

What to expect and prepare for when a Trooper arrives to perform a company and records inspection:

The company inspection will begin with a review of the licensing information that is maintained on file with the Texas Department of Public Safety-Private Security Bureau.

Name of company as it appears in Bureau records

Manager of company same as it appears in Bureau records

Principal place of business address same as Bureau records

Mailing address same as it appears in Bureau records

Texas Occupations Code 1702.129 Notice of Certain Changes; Branch Offices

- (a) A license holder shall notify the commission not later than the 14th day after the date of:
 - (1) a change of address for the license holder's principal place of business;
 - (2) a change of name under which the license holder does business;
 - (3) a change in the license holder's officers or partners.
- (b) A license holder shall notify the commission in writing not later than the 14th day after the date a branch officer:
 - (1) is established;
 - (2) is closed; or
 - (3) changes address or location

License/continuation certificate posted in a conspicuous place

Texas Occupations Code 1702.128 Posting of License Required

A license holder shall at all times post:

- (1) the person's license in a conspicuous place in the principal place of business of the license holder; and
- (2) each branch office license in a conspicuous place in each branch office of the license holder.

Consumer sign displayed in a prominent place

TEXAS ADMINISTRATIVE CODE 35.11 (b) (c)

- (c) A licensed company must display prominently in the principle place of business and any branch office, a sign containing the name, mailing address, and telephone number of the Board, and a statement informing consumers or recipients of services that complaints against licensees can be directed to the Board.
- (d) Signs required to be displayed in the place of business of a licensed company shall be obtained from the Board.

The Trooper will then begin with the records inspection:

Texas Occupations Code 1702.127: License Holder Employees; Records

- (a) A license holder may be legally responsible for the conduct in the license holder's business of each employee of the license holder while the employee is performing assigned duties for the license holder.
- (b) A license holder shall maintain a record containing information related to the license holder's employees as required by the commission.
- (c) A license holder shall maintain form commission inspection at the license holder's principal place of business or branch office two recent color photograph's, or a type required by the commission, or each applicant, registrant, commissioned security officer, and employee of the license holder.

Texas Administrative Code 35.64 LOCATION OF RECORDS

Records of registered employees shall be maintained at the following locations:

- (a) If a company has no branch officers, the records shall be maintained at the principal place of business.
- (b) If a company has one or more branch offices, the records shall be maintained at the branch office where the registrant or Commissioned security officer is employed.
- (c) A company shall notify the Board of any centralization of records when a branch is closed or if the records from area branch offices are centralized.

Texas Administrative Code 35.65 RECORDS TO BE AVAILABLE FOR INSPECTION

All records required to be kept under the provisions of the Act and Board Rules shall be made available for inspection by Board staff during normal business hours.

Texas Administrative Code 35.65 EMPLOYEE RECORDS

Licensed companies shall keep records of all registered or commissioned employees. Records shall be maintained for a period of TWO years from the last date of employment. The following records shall be maintained:

Full Name of employee

Date of employment

Position of employee

Address of employee

Last date of employment

DATE OF BIRTH

PLACE OF BIRTH

SOCIAL SECURITY NUMBER

One color photograph

TEXAS ADMINISTRATIVE CODE 35.67

Records required on Commissioned Security Officers:

Current residence of the security officer

Current duty assignment and location of assignment; and

Results of any drug screens administered;

Documented information on training required and provided

TEXAS ADMINISTRATIVE CODE 35.66-Pre-Employment Check

The employer of a commissioned security OR registrant shall exercise due diligence in ensuring that an applicant's qualifications meet the provisions of Section 1702.113 of the Act, prior to duty assignment.