



1 14B NCAC 16 .0707 is adopted with changes as published in 38:15 NCR 969-970 as follows:

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3 **14B NCAC 16 .0707 TRAINING REQUIREMENTS FOR UNARMED SECURITY GUARDS**

4 (a) Applicants for an unarmed security guard registration shall complete the basic unarmed security guard training  
5 course within 30 days from the date of permanent hire. The course shall consist of a minimum of 16 hours of classroom  
6 instruction including:

- 7 (1) The Security Officer in North Carolina -- (minimum of one hour);
- 8 (2) Legal Issues for Security Officers -- (minimum of three hours);
- 9 (3) Emergency Response -- (minimum of three hours);
- 10 (4) Communications -- (minimum of two hours);
- 11 (5) Patrol Procedures -- (minimum of three hours);
- 12 (6) Note Taking and Report Writing -- (minimum of three hours); and
- 13 (7) ~~Department~~ Professional Conduct -- (minimum of one hour).

14 A minimum of four hours of ~~classroom~~ instruction shall be completed within 20 calendar days of any security guard,  
15 including probationary, being placed on a duty station. These four hours shall include the instruction on The Security  
16 Officer in North Carolina and Legal Issues for Security Officers.

17 (b) Training shall be conducted by a Board certified unarmed security guard trainer. A Board created lesson plan  
18 covering the training requirements in Paragraph (a) of this Rule shall be made available by the Board to each trainer.  
19 The Board may approve other [forms of] media [and] training materials that deliver the training requirements of  
20 Paragraph (a) of this Rule.

21 (c) The 16 hours of training may be delivered ~~remotely~~ in-person, in-person remotely, synchronously on-line, or in a  
22 hybrid format under the following conditions:

23 ~~(1) The training is presented by a Board certified unarmed security officer trainer.~~

24 (1) In Person is defined as ["In-Person" means] an instructor physically present in-person in a  
25 classroom setting with students physically present in-person in a classroom setting. This is  
26 considered traditional in-person training. [In Person remotely "In-Person remotely" is defined as  
27 means] an instructor delivering a course to students in an in-person seated classroom while also  
28 transmitting to another or multiple other classrooms where students are in-person and observing via  
29 video and sound technology. Students must have the ability to have constant audio and visual  
30 communication with the instructor as the instructor is presenting. [Synchronously on-line  
31 "Synchronously on-line" is defined as means] instruction utilizing an on-line audio/video platform  
32 where the instructor is teaching the course live to students that are attending live and the instructor  
33 and students have constant visual and audio communication with each other available. [Hybrid  
34 format "Hybrid format" is defined as means] instruction utilizing both in-person classroom teaching  
35 as well as synchronously on-line. The instruction is delivered by an instructor that is in-person in a  
36 classroom with in-person seated students while the instruction is also being delivered

1 simultaneously in an on-line live format where on-line students have had the ability to have constant  
2 audio and video communication with the in-person students and instructor.

- 3 (2) Each student is ~~given~~ provided a copy of the unarmed security guard training manual to use for the  
4 duration of the 16 hour training course.
- 5 (3) The technology used allows the trainer to see the students and the students to see the trainer in real  
6 time during the training.
- 7 (4) All students ~~in each classroom~~ are able to see and read the screen or monitor, and they must be able  
8 to hear and understand the audio presentation. All monitors used in ~~each~~ a classroom setting must  
9 be at least 32 ~~inches wide~~ inches.
- 10 (5) The technology used is of sufficient quality so that the training audio and video is delivered  
11 smoothly and without interruption.
- 12 (6) ~~Each student is taught to use the audio and video equipment in the classroom prior to the start of the~~  
13 ~~16 hour unarmed security officer training course.~~
- 14 (7) (6) The total number of students receiving the ~~remote~~ in-person or in-person remotely training at one  
15 time does not exceed 35 students. There is no size limitation for synchronous on-line training.
- 16 (8) (7) Any additional training beyond the Board mandated training in the unarmed security guard training  
17 manual is taught either before or after the 16 hour unarmed security officer training.
- 18 (9) [(8)] The Director is notified five days prior to training of the location of each classroom, name, and  
19 location of the certified trainer, and the number of students who will be present. [present, if in  
20 person, or provided a link, login information, or other credentials to access the training if remote,  
21 synchronously on line, or in a hybrid format.]
- 22 (10) The sponsoring agency allows the Director or the Director's designee access via computer of the  
23 training during the time that it is taking place.

24  
25 *History Note:* Authority G.S. 74C-5; 74C-11; 74C-13(m);  
26 Eff. January 1, 1990;  
27 Amended Eff. June 1, 2009; November 1, 2006; June 1, 2004;  
28 Transferred and Recodified from 12 NCAC 07D .0707 Eff. July 1, 2015;  
29 Readopted Eff. August 1, 2020;  
30 Amended Eff. June 1, 2024; July 1, 2021.

