



2024 PPO TOOLBOX



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BSIS LICENSING AND COMPLIANCE

BUREAU OF SECURITY AND INVESTIGATIVE SERVICES (BSIS)

The BSIS is the state agency that regulates, licenses, and enforces California's private security industry. Governed by the Department of Consumer Affairs (DCA) the BSIS has worked with CALSAGA over the years to increase professionalism and standardization throughout the industry. Many of CALSAGA's successes are due largely in part to the close working relationship the organization enjoys with past bureau chiefs and current bureau Chief Lynne Jensen and her dedicated staff.

Contact information for BSIS

BSIS Fact Sheet

Information on BSIS Licensing Requirements, submitting a Guard Card Application and Renewing a Guard Card

SECURITY OFFICER TRAINING REQUIREMENTS

BSIS States: "The course of skills training for registered security guards shall follow the standards prescribed by section 7583.6(b) of the Business and Professions Code.", and that "for each course, or series of courses, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course. The certificate shall identify the course(s) taken, the number of hours of training provided, identification of the issuing entity, name of the individual and instructor and a date, and state that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for Security Guards. The certificate shall be serially numbered for tracking."

Full List of the BSIS Security Officer Training Requirements

CALSAGA TRAINING DATABASE AND TRAINING CERTIFICATES

All CALSAGA Members have access to our CALSAGA Training Database (which creates BSIS compliant certificates) free of charge.

**Learn more about the
CALSAGA Training Database**

Remember that you are required to have a compliant training certificate for all officer training. This is one of the main items that will be checked should you ever be audited by BSIS. If the officer received training elsewhere and has no certificate (and is not able to obtain one), you are best to repeat the training (they can ask their previous employer for a copy OR you can search in the CALSAGA training database system to see if there is any training for that officer as well).

SAMPLE TRAINING CERTIFICATE



CALSAGA offers security officer training materials that satisfy the requirements of AB 2880 as well as School Security Training materials that satisfy the requirements of SB 1626 and SB 390. CALSAGA's approved Training Facility ID is 2670.

MEAL AND REST BREAKS

California Rest Breaks

A rest period is a 10 minute paid break.

HOURS WORKED IN ONE DAY	REST BREAKS
0 - 3:29	0
3:30 - 6:00	1
6:01 - 10:00	2
10:01 - 14:00	3
14:01 - 18:00	4
18:01 - 22:00	5

California Meal Breaks

A meal break is a 30 minute uninterrupted unpaid break.

HOURS WORKED IN ONE DAY	MEAL BREAKS
0 - 5:00	0
5:01 - 10:00	1
10:01 - 15:00	2
15:01 - 20:00	3
20:01 -	4

WEEKLY PAY REMINDER

*Jaimee Wellerstein, Esq., Bradley & Gmelich,
CALSAGA Legal Advisor*

According to Labor Code Section 201.3, you are a “temporary services employer” if you contract with clients/customers to supply workers to perform services for the clients/customers, and:

1. Negotiate with clients/customers formatters such as the time and place where the services are to be provided, the type of work, the working conditions, and the quality and price of the services; and
2. Determine assignments or reassignments of workers, even if workers retain the right to refuse specific assignments; and
3. Retain the authority to assign or reassign a worker to another client or customer when the worker is determined unacceptable by a specific client or customer; and
4. Assign or reassign workers to perform services for clients or customers; and
5. Set the rate of pay of workers, whether through negotiation; and
6. Pay workers from your own account or accounts; and
7. Retain the right to hire and terminate workers.

In almost every instance, Private Patrol Operators are “temporary service employers.” To make matters worse Labor Code Section 201.3 was amended specifically singling out this industry. It requires that security guards who are working for Private Patrol Operators be paid weekly, regardless of when their assignment ends. Failure to pay security guards accordingly could expose the PPO to serious damages including Private Attorneys General Act (PAGA) civil penalties. (This can result in penalties of approximately \$10,300 per employee, per year!)

LESSON LEARNED:
If you are not paying your California PPO employees on a weekly payroll system, you are exposing your company to unnecessary liability.

ESSENTIAL CONTRACT TERMS FOR YOUR SECURITY SERVICES AGREEMENTS

*Barry A. Bradley, Esq., Bradley & Gmelich,
CALSAGA Legal Advisor*

These are just a few of the necessary provisions that should be addressed in any of your service contracts. There are additional areas that can protect your business, but at a minimum, you should make sure you have these basics.

