



PRIVATE SECURITY UPDATES

ASSIST

October 29, 2021



Welcome to the TOPS License and Endorsement Application

Applicants or licensees that have submitted applications or have a private security license should Sign In to access their details.

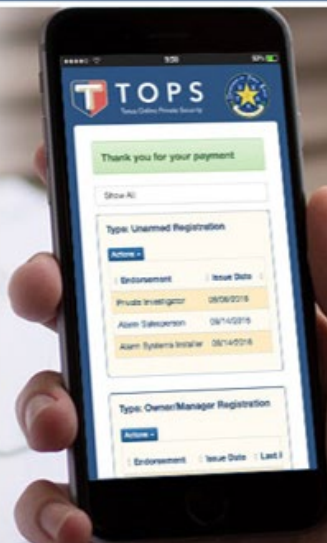
Use the RED application buttons below to start applications for people or businesses that are new to TOPS.

Not sure if you have a current license or endorsement? Choose Search Licensees below.

Start Individual Application

Start Business Application

[Search Licensees](#)



Sign In

Email Address required

Password required

[Login](#)

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POPULAR LINKS

- [DPS Regulatory Services Division](#)
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APPLICANTS

- [Get Started](#)
- [Laws and Regulations](#)
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INFORMATION

- [Records/Status Search](#)
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Browser Support: This service supports the last two versions of major desktop browsers (Internet Explorer, Microsoft Edge, Safari, Chrome, and Firefox). We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.



RECENT UPDATES MADE TO TOPS

- Minority stakeholders renew with the Business renewal.
- Business renewal and minority stakeholder renewal are now linked together. (Minority stakeholder expiration dates will sync with Business expiration date.)
- New notifications in self-service notifying applicants their license(s) are renewable or an application is needed.
- Change to the presentation of results for search screen to clarify affiliations and historical licenses.



COMPANY REPRESENTATIVE





COMPANY REPRESENTATIVE

Who can be a company representative?

An owner, partner, or shareholder who holds a 25% or greater interest in the company, or an officer who oversees the regulated services of the business, can be a company representative. The company representative must meet the experience requirements and pass the Private Security exam.



COMPANY REPRESENTATIVE

Are there changes to the experience or examination requirements?

No. The requirement for an individual to have experience in the services the company offers or to pass the examination has not changed.



COMPANY REPRESENTATIVE

Can a business have more than one company representative?

Yes. In the event the primary company representative does not meet the experience requirements for all regulated services the business provides, the business may designate Additional Company Representatives who meet the experience requirements.



