such a manner so that unauthorized opening of the container will be readily detectable. In addition, each container should be individually identifiable so that a system of receipts can be utilized throughout the chain of custody. Receipts should not be issued for any container that is not properly sealed or is in any way damaged to the extent that the security is compromised without the written acknowledgement and acceptance of liability by the consignor.

#### Commentary

The procedures outlined in Standard C.11 have been developed to ensure the security and accountability of the cargo. Once an armored car crew member or armed courier accepts a package which is not properly sealed or receipted, he is exposing his company to a claim for loss since he cannot document what was in fact in the package or that a

loss did not occur during shipment. Considering the value of items being transported, accountability should be of prime importance.

#### C.12 Vaults

(A) All safes and/or vaults utilized for the storage and safekeeping of valuable property should be of such construction so as to delay an intruder, at a minimum, long enough for a response force to arrive at the scene after an alarm has been tripped. For those facilities employing a proprietary response force, this delay time should be calculated based upon the time required for a back-up or secondary response force to arrive.

(B) All safes and/or vaults utilized for the storage and safekeeping of valuable property should be equipped with a primary perimeter alarm system and a secondary interior alarm system, both monitored by a central station, if available, or by a law enforcement agency, if permissible, and protected with line security technology. If neither a central station nor police direct connect alarm system is available, an appropriate local alarm system should be used. All alarm system components should be U.L. certified.

#### Commentary

The assumption made in developing this standard is that any item consigned to an armored car or armed courier service company for storage and safekeeping is of such a value, either in terms of its intrinsic value or irreplaceability, that it requires a high degree of security. Rather than requiring a specific level of safe protection, which, in most cases, will be required by the insurance carriers, it is felt that a safe and/or vault should be selected in terms of its deterrent to theft, since, in fact, any safe or vault can be penetrated if sufficient time is available. Therefore, the key factor in selecting a safe or vault is its ability to delay an intruder or attacker long enough for a response by the appropriate personnel. The intent of the double alarm system is to detect movement in the vault, should the perimeter alarm be circumvented.

#### C.13 Terminal Security

A comprehensive security system should be utilized to protect the property of and in the custody of the company, the personnel, and the company's sensitive information, such as route schedules and personnel assignments. Such a system should include, at a minimum, personnel identification procedures, access and key control procedures, intrusion detection

devices, weapons and vehicle security procedures, and property accountability programs utilizing sealed containers.

#### Commentary

To specify detailed equipment or procedures to be implemented for terminal security would be unrealistic. The development and implementation of a comprehensive security system must be done on an individual basis, depending on such factors as:

- The location of the terminal;
- The local criminal threat and level of police service;
- Value and type of items being safeguarded;
- The requirements of the insurance carrier.

The procedures delineated in this standard are meant to serve as a guide to the type of programs which must be considered for a comprehensive security program.

### D. PERFORMANCE

#### D.1 Unattended Armored Vehicles

Armored vehicles should only be left unattended when they are empty, locked, and in the terminal or other guarded facility. The vehicle should not be left unattended if any cargo is aboard. Prior to using an unattended vehicle, a visual search or inspection should be made of its interior and exterior to insure that the vehicle has not been tampered with. This inspection should include the chassis and engine compartment.

#### Commentary

An unattended armored vehicle provides the potential assailant with an ideal opportunity to hide in the vehicle, to sabotage the vehicle, or to plant a time-delayed or remote-controlled explosive or incendiary device on the vehicle. While parking an unattended vehicle in a protected area should reduce the possibility of this type of attack, a visual inspection should be made by the crew prior to each use.

#### D.2 Scheduling of Routes

Schedules and routes should be designed with security as the prime consideration.

### Commentary

Schedules and routes should be designed on a random basis, thereby eliminating routines and patterns. Although it is beneficial for crew members to be familiar with their routes, they should be rotated randomly among several routes in order to reduce the potential for collusion with customers or attackers. Operational personnel should receive their detailed work assignments upon reporting for work each day, and not in advance.

### D.3 Customer Relations

Customer relations should involve a mutual understanding of each party's problems and procedures concerning security and efficiency. Customer relations should be handled by sales and/or management personnel to inhibit collusion or conflict between operations personnel and customer representatives.

### Commentary

It is extremely important that consumers of armored car and armed courier services fully understand the security requirements of the firms providing such services. Without this understanding, consumers could unintentionally endanger the crew or cargo, or could misinterpret the procedures of the crew as undependable or discourteous. Consumers of these services must understand their responsibility in assessing personal identification and maintaining the system of receipts covering the chain of custody.

### D.4 Safety

Each armored car and armed courier services company should insure that (1) its vehicles are maintained and operated in accordance with state motor vehicle and U.S. Department of Transportation safety standards; (2) all employee work areas and operating procedures meet the requirements of the Occupational Safety and Health Administration and state or federal Departments of Labor; and (3) all weapons use, storage and training are carried out in accordance with the safety standards of the National Rifle Association and the appropriate federal, state or local gun control laws.

### Commentary

Upon initial reading, this standard might seem superfluous, since it requires armored car and armed courier firms to follow the law. While this is in fact the case, the intent of the standard is to encourage company management to adopt and promote an attitude of safety throughout the firm.

## D.5 Insurance

Every armored car and armed courier services company shall provide for insurance coverage in an amount sufficient to cover the maximum liability assumed by the company with each of its customers.

If there are warranties in the company's policies of insurance, the company shall abide by such warranties.

