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| **DCJSlogo2011BWCOMMONWEALTH OF VIRGINIA****Department of Criminal Justice Services**P.O. Box 1300 • Richmond, VA 23218Phone: (804) 786-4700 • Fax: (804) 786-6344 [www.dcjs.virginia.gov](https://www.dcjs.virginia.gov) |
| Private Security Services – TRAINING SCHOOL COMPLIANCE INSPECTION |
| **Information** |
| Date:       | School Number:       | Audit Number:       |
| 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: (   )          |
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| **PART 1 – General Provisions** |
|  Comp. Non/Comp. N/A1. School address, 6 VAC 20-173-70.1 [ ]  [ ]  [ ]
2. Designated training director, 6 VAC 20-173-70.2 [ ]  [ ]  [ ]
3. Notification: Instructors or SMS, 6 VAC 20-173-70.5 [ ]  [ ]  [ ]
4. Display training school certification, 6 VAC 20-173-70.6 [ ]  [ ]  [ ]
5. Liability insurance, 6 VAC 20-173-70.7 [ ]  [ ]  [ ]
6. Notification of convictions, 6 VAC 20-173-70.8 [ ]  [ ]  [ ]
7. Any change in ownership, 6 VAC 20-173-70.10 [ ]  [ ]  [ ]
8. Any change in operating name, 6 VAC 20-173-70.11 [ ]  [ ]  [ ]
9. Any change in entity, 6VAC 20-173-70.12 [ ]  [ ]  [ ]
10. Maintain authorization for SMS, 6 VAC 20-173-70.13 [ ]  [ ]  [ ]
11. Lesson plans/each training subject, 6 VAC 20-173-70.14 [ ]  [ ]  [ ]
12. Lesson plans/ entry level subject, 6 VAC 20-173-70.15 [ ]  [ ]  [ ]
13. Lesson plans/in-service subject, 6 VAC 20-173-70.16 [ ]  [ ]  [ ]
14. Lesson plans/each firearms subject, 6 VAC 20-173-70.17 [ ]  [ ]  [ ]
15. Date lesson plans/handouts, 6 VAC 20-173-70.18 [ ]  [ ]  [ ]
16. Ensure DCJS has current copies of the following: 6 VAC 20-173-70.19
17. List of all training locations [ ]  [ ]  [ ]
18. List of all firing ranges [ ]  [ ]  [ ]
19. List of all SMSCurrent copies [ ]  [ ]  [ ]
20. Copies of current topical outlines for all lesson plans [ ]  [ ]  [ ]
21. Maintain current files that include:, 6 VAC 20-173-80.4
22. attendance records [ ]  [ ]  [ ]
23. master final examination [ ]  [ ]  [ ]
24. pass/fail recording of exam and firearms scores [ ]  [ ]  [ ]
25. training completion rosters [ ]  [ ]  [ ]
26. training completion forms/each student for 3 years [ ]  [ ]  [ ]
27. School number/advertising materials, 6 VAC 20-173-80.7 [ ]  [ ]  [ ]
28. Session Notification Forms, 6 VAC 20-173-170.B.1 [ ]  [ ]  [ ]
29. Changes-TSN Form, 6 VAC 20-173-170.B.2 [ ]  [ ]  [ ]
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| Comments/Violations *(you may include additional pages if needed)* |
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| Database update needed: [ ]  Yes [ ]  No  | Additional forms attached: [ ]  Yes [ ]  No |

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| 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  |