

Government Decree on Private Security Services
(534/2002)

Section 1

Applying for a guarding services licence

- (1) Applications for a guarding services licence shall be made in writing and include:
 - 1) the applicant's name and address and personal identity code or date of birth;
 - 2) the applicant's *business identity code* referred to in the Business Information Act (244/2001);
 - 3) in the case of a legal person, the names and addresses and personal identity codes or dates of birth of the members of its administrative bodies, the managing director, the partners in a general partnership and the general partners in a limited partnership; and
 - 4) the main place of business and other places of business and their addresses.

- (2) The following attachments shall be appended to the application:
 - 1) in the case of a legal person, its rules and the most recent certified income statement and balance sheet;
 - 2) in the case of a legal person, its annual report or other account of its operations;
 - 3) an account of the applicant's organization, personnel, premises, equipment and financial status; and
 - 4) the operating procedures of the guarding services supplier.

- (3) The licensing authority may require the applicant to present other information needed in deciding whether to grant a licence.

Section 2

Decisions concerning guarding services licences

- (1) Decisions concerning guarding services licences shall include:
 - 1) the licence holder's name and address and personal identity code, date of birth or business identity code;
 - 2) the name and address and personal identity code or date of birth of a person referred to in section 1(1)(3);
 - 3) the main place of business and other places of business and their addresses; and
 - 4) details of any conditions and restrictions on the licence.
- (2) Other necessary information may also be entered on the decision.

Section 3

Applying for certification as a manager or temporary manager

- (1) Applications for certification as a manager or temporary manager of a guarding services supplier shall be made in writing and include:
 - 1) the applicant's name and address and personal identity code or date of birth;
 - 2) the applicant's business identity code;
 - 3) the name and address and personal identity code or date of birth of the person proposed for certification as a manager or temporary manager;
 - 4) the suggested number of managers or temporary managers, their areas of responsibility and division of duties; and
 - 5) in the case of a temporary manager, the suggested duration of certification.
- (2) The application shall have appended to it:
 - 1) evidence of the successful completion of the manager training referred to in section 20(1)(2) of the Private Security Services Act (282/2002);
 - 2) evidence that the person proposed for certification as a manager or temporary manager is in the employment of a guarding services supplier;
 - 3) evidence of the consent of the person proposed for certification as a manager or temporary manager; and

- 4) evidence of the existence of an unexpected reason required for certification as a temporary manager.
- (3) The licensing authority may require the applicant to present other information needed in deciding whether to grant certification.

Section 4

Certificate of approval as a manager or temporary manager

- (1) Certificates of approval as a manager or temporary manager shall include:
 - 1) the name and address and personal identity code or date of birth of the successful applicant;
 - 2) the name of the guarding services supplier in which the person has been approved as a manager or temporary manager;
 - 3) the number of managers and temporary managers, their areas of responsibility and division of duties;
 - 4) in the case of a temporary manager, the duration of the certificate; and
 - 5) details of any conditions and restrictions on the certificate.
- (2) Other necessary information may also be entered on the certificate.

Section 5

Applying for certification as a guard or temporary guard

- (1) Applications for certification as a guard or temporary guard shall be made in writing and include the applicant's name and address and personal identity code or date of birth.
- (2) The application shall have appended to it:
 - 1) evidence of the successful completion of the guard training referred to in section 24(1)(2) or the temporary guard training referred to in section 25(1) of the Private Security Services Act;
 - 2) evidence of the successful completion of the special forcible means training referred to in section 29(2) of the Private Security Services Act and the successful completion of the obedience test for the dog to accompany the guard on duty referred to in section 31, subsection 2 of the aforementioned Act; and
 - 3) two photographs of the applicant.

- (3) The licensing authority may require the applicant to present other information needed in deciding whether to grant certification.

Section 6

Certificate of approval as a guard or temporary guard

- (1) Certificates of approval as a guard or temporary guard shall include a photograph of the approved person. They shall also include:
 - 1) the approved person's name and date of birth;
 - 2) the duration of the certificate;
 - 3) details of the successful completion of special forcible means training;
 - 4) details of the successful completion of the obedience test for the dog accompanying the guard on duty; and
 - 5) details of any conditions and restrictions on the certificate.
- (2) Other necessary information may also be entered on the certificate.

Section 7

Applying for certification as a security officer

- (1) Applications for certification as a security officer shall be made in writing and include the applicant's name and address and personal identity code or date of birth.
- (2) The application shall have appended to it:
 - 1) evidence that the applicant has experience in managing security or taken part in security management training; and
 - 2) two photographs of the applicant.
- (3) The licensing authority may require the applicant to present other information needed in deciding whether to grant certification.