A company shall maintain a financial capability to satisfy all cargo claims under a self-insurance/deductible arrangement.

Each company shall protect its customers by maintaining sufficient policies of insurance with insurers qualified to do business in all jurisdictions in which the company operates.

### Commentary

Without insurance coverage, an armored car or armed courier service firm could not operate, since it would be unable to protect itself and its customers from potential loss. In addition, if a firm does not follow the procedures and adhere to the equipment standards required by the insurance carrier, it may find insurance coverage impossible to obtain.

## D.6 Receipting System

A receipting system for the transfer of valuable items between the customer and the armored car guard or armed courier should be utilized and include provision for identification verification and should document the chain of custody from the time of pick-up to the time of delivery at the final destination.

### Commentary

The need for receipting systems to account for assigned cargo is vital in consideration of the value of the cargo being transported and the liability of the company providing the transporting and/or safekeeping services. Should a loss occur or a discrepancy arise between the company and the client concerning the shipment, the receipting program should provide a great insight into the cause of the loss.

A properly designed receipting system must provide for the accurate identification of all personnel assigned custody of the cargo being transported. For example, bank personnel can attempt to verify an armored car guard's identification by comparing his physical appearance and signature on the receipt with the photo and signature on his identification card.

E. REGULATIONS

E.1 Model Private Security Licensing and Regulatory Statute

Armored car and armed courier service firms should endorse and cooperate with the implementation of this model statute, prepared by the Private Security Advisory Council.

Commentary

The purpose of this model statute is to increase the levels of integrity, competency and performance of private security personnel in order to safeguard the public against illegal, improper or incompetent actions committed by private security personnel. Of particular importance to armored car and armed courier service firms are Section 46. Local Government Regulation of Contract Security Companies or Private Security Officers, and Section 48. Reciprocity:

Section 46. LOCAL GOVERNMENT REGULATION OF CONTRACT SECURITY COMPANIES OR PRIVATE SECURITY OFFICERS.

(a) From and after the effective date of this Statute, no governmental subdivision of this State shall enact any legislation, code or ordinance or promulgate any rules or regulations relating to the licensing, training or regulation of Contract Security companies or individuals functioning as Private Security Officers, Armed or Unarmed, other than the imposition of a bona fide business tax.

(b) Upon the effective date of this Statute, any provision of any legislation, code or ordinance or rules promulgated by any local government subdivision of this State, relating to the licensing, training or regulation of Contract Security Companies or individuals functioning as Private Security Officers, Armed or Unarmed, shall be deemed superseded by this Statute.

Section 48. RECIPROCITY

Full reciprocity shall be accorded to Armed and Unarmed Private Security Officers who are properly registered and certified in another state having selection and training requirements at least equal to the requirements of this State when the duties of such individuals require them to operate across state lines.

The passage of this model statute, especially Sections 46 and 48, will alleviate two major problems currently faced by armored car and armed courier service firms. These problems, the interstate movement of personnel and the overlapping and/or conflicting regulations at the municipal and county level, have a serious impact on these mobile-oriented operations. The implementation of statewide regulations would facilitate the reciprocity necessary for the efficient interstate operations of these firms.

### III. CONCLUSION

The crime prevention capability and growth of private security services and, specifically, armored car and armed courier services, are being addressed by government bodies and advisory groups at all levels with proposed regulations, licensing statutes, and standards. As part of this effort to ensure a minimum quality of service and, more importantly, to reduce the potential for loss, the Armored Car Committee of the Private Security Advisory Council has prepared these standards for the personnel selection, training, equipment, performance and regulation of armored car and armed courier services.

These standards have been developed to provide the management of such firms with the minimum guidelines necessary to ensure the safety and protection of their crews and cargoes. These standards should also provide a means by which consumers can evaluate those firms offering these services. Finally, these standards can help to familiarize law enforcement with the role and responsibilities of the armored car and armed courier services.

