

THE PRIVATE SECURITY REGULATION AUTHORITY ACT

REGULATIONS
(*under section 31*)

The Private Security Regulation Authority (Licensing and Registration)
Regulations, 1993

L.N. 89/93
166n/99
117/2014

THE PRIVATE SECURITY REGULATION AUTHORITY ACT

REGULATIONS
(under section 31)

THE PRIVATE SECURITY REGULATION AUTHORITY (LICENSING AND
REGISTRATION) REGULATIONS, 1993

(Made by the Minister on the 25th day of June, 1993)

L.N. 89/93
Amends:
L.N. 166n/99
117/2014

1. These Regulations may be cited as the Private Security Regulation Authority (Licensing and Registration) Regulations, 1993.

Citation

2.—(1) An application for a license to engage in the business of contract security organizations, private investigators organization, proprietary security organizations or providing private investigators or private security guards shall be in the form set out in Form 1 of the First Schedule.

Application
and licenses

First Schedule.
Form 1

(2) An application for registration to act as a security trainer, private investigator or a private security guard shall be in the form set out in Form 2 of the First Schedule.

Form 2

(3) A licence to engage in the business of contract security organizations, private investigators organizations, proprietary security organizations or providing private investigators or private security guards shall be in the form set out in Form 3 of the First Schedule.

Form 3.

3.—(1) The registration of persons qualified to be registered under the Act, shall be effected in the manner set out in the Act and these Regulations and the Authority may re-register any person previously registered hereunder if the Authority considers it necessary or expedient so to do.

Registration

(1A) An application for re-registration of any person previously registered under this regulation shall be in the form set out in Form 2A of the First Schedule.

Form 2A.

(2) Where any person is being registered or re-registered, as the case may be, the registration card to be issued by the Authority shall—

(a) in the case of an individual, be in the form set out in Form 4 of the First Schedule; and

Form 4

First Schedule Form 5 (b) in the case of a company, be in the form set out in Form 5 of the First Schedule.

Courses of training. 3A. For the purposes of sections 17(2) and (3) and 18 of the Act, the prescribed course of training for registration as a security trainer, armed private security guard, or unarmed private security guard, respectively shall be as specified in the Second Schedule.

Second Schedule. Fee for inspection of register. 4. A fee of twenty dollars shall be payable in respect of each inspection of the register established under section 16 of the Act.

Fees 5. The fee specified in the second column hereunder shall be payable in respect of the matters specified in relation thereto in the first column hereunder—

Applications, Registration, Licensing	Fee
1. Upon each application for a licence or registration under the Act or for a renewal thereof	\$ 2,000.00
2. The annual licensing fee for a company employing private security guards, where the company employs—	
(a) no more than 100 private security guards	\$21,000.00
(b) at least 101, but no more than 500 private security guards	\$30,000.00
(c) more than 500 private security guards	\$60,000.00
3. For registration of—	
(a) Each armed private security guard	\$ 2,500.00
(b) Each unarmed private security guard	\$ 1,200.00
4. For registration of each security trainer/investigator, etc.	\$ 5,000.00
5. The annual licensing fee for a proprietary security organization, where such organization employs—	
(a) no more than 100 private security guards	\$15,000.00
(b) 101 or more private security guards	\$21,000.00

<u>Applications, Registration, Licensing</u>	<u>Fee</u>
6. For renewal of a licence issued under the Act, after lapse of more than sixty days from the date of expiry of previous licence	\$10,000.00
7. For renewal of a registration card issued under the Act, after lapse of more than sixty days from the date of expiry of previous card for—	
(a) a security trainer or private investigator	\$ 1,500.00
(b) an armed or unarmed private security guard	\$ 1,000.00
8. Upon transfer of a private security guard from one company or organization to another company or organization	\$ 1,000.00
9. For replacement of lost registration card issued under the Act	\$ 1,000.00

FIRST SCHEDULE

(Regulation 2)

THE PRIVATE SECURITY REGULATION AUTHORITY ACT

Application for Licences

FORM 1

How to complete Form

1. This form should be completely by the Application in block letters, in the case of an individual. Where the Applicant is a company, the Form should be completed by the Managing Director of the Company.

2. Completed forms must be accompanied by the following documents:—

In all cases—items (iii) and (iv) below.

In the case of a company—items (i) and (ii) below.

