

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

#### ACUPUNCTURE BOARD OF EXAMINERS

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Approval of Acupuncture Programs
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
May 12, 1999
3. **Summary of the contents of the substantive policy statement:**  
Acupuncture programs shall be accredited programs or make reasonable and timely progress for obtaining accreditation from an accrediting agency recognized by the United States Department of Education of the Council for Higher Education.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Cynthia B. Weaver, Executive Director  
  
Address: Acupuncture Board of Examiners  
1400 W. Washington, Suite 230  
Phoenix, Arizona 85007  
  
Telephone: (602) 542-3095
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Copies of this document are available at the address listed in question #5 for .25¢ per page.

### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

#### ACUPUNCTURE BOARD OF EXAMINERS

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Approval of Clean Needle Technique Course
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
May 12, 1999
3. **Summary of the contents of the substantive policy statement:**  
The Board will approve clean needle techniques courses that substantially comply with the National Commission for Certification of Acupuncture and Oriental Medicine criteria listed within the Clean Needle Technique Manual.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Cynthia B. Weaver, Executive Director

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Address: Acupuncture Board of Examiners  
1400 W. Washington, Suite 230  
Phoenix, Arizona 85007

Telephone: (602) 542-3095

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies of this document are available at the address listed in question #5 for .25¢ per page.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**ARIZONA CORPORATION COMMISSION  
SECURITIES DIVISION**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

- a. Regulation D—R14-4-126 Overview, CCH Blue Sky Law Reporter ¶ 9606
- b. Prohibition against dual registration by salesmen—Rule 14-4-121, CCH Blue Sky Law Reporter ¶ 9608
- c. Registration of dealers engaging in exempt securities and transactions, CCH Blue Sky Law Reporter ¶ 9609
- d. Dealer instruction sheet, CCH Blue Sky Law Reporter ¶ 9611
- e. Foreign corporations transacting business in Arizona—Supplemental filing requirements, CCH Blue Sky Law Reporter ¶ 9613
- f. Dealer surety bond requirements, CCH Blue Sky Law Reporter ¶ 9615
- g. Interpretation of H.B. 2451, CCH Blue Sky Law Reporter ¶ 9619

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue and effective date: a. Fall 1983; b. Summer 1984; c. Spring 1985; d. December 1990; e. January 23, 1987; f. January 23, 1987; and g. June 27, 1991.

Repeal date: August 27, 1999.

**3. Summary of the contents of the substantive policy statement:**

- a. Regulation D—R14-4-126 Overview – provides an overview of A.A.C. R14-4-126 as amended and effective December 28, 1982.
- b. Prohibition against dual registration by salesmen—Rule 14-4-121 – provides guidance regarding A.A.C. R14-4-121.
- c. Registration of dealers engaging in exempt securities and transactions – provides guidance regarding A.A.C. R14-4-104 as effective August 4, 1982.
- d. Dealer instruction sheet – provides guidance regarding application for registration as a dealer.
- e. Foreign corporations transacting business in Arizona—Supplemental filing requirements – provides guidance regarding A.R.S. § 10-106.
- f. Dealer surety bond requirements – relates to a required surety bond in connection with registration as a dealer.
- g. Interpretation of H.B. 2451 – provides guidance regarding the Securities Division’s interpretation of H.B. 2451, effective June 18, 1991.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

As a result of several statute and rule revisions, the policy statements and interpretations listed above are either no longer complete or accurate statements of the Securities Division’s policies and practices and are repealed.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Cheryl T. Farson

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Address: Securities Division  
Arizona Corporation Commission  
1300 West Washington Street, 3<sup>rd</sup> Floor  
Phoenix, Arizona 85007-2996

Telephone: (602) 542-4242

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Not applicable.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF INSURANCE**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Laws 1999, Ch. 170 (HB 2596) Regarding Unaffiliated Credit Life and Disability Reinsurers (Circular Letter 1999-7).

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1999.

**3. Summary of the contents of the substantive policy statement:**

This circular letter concerns HB 2596, which relaxes the regulatory requirements in A.R.S. Title 20, Ch.4, Art. 10 for domestic credit life and disability reinsurers that satisfy certain criteria as outlined in the legislation. This circular letter provides more detail as to how existing reinsurers can take advantage of these amendments.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revised statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Vista Thompson Brown  
Address: Arizona Department of Insurance  
2910 N. 44th Street, Suite 210  
Phoenix, Arizona 85251  
Telephone: (602) 912-8456  
Fax: (602) 912-8452

**6. Information about where a person may obtain a copy of the substantive policy statement:**

Copies of this policy may be obtained from the Internet at <http://www.state.az.us/id> or from the person listed in question #5 for .25¢ per page.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

**1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Public Competitive Bidding for Goods and Services (Arizona Procurement Code, Chapter 23)

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: January 1, 1985

**3. Summary of the contents of the substantive policy statements:**

This policy document outlines public competitive bidding requirements for acquisition of goods and services used by the Department.