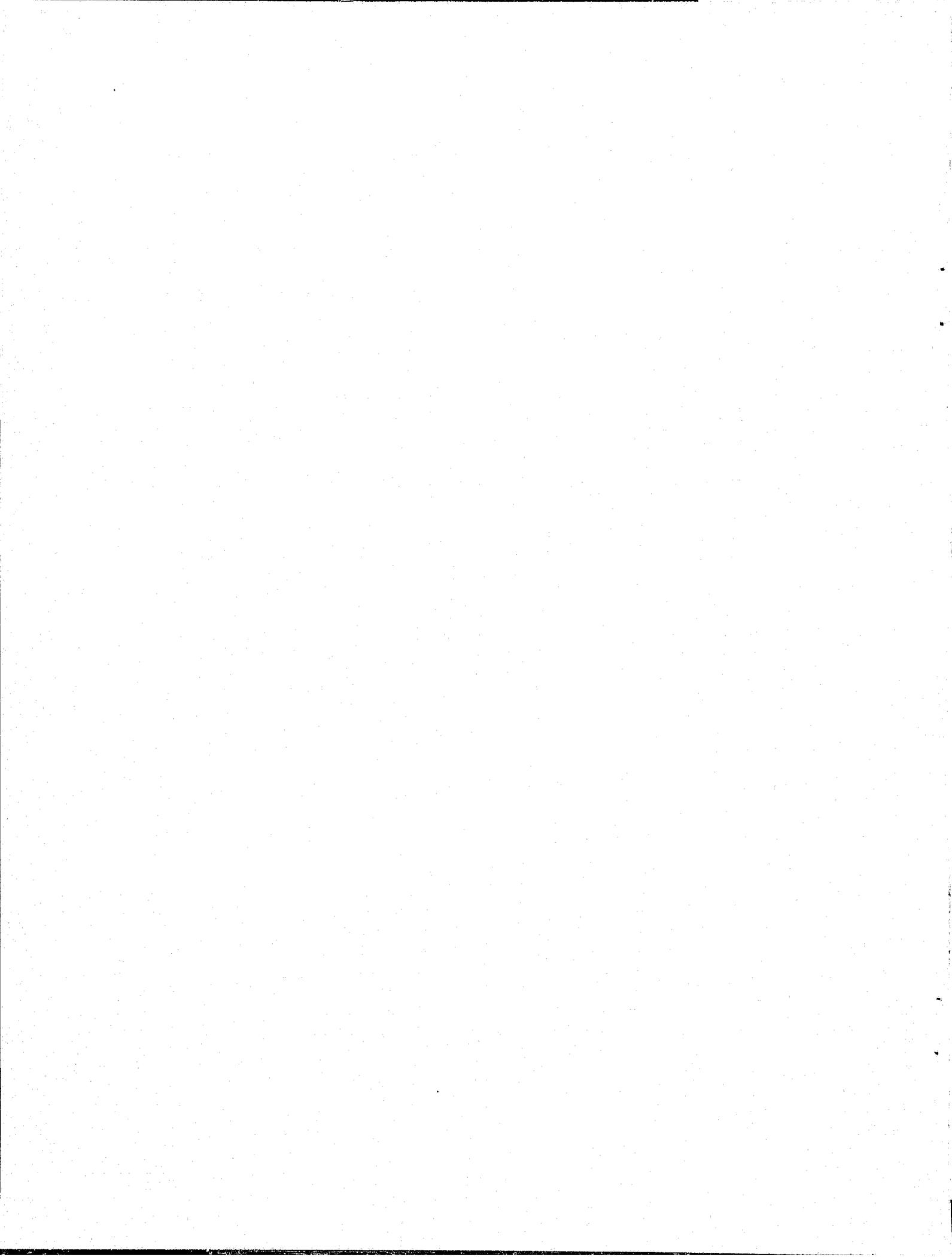
In reviewing this document, the reader should be aware of the two other reports from which sections of these standards have been adapted. These reports, the Report of the Private Security Task Force of the National Committee on Criminal Justice Standards and Goals, and the Model Private Security Licensing and Regulatory Statute, deal respectively with standards for all components of private security, and with the development of state licensing and regulatory activities in relation to private security. In order to fully understand the problems facing private security organizations and the issues involved in regulating them, all three documents should be reviewed and utilized as a total package.

APPENDIX

SELECTED FIREARMS QUALIFICATION PROGRAMS

Source:

National Rifle Association  
Security Qualification Program



# NRA Security Qualification Program



# Security Qualification Program

The NRA Security Qualification Program can be of great benefit to the security agency since the awards which are available add great incentive to the individual officer to increase his ability with his basic weapon, the handgun. The shooting ability and interest of the whole agency will improve when a regular schedule of qualification shooting is instituted. Such continuing opportunities also have the potential of encouraging the officer to turn to shooting for the pleasure and personal satisfaction he gets from his increased skill.

In this program, any officer can qualify for qualification awards which indicate the level of skill he has achieved. The following pages contain details on how the individual officer and the security agency can register and participate in this interesting and practical program.

## Security Qualification Regulations

### AWARDS

Qualification bars, to be worn on the uniform are available in either gold or silver to match the officer's badge. Attractive certificates, suitable for framing, are available for these ratings at no charge. Qualification award order forms are available from the NRA Education and Training Department.

### ELIGIBILITY

NRA security qualification insignia may be earned only by security or guard personnel. They are not available to other individuals or groups which do not have such a function. Eligibility for a group is established, first, by enrolling with the National Rifle Association as a security agency, second, by registering a security qualification course with the NRA. There is no charge for registration of the course. Those individuals who are members of an enrolled agency may earn qualification awards even though they are not individual NRA members. Security personnel whose agencies are not enrolled with the NRA may earn qualification awards provided: 1) the training is conducted by an NRA Security Firearms Instructor, 2) the Instructor's agency is enrolled with the NRA, and 3) the enrolled agency has a NRA registered qualification course.

### CONDITIONS

Firing of all qualification scores must be witnessed and certified by the Security Firearms Instructor or the officer in charge of the qualification course.

**Special Note** Security Firearms Instructors may not register courses and use NRA certificates without agency enrollment and authorization.

## QUALIFYING SCORES

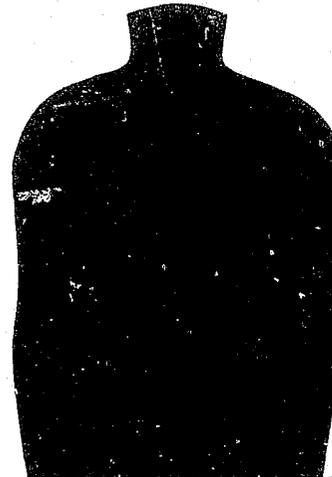
The following are *suggested minimum scores* for registration of courses and are expressed in terms of percent of the total possible score:

MARKSMAN .....	75
SHARPSHOOTER .....	86
EXPERT .....	93
* DISTINGUISHED EXPERT .....	97

\* Fired five different times, scores must be submitted to NRA.

