

AUGUST 18, 2008



## NEWSLETTER FOR LICENSED AGENCIES

### DEAR AGENCY OWNER:

The purpose of this letter is to inform you of recent developments in private security. As always, visit our website for any updated changes related to licensing. The web address is [www.cleet.state.ok.us](http://www.cleet.state.ok.us)

Reminder of current address and contact information:

Council on Law Enforcement Education and Training  
2401 Egypt Road  
Ada, OK 74820-0669

For questions on general license processing please contact one of our licensing clerks, Mrs. Roberta Weathers, Mrs. Nancy Carson, or Mrs. Lisa Adams at:  
(405) 239-5110  
(405) 239-5182 (Facsimile)

For questions regarding criminal history/court documents, rules, or statutes please contact Mr. Steven Collins, Staff Attorney at:  
(405) 239-5114

For questions regarding course accreditation or training contact Ms. Sandy Hall, Training Coordinator at:  
(405) 239-5112

For questions regarding complaints on security guards or private investigators, please contact Mr. James Burton, Investigator at:  
(405) 239-5143

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## **Fingerprints**

As you know, each applicant is required to submit two (2) fingerprint cards with their application. These cards are submitted to the Oklahoma State Bureau of Investigation (OSBI) and the Federal Bureau of Investigation (FBI) for analysis. If these agencies are not able to classify these fingerprints, we notify the applicant at their personal address. It is very important to note that some of these individuals are waiting to re-submit fingerprint cards. This is causing some distress to those individuals because CLEET rules mandate that upon the third rejection of fingerprints by the OSBI or FBI or the expiration of one-hundred-eighty (180) days, whichever occurs first, from the original date of issuance of any license, such license shall be suspended or revoked until such time that classifiable fingerprints have been submitted and criminal history reports have been received from the OSBI and FBI (O.A.C. 390:35-7-4(c)(3))

This affects all individuals who receive any type of temporary license. If this license expires and the fingerprints have not cleared, the license will either be suspended or revoked. Please urge all of your employees to take heed to our notices and re-submit fingerprints quickly as time is of the essence.

## **Record Checks from Other States**

Please be advised that as of the 1<sup>st</sup> day of September, 2008, our agency will no longer accept private background checks to satisfy the local law enforcement background checks. We will no longer accept private background checks from companies such as 1<sup>st</sup> Advantage or Transunion. Every record check will need to come from a government agency. This change is best explained via an example:

John Doe is working for XYZ Security as a guard in the State of Texas. He works and lives in Dallas, Texas. John Doe is transferred to Oklahoma City, Oklahoma. He applies for a security license within a matter of weeks of arriving in Oklahoma. John Doe may follow either of the following scenarios:

### **Scenario 1**

- a) Dallas Police Department Record Check
- b) Dallas County Sheriff Record Check
- c) Oklahoma City Police Department Record Check
- d) Oklahoma County Sheriff Record Check

### **Scenario 2**

- a) Criminal History Search from the Texas Department of Public Safety
- b) Oklahoma City Police Department Record Check
- c) Oklahoma County Sheriff Record Check

\*\*\*Please be advised that John Doe will not need record checks from Texas if he has lived in Oklahoma for a period of six (6) months.

\*\*\*Please visit the following link for a list of state agencies handling criminal history background checks:

[http://www.dos.state.pa.us/bpoa/lib/bpoa/20/real\\_estate\\_comm/state\\_police\\_criminal\\_record.pdf](http://www.dos.state.pa.us/bpoa/lib/bpoa/20/real_estate_comm/state_police_criminal_record.pdf)

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## **HOURS OF OPERATION**

Please be advised that the private security licensing window will close at 4:30 pm everyday. This allows the licensing clerks the necessary time to finish processing all of that day's business before 5:00 p.m, which is the agency's official closing time.

## **PROCESSING TIME**

Normal processing time takes seven (7) to ten (10) days via mail. This only applies to completed applications. All applicants will be notified via mail if their application is incomplete. This could add between ten (10) and thirty (30) days onto the normal processing time. It is very important that we receive completed applications. All applications received in person will be processed the same day, if all necessary components of the application are submitted. Any and all individuals visiting without the proper documentation will not be processed. Please assist your employees by including a completed notice of employment with their application. Finally, please keep your phone calls for status updates to a minimum. This helps the licensing clerks concentrate on processing licenses at a more efficient rate. Please review applications with your prospective employees to ensure that no documents are missing from the applications before submittal. This cuts down processing time tremendously.

## **CLARIFICATION OF ARMED PRIVATE INVESTIGATOR FEE AND PEACE OFFICER DISCOUNT**

The fee for the armed private investigator's license is ninety-one (\$91.00) dollars. The fee for renewal of such license is fifty (\$50.00) dollars. Please take note of this, as there has been some confusion on this fee in the past. It is important to note that active full-time peace officers will receive a discounted rate on licensing. Please call our office for the peace officer rates. We apologize for any confusion we may have caused concerning these fees.

## **SELF INSURED STATUS**

Title 59 O.S. 1750.5(J)(5) states that the Council may accept a written statement from a corporation which is registered with the Oklahoma Secretary of State attesting that the corporation self-insures the general operation of business for the types of liability mandated by law. It is important to note that as of September 1, 2008, we will ask all self-insured corporations to provide proof of the secretary of state registration as well as the self-insurance documentation. Such documentation should include liability endorsements as well as liability amounts. Also, such documentation should include the effective and expiration dates of the self-insurance.

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**OFFICE VISITS**

**In an effort to serve the public in a more efficient manner, our agency has decided to limit the number of applications processed in one visit. Each agency may visit our offices twice a week and bring with them no more than three (3) applications per visit. Any application submitted over the limit will be processed at a later time.**

**We sure hope this newsletter clears up any confusion that exists and as always, call the numbers listed above with any questions.**

**Good luck in all of your future endeavors!**

**Respectfully**

**Dr. Larry Birney**

**By: Steven Collins, Staff Attorney ([s.collins@cleet.state.ok.us](mailto:s.collins@cleet.state.ok.us))**