



North Carolina Department of Public Safety
Private Protective Services Board

Monthly Report of Probationary Unarmed Guards

Instructions: This report is to be completed and emailed monthly to Private Protective Services (ppas1@ncdps.gov), if unarmed probationary security guards are utilized, in accordance with N.C. Gen. Stat. § 74C-11(a). Probationary employment shall not exceed 20 consecutive days.

Company: _____ BPN: _____ Date Submitted _____

Report for the Month of: _____ Year: _____ Submitted by: _____

Name	Address	Last 4 SSN	Probation Start Date	Probation End Date

EXAMPLE EMPLOYMENT TIMELINE FOR A PROBATIONARY UNARMED SECURITY GUARD

The 50-Day “Month of Ray” Probationary Unarmed Security Guard

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51+									

- **Day 1:** The probationary unarmed security guard is hired.
- **Day 1 – Day 20:** The company must –
 - Ensure the employee completes, at a minimum, the following training –
 - The Security Officer in North Carolina (1 hour)
 - Legal Issues for Security Officers (3 hours)
 - Conduct a criminal record check on the employee. The scope and manner of the criminal record check is at the discretion of the employing licensee.
 - Log the employee’s information and dates worked on the [Monthly Report of Probationary Unarmed Guards](#) and email the form to ppsasl@ncdps.gov each month probationary employees are used.
 - *Note: If the employee resigns or is terminated within Day 1 – Day 20, the employee is still required to be listed on the Monthly Report of Probationary Employees form.*
- **Day 21:** The security guard is either hired as a permanent employee or released from employment.
- **Day 21 – Day 50:** If the guard is hired as a permanent employee, the company must –
 - Ensure the employee completes the remaining 12 hours of required training –
 - Emergency Response (3 hours)
 - Communications (2 hours)
 - Patrol Procedures (3 hours)
 - Note Taking and Report Writing (3 hours)
 - Professional Conduct (1 hour)
 - Complete all other registration application requirements of [Rule 14B NCAC 16 .0701](#) and submit an online registration application.
 - *Note: If the employee resigns or is terminated within Day 21 – Day 50, the company is still required to submit a registration application—even if it is incomplete.*
- **Day 51+:** The guard continues working for the duration of their employment or until their registration expires.