



STEP-BY-STEP PROCESS

COMMISSION, PERSONAL PROTECTION OFFICERS
AND RENEWALS

GATEKEEPERS SECURITY
SERVICES, LLC

INSTRUCTIONS | 2022

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Welcome to Gatekeepers. Below are many of the answers to your questions you will have during this STEP BY STEP process for your classes and registration.

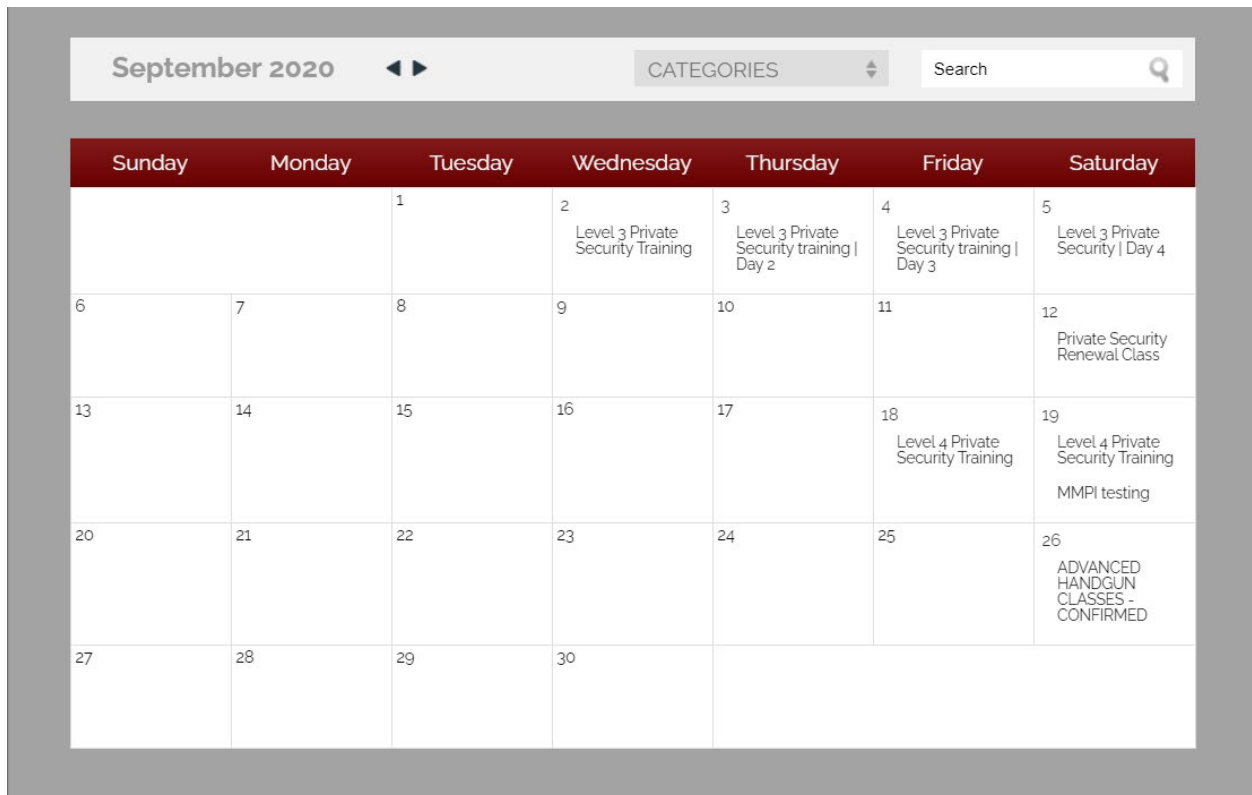
IMPORTANT: READ ALL OF THIS!!!