- (i) Certificate of Incorporation (Certified Copy).
- (ii) Form 12 filed at the Registrar of Companies (Certified Copy).
- (iii) A current Tax Compliance Certificate.
- (iv) Copy of your G.C.T. Registration Certificate.

Section A—Licensing Details

- (a) Indicate whether: New Application Application for renewal
- (b) Application Date /...../..... Licence No.:
- (Renewal Only)*
- (c) Name of Company or Individual:.....
.....
- Address of Company or Individual:.....
.....
- In case of Individual, state Business name, if any:.....
.....
- Telephone No. : Fax No. :
- (d) Private Investigators Organization
- Proprietary Security Organization
- Contract Security Organization
- (e) Number of Employees:

FIRST SCHEDULE, *contd.*

(f) Number of Service

Locations: Address:
 Address:
 Address:
 Address:

Section B—Company Directors

Names	Address (Home)	Phone No. (Home)	Position held in Company
.....
.....
.....
.....

Section C—General Information

(a) Have you ever operated any business under any name other than the Company name
(including your own name) specified on this Form?

(Y/N).....

If so, give details.....

(b) Have you or the Company ever been licensed under the Act? (Y/N).....

If so, give details.....

(c) In the case of an individual, are you an undischarged bankrupt? (Y/N).....

(d) Is the Company in liquidation or receivership? (Y/N).....

If so, give details.....

(e) Has a judgement of any Court ever been entered against the Company or against
you? (Y/N).....

If so, give details.....

(f) Have you or the Company ever been charged, indicted or convicted of any offence
under the law of Jamaica or any other country? (Y/N).....

If yes, state particulars, as follows:

Place: Date: / /

Offence: Sentence:

THE PRIVATE SECURITY REGULATION AUTHORITY (LICENSING AND REGISTRATION) REGULATIONS, 1993

FIRST SCHEDULE, contd.

(g) Will you or the Company have licensed firearms? (Y/N).....

If yes, state:

Name of Licensee: No. of firearms:

(Attach list showing Serial Numbers and Calibre of Weapons)

I certify that the information recorded on this form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation on this form may lead to cancellation, under section 13 of the Act, of any licence granted and may also lead to criminal prosecution under section 29.

(Chief Executive Officer)

(Date)

Application for Registration

In the event that this application is granted I/We hereby apply to be registered under the Act.

(Chief Executive Officer)

(Date)

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Comments:

(Executive Director)

(Date)

FORM 2

THE PRIVATE SECURITY REGULATION AUTHORITY ACT

Application for Registration

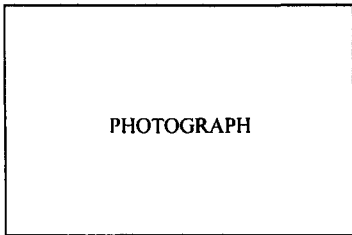
Completion of Form

To be completed in block letters.

Completed Forms shall be accompanied by the following:—

- (a) two passport size photographs of the applicant; and
- (b) two references from any two of the following persons—

Present Employer; Minister of Religion; School Principal; Justice of the Peace; Gazetted Officer of the Jamaica Constabulary Force.



FIRST SCHEDULE, *contd*

Section A—Registration Details

- (a) Indicate whether New Application Application for
Renewal
- (b) Application Date / / Registration No
(Renewal only)
- (c) Registration as Private Investigator
 Unarmed Private Security Guard
 Armed Private Security Guard
 Security Trainer
- (d) Employer's Name
Address

Section B—Personal Information

Last Name	Marital Status
First Name	Spouse's Name
Middle Name	Occupation
Street	NIS Number
District	Passport No
Parish	Driver's Licence No
Phone No	Height (m)
Previous Occupation	Weight (kg)
Birth Date / /	Colour of Eyes
Birth Place	Colour of Hair
Sex	Complexion
Father's Name and Address	Visible Marks

Mother's Name and Address

Section C—Education

	From	To	Qualification
Primary	/ /	/ /	
Secondary	/ /	/ /	
Tertiary	/ /	/ /	

THE PRIVATE SECURITY REGULATION AUTHORITY (LICENSING AND REGISTRATION) REGULATIONS, 1993

FIRST SCHEDULE, *contd.*

Section D—General Information

(a) Have you been charged, indicted or convicted of any offence under the law of Jamaica or any other country? (Y/N).....

If yes, state particulars, as follows:

Place: Date/...../.....

