



06.3.2016

External Memorandum No. 16-005

To
LSBPSE Applicants &
Licensees

From
Fabian P. Blache III
Executive Director & CAO

CC
FILE

Re
External Memorandum
16-005 Emergency
Declaration Procedures
on use of Licensed Out-
of-State Companies
and/or Licensed
Security Officers (Rev.
07/14/2019)

Purpose:

This External Memorandum establishes revised Emergency Preparedness licensure policy and procedures in the face of a disaster preparedness/response activation, in conjunction with the Louisiana State Board of Private Security Examiners in its role as an ESF-13 support function (Public Safety & Security).

Basis:

§3274. Powers, duties, authorities, and responsibilities; meetings; quorum

provides for the following:

B. (11) When a state of emergency has been declared in this state pursuant to R.S. 14:329.6, authorize the operation of out-of-state private security businesses within the state and the use of its employees within the state for the duration of the state of emergency or for a stipulated amount of time after declaration of the state of emergency, not to exceed thirty days from the last day of the declared state of emergency, if the private security business:

(a) Is licensed in another state in which the qualifications, insurance, training, and other similar requirements are at least equal to those required under this Chapter.

(b) Has notified the board that they intend to operate in the state and submits all information requested by the board.

As such, the Board has adopted the following policy:

Upon issuance of any all-hazards emergency declaration by the Governor of the State of Louisiana, and pursuant to L.R.S. 37:3274 B. (11) **ALL OUT-OF-STATE LICENSED CONTRACT SECURITY COMPANIES MUST FOLLOW THE REGULATIONS OUTLINED HEREIN:**

LA State Board of Private Security Examiners

Tel 225-272-2310
Fax 225-272-5816

15703 Old Hammond Hwy
Baton Rouge, LA 70816

www.LSBPSE.info
ExecutiveSecretary@LSBPSE.com



Out-of-state private security companies, seeking to provide security services in Louisiana, in a disaster surge capacity, must submit to the Louisiana State Board of Private Security Examiners the following:

1. A copy of the valid and current company license from the state in which the company is licensed
2. A copy of the Accord™ Certificate of Insurance (proof of insurance) demonstrating equivalent layers of insurance as required by Louisiana Law
3. A list of personnel coming to Louisiana:
 - a. The personnel list must include the following information on each security officer:
 - i. Full name, social security number, date of birth, verification of all training (to include classroom and firearms as required by the home state of licensure)
 - ii. The security officer must have verifiable proof of licensure/registration or certification in the domicile state to stand a post in the state of Louisiana
 - iii. Furnish a copy of the security officer's license/registration or certification card from the state in which they are credentialed to function as a security officer
 - iv. A list of all the post(s) that security officers from the company will stand as well as the exact location of the post(s)
 - v. A detailed description of the company uniform along with a photograph of the full uniform
 - vi. A letter stating that the security company intends to operate in the state of Louisiana during the emergency declaration period
 - b. Creation of eLicensure Portal Accounts to capture security officers coming to Louisiana in the [State Board eLicensure Portal](https://www.lsbpselicense.com/portal#/login) located at: <https://www.lsbpselicense.com/portal#/login>
 - c. A Company Profile set up by a State Board staff member activating the company of record for limited deployment in Louisiana. Contact the Board and speak with the Section Chief of Licensure to establish an online portal presence. We are staffed to assist you with the process.
 - d. EVENT TEMPORARY REGISTRATION applications completed by each individual security officer. Logging into or creating the accounts for others is strictly prohibited.
 - e. Payment of registration applications. EVENT TEMPORARY REGISTRATIONS for ALL-Hazard responses are \$41.20 per security officer. You can bulk apply payments for all of your registrants using a process that we will walk you through. It is easy and painless.

In-state private security companies seeking to use individual security officers in a surge response capacity, who are licensed out-of-state, during a disaster declaration must submit to the Louisiana State Board of Private Security Examiners the following:

1. A list of each person coming into Louisiana who will serve as a security officer, to include the following on each individual:
 - a. Full name, social security number, date of birth, verification of all training

- b. A copy of the security officer's license/registration or certification from their state of registration or licensure
 - c. A list of all the post(s) that out-of-state security officers will stand
 - d. The respective in-state company's Qualifying Agent will be responsible to the Louisiana State Board of Private Security Examiners for all officers given authority to work in the state of Louisiana during the disaster declaration
2. Out-of-state security companies and officers may remain and work in Louisiana not to exceed thirty (30) days from the last day of the declared state of emergency, that is unless the company applies for a license in Louisiana and fully registers its' employees, after said employees meet all Louisiana training requirements as outlined by L.R.S. 37 and LAC 46 Part LIX.
3. For the purposes of surge response, and due to the limited scope of time that out-of-state security firms and officers may work during this type of limited activation, out-of-state training supporting out-of-state licensure may be viewed as equivalent to the training required in the state of Louisiana if not greater.
4. Security Officers from unregulated states (meaning unlicensed/un-credentialed officers) **are not covered by this policy**, and must make initial application to the state of Louisiana, submitting all of the requisite forms, paperwork and releases prior to standing a post.
 - a. In these cases, these officers must also attain their prescribed training intervals of two eight (8) hour sessions of classroom training, and
 - b. Must have firearms training in accordance with Louisiana law to be credentialed as armed officers
 - i. The first eight hours of training must be completed within thirty (30) days of the cancellation of the declaration of emergency and the second eight hours of training must be completed within sixty (60) days of the cancellation of the declaration of the emergency. **Every security officer must have firearms training that is recognized by the State of Louisiana before standing an armed post.**
5. After the emergency declaration, has been lifted, the company must fully register the security officers within twenty (20) days from the date of the cancellation of the declaration of emergency if they are to remain in service for any reason whatsoever.
6. Current and former law enforcement officers or current or former military law enforcement officers who have successfully completed a P.O.S.T. certification and firearms training program or equivalent within one year prior to application may submit proof of such documentation to the board as proof of training, which shall be considered the equivalent of the classroom training for security officers as required in Paragraphs (B)(1), (2), and (4) of L.R.S. 37:3284.

IMPORTANT NOTE: In the alternative to the above policy, and as deemed necessary and appropriate by the Executive Director, the Board may exercise its legal right and authority to pursue an Executive Order from the Governor of Louisiana "*authorizing emergency waiver of state licensing requirements for private security companies*" pursuant to the recommendation of the Louisiana Legislative Auditor's report and guidance to that effect dated August 3, 2006, file No. 1-06-0017.