



# STEP-BY-STEP PROCESS

COMMISSION, PERSONAL PROTECTION OFFICERS  
AND RENEWALS

GATEKEEPERS SECURITY  
SERVICES, LLC

INSTRUCTIONS | 2019

## Contents

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..... 2

**IMPORTANT: READ ALL OF THIS!!!** ..... 2

**TRAINING DATES:**.....**22**

**DO I NEED TO PRINT THE TRAINING MATERIALS BEFORE CLASS?** ..... 3

**ABOUT | NON-COMMISSION, COMMISSION AND PERSONAL PROTECTION OFFICER** .....**3**

**WHEN DO I APPLY FOR MY LICENSES?** ..... 4

**SUGGESTED EQUIPEMENT** ..... 5

**WHAT IS REQUIRED TO VOLUNTEER AT MY CHURCH OR SCHOOL?** ..... 5

**RENEWALS AND REQUALIFYING** ..... 5

**OUR FOUNDING SCRIPTURE:** ..... 6



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

- OR, 3 – 2 Days, ALL Friday and Saturday Modules
  - Module 1 and 2 must be scheduled BEFORE Modules 3 and 4
    - Level 2/3, is Module 1 and 2 (last Fri/Sat of the month)
    - Level 3 is Module 3 and 4 (first Fri/Sat of the month)
    - Level 4 is Module 5 and 6 (can be taken in any order)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Level 2/3 Training	5 Level 2/3 Training	6 Level 2/3 Training	7 Level 2/3 Training
8	9	10	11	12	13	14 Renewal and Re-Qualify   2018
15	16	17	18	19	20 Level 4 training	21 Level 4 training ADVANCED HANDGUN CLASS   April 21st
22	23	24	25	26	27 Module 1 and 2   Levels 2/3 Class	28 Module 1 and 2   Level 2/3
29	30					

MAILING ADDRESS: P. O. Box 248 | Aubrey, TX 76227 | (214) 305-5616 OFFICE | (480) 287-8387 FAX  
 SCHOOL ADDRESS: 5315 US Hwy. 377, Krugerville, TX 76227  
 EMAIL: [marian@gatekeeperssecurity.com](mailto:marian@gatekeeperssecurity.com) | [www.gatekeeperssecurity.com](http://www.gatekeeperssecurity.com)

**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. Julie Duncan 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.**)

3112 N. Jupiter Rd., Suite #203

Garland, TX 75044

[drjcduncan@hotmail.com](mailto:drjcduncan@hotmail.com)

(214) 202-8575

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

**DO I NEED TO PRINT THE TRAINING MATERIALS BEFORE CLASS?**

- **YES**, it will help to follow through the materials during class and take notes or to refer to after training.
- BRING THE SELF TEST **ANSWER SHEET ONLY** TO BE GRADED BY INSTRUCTOR ON THE FIRST DAY OF CLASS.
- Level 2 test starts on page 45
- Link for all study materials <http://nocssm.org/csi/courses-training/study-guides/>

---

**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.

**MAILING ADDRESS:** P. O. Box 248 | Aubrey, TX 76227 | (214) 305-5616 OFFICE | (480) 287-8387 FAX

**SCHOOL ADDRESS:** 5315 US Hwy. 377, Krugerville, TX 76227

**EMAIL:** [marian@gatekeeperssecurity.com](mailto:marian@gatekeeperssecurity.com) | [www.gatekeeperssecurity.com](http://www.gatekeeperssecurity.com)

- 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 last day in class for Level 3, you will go online to [TOPS](#) (Click for link-Texas Online Private Security) and apply for your 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 Application and apply for your Personal Protection license.

#### **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.txdps.state.tx.us/rsd/psb/News/PSBWebFingerprintingInstr.htm>
- 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 EQUIPEMENT. IT IS A PERSONAL CHOICE AS TO WHAT PRICE POINT AND TYPES OF EQUIPEMENT YOU WANT TO PURCHASE.**

From GT Distributors – [www.gtdist.com](http://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 your 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.

**MAILING ADDRESS:** P. O. Box 248 | Aubrey, TX 76227 | (214) 305-5616 OFFICE | (480) 287-8387 FAX

**SCHOOL ADDRESS:** 5315 US Hwy. 377, Krugerville, TX 76227

**EMAIL:** [marian@gatekeeperssecurity.com](mailto:marian@gatekeeperssecurity.com) | [www.gatekeeperssecurity.com](http://www.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 certificate after your renewal class to be UPLOADED via your profile on TOPS. Click on Training, then firearms proficiency. Attach and Submit.

#### **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**

**MAILING ADDRESS:** P. O. Box 248 | Aubrey, TX 76227 | (214) 305-5616 OFFICE | (480) 287-8387 FAX

**SCHOOL ADDRESS:** 5315 US Hwy. 377, Krugerville, TX 76227

**EMAIL:** [marian@gatekeeperssecurity.com](mailto:marian@gatekeeperssecurity.com) | [www.gatekeeperssecurity.com](http://www.gatekeeperssecurity.com)