TRAINING DATES:

Click on the calendar link and then confirm dates that best work for you - <https://nocssm.org/calendar/calendar/>

You will attend 5 days of class (approximately 55 hrs.), 3 days, Wednesday thru Saturday for Level 3 and 2 Days for Level 4, Friday, and Saturday (can be taken prior to Level 3 class, third Fri/Sat of the month)

- Level 2 training is self-test and bring test to first day of class of Level 3
- Level 3 (first Wed thru Sat of the month)
- Level 4 (third Fri/Sat of the month)



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Level 3 Private Security Training	3 Level 3 Private Security training Day 2	4 Level 3 Private Security training Day 3	5 Level 3 Private Security Day 4
6	7	8	9	10	11	12 Private Security Renewal Class
13	14	15	16	17	18 Level 4 Private Security Training	19 Level 4 Private Security Training MMPI testing
20	21	22	23	24	25	26 ADVANCED HANDGUN CLASSES - CONFIRMED
27	28	29	30			

BELOW IS A CHECK LIST AND ANSWERS TO EVERYTHING YOU NEED:

- ✓ Fill out and sign ALL the paperwork you will received. RETURN TO ME VIA EMAIL OR FAX prior to class (I do not need originals)
- ✓ Send a **COLOR** copy of your driver's license. (Set your fax to color)
- ✓ You will complete your **MMPI test** after your Level 4 class testing, **same day!**
- ✓ Dr. Mike Jafarzadeh PhD (or licensed psychologist in your area) to complete. (Contact information below if you are unable to take the test on **Level 4 test day.**)

1341 W. Mockingbird Lane
Suite #108W
Dallas TX 75247
(469) 799-3735

I will submit form to the Private Security Bureau (PSB).

DO I NEED TO PRINT THE TRAINING MATERIALS BEFORE CLASS?

- **NO**, upload to your tablet or phone to follow through the materials during class and take notes or to refer to after training.

ABOUT | NON-COMMISSION, COMMISSION AND PERSONAL PROTECTION OFFICER

QUESTIONS:

AM I CONSIDERED AN EMPLOYEE OF GATEKEEPERS SINCE I'M A VOLUNTEER?

- Yes, you are considered an employee of Gatekeepers, FILL OUT EVERYTHING!

I WAS BORN OUTSIDE OF THE US.

- If you were born out of the country, attach a Proof of Residence or Naturalization. (Military on US bases will still need a birth certificate)

I AM A VETERAN

- If you were discharged from the military, send me your DD214
- Please let me know if you're a veteran ASAP for licensing cost.

I AM CURRENT OR RETIRED LAW ENFORCEMENT

- If you are a current police officer in Texas (30 hrs. or more) and your municipality will allow you to carry dual licenses or if you have retired less than two years, your training is waived for Level 3.
- You will still have to take the MMPI test for your Level 4/Personal Protection and qualify with your firearm for Gatekeepers.

I ALREADY HAVE MY COMMISSION AND PERSONAL PROTECTION LICENSES

- You can update your license to reflect Gatekeepers as an employer on the TOPS website.
- You will be required to shoot with a Gatekeeper instructor before approval to come into the Gatekeeper Program. (No exceptions)
- Cost is \$50 for the shoot and \$17 per license to update (Veteran is \$5 per license).

WHEN DO I APPLY FOR MY LICENSES?

- ONCE I HAVE RECEIVED ALL YOUR PAPERWORK and AFTER your first day in class for Level 3, you can go online to [TOPS](#) (Click for link-Texas Online Private Security) and apply for your Armed/Commission license ONLY!!!
- **OUR COMPANY LICENSE # B15671**
- After you have completed Level 4 training, you will go back into [TOPS](#) (Click for link-Texas Online Private Security) under **YOUR** profile to Start Individual Application and apply for your Armed/Personal Protection license.
- **CAN'T LOGIN** ...click on the link to create your account if no other option has been given.

WHEN DO I DO MY FINGERPRINTS?

- Once I verify your employment, YOU CAN SCHEDULE YOUR FINGERPRINT APPOINTMENT using the **TRANSACTION #** from your email receipt for the **TRACE/CCR** number requested. These are the other numbers required when setting up your fingerprints **ORI #TX920330Z** and **SERVICE CODE 11G65Y**
- Here is the link to get your fingerprints scheduled <https://www.identogo.com/>
- Reference - Gatekeeper Security Services company license #**B15671**

CAN I USE MY FINGERPRINTS FROM MY CHL/LTC OR ANOTHER AGENCY?