It is not required that the qualification course include the full NRA National Police Course, or FBI PPC course, or any specified combat course. Adaptations which fit local facilities and particular needs are acceptable. One of the requirements, however, for the establishment of such a program is that it include combat shooting, either entirely or in part. An agency may design and register its own qualification course with NRA, provided that the course requires 50 rounds of ammunition, uses silhouette targets, and utilizes most of the nationally recognized combat positions. It is suggested that the duty revolver or semi-automatic pistol be used as the major weapon.

## NRA POLICE TRAINING TARGET BT-1



This silhouette target is for training law enforcement and security officers. The center area is round to reward equally for center hits in all directions. This will focus attention on shooting for the center of mass which is essential to good training.

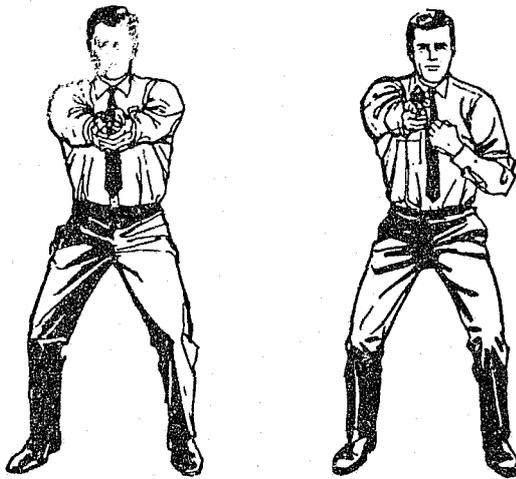
Recommended scoring—2 points for hits within the circle. 1 point for all other hits on silhouette.

This target is for training use only. Qualification firing must be done on one of the following

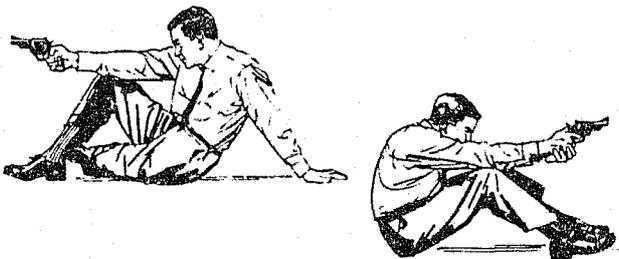
targets: NRA B-27, B-34, B-29 or Colt B-21 or T-6.

The BT-1 target cannot be used to register a qualification course.

## Combat Firing Positions



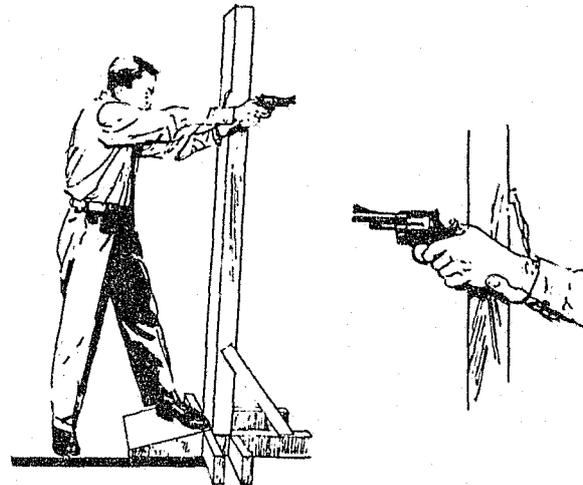
**Crouch Position:** Shooting in this position is frequently referred to as "hip shooting." In this position the gun may be supported by one or both hands.



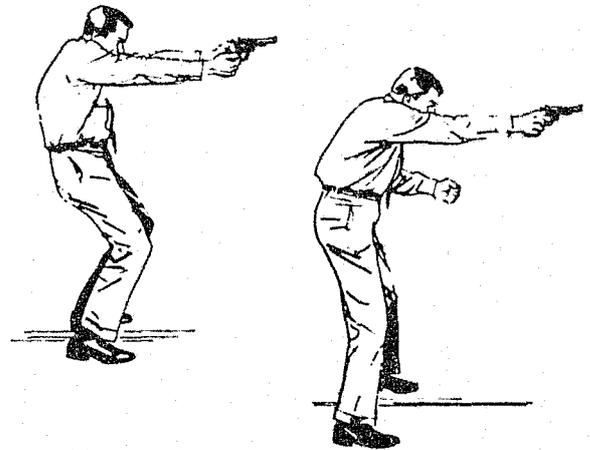
**Sitting:** The weight of the body is supported on the buttocks, body facing target. Arm may be extended to rear for support. Feet on the ground and one or both knees raised, arm or arms may be supported on knees. The gun may be held by one or both hands.



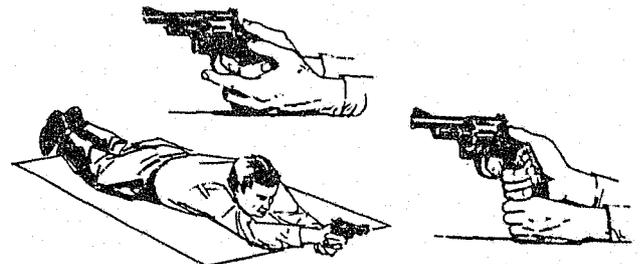
**Kneeling:** Kneeling on one knee, the other extended toward the target. One arm may be supported on the forward knee. The gun may be held by one hand or both hands.



