

*Welcome to the employee edition of PSAWatch, the ezine of the Private Security Authority which contains information aimed specifically at individual licence holders. In this issue we cover new guidelines on our fit and proper assessment, upcoming licensing of employees in the Cash-in-Transit sector and much more.*

*We hope you find this ezine useful and if you have a suggestion for inclusion in future issues please let us know.*

### **New Guidelines For Fit And Proper Assessment**

Under the Private Security Services Act the PSA is entrusted with ensuring that a private security service can only be provided by those persons who are deemed to be fit and proper. The PSA has updated its guidelines on the criteria and policy surrounding how we determine what is fit and proper. The guidelines apply to both new applicants and licence holders and you can find a copy of them on our website, [www.psa.gov.ie](http://www.psa.gov.ie).

### **Licensing of Cash In Transit Employees Announced**

The Minister for Justice and Equality, Mr. Alan Shatter recently signed regulations allowing for the licensing of employees in the Cash-In-Transit sector. The 1<sup>st</sup> May 2013 has been set as the day from which employees in the sector must hold a Private Security Services Licence. Five categories of employees who will need to be licensed from that date:

- (a) those who carry out the vehicular transportation of cash,
- (b) those who process cash,
- (c) those who handle cash in a secure vault,
- (d) those who carry out control centre activities, or
- (e) those who supervise the performance of any of the four above categories.

Applicants will be required to have completed in-house training in accordance with the requirements set out in the standards licensing CIT contractors. Application forms and training declarations are now available from the PSA. If you require an application form or further information contact our individual licensing section by email at [licensing@psa.gov.ie](mailto:licensing@psa.gov.ie).

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### **Top Stories**

- Fit and Proper Assessment
- CIT Employee Licensing
- Employment Letters
- Keeping Us Informed

## Letters Issued For Employment Purposes

The PSA has decided, based upon experience to date and the requirements of the 2004 Act, to only issue “employment letters” to employees of PSA licensed contractors. These letters allowed the individual to whom the letter is addressed to work without a license where he/she:

1. had lodged a completed application with the appropriate fee, and
2. had declared that he/she had no criminal convictions, and
3. work for a licensed contractor or an employer known to the PSA or provide a letter from an employer confirming that there is an offer of employment for the applicant.

A study of the letters issued in 2011 showed that, 80% of those who had stated they had no convictions but vetting results subsequently showed to have criminal convictions and whose application was refused, were from employers outside the scope of PSA licensing.

**The issue of such letters to employees of other employers will discontinue with effect from 1 March 2013.**

These letters were issued previously in recognition of the fact that waiting times for training courses was a matter of months rather than weeks or days. This situation has improved over time and now training courses are available relatively quickly. Garda vetting times have also improved since these letters were first introduced.

Part of the reason for this decision is that PSA licensed contractors are obliged, under the prescribed standard to which they must comply, to carry out extensive pre-employment screening of individuals whereas this requirement does not apply to those individuals seeking employment with employers who do not require PSA licenses. The PSA will keep the new arrangement under review to see how it impacts on applicants and employers.

## Renew Your Licence On Time

It is the responsibility of each individual to ensure that they are holding a valid PSA license while in employment. The license expiry date is written on the front of your licence card. If you are renewing your licence remember you can download the licence renewal pack from our website, [www.psa.gov.ie](http://www.psa.gov.ie). Renewal applications should be lodged with the Authority 21 days prior to your licence expiry date in order to ensure that you have your new licence on time.

## Keeping Us Informed Of Changes In Your Circumstances

Licence holders and applicants are required to advise the PSA of changes in their circumstances. The reporting requirements have changed recently and now licence holders and applicants are required to notify the PSA, within 7 days of the change occurring, of changes relating to:

- a) name
- b) address
- c) telephone number

The PSA does not accept changes of names and addresses over the phone. Notification of changes to this personal data must be made in writing to the PSA.

In addition to this requirement there are also new requirements in relation to any criminal convictions that the courts might pass against a license holder or applicant. This provides that an applicant or license holders are required to notify the PSA, in writing, of any Court imposed conviction within 7 days of the Court imposing the sentence. Notification must include:

- a) the name and address of the applicant or license holder;
- b) the PSA license number (in the case of a license holder);
- c) the offence to which the conviction relates;
- d) the place and date of the court sitting; and
- e) the sentence imposed by the court

## Christmas Holiday Arrangements

The offices of the Authority will close from 12.30pm on Monday, the 24th December 2012 and reopen on Thursday, the 27th December 2012.

The offices will also be closed on Tuesday, the 1st January 2013.

The PSA would like to wish you a Merry Christmas and prosperous 2013.

## Feedback

We welcome your feedback on our ezine and its contents. You can contact us at [info@psa.gov.ie](mailto:info@psa.gov.ie). If you wish to unsubscribe or a colleague wishes to have their name added to our distribution list please let us know at [info@psa.gov.ie](mailto:info@psa.gov.ie)

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