- **General Statement of Duties (Scope)** Are your duties clear and defined both as to location, post responsibilities, hours, expectations, and especially limitations? Are your officers to use force? Are they just required to observe and report?
- **Term of Contract** When does your service agreement expire? Will it automatically renew? Is termination addressed?
- **Price and Payment Terms** Are all service hours defined and invoicing defined?
- **Attorney's Fees** If a dispute arises between you and your client (for example, for non-payment), does the prevailing party have a right to recover its reasonable attorney's fees?
- **Disclaimers** Are you making promises you should not?
- **Indemnification** This is perhaps one of the most vital areas of your agreement. Is it in your favor, or are you giving up the farm?
- **Insurance Requirements** Are you providing appropriate insurance coverage? Are you required to name your client as an Additional Insured? Are there exclusions that might apply for which you might not have coverage?
- **How Disputes are Resolved** In the event of a legal dispute with your client, where and how will it be addressed?

SEXUAL HARASSMENT TRAINING REQUIREMENTS

In an effort to assist our CALSAGA Membership stay compliant with laws and requirements, CALSAGA developed an interactive, video-on-demand sexual harassment training for both employees (1 hour) and supervisors (2 hours) with CALSAGA's Network Partner The Works Consulting. The CALSAGA training meets all the requirements of the California legislation. A Training Certificate will be provided to everyone who completes the training and will be emailed to the purchaser of the training upon participant completion.

SB1343 requires all employers in California with 5 or more employees to provide sexual harassment prevention training to all employees and supervisors.

Employers must provide:

- Supervisory employees with 2 hours of training every 2 years
- Nonsupervisory employees with 1 hour of training every 2 years

Newly hired employees must receive the training within 30 days of hire or within their first 100 hours of work, whichever comes first.

Sexual Harassment Training is not transferrable between companies – even with a certificate of completion. You are responsible for training all staff as per the guidelines above.

Once purchased, the purchaser will immediately receive an email including a link to each training session purchased. One link per employee can be forwarded to those who will complete the training. Once they are finished with the program in its entirety, a certificate will be emailed back to the purchaser. Also included in this completion email will be a full report on all training purchased – including which keys have been activated and/or completed.

Volume discounts and discounts for CALSAGA members are available.

Learn more about Sexual Harassment Training

THE CALIFORNIAN: THE QUARTERLY NEWSLETTER OF CALSAGA

Need more information like this? The Californian: The Quarterly Newsletter of CALSAGA is a high-quality digital quarterly newsletter distributed in February, May, August, and November.

Review all past editions of *The Californian*

REFERRALS

CALSAGA Preferred Broker: Assured Partners

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The Mechanic Group, a Division of Specialty Program Group

Marc Katz
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Philadelphia Insurance

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www.phly.com
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REFERRALS

Team Software by WorkWave

(402) 952-4318

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Trackforce Valiant + TrackTik

www.tracktik.com

www.trackforcevaliant.com

www.silvertracsoftware.com

+1 (888) 454-5606 x174

OTHER HELPFUL RESOURCES

**Find out which labor notices
you must post**

Check the status of a LiveScan

Print the I-9 form

Print the W-4 form

**Print the Notice to Employee
template**

**Guide to Developing Your
Workplace Injury & Illness
Prevention Program**

ABOUT CALSAGA

CALSAGA is the only industry association in California dedicated to advocating on behalf of the security industry in the Legislature and at the Bureau of Security & Investigative Services (BSIS) to make sure your voice is heard. The organization, which was originally started in 1994, has led efforts over the past several years to bring greater accountability in licensing, training and background screening standards that has made California a national leader in security. From small firms to some of the largest private security companies in the world, our legislative successes are due largely in part to our strength in numbers.

The Mission of the California Association of Licensed Security Agencies, Guards & Associates (CALSAGA) is to: "Raise and improve the quality of service and public perception of the security industry by promoting industry growth and providing information, education, improved standards, legislative and regulatory agency advocacy, money-saving benefits, and personal development."

As a membership service association, CALSAGA is dedicated to improving the services of the security industry, representing the professional and business interest of Private Patrol Operators, Proprietary Private Security Employers, Private Security Training Facilities, Private Security Trainers, and their employees.

**CALSAGA
Membership Application**