**Standing With Support:** Standing on both feet behind a barricade, hand holding the gun must extend beyond barricade or be supported by the other hand which must be against the barricade. Feet must be inside guide lines painted on the exposed or shooting side. Body must be shielded by barricade at all times. All barricade firing will be with the left hand first and then the right.



**Standing Without Support:** Standing, gun held by one hand or both hands. All portions of the shooter's clothing, body and gun clear of artificial support.



**Prone:** Body extended on the ground, head toward the target. The gun may be supported by both hands which are extended toward the target. The shooter assumes this position by first dropping to his knees. Gun is drawn while in the kneeling position and before free hand reaches ground. Free hand is extended forward to support shooter as he continues into the prone position.

# NRA Combat Qualification Courses

## The NRA National Police Course

Target—NRA B-27 target using standard scoring or scoring for training and qualification. Colt Silhouette target may also be used

STAGE	DISTANCE	POSITION	NO. ROUNDS	STAGE TIME
1	7 yds.	Crouch	12 (DA)	25 sec.
2	25 yds.	Kneeling Barricade	6 (DA) 6L (DA) & 6R (DA)	90 sec.
3	50 yds.	Sitting Prone Barricade	6 (SA) 6 (SA) 6L & 6R (SA)	2 min. 45 sec.
4	25 yds.	Standing, no support	6 (DA)	12 sec.

This is basically the FBI PPC Course except for variations which are apparent.

## The NRA Modified Police Course

Target—NRA B-27 target for Stages 1, 2 and 4 and the NRA B-34\* target for Stage 3. Standard scoring rings or scoring for training and qualification may be used.

STAGE	DISTANCE	POSITION	NO. ROUNDS	STAGE TIME
1	7 yds.	Crouch	12 (DA)	25 sec.
2	25 yds.	Kneeling Barricade	6 (DA) 6L (DA) & 6R (DA)	90 sec.
3	25 yds.	Sitting Prone Barricade	6 (DA) 6 (DA) 6L (DA) & 6R (DA)	2 min. 45 sec.
4	25 yds.	Standing, no support	6 (DA)	12 sec.

## The NRA 50 Foot Indoor Police Course

This course is identical to the National Police course with the following exceptions.

Stage 1 is fired at 7 yards on the NRA B-27 target. The remaining stages are fired at 50 feet on the NRA B-29\* target or Colt T6.\*

\*Special note: Targets designated are required for official competition only. For qualification and training purposes, the B-27 may be used in all courses. (When the B-27 target is used beyond 7 yards in the 50 foot course, the Distinguished Expert award cannot be earned).

For further information on the NRA Security Shooting Program write

**THE NATIONAL RIFLE ASSOCIATION OF AMERICA**

1600 RHODE ISLAND AVENUE, N.W.

WASHINGTON, D. C. 20036

SUGGESTED TOPICS FOR SECURITY FIREARMS TRAINING PROGRAM  
(Material for these topics can be found in the NRA Police Firearms  
Instructor Manual)

(NRA TRAINING STAFF)

- I. Types of firearms used by agency
  - A. What they are
  - B. How they work
  - C. Safety Features
- II. Ammunition used by agency
  - A. Types of bullets
    1. Maximum range
    2. Care of ammunition
- III. Care and Cleaning
  - A. Firearms
    1. How, where, and when to clean
- IV. Firearms Safety
  - A. On duty
  - B. Range
  - C. Home, office, dressing or equipment room
- V. Liability and Ethical use of Firearms
  - A. Policy, or regulations of agency
  - B. Legal and moral obligations
  - C. Court Decisions
- VI. Firearms Laws
  - A. Federal
  - B. State
  - C. Local
- VII. Basic Marksmanship (Single Action)
  - A. Grip and position
  - B. Sighting and Aiming

- C. Trigger Squeeze
- D. Breath Control
- E. Follow-through
- F. Calling the Shot

NOTE: Instructional exercises such as dry firing, blank target, ball and dummy, and one and two shot drills should be conducted at this point. Trainees should be taught to shoot with one hand and two hands.

#### VIII. Double Action Shooting

- A. Explanation of positions (When and why used)
- B. Crouch
- C. Kneeling
- D. Barricade (Left and right hand)
- E. Sitting
- F. Prone
- G. Standing without support

#### IX. Qualification Course

- A. See Security Qualification Program Folder
- X. Re-training (Minimum once a year, suggested twice a year)
  - A. Refresher classes
    - 1. Safety
    - 2. Liability
    - 3. Basic Fundamentals
  - B. Qualification Course fired

#### SPECIAL NOTE:

In the instance where Security personnel must draw firearms and ammunition from storage and return them to storage when going off duty, a special session must be conducted on the safety procedure for doing this. During this time when firearms are being checked in and out, and loaded and unloaded, an accident could easily occur.