Offence: Sentence:

(b) Have you ever before applied for registration under the Private Security Regulation Authority Act? (Y/N)

If so, give details

(c) Have you ever been registered or employed as a security trainer or private security guard in Jamaica or any other country? (Y/N).....

If so, give details

(d) Have you any security-related experience? (Y/N).....

If so, indicate Military Police Force Other
 Correctional Services Private Security Industry

Area of training: Weapons Canine Self Defence

(e) Do you hold a firearm permit, licence or certificate? (Y/N)

If yes, attach a copy of the permit, licence or certificate.

(f) Are you a member of the Jamaica Constabulary Force or the Jamaica Defence Force? (Y/N)

If so, give details

I certify that the information recorded on this form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation on this form may lead to the cancellation of my registration and to criminal prosecution.

.....
 (Applicant's Signature)

.....
 (Date)

FIRST SCHEDULE, *contd.*

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Results of CRO:

Comments:

.....

.....

.....

...../...../..... (Assessment Officer) (Date) (Executive Director) (Date)

Form 2A

(Regulation 2)

PRIVATE SECURITY REGULATION AUTHORITY ACT

Renewal of Registration

COMPLETION OF FORM

To be completed in block letters.

Section A—Registration of Details

a. Date of Renewal of Application..... Registration No.

- b. Registration as: () Private Investigator
- () Unarmed Private Security Guard
- () Armed Private Security Guard
- () Security Trainer
- () Managing Director
- () Director

c. Employers Name (Company):

Address:

Section B—Personal Information

Last Name: TRN No.:

First Name: NIS No.:

Middle Name: Passport No.:

Mailing Address: Visible Marks:

..... Marital Status:

..... Spouse's Name:

Telephone No.: Spouse's Occupation:.....

Driver's Licence No.:

THE PRIVATE SECURITY REGULATION AUTHORITY (LICENSING AND REGISTRATION) REGULATIONS, 1993

FIRST SCHEDULE, contd.

Section C—General Information

a Have you been charged, indicted or convicted of any offence under the law of Jamaica or any other country?

If yes, state particulars as follows

Place: Date/...../.....

Offence: Sentence:

b. Do you hold a firearm permit, licence or certificate?

If yes, attach copy of the permit, licence or certificate.

I certify that the information recorded on this form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation on this form may lead to the cancellation of my registration and to criminal prosecution.

..... (Applicant's Signature) (Date)

FOR OFFICIAL USE

Comments:
.....
.....

...../...../..... (Assessment Officer)/...../..... (Date)/...../..... (Executive Director)/...../..... (Date)

Form 3

(Regulation 2)

THE PRIVATE SECURITY REGULATION AUTHORITY ACT

Licence to Engage in Business under the Private Security Regulation Authority Act

..... Name of Licensee

..... Address of Licensee

IS HEREBY LICENSED AS:

THIS LICENCE IS VALID FOR A PERIOD OF:

EXPIRY DATE:

..... Chairman of Authority Executive Director

..... Date SEAL

FIRST SCHEDULE, contd.

NOTE: DUTIES OF LICENSEES

1. Pursuant to section 24 of the Private Security Regulation Authority Act, it is the duty of every licensee under the Act to forthwith notify the Authority in writing of—
 - (a) any dismissal, resignation or retirement of any Director or partner in his organization;
 - (b) the reasons for any dismissal, resignation, retirement or termination of service of any armed or unarmed private security guard; and
 - (c) the names and addresses of any new partner or Director in his organization.
2. Pursuant to section 25 of the Private Security Regulation Authority Act, it is the duty of a private security guard to forthwith notify the Authority in writing of or any termination of or change in his employment.
3. Pursuant to section 27 of the Private Security Regulation Authority Act, no person engaged in the business of providing the professional services of private security guards, shall employ as a private investigator or private security guard any person who is not the holder of a registration card issued under the Act.

FORM 4

(Regulation 3)

PAGE 1

PRIVATE SECURITY REGULATION AUTHORITY ACT



Private Security Regulation Authority Registration Card

FORM 4

PAGE 2

Registration No.

PRIVATE SECURITY REGULATION AUTHORITY

In accordance with the requirements of the PRIVATE SECURITY REGULATION AUTHORITY ACT

.....

is hereby registered as

.....

For a period of:

Expiry Date:

.....

Chairman
P.S.R.A

.....

Executive Director

.....