COMPANY REPRESENTATIVE

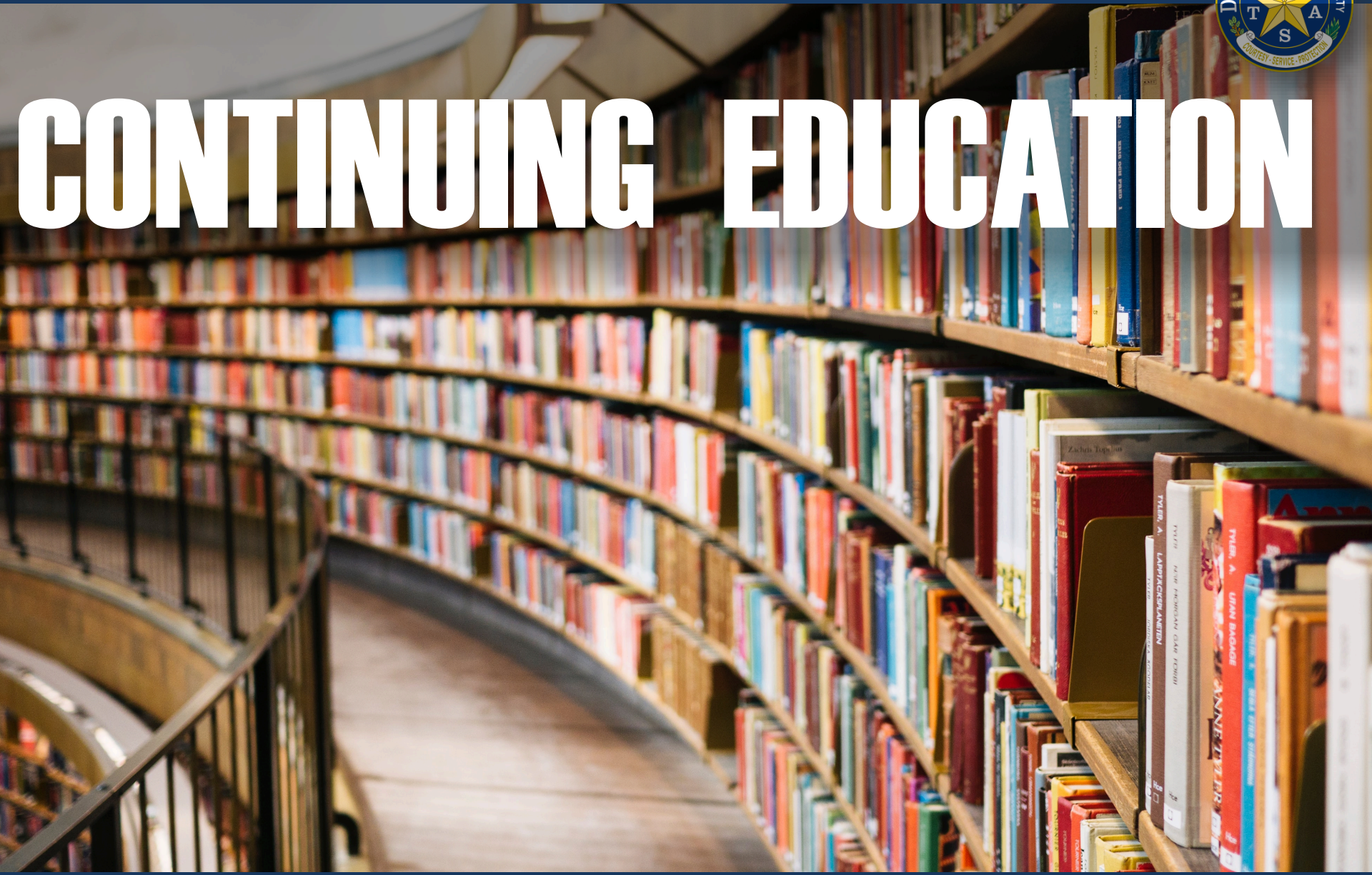
No individual application fee for any company representative who owns less than 51% and those individuals will no longer receive a pocket card.

No individual application fee for any Designated Officer/Company Representative and those individuals will no longer receive a pocket card.

An owner/company representative owning 51% or more will submit an individual application with fee and will receive a pocket card.



CONTINUING EDUCATION





CONTINUING EDUCATION

- Individuals who own 51% or more in a business are required to be individually licensed as an owner and must obtain CE
- Individuals who own 50% or less in a business are not required to be individually licensed as an owner and are not required to obtain CE
- Company representatives who own 50% or less are not required to be individual licensed and are not required to obtain CE



SPECIAL ASSIGNMENTS UNIT

Senior Investigator Samantha Aburto



SPECIAL ASSIGNMENT UNIT

- ***Headquarters Austin/Capitol – Special Assignments Unit***
 - ***Complaint-based investigations***
 - *Can come from public, department employees, other law enforcement agencies*
 - *All complaints will remain anonymous*
 - **Conduct investigations all over the state**
 - **May conduct secondary inspections similar to annual audit**
 - These inspections will be specific in need
 - May conduct a full audit if one has not been done in the past year
 - **Require full cooperation from licensee**
 - **Investigations may be more in depth and require multiple visits or additional follow-ups**
 - **If violations are found, can recommend a secondary reinspection to confirm violations were fixed.**
 - **If criminal elements are found, SAU will refer for criminal investigation**
 - Can refer to either local agency or DPS' CID depending on situation.



COMPLIANCE AND ENFORCEMENT

G.W. Metcalf
Bill Molloy



COMPLIANCE AND ENFORCEMENT

- ***Overview of TOC 1702 and Rule 35***
 - General
 - Security Company and Officer TOC 1702.102, .108, .221 & .161

- ***Inspectional Process***
 - Authority TAC 35.5 & TOC 1702.289
 - Select Items Subject to Inspection TAC 35.111 - .113
 - Record Retention TAC 35.111 - .113
 - PSP-200, Post-inspection Work Flow

- ***Other Items of Interest***
 - Continuing Education Requirements TAC 35.161
 - Complaint process TAC 35.51



ANY
QUESTIONS?





CONTACT INFORMATION

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