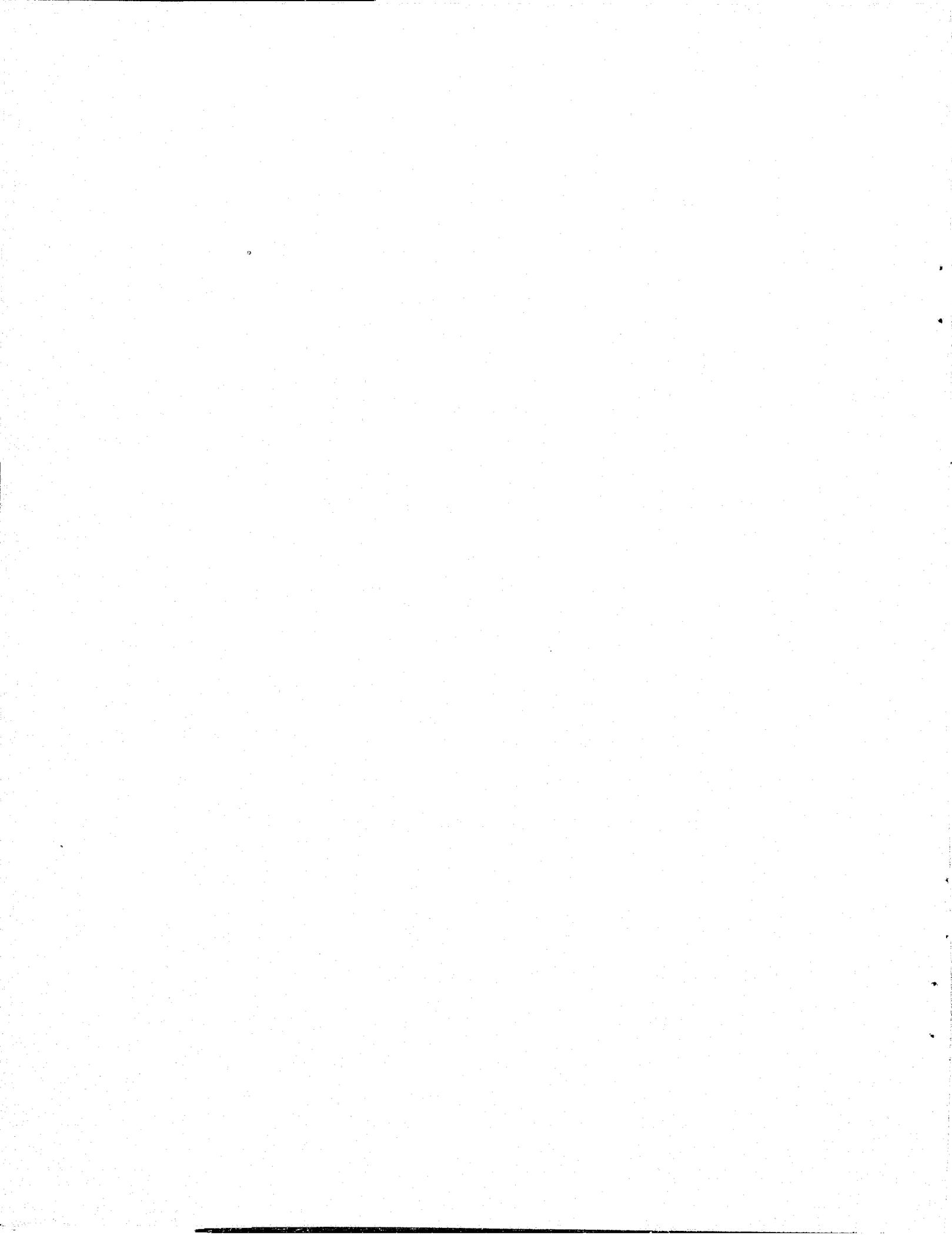
APPENDIX

SELECTED FIREARMS QUALIFICATION PROGRAMS

Source:

Standard 2.6  
from the

Report of the Task Force on Private Security



STANDARD 2.6  
ARMS TRAINING

From the  
Report of the Task Force on Private Security  
1976

All armed private security personnel, including those presently employed and part-time personnel, should:

1. Be required to successfully complete a 24-hour firearms course that includes legal and policy requirements--or submit evidence of competence and proficiency--prior to assignment to a job that requires a firearm;
2. Be required to requalify at least once every 12 months with the firearm(s) they carry while performing private security duties (the requalification phase should cover legal and policy requirements).

COMMENTARY

Armed personnel are defined as persons, uniformed or nonuniformed, who carry or use at any time any form of firearm. The serious consequences, for both employers and employees, when untrained personnel are assigned to jobs that require firearms are obvious. These consequences can be generally outlined as:

1. Self-injury because of mishandling of the weapon;
2. Injury to others, often innocent bystanders, because of lack of skill when firing the weapon; and
3. Criminal and/or civil suits against both employers and employees resulting from the above actions.

A 1974 study by the Institute for Local Self Government revealed that 45 percent of licensed California private security agency heads admitted to providing no formal preassignment instruction in firearms use, and 40 percent indicated a lack of weapons retraining. Even more revealing and disturbing, 55 percent of the employees surveyed said

they sometimes carry firearms, but only 8 percent had received firearms training in their present jobs.

The RAND Report (Vol. II) indicated that 49 percent of private security personnel carried firearms, but only 19 percent had received any firearms training in their present jobs. The following statement from the Philadelphia Magazine pointedly reveals one employee's feelings:

One guard who shot two people within two weeks in Philadelphia complained that the detective agencies were "taking young jitterbugs off the street, putting guns in their hands and giving them no training. The companies are cleaning up, man, and they ought to spend some of that money to train us."

