

## **COMMONWEALTH OF VIRGINIA Department of Criminal Justice Services**

P.O. Box 1300 • Richmond, VA 23218 Phone: (804) 786-4700 <u>www.dcjs.virginia.gov</u>

Private Security Services – TRAINING SCHOOL COMPLIANCE INSPECTION					
Information					
Date:	School Number:	Audit Numbe	er:		
Training School:		Training School Director:			
Mailing Address (Street/Apt.#):		City, State, Zip:			
Physical Address (if different that mailing address):		City, State, Zip:			
Email Address:		Contact Name:			
Business Phone: ( )		Fax: ( )			
PART 1 – General Provisions					
<ol> <li>School address, 6 VAC 20-173-70.1</li> <li>Designated training director, 6 VAC 20-173-70.2</li> <li>Notification: Instructors or SMS, 6 VAC 20-173-70.5</li> <li>Display training school certification, 6 VAC 20-173-70.6</li> <li>Liability insurance, 6 VAC 20-173-70.7</li> <li>Notification of convictions, 6 VAC 20-173-70.8</li> <li>Any change in ownership, 6 VAC 20-173-70.10</li> <li>Any change in eneity, 6VAC 20-173-70.12</li> <li>Maintain authorization for SMS, 6 VAC 20-173-70.13</li> <li>Lesson plans/each training subject, 6 VAC 20-173-70.14</li> <li>Lesson plans/entry level subject, 6 VAC 20-173-70.15</li> <li>Lesson plans/in-service subject, 6 VAC 20-173-70.16</li> <li>Lesson plans/each firearms subject, 6 VAC 20-173-70.17</li> <li>Date lesson plans/handouts, 6 VAC 20-173-70.18</li> <li>Ensure DCJS has current copies of the following: 6 VAC 20-173-70.19         <ol> <li>List of all training locations</li> <li>List of all SMS Current copies</li> <li>Copies of current topical outlines for all lesson plans</li> </ol> </li> <li>Maintain current files that include:, 6 VAC 20-173-80.4         <ol> <li>attendance records</li> <li>master final examination</li> <li>pass/fail recording of exam and firearms scores</li> <li>training completion rosters</li> <li>training completion forms/each student for 3 years</li> </ol> </li> <li>School number/advertising materials, 6 VAC 20-173-170.B.1</li> <li>Changes-TSN Form, 6 VAC 20-173-170.B.2</li> </ol>		Comp.	Non/Comp.		

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Comments/Violations (you may include additional pages if needed)				
Database update needed:	Additional forms attached: Yes No			
Inspection Acknowledgement				
The results of this inspection have been fully explained to me by the Virginia Department of Criminal Justice Services agent investigator. I understand that areas of noncompliance must be corrected by, and that administrative action may occur as a result of this inspection.				
Investigator Signature Date	School Director's Signature Date			
Print Name	Print Name			

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