**4. A statement as to whether the substantive policy is a new statement or a revision:**

This is a revised statement.

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5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Ms. Lu Himmelstein  
Address: Arizona Department of Public Safety, Finance Section  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2443  
Fax: (602) 223-2347

6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**

A copy of this policy document may be examined in the Department's Finance Section at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Request for Copy of an Offense/Incident Report from the Department Records Unit

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: July 15, 1991

3. **Summary of the contents of the substantive policy statement:**

This form notifies a requestor that the person's letter has been forwarded to the Document Custodian. The form provides the forwarding address and telephone number of the Document Custodian.

4. **A statement as to whether the substantive policy is a new statement or a revision:**

This is a revised statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Mr. Craig Morgan  
Address: Arizona Department of Public Safety, Document Custodian  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2345  
Fax: (602) 223-2945

6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**

A free copy of this policy document may be obtained from the Department's Document Custodian at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Tow Truck Unit Policy on Conducting Annual Inspections of Tow Trucks

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: May 23, 1997

3. **Summary of the contents of the substantive policy statement:**

Whenever possible, a tow truck inspector shall arrange to meet with small tow truck companies at a convenient

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location within the district in order to conduct their annual tow truck safety inspections.

4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Lt. Michael L. Lockhart  
Address: Arizona Department of Public Safety, Special Services Region  
2102 W. Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2880  
Fax: (602) 223-2918
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**  
A free copy of this policy document may be obtained from the Department's Tow Truck Unit at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Department of Public Safety Tow Truck Services Manual
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issued: January 1998
3. **Summary of the contents of the substantive policy statement:**  
This manual provides guidelines to Highway Patrol district commanders for establishing a tow truck rotation program, a contract towing program, or a combination thereof that best suits the needs of the public. Requires tow trucks and their operators to be in compliance with the "Tow Truck Rules". Describes sanctions for violations of the policy manual. Requires officers to honor a request for the driver or owner of a wrecked or disabled vehicle to call a specific towing service or association, if practical.
4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Lt. Michael L. Lockhart  
Address: Arizona Department of Public Safety, Special Services Region  
2102 W. Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2880  
Fax: (602) 223-1918
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**  
A free copy of this policy document may be obtained from the Department's Highway Patrol district office at the address in question #5.

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1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Department of Public Safety General Order 31.13, Tow Truck Services
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issued: October 30, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy provides guidelines to Highway Patrol district commanders on establishing the towing option (contract or rotation) with tow truck companies for removal of wrecked, disabled or abandoned vehicles from state and federal highways.
4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Lt. Michael L. Lockhart  
Address: Arizona Department of Public Safety, Special Services Region  
2102 W. Encanto Blvd.  
Phoenix, AZ 85509 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2880  
Fax: (602) 223-2918
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**  
A free copy of this policy document may be obtained from the Department's Highway Patrol office at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Department of Public Safety General Order 31.14, Vehicle Removal
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issued: November 20, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy provides guidelines to Highway Patrol officers for the removal of vehicles from the public rights-of-way pursuant to Title 28. The policy also allows vehicle owners to request and receive a post-storage hearing within 48 hours.
4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Sgt. Robbie Milam  
Address: Arizona Department of Public Safety  
2102 W. Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2658  
Fax: (602) 223-2919

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6. **Information about where a person may obtain a copy of substantive policy statement and the cost for obtaining the policy statement:**

A free copy of this policy document may be obtained from the Department's Highway Patrol Bureau at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Department of Public Safety Sobriety Checkpoint Manual

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: October 1, 1987

3. **Summary of the contents of the substantive policy statement:**

This policy manual provides guidelines to Highway Patrol commanders, supervisors and officers regarding how to set up and operate sobriety checkpoints. The procedures protect the rights of the motoring public.

4. **A statement as to whether the substantive policy is a new statement or a revision:**

This is a revised statement

5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Sgt. Robbie Milam

Address: Arizona Department of Public Safety  
2102 W. Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)

Telephone: (602) 223-2658

Fax: (602) 223-2919

6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**

A free copy of this policy document may be obtained from the Department's Highway Patrol Bureau at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

The Department of Public Safety makes a fingerprint determination as to suitability for employment or licensure per Arizona Revised Statutes, Sections 41-1758 through 41-1758.06. Aggrieved persons may appeal this decision in certain instances.

2. **Date the substantive policy was issued and the effective date of the policy statement if different from the issuance date:**

Issued: July 30, 1999, effective: August 16, 1999

3. **Summary of the contents of the substantive policy statement:**

This policy outlines a person's right to request a good cause exception hearing from the Arizona Board of Fingerprinting.

4. **A statement as to whether the substantive policy is a new statement or a revision:**

This is a new statement.

