



Government/Commercial/Industrial Facilities & Security Services  
5729 Leopard, Bldg. 8, Corpus Christi, TX. 78408 Off. 361-299-6767 Fax: 361-299-6769

## Sec-Ops Security Guard Requirements in Texas

For our Texas security officers working on our security contracts must be registered with the Texas Department of Public Safety. This can only be done by the individual who is applying or has an active security license. Go to the TOPS website (<https://tops.portal.texas.gov/psp-self-service/login/auth>) and begin your security license application. The license number for Sec-Ops is B15097. Once completed with the initial paperwork, complete the Sec-Ops job application and come in for an interview. Upon completion of the processing and a hiring offer is given, then the company will validate the hired status. Sec-Ops will assist in the process of the employee requirements within 7 days of hiring. The new hire will schedule the appointment of being fingerprinted, any required training and complete indoctrination. If the new hire already has an active security license, the update is required online to be placed under our company. This will complete the registration paperwork to transfer your pocket card from your previous company to ours. The entire security guard training and licensing process can take between one and two months from the time a person is hired, to when they receive their registration card.

The first step to becoming a Sec-Ops security guard in Texas is to complete the TOPS paperwork and then apply for one of our open security guard jobs. These jobs are often listed on our website, local job search engines, advertising on craigs list, or some people come to the office and request an application. Sec-Ops requires a person to be at least 18 and having successfully completed high school prior to applying with the company. They also must be able to pass a background check, drug screening and fingerprinting. You must have and maintain a valid State issued drivers license.

Newly hired personnel will need to complete either level II or level III training and copies of the certificates are required. In some cases these courses can be taught by our in house certified training academy for a fee. Sec-Ops will inform you of what requirements you must have for training. Sec-Ops security guard training will take place at the office and the job site of the where a person is hired to fill, and for some security guards training may be required to completed elsewhere like the clients training site. Upon completing level II or level III training, a person will receive a certificate of completion. This will be one of the items required when you apply for your registration card through the Texas Department of Public Safety. Along with the certificate showing that you completed security guard training in Texas, you will also need to provide a receipt showing that you have completed fingerprinting/background check.

Newly hired personnel will follow the instructions of our HR Manager for how to schedule the fingerprinting. Instructions are also on this website: [www.dps.texas.gov](http://www.dps.texas.gov). The pocket card in Texas is good for 2 years. 60 days prior to expiration you will renew if you are still an employee. Note: the earliest we can renew is 60-90 days before expiration. A person can renew their pocket card up to a year after it expires, but late fees will be applied. Otherwise, a person will have to begin the process from the beginning.

For more information on unarmed security guard certification in Texas, visit: [www.txdps.state.tx.us](http://www.txdps.state.tx.us). Once a person is hired, they will need to complete Sec Ops security





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training which is taught by our in house certified training personnel. Sec-Ops will inform you of what requirements you must have for training. Sec-Ops security guard training will take place at the office and the job site of the where a person is hired to fill. Upon completing training, a person will receive a certificate of completion. In addition, security officers are required to complete the Antiterrorism Awareness Training Level I course located on line at <http://jko.jten.mil/courses/at11/launch.html>.

There may be additional training or certification processes associated with the type of contract, its location and the entity we are contracting with. All requirements are specified in the job listing and explained during our candidate screening process.

Depending upon contract assignment, new hire personnel may be required to get a Transportation Workers Identification Card (TWIC).

Note: All Sec-Ops new hire security officers are asked to go online and complete the training below prior to commencement of training. The course is ProFirstAid BASIC course, it includes CPR/AED and first aid training for adults only. The web site is:  
<http://www.profirstaid.com/landing/dynamic4/firstaid-training?gclid=CMPo6sH738sCFQIQaQodqf4NvQ>

#### AT Training Source:

1. <http://jko.jten.mil/courses/at11/launch.html>

Sec-Ops maintains an actual licensed security guard training academy and continuing education programs. These courses are offered to people who are wishing to pursue a job in the security industry for a fee. The training academy will equip a person with basic knowledge and skills needed to work security. We offer weapons training as well, though there are more requirements of people who want to work as an armed security guard, than those without weapons.

## Armed Security Guard Training in Texas

The basic requirements for unarmed guards in Texas also apply to armed guards in Texas. A person needs to be employed by a security company and registered through the Texas Department of Public Safety. In addition, to work as an armed security guard in Texas a person has to be at least 21, and have completed their firearms training courses which include firearms safety, use, and laws. Firearms certification needs to be acquired within Texas, and the registration card through the state must show that they are approved to carry a weapon on the job. The training requirements in Texas for armed guards mandate that a person complete Level two and three training prior to receiving armed guard license. Upon completion of training a security officer will have 90 days to submit their certification for the processing of the armed license. Any training certificate older than 90 days must be repeated. Mandatory requalification and 8 hours of training is required prior to renewal of the license.