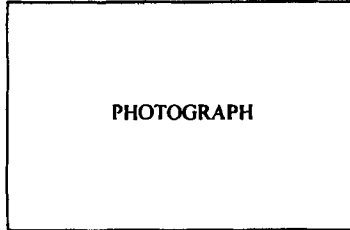
Date

THE PRIVATE SECURITY REGULATION AUTHORITY (LICENSING AND
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FIRST SCHEDULE, *contd.*

PAGE 3

Identification No.



.....
Signature

PAGE 4

NOTE:

Pursuant to section 25 of the Private Security Regulation Authority Act, a private security guard shall forthwith notify the Authority in writing of any termination of or change in his employment.

FIRST SCHEDULE, *contd.*

Form 5

(Regulation 3)

THE PRIVATE SECURITY REGULATION AUTHORITY ACT



THE PRIVATE SECURITY REGULATION AUTHORITY

Company Registration Card

.....
NAME OF LICENSEE

OF.....
ADDRESS OF LICENSEE

IS HEREBY REGISTERED AS:

THIS REGISTRATION IS VALID FOR A PERIOD OF:

EXPIRY DATE:

.....
Chairman

.....
Executive Director

.....
Date

SEAL

SECOND SCHEDULE

(Regulation 3A)

Prescribed Courses of Training

Basic Training for Security Trainer

The course of training for every security trainer shall include the following subject areas—

1. Principles of Security (PS)
 - Evolution of the Private Security Industry;
 - Roles and Functions of the Private Security Regulation Authority
 - Understanding of the Private Security Industry.
2. Basic Human and Social Psychology
3. Communication Skills (CS)
 - Professional and Public Relations
 - Basic Training Method
4. Legal Aspects (LG)
 - Crime and Criminal Terminology
 - Court Appearances
 - Relations with Public Law Enforcement Authorities
5. Stress Management (SM)
6. Management Skills
7. Operational Instructions
8. Self Defence (SD)
9. First Aid (F/A)
10. Tactical Skills (TS)
11. Fire Fighting (F/F)
12. Protocol and Grooming (PG)

Syllabus of Training

<u>Curriculum Course</u>	<u>Subject</u>
	(i) Introduction to course
CS	(ii) Teaching methods
PS	(iii) Security Ethics—Code of Conduct

SECOND SCHEDULE, *contd.*

<u>Curriculum Course</u>	<u>Subject</u>
PS	(iv) History of private security with reference to Jamaica
PG	(v) Standard of conduct expected from a Private Security Guard—including dress code
LG	(vi) Private Security Regulation Authority Act, 1992
LG	(vii) Private Security Regulation Authority (Licensing and Registration) Regulation
PS	(viii) Disciplinary Procedure
SD	(ix) Physical Training
CS	(x) Pocket Diary/Station Diary/Log Book
CS	(xi) Report Writing
LG	(xii) Statement Writing
LG	(xiii) Court Procedure
LG	(xiv) Laws of Evidence
TS/PS	(xv) Powers of Arrest (Statute vs Common Law)
TS/PS	(xvi) Search Procedure—Person/Motor Vehicle/ Building/Premises
F/A	(xvii) Security of Property
F/F	(xviii) First Aid
F/F	(xix) Fire Fighting
SM	(xx) Stress Management

Basic Training Course for Armed and Unarmed Private Security Guards

The duration of training shall consist of a minimum of eighty (80) hours of instruction time over a two week period.

Training should be conducted by Security Trainers approved and registered under the Private Security Regulation Authority Act or by the Jamaica Constabulary Force (J.C.F.) or Jamaica Defence Force (J.D.F.) personnel who, by their training and experience, are individually exempted by the Private Security Regulation Authority and would fall under section 18 (b) of the Private Security Regulation Authority Act.

*THE PRIVATE SECURITY REGULATION AUTHORITY (LICENSING AND
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SECOND SCHEDULE, *contd.*

The Course Curriculum shall include the following subject areas—

1. Principles of Security (PS)

A. Evolution of the Private Security Industry	(PS/1)	1 hr.
B. Roles and functions of the Security Guard	(PS/2)	2 hrs
C. Principles of Security	(PS/3)	2 hrs.
D. Access Control	(PS/4)	2 hrs.
E. Search Procedures	(PS/5)	2 hrs.
F. Record Keeping	(PS/6)	<u>2 hrs.</u>
Total		<u>11 hrs.</u>

2. Communication Skills (CS)

A. Role of Communication	(CS/1)	1 hr.
B. Type of Communication	(CS/2)	2 hrs.
C. Report Writing	(CS/3)	4 hrs.
D. Oral Communication	(CS/4)	4 hrs.
E. Telephone Etiquette	(CS/5)	2 hrs.
F. Radio Voice Procedure	(CS/6)	<u>2 hrs.</u>
Total		<u>15 hrs.</u>

N.B. Serials 2C, D, E, F shall include practical exercise in which all students must participate.