- NO, YOUR CHL/LTC FINGERPRINTS WILL NOT CROSS OVER TO THE PSB FINGERPRINTS PROCESS

WHEN DO WE QUALIFY?

- You will qualify the last day of your Level 3 training which is Saturday.

WHERE DO WE QUALIFY?

- You will qualify at the CSI Range in Aubrey, TX. Directions will be sent to you prior to class.

WHAT FIREARMS CAN I QUALIFY WITH?

- 9MM, S&W 40, 45 ACP AND 12 GAUGE SHOTGUN

WHAT ABOUT HOLSTERS?

- Handgun Holster restrictions: You must bring a holster that fits your handgun. Strong side carry, inside waist band or outside waist band are the only acceptable holsters.
- Holsters that use the trigger finger to release the handgun from the holster are **BANNED** from all training or qualification (Blackhawk Serpa 2 or like type).

WHEN DO I BRING MY FIREARM?

- Bring to class when the instructor asks for it.
- If you are coming from out of town, keep your firearm in your car until the instructor ask for it on the second or third day of training.

HOW MUCH AMMO DO I NEED TO QUALIFY WITH?

- Minimum of 50 rounds of ammo per caliber, 100 if you need to practice.
- Shotguns, bring nine rounds of "00" buckshot

HOW LONG WILL IT TAKE TO GET MY LICENSES?

- Once all of the paperwork is submitted, it will take 4-6 business weeks before you will receive your licenses.
- You will receive one license with both Commission and PPO licenses noted on the back of the license.
- Your license will come directly to you in the mail from the PSB.

DO I GET A BADGE?

- Once you notify me your licenses have been approved, please email me confirmation and I will drop your badge in the mail.

HERE IS A LIST OF SUGGESTED EQUIPMENT. IT IS A PERSONAL CHOICE AS TO WHAT PRICE POINT AND TYPES OF EQUIPEMENT YOU WANT TO PURCHASE.

From GT Distributors – www.gtdist.com | Garland and Austin locations.

- Requires a letter from Gatekeepers for any discounts on firearms. Other distributors may require the same type of letter. Contact them for content of the letter for GSS to send and contact email prior to shopping.
- Handgun: GLOCK 19 GEN 5 - 9MM 3 MAGS FIXED SIGHTS FOR LE/MIL SKU: GLOCK-PA1950202 \$398.20
- Holster: FOBUS GLOCK 17/19/22/23/31/32/34/35 EVOLUTION PADDLE HOLSTER SKU: FSA-GL2E2 \$26.99
- Extra Magazine Holster: FOBUS DOUBLE MAG POUCH GLOCK 9MM SKU: FSA-6900NDP 28.99
- Baton: ASP FRICTION LOCK BATON 26 Inch SKU: ASP-32611 \$100.73
- Baton Holster: SAFARILAND 35 EXPANDABLE BATON HOLDER SKU: SAF-35-F26-2 \$32.99
- Handcuffs: SMITH & WESSON UNIVERSAL CHAINED CUFF SKU: SW-350132 \$36.95
- Handcuff Holster: BIANCHI 7300S ACCUMOLD® COVERED HANDCUFF CASE SKU: BI-7300-X 23.95
- Flashlight and Holster: STREAMLIGHT PROTAC HL-X FLASHLIGHT 1000L/400L/65L/STROBE, (2) CR123A, HOLSTER SKU: STL-88064 \$79.99
- Badge Clip: STRONG CLIP-ON BADGE HOLDER – SHIELD SKU: STG-71220 \$7.99

WHAT IS REQUIRED TO VOLUNTEER AT MY CHURCH OR SCHOOL?

- You will be required to turn in a schedule of duty to your coordinator/director for each month prior to serving.
 - If you schedule should change during each month, you are required to email me with any schedule changes, i.e., dates, times, campus.
 - This is for your protection and ours to keep your duty schedule current always.
-

RENEWALS AND REQUALIFYING

WILL I NEED TO RENEW AND REQUALIFY?

