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| **DCJSlogo2011BWCOMMONWEALTH OF VIRGINIA** **Department of Criminal Justice Services**  P.O. Box 1300 • Richmond, VA 23218 Phone: (804) 786-4700 • Fax: (804) 786-6344 [www.dcjs.virginia.gov](https://www.dcjs.virginia.gov) | | | |
| **Private Security Services – COMPLIANCE INSPECTION** | | | |
| **Information** | | | |
| DCJS ID Number: | Business Name: | | |
| Audit Number: | DBA/Trade As Name: | | |
| Mailing Address (Street/Apt.#): | | | City, State, Zip: |
| Business Physical Address (if different than mailing address): | | | City, State, Zip: |
| Business Phone: (   ) | | Fax: (   ) | |
| Email Address: | | | |
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| **PART I: General Provisions** | | | |
| Comp. Non/Comp. N/A   1. Maintain current business address with DCJS, 6 VAC 20-172-70.1 2. Notify DCJS of change in operating or fictitious names, 6 VAC 20-172-70.2 3. Report changes in ownership or principals to DCJS, 6 VAC 20-172-70.3 4. Report change in entity to DCJS, 6 VAC 20-172-70.4 5. Maintain current liability insurance, 6 VAC 20-172-70.5 6. File Irrevocable consent for service, if applicable, 6 VAC 20-172-70.6 7. Employ a valid designated compliance agent, 6 VAC 20-172-70.7 8. Maintain required files (DOH, FP, I9, Reg., Tr., etc), 6 VAC 20-172-70.8 9. Notify DCJS of termination of compliance agent, 6 VAC 20-172-70.9 10. Timely submittal of replacement compliance agent, 6 VAC 20-172-70.10 11. Display business license, 6 VAC 20-172-70.11 12. Fingerprints submitted as required by Code, 6 VAC 20-172-70.12 13. Timely report guilty pleas, convictions, found guilty, 6 VAC 20-172-70.13 14. Report firearm discharges, 6 VAC 20-172-70.15 15. Documentary evidence of terms of agreement, 6 VAC 20-172-70.16 16. Maintain written use of force policy if applicable, 6 VAC 20-172-70.21 17. Maintain permitted intermediate weapons records, 6 VAC 20-172-70.22 18. Maintain detector canine handler team records, 6 VAC 20-172-70.23 19. Employees properly reg. or certified, 6 VAC 20-172-80.4 20. Ensure contractors or subcontractors are licensed, 6 VAC 20-172-80.5 21. Ensure independent contractors have required insurance 6 VAC 20-172-80.6 22. License number on business advertising materials, 6 VAC 20-172-80.12 23. Only utilize vehicles with authorized flashing lights, 6 VAC 20-172-80.18 24. Not use or display state seal of Virginia or DCJS seal, 6 VAC 20-172-80.19 25. Uniforms worn in accordance with, 6VAC20-174-150.17 | | | |
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| **Comments** *(attach additional pages if needed)* | | | |
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| **Acknowledgement** | | | |
| The results of this inspection have been fully explained to me by the Virginia Department of Criminal Justice Services Investigator. If there are issues of non-compliance, I understand that I must submit an “Action Plan” that as a minimum outlines how I have addressed the non-compliance issues and what steps I have implemented to eliminate or minimize repeat occurrences. The Action Plan must be submitted to the Investigator listed below by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I also realize that administrative action may occur as a result of the non-compliance issues identified during this compliance inspection.    Investigator’s Signature Date Compliance Agent’s Signature Date    Print Name Print Name | | | |