Section 8

Certificate of approval as a security officer

- (1) Certificates of approval as a security officer shall include a photograph of the approved person. They shall also include:

- 1) the approved person's name and date of birth;
 - 2) the duration of the certificate; and
 - 3) details of any conditions and restrictions on the certificate.
- (2) Other necessary information may also be entered on the certificate.

Section 9

Insignia and texts attached to guard uniforms

- (1) The left side of the breast of guard uniforms shall bear the insignia 'VARTIJA — väktare' or 'VÄKTARE — vartija'. The letters of the larger text shall be at least 15 millimetres high, and the letters of the smaller text at least 8 millimetres high. Both texts shall be clearly legible. Also borne on the left side of the breast shall be the name, abbreviated name or established logo of the guarding services supplier. The letters of the name shall be at least 6 millimetres high, and the letters of the abbreviated name at least 15 millimetres high. Both texts shall be clearly legible. The logo shall stand out clearly on the uniform and have a diameter of at least 50 millimetres. The backs of overcoats, overalls and raincoats shall bear the insignia 'VARTIJA' or 'VÄKTARE', or 'VARTIJA — väktare' or 'VÄKTARE — vartija'. The letters of the larger text shall be at least 50 millimetres high, and the letters of the smaller text at least 25 millimetres high. Both texts shall be clearly legible. Headgear belonging to guard uniforms may bear the insignia 'VARTIJA' or 'VÄKTARE' or 'VARTIJA — väktare' or 'VÄKTARE — vartija', or the name, abbreviated name or established logo of the guarding services supplier.
- (2) In compliance with the provisions of subsection 1 concerning the insignia 'VARTIJA — väktare', 'VÄKTARE — vartija', 'VARTIJA' or 'VÄKTARE', guard uniforms or headgear belonging thereto may also bear the word 'vartija' [guard] in another language. The letters of this shall be at least the size of the smaller text in the couplet 'VARTIJA — väktare' or 'VÄKTARE — vartija'. The breasts of guard uniforms may have attached to them a removable badge indicating the guard's identity and status. Any marks of rank shall be attached to the uniform's epaulettes. The uniform of a guard who has completed the vocational qualification of a guard shall have a letter 'A' at least 15 millimetres high attached to its epaulettes.

- (3) Guard uniforms must not display any insignia or texts other than those referred to above in this section.

Section 10

Client contracts

Client contracts for carrying out guarding assignments shall be prepared in two copies, one for the guarding services supplier, and the other for the client.

Client contracts shall also include at least the following information:

- 1) the name and address of the client;
- 2) the name and address of the guarding services supplier;
- 3) the guarding assignments covered by the contract;
- 4) the areas under guard and the persons or objects under guard;
- 5) the payment to be made for carrying out the guarding assignments covered by the contract, or a sufficiently detailed account of the basis for the calculation of payment; and
- 6) the commencement date and duration of the contract.

Section 11

Action reports

- (1) The following information shall be included in the action reports prepared by guards:
- 1) the guard's name and the guarding services supplier he or she works for;
 - 2) the date and place of the action;
 - 3) whether the guard has apprehended, searched for security reasons or removed anybody from the area under guard;
 - 4) whether the guard has used handcuffs, a baton, a telescopic baton, a gas spray or a dog, or taken out or used a firearm; and
 - 5) any injuries sustained in the course of the action by the person who was the target of the action or the guard himself or herself.
- (2) Section 17(1) of the Private Security Services Act lays down provisions on the entering in an action report of the personal details of the person who was the target of the action. Where necessary, the following observational data may also be entered in an action report:

- 1) for the purposes of identification, any distinguishing features of the person who was the target of the action;
 - 2) observations on the behaviour and condition of the person who was the target of the action.
- (3) Action reports shall also include a more detailed account of the incident in question and the action taken as a result.

Section 12

Service certificates

- (1) The service certificates that must be given for security requiring certification shall include:
- 1) the name of the entrepreneur and the security officer who performed the security;
 - 2) the address and contact details of the entrepreneur;
 - 3) the date and place the security was performed; and
 - 4) the business identity code of the entrepreneur.
- (2) Service certificates shall also include an account of the security performed.

Section 13

Entry into force

- (1) This Decree comes into force on 1 October 2002.
- (2) Measures necessary for the implementation of this Decree may be undertaken before the Decree's entry into force.