Yes, every two years you will renew and requalify on the second Saturday of the month up to 90 days prior to your expiration.

- RENEWAL CLASS is the 2nd Saturday of the month. Classroom at 9 a.m., range time starts at 12:30 p.m. and must be confirmed with marian@gatekeeperssecurity.com
- Set your expiration date on your calendar for a reminder and contact me to schedule your renewal class in advance.
- You will be responsible to go online to **TOPS** (Click for link-Texas Online Private Security) prior to your expiration and renew under the **ACTION** button once it is available to do so. Usually about 60 days prior to expiration it will flip over.

- I will send your firearms proficiency certificates after your renewal class to be UPLOADED via your profile on TOPS. LOOK FOR UPLOAD DOCUMENTS UNDER MY APPLICATIONS, VIEW CHECKLIST UNDER ACTIONS TO UPLOAD YOU CERTIFICATE. Click on Training, then firearms proficiency. Attach and Submit.
- YOU WILL ONLY SEE THE UPLOAD DOCUMENT BUTTON WHEN YOU PAY FOR YOUR RENEWAL, THEN IT GOES AWAY.

USE OF FORCE RESISTANCE CONTROL CONTINUUM – REQUIRED READING



Gatekeepers has some unique company policies that are you need to be aware of.

1. Preventing the consequences of theft. – Although the law gives us the right to arrest someone for theft, we DO NOT authorize our officers to arrest for theft but to observe and report information to the police, **within reason.** We DO NOT want you to attempt an arrest and the suspect have a gun and open fire injuring innocent by standers.
2. The ONLY intermediate weapon an officer is allowed to carry is the expandable baton. – No OC spray, Taser, Etc.
3. Duty ammunition - common law enforcement ammunition. Hornady Critical Duty etc. No Full metal jacket.

4. Prohibited duty holsters: any holster that requires the trigger finger press to extract the handgun. Blackhawk Serpa II , no cross draw, upside down small of back, ankle for backup only.
5. 380 caliber handguns may not be worn as the primary service weapon while on duty.
6. Register your training-by-training form or certificate. For your training file. LINK FORM
7. An officer may only carry weapons of the caliber that they have qualified with. You may come to the range for quals on range days 2 X per month. No-charge. LINK CALENDAR
8. Handgun may not be unholstered while on duty unless addressing an imminent deadly threat.
9. Qualify with score equal to or better than 225 Semiannually or Quarterly on my own.

If you have further questions, please email me – chuck@gatekeeperssecurity.com

CAN I VOLUNTEER FOR ANYONE OTHER THAN MY CHURCH or ORGANIZATION?

- Not without a GSS contract with that church or organization.
- Call me to discuss

AM I ELIGIBLE TO WORK FOR ANOTHER SECURITY COMPANY?

- Yes, if they are interested in holding your license and are not in direct competition with the Gatekeepers Program.
- Call to discuss further.

OUR FOUNDING SCRIPTURE:

[1 Chronicles 9:21-27 Amplified Bible \(AMP\)](#)

21 Zechariah, son of Meshelemiah was a **Gatekeeper** at the entrance of the Tent of Meeting. **22** All those chosen to be a **Gatekeeper** at the thresholds were 212. They were enrolled by their genealogies in their villages [around Jerusalem], these men [whose grandfathers] David and Samuel the seer had appointed to their official duty. **23** So they and their sons were in charge of the gates of the house of the Lord, that is, the house of the tabernacle, as **guards**. **24** The gatekeepers were stationed on the four sides —on the east, west, north, and south. **25** Their relatives in their villages were to come in every seven days from time to time to be with them; **26** for these Levites, the four chief **Gatekeepers**, had an official duty, and were in charge of the chambers and treasuries of the house of God. **27** They spent the night around the house of God, for the [night] watch was theirs, and they were in charge of opening the house morning after morning.

AMEN