Statistics and reports, such as the above, emphasize the vital necessity of adequate training for all personnel who are to carry firearms in their private security duties, even if they are instructed never to use them. Employers cannot ignore this need or attempt to evade it, as was done in the following example: An article in the January 1973 issue of Police Weapons Center Bulletin reported that a Virginia firm was manufacturing fake replicas of standard police revolvers and marketing them to security agencies for issuance to guards. According to the article, 30 private security agencies had purchased these replicas to equip their guards, thus eliminating the problem of issuing real firearms to untrained or semitrained personnel. The consequences of this action could be tragic. No firearms should ever be issued to private security personnel, unless the weapons are authentic and employees are well trained in their use and legal implications.

The intent of this standard is that employees should not be allowed to carry firearms while performing private security duties unless they can demonstrate competency and proficiency in their use. In attempting to construct an appropriate training course for firearms instruction, many existing courses were reviewed. The recommended course that follows is designed for persons armed with revolvers and may require modification for other weapons or for adaptation to local situations. Dick Mercurio, training coordinator, Southwestern Illinois Law Enforcement Commission, indicated that persons were trained in 1974 and 1975 with about a 90 percent successful completion rate by generally following this classroom-range outline. In general, the recommended course includes 6 hours of classroom and 18 hours of range firing.

## CLASSROOM

Topic I : Legal and policy restraints - 3 hours

1. Rights of private security personnel to carry weapons and powers of arrest
2. Statutory references
3. Policy restraints

Topic II : Firearms safety and care and cleaning of the revolver - 2 hours

1. Nomenclature and operation of the weapon
2. Performance of cartridge
3. Safety practices on duty and at home
4. Range rules
5. Care and cleaning of the weapon

Topic III: Successful completion of written examination - 1 hour

1. At least 20 questions on the above topics with a minimum passing score of 70 percent
2. Should be designed so that persons with other and/or prior experience can demonstrate competence in the subject areas

## RANGE<sup>1</sup>

### Topic I : Principles of marksmanship - 2 hours

1. Shooting stance
2. Gripping and cocking the revolver
3. Sighting
4. Trigger control
5. Breathing control
6. Speed loading and unloading techniques

### Topic II : Single action course - 8 hours

- Distance: 25 yards
- Target: silhouette
- Rounds fired for qualification: 30
- Minimum passing score: 18 hits (60 percent)
- Stages of the course:
  1. Slow fire--consists of 10 shots fired in a total time of 5 minutes.
  2. Time fire--consists of two strings of 5 shots each. Each string is fired in a time limit of 20 seconds.
  3. Rapid fire--consists of two strings of 5 shots each. Each string is fired in a time limit of 10 seconds.
- Courses fired:
  1. Slow fire practice - 30 rounds

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<sup>1</sup>The training hours for the range may seem excessive. However, it must be remembered that many of the personnel may have had no previous firearms training. Other factors that cause delays, such as the number of shooting positions available in relation to the number of students, should also be considered. The outline for the range course was supplied by Dick Mercurio, training coordinator, Southwestern Illinois Law Enforcement Commission.

2. Time fire practice - 6 strings - 30 rounds
3. Rapid fire practice - 6 strings - 30 rounds
4. Practice course - 30 rounds
5. Record course - 30 rounds

Topic III: Double action course - 8 hours

- Distance: as outlined below
- Target: silhouette
- Rounds fired for qualification: 72
- Minimum passing score: 43 hits (60 percent)
- Stage of the course: 7 yard line--Crouch position
  - a. First phase:
    - (1) load, draw and fire 1 and holster on the whistle command (6)
    - (2) load; draw and fire 2 and holster on the whistle command (6)
    - (3) repeat (1) and (2), using weak hand (12)
  - b. Second phase:
    - (1) strong hand--time 30 seconds--load; draw on the whistle, fire 6; reload and fire 6 more (12)
    - (2) weak hand--time 30 seconds--load; draw on the whistle, fire 6; reload and fire 6 more (12)
- Courses fired: The above courses will be fired 4 times in the following sequence:
  1. A practice course (72)
  2. Skip loading with 3 rounds each string (24)

3. Preliminary record course (72)

4. Firing for record (72)

The purpose of range training is to ensure that private security personnel meet minimum proficiency requirements. If, for example, a student qualifies during the preliminary or practice rounds, it may be appropriate to remove him from the range course and give the instructor more time with students who are having difficulties. However, no person should be considered proficient, and assigned to a job that requires a firearm, unless he meets the minimum qualifications outlined.

Although not specifically stated in the standard, all instructors should be qualified through the National Rifle Association or other comparable qualifications programs.

In summary, the following requirements should be stressed for personnel carrying firearms:

1. Competence in the classroom subjects (minimum score of 70 percent) and proficiency with the weapon (minimum score of 60 percent) should be met before assigning any personnel to jobs that require firearms.
2. Personnel should be trained in the use of any weapon they carry.
3. They should meet the weapon proficiency requirements at least once every 12 months.

One study, Private Security Survey and Ordinance for St. Petersburg, Florida, recommended a more stringent requirement for point three--retraining courses to be held at 6-month intervals.

Employers also should consider preparation of a firearms policy form, including safety rules, policies regarding discharge of weapons, and other pertinent matters. Employees would be required to sign the form every 3 or 4 months, indicating they understand the policies. Their supervisors also would be required to sign the form. This system has been used for a number of years in the military services and has been an effective reminder of firearms policy.

No amount of required training can guarantee that weapons abuses will be eliminated or that accidents will cease to occur. However, a firearms training program, as outlined, can reduce the incidence of these types of problems. The necessity of training is apparent; the risks are too great without it. The private security industry should immediately provide training for all of its armed personnel.