3. Self Defence (SD)

A. Use of the Baton	(SD/1)	1 hr.
B. Practical Exercise	(SD/2)	<u>5 hrs.</u>
Total		<u>6 hrs.</u>

4. First Aid (FA)

A. Principles of First Aid	(FA/1)	3 hrs.
B. Basic First Aid	(FA/2)	<u>8 hrs.</u>
Total		<u>11 hrs.</u>

SECOND SCHEDULE, *contd.*

5. Legal (LG)

A. Crime and Criminal Terminology	(LG/1)	2 hrs.
B. The Legal Powers of a Security Guard	(LG/2)	2 hrs.
C. Preparation of Statements	(LG/3)	1 hr.
D. Use of Force	(LG/4)	2 hrs.
E. Interfacing with the JCF/JDF	(LG/5)	2 hrs.
F. Crime/Incident Scene	(LG/6)	3 hrs.
G. Court Appearances	(LG/7)	<u>2 hrs.</u>
	Total	<u>14 hrs.</u>

6. Protocol/Grooming (PG)

A. Deportment	(PG/1)	1 hr.
B. Personal Hygiene	(PG/2)	1 hr.
C. Qualities of a good Guard	(PG/3)	<u>1 hr.</u>
	Total	<u>3 hrs.</u>

7. Tactical Skills (TS)

A. Manning a Control Point	(TS/1)	3 hrs.
B. Crowd Control	(TS/2)	2 hrs.
C. Emergency Procedure Drills	(TS/3)	<u>5 hrs.</u>
	Total	<u>10 hrs.</u>

8. Fire Fighting (FF)

A. Fire Precaution	(FF/1)	3 hrs.
B. Fire Fighting Equipment	(FF/2)	<u>3 hrs.</u>
	Total	<u>6 hrs.</u>

9. Stress Management (SM)

4 hrs.

10. Firearm Training

Training should be conducted by JCF/JDF personnel or Trainers approved by the Authority and registered under the Private Security Regulation Authority Act.

*THE PRIVATE SECURITY REGULATION AUTHORITY (LICENSING AND
REGISTRATION) REGULATIONS, 1993*

SECOND SCHEDULE, *contd.*

A Private Security Guard who applies to be registered as an armed guard must obtain a valid Firearm User's (Employees') Certificate issued under the Firearms Act before he can be considered for registration as an armed Private Security Guard by the Private Security Regulation Authority.

Basic Training for Armed Private Security Guard

1. Objective of Course	30 mins.
2. Introduction to Firearms— History and Development	30 mins.
3. The Firearms Act—Lecture	1 hr.
4. Legal and Moral Responsibilities of Firearm Users	1 hr.
5. Structure of Firearms (Revolvers, Shotguns, Pistols)	40 mins.
6. Safety Precautions—Safe Handling of Weapons	40 mins.
7. Care and Maintenance of the Weapon	1 hr.
Stripping	
Cleaning	
Re-Assembling	
Revision—Lessons 1-7	1 hr.
8. Carrying and using the Weapon	40 mins.
Personal Awareness/Alertness, Conduct, temperament, Psychology	
Static Posts	
Patrolling (Day/Night)	
Escorting	
9. Principles of Shooting—Day Firing	
Loading and Unloading	40 mins.
Holding, Aiming, Firing	40 mins.
Shooting Positions—Standing, Sitting, Kneeling, from behind cover	40 mins.

SECOND SCHEDULE, *contd.*

10. Preparation for Range Firing	30 mins.
Revision Lessons 8-10	40 mins.
11. Range Firing—(Live)	
Firing under supervision	
Firing from cover	
Firing while on the move	
Firing at moving targets	
12. Written Test—on all areas covered	1 hr.
13. Evaluation	<u>1 hr.</u>
Total	<u>12 hrs. 10 mins.</u>