## Burgos, Alexander N

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**Subject:** FW: [External] RE: 14B NCAC 16 .0707 - Request for Changes - May 2024 RRC

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**From:** Liebman, Brian R <brian.liebman@oah.nc.gov>  
**Sent:** Friday, May 10, 2024 11:55 AM  
**To:** Gray, Jeffrey <jgray@bdixon.com>  
**Cc:** Burgos, Alexander N <alexander.burgos@oah.nc.gov>  
**Subject:** RE: [External] RE: 14B NCAC 16 .0707 - Request for Changes - May 2024 RRC

Jeff,

Sorry for the delay in getting back to you on this. See below for follow ups in red.

Thanks,  
Brian

Brian Liebman  
Counsel to the North Carolina Rules Review Commission  
Office of Administrative Hearings  
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[brian.liebman@oah.nc.gov](mailto:brian.liebman@oah.nc.gov)

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**From:** Gray, Jeffrey <JGray@bdixon.com>  
**Sent:** Wednesday, April 24, 2024 3:26 PM  
**To:** Liebman, Brian R <brian.liebman@oah.nc.gov>  
**Cc:** Burgos, Alexander N <alexander.burgos@oah.nc.gov>  
**Subject:** [External] RE: 14B NCAC 16 .0707 - Request for Changes - May 2024 RRC

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Brian:

Attached is a revised rule in pdf. and Word format with the corrections to the definitions. After all these years it is hard for me to break the habit of writing "defined."

Thanks for making the changes. Please also put "In-Person" on line 24 in quotation marks.

Below are the responses to your questions:

Page 1, (b), line 19: This rule was drafted by a PhD dean at one of the community colleges to ensure that all current methods of instruction were included. "Media" means how information is conveyed. I've attached printouts from the Merriam-Webster dictionary and Wikipedia. It encompasses everything: print, photographic, recorded, digital, videography, etc. (That is why our primary and secondary schools no longer have "libraries" and "librarians;" they now have "media centers" and "media specialists.")

I know what media is, thanks. The issue is with the construction of the sentence. “Media training materials” suggests training materials *about* media. That is why I asked. If this is your intent, then fine. If not, consider a revision.

Page 1, (c)(1), lines 24-25: While it does sound redundant, it is my understanding that “physically” was included to make clear that the instructor had to be “live” and not recorded or in-person via an electronic platform such as Zoom.

OK

Page 2,(c)(7), lines 14-15: Since the two required segments equal the four-hour mandate, that four hour minimum **must** be those two courses. I guess additional training, other than the blocks set forth in (3) through (7), could be taught but I don’t know why a trainer would want to do that. But they could, yes.

OK

Jeff

*Jeffrey P. Gray*

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**From:** Liebman, Brian R <[brian.liebman@oah.nc.gov](mailto:brian.liebman@oah.nc.gov)>  
**Sent:** Monday, April 22, 2024 3:46 PM  
**To:** Gray, Jeffrey <[JGray@bdixon.com](mailto:JGray@bdixon.com)>  
**Cc:** Burgos, Alexander N <[alexander.burgos@oah.nc.gov](mailto:alexander.burgos@oah.nc.gov)>  
**Subject:** 14B NCAC 16 .0707 - Request for Changes - May 2024 RRC

Hi Jeff,

I’m the attorney who reviewed the Rules submitted by the Board for the May 2024 RRC meeting. The RRC will formally review these Rules at its meeting on Wednesday, May 29, 2024, at 10:00 a.m. The meeting will be a hybrid of in-person and WebEx attendance, and an evite should be sent to you as we get closer to the meeting. If there are any other representatives from your agency who will want to attend virtually, let me know prior to the meeting, and we will get evites out to them as well.

Since you’ve submitted only one rule, and since I do not have more than a few requests for changes, I thought it would be easier to just do this in an email, rather than a Word document. As usual, your responses are due no later than 10 business days following receipt of these requests, which would be 5:00 p.m. on Monday, May 6, 2024. See below:

In (b), line 19, what are “media training materials”? Do you mean “media or training materials”?

In (c)(1), lines 24-25, is it necessary to say “physically present in-person”? Can you be physically present without being in-person?

In (c)(1), lines 24-32, please place the defined terms (In-person, in-person remotely, synchronously on-line, and hybrid format) in quotation marks. Also, per our style guide, definitions should be formatted as “[Term] means [definition]” as opposed to “[Term] is defined as [definition]”.

In (c)(7), p.2, lines 14-15, I’m assuming this requirement means that the training required in paragraph (a) has to be offered in a discrete block, and the instructor cannot mix in topics from additional trainings?

Thanks,  
Brian

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