## SELECTED REFERENCES

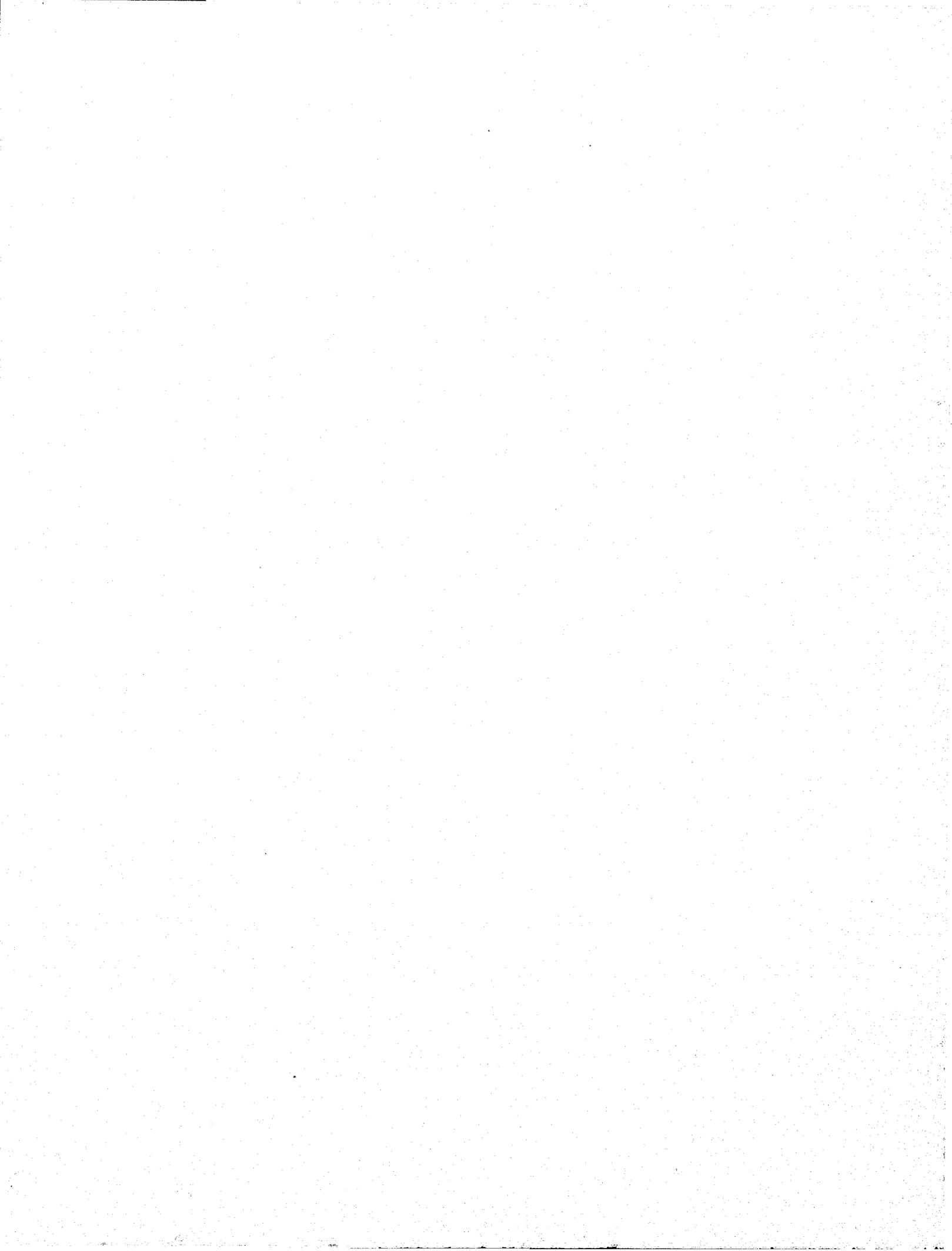
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2. Institute for Local Self Government. Private Security and the Public Interest. Berkeley, Calif.: Institute for Local Self Government, 1974.
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5. Mallowe, Mike. "Willie Lee Weston Is Armed and Dangerous," Philadelphia Magazine, August 1975.
6. Martensen, Kai R. "Private Security Survey and Ordinance for St. Petersburg, Florida." Sunnyvale, Calif.: Public Systems Incorporated, 1975.
7. Silverman, Allen B. I. "Firearms Training," Security Distributing and Marketing, December 1974.
8. Strobl, Walter M. "Private Guards: Arm Them or Not," Security Management, January 1973.

## RELATED STANDARDS

The following standards and goals may be applicable in implementing Standard 2.6:

- 1.2 Commensurate Salaries
- 2.1 Training in Private Security
- 2.3 Job Descriptions
- 2.4 Training Related to Job Functions
- 2.5 Preassignment and Basic Training
- 2.7 Ongoing Training
- 2.8 Training of Supervisors and Managers
- 2.9 State Authority and Responsibility for Training
- 2.10 State Boards to Coordinate Training Efforts
- 3.1 Code of Ethics
- 3.4 Employer Responsibilities

- 8.2 National Private Security Resource and Research Institute
- 8.3 Noncredit and Credit Seminars and Courses
- 8.4 Degree Programs for Private Security
- 11.2 Registration Qualifications
- 11.3 Qualifications for Armed Security Personnel
- 11.4 Permanent Registration Card
- 11.6 Registration Renewal



**END**