

Final – Approved June 4, 2014

Department of Criminal Justice Services
Private Security Services Advisory Board
Glen Allen Public Library – County of Henrico
10501 Staples Mill Road
Glen Allen, Virginia 23060
(804) 290-9500

May 6, 2014

Members Present

Daniel Schmitt
Craig Branch
Charles Ciccotti
John Hall
Dave Killip
Stokes McCune
Seth Oginz
Frederic Pleasants
James Washburn, Jr.

Members Absent

Robert Clark
Gary Ford
Kevin Hodges
Amy Lockhart

Staff Present

Fran Ecker – Agency Director
Teresa Gooch - Director
Division of Law Enforcement and
Security Services
Shannon Dion, Director
Policy and Legislative Affairs
Lisa McGee – Regulations, Policy
Budget Manager

Thomas Clark – Compliance,
Enforcement and Training Manager
Neadie Moore – Licensing and
Customer Service Manager
Barbara Drudge – Towing,
Adjudication and Criminal History and
Manager
Brenda Cardoza – Recorder

MINUTES

Meeting Called to Order

The meeting was called to order at 10:35 a. m. by Acting Chairman Daniel Schmitt. Board Clerk Brenda Cardoza called the roll and a quorum of members was present.

Approval of the Agenda

On a motion made by Seth Oginz, and seconded by Frederic Pleasants, the agenda was approved unanimously.

Acceptance of Meeting Minutes

On a motion made by James Washburn, and seconded by David Killip, the draft minutes from the March 11, 2014 meeting were approved unanimously.

Acknowledgments

The new Agency Director, Fran Ecker was in attendance at the meeting and was offered an opportunity to introduce herself and address the Board and the meeting attendees. Ms. Ecker stressed the importance of communication and is looking forward to a productive, positive relationship.

Committee and Board Reports

Harold L. McCann Memorial Award Committee: Craig Branch reported that the committee is continuing the effort to revive the Harold L. McCann Memorial Award and has reached out to Martha Clancy to assist with information on the history of the award. On a motion made by Charles Ciccotti, and seconded by Craig Branch, the Board unanimously voted to permit the committee to review the nominations and select the recipient for presentation of the award at the 2014 Crime Clinic Conference in September.

Criminal Justice Services Board (CJSB) Meeting –Charles Ciccotti provided the Board with an update of the last CJSB meeting. Full minutes of the meeting are posted on the Virginia Town Hall website. The CJSB heard presentations in regard to recommended amendments to the CJSB bylaws as requested and a presentation on Special Conservator of the Peace Bond/Liability requirements.

DCJS Director and/or Designee Report

Agency staff provided a summary of legislation affecting the private security services industry during the 2014 General Assembly session and confirmed that the legislation has been signed by the Governor.

The Board was provided with draft proposals for the separation of the Private Security Services Regulations. The package included three regulatory chapters addressing individual regulations for businesses, schools and registered personnel. The Board will review the draft proposals and provide comment to the agency by May 23, 2014. Separating the private security services regulations is consistent with the regulatory reform initiative and recommendations received during the executive review during the last regulatory process.

The 49th Annual Crime Clinic Conference will be held October 