

DEPARTMENT OF JUSTICE, PUBLIC SAFETY DIVISION
PRIVATE SECURITY OFFICE



THE LOOKOUT

VOLUME 4, ISSUE 1

Information for the
private security, private investigation and
armoured vehicle industry in Nova Scotia

FALL/WINTER 2008



FROM THE DEPUTY REGISTRAR-KAREN FORSYTH

Happy New Year! It's hard to believe that 2008 is over and we are now into 2009 and gearing up for another annual renewal period.



We are always looking at new ways to improve the interaction between our office and the security industry in Nova Scotia. Starting January 26, 2009, the first, of a number of our forms, will be available on-line in a fillable PDF format. This will make forms easier to complete and hopefully reduce the returns for incomplete applications. The *Application for Individual License* and the *Application for Individual License RENEWAL* forms can now be completed on-line and then printed for the required signatures and submission to our office. Throughout the year, additional forms will be added to our website in this format. Please see the back of this newsletter for the link. **Here's to another successful year!**

COMPLIANCE CORNER—LLOYD CARTER

Let me start by saying thank you to all the businesses and individuals in the industry that I have worked with during this period. The positive attitude and cooperation I have received from all of you has certainly made my job easier.

It is noteworthy that incidents of **uniform violations** and **unlicensed activity** stand out as areas that have required attention. With your continued cooperation, I am confident that these identified areas, along with any other compliance issues, will be addressed and dealt with in a manner that is fair and consistent for everyone.

I would also like to thank the businesses for the steps they have taken to pro-actively implement policies and procedures that are designed to effectively deal with areas of operation that will curb compliance issues in advance. GREAT WORK!

A few reminders:

- Please refer to Section 14(1) of the Private Investigators and Private Guards Act regulations for requirements regarding uniform markings;
- Remember — an individual is not licensed unless they have in their possession, a license that has been issued by the Department of Justice, Private Security Office.
- Complaints must be made in writing and will be reviewed at the time they are received to determine a course of action.
- If you are unclear about the legislation, or have any compliance related concerns, or questions, please contact the Private Security Office for clarification.

SPECIAL POINTS OF INTEREST

- The Private Security Office makes every effort to ensure applications are processed within a **minimum of two (2) business days** under normal processing conditions and after a **complete application** is received at the Office.
Please do not contact the office concerning the processing status prior to the end of business day two as continuous queries cause further delay. Applications are processed in the order in which they are received.
- Office hours are 8:30-4:30. Applications will not be accepted after 4:30.

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"If everyone is moving forward together, then success takes care of itself"

~ Henry Ford ~

NEW STAFF

The Private Security Office would like to welcome Ellen Brooks. Ellen will be responsible for the processing of private guard, private investigator and armed guard licenses. If you have a question concerning the status of a license **after** the 2 day minimum processing time, please contact Ellen.



Department of Justice

Contact Us

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Security Programs
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Ground Floor
Halifax, Nova Scotia
B3J 2L6

Ellen Brooks

Licensing Clerk
424-2905

Toll Free
1-888-760-5577



RENEWALS FOR 2009

As another renewal period is now upon us, we have a few important reminders about the renewal process:

- Please ensure your package is complete and on time. We cannot guarantee your licenses will be processed prior to their expiration date if they are submitted after March 1st.
- Individuals and/or companies subject to outstanding fines may not be approved and/or processed until they have fulfilled their obligation to the court.
- You may apply on a renewal application form up until May 31, 2009. Remember, after March 31, 2009 you current license will no longer be valid.
- We require the applicants' legal name on the application (i.e., Richard instead of Rick), and please include first, **second** and family name. A number of applicants do not put the second name on the application.
- Incomplete renewal applications will be returned so please ensure when signing off on the application, all fields are completed. The biggest issue is incomplete addresses.
- As always, we are here to assist. If you have any questions or concerns about the renewal process, or come across any discrepancies on your renewal notice, please contact our office.

LEGISLATIVE REFORM OF PRIVATE SECURITY CANADIAN UPDATE

Alberta is the latest Canadian province to introduce new private security legislation. Bill 10, the *Security Services and Investigators Act* received Royal Assent on December 2, 2008.

The Department of Justice continues to advance the process of legislative reform of private security for Nova Scotia.

INDIVIDUAL LICENSING STATISTICS TO DATE

License Type	Number of Licenses Issued between April 1—December 31, 2008
Private Guard	2832
Private Investigator	129
Private Armed Guard	324
Dual (Private guard/investigator)	135
Total	3420

To access our new on-line fillable forms, please visit:

http://www.gov.ns.ca/just/Public_Safety/private_security.asp