5. **The address of the person to whom questions and comments about the substantive policy statement may be directed:**

Address: Mail Code 2500  
AZ Board of Fingerprinting

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PO Box 6638  
Phoenix, AZ 85005

6. **Information about where a person may obtain copy of the substantive policy statement and the cost for obtaining the policy statement:**

A copy of this policy statement may be examined in the Department's AZAFIS Operations Section at the following address:

AZ Department of Public Safety  
AZAFIS Operations Section  
2320 N. 20<sup>th</sup> Avenue  
Phoenix, AZ 85005

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Review and Challenge of Arizona Criminal History Record Information

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: July 11, 1994

3. **Summary of the contents of the substantive policy statement:**

This form allows a person with an arrest record to submit a written summary of exceptions to the Department's record. The exceptions become a permanent part of the person's file.

4. **A statement as to whether the substantive policy is a new statement or a revision:**

This is a revised statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Ms. Janice Draper  
Address: Department of Public Safety, Criminal History Records Unit  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2674  
Fax: (602) 223-2983

6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**

A free copy of this policy document may be obtained from the Department's Criminal History Records Unit at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement:**

Request for an Accident Report from the Department Records Unit

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: July 15, 1991

3. **Summary of the contents of the substantive policy statement:**

This form allows an individual to request a copy of a vehicle accident report and related photographs if available. A fee is charged for the report and photos. Reports are not available for commercial use.

4. **A statement as to whether the substantive policy is a new statement or a revision:**

This is a revised statement.



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5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Ms. Mary Baumann  
Address: Arizona Department of Public Safety, Department Records Unit  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2226  
Fax: (602) 223-2983

6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**

A free copy of this policy document may be obtained from the Department Records Unit at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Denial of Private Investigator's License to an Applicant Convicted of a Felony

2. **Date of substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: October 1, 1992

3. **Summary of the contents of the substantive policy statement:**

Based upon an Attorney General's opinion, any applicant convicted of a violent felony shall not be issued a private investigator's license.

4. **A statement as to whether the substantive policy is a new statement or a revision:**

This is a revised statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Lt. Debra Howard  
Address: Arizona Department of Public Safety, Licensing, Permits and Handgun Clearance Section  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2685  
Fax: (602) 223-2928

6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**

A free copy of this policy statement may be obtained from the Department's Licensing Unit at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Arizona Private Investigator Laws and Administrative Rules Booklet

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued: July 15, 1992

3. **Summary of the contents of the substantive policy statement:**

This booklet contains the text of A.R.S. Title 32, Chapter 24, regarding private investigation services and the com-

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plete text of the Department's administrative rules on private investigators from 13 A.A.C. 2.

4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Lt. Debra Howard  
Address: Arizona Department of Public Safety, Licensing, Permits and Handgun Clearance Section  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2685  
Fax: (602) 223-2928
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**  
A free copy of this policy statement may be obtained from the Department's Licensing Unit at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Denial of Security Guard Registration for Persons Convicted of Certain Crimes
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issued: July 15, 1993
3. **Summary of the contents of the substantive policy statement:**  
Persons convicted of offenses listed in A.R.S. §§ 13-907(B) and 32-2622 will not receive a security guard registration unless they can prove compliance with A.R.S. § 32-2622. Applicants for security guard registration, whose civil rights have been restored, may be allowed set aside or expunction if otherwise qualified, but only if there is no other relief granted by statute.
4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Lt. Debra Howard  
Address: Arizona Department of Public Safety, Licensing, Permits and Handgun Clearance Section  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2685  
Fax: (602) 223-2928
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**  
A free copy of this policy document may be obtained from the Department's Licensing Unit at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Licensure of Security Guard Brokers

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2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issued: September 11, 1995
3. **Summary of the contents of the substantive policy statement:**  
Any person or business that provides security personnel, other than for traffic control, must be licensed as a security guard agency or broker. Police officers are exempt from this requirement when working for a licensed security guard agency or broker. This policy is based upon an Attorney General's opinion.
4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Lt. Debra Howard  
Address: Arizona Department of Public Safety, Licensing, Permits and Handgun Clearance Section  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2685  
Fax: (602) 223-2928
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**  
A free copy of this policy document may be obtained from the Department's Licensing Unit at the address in question #5.

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF PUBLIC SAFETY**

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Arizona Security Guard Agency Laws and Security Guard Administrative Rules
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
3. **Summary of the contents of the substantive policy statement:**  
This booklet includes the complete text of A.R.S. Title 32, Chapter 26, regarding security guards, as well as the complete text of the Department's administrative rules on security guards from 13 A.A.C. 6.
4. **A statement as to whether the substantive policy is a new statement or a revision:**  
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Lt. Debra Howard  
Address: Arizona Department of Public Safety, Licensing, Permits, and Handgun Clearance Section  
2102 West Encanto Blvd.  
Phoenix, AZ 85009 (or P.O. Box 6638, Phoenix, AZ 85005-6638)  
Telephone: (602) 223-2685  
Fax: (602) 223-2928
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**  
A free copy of this policy document may be obtained from the Department's Licensing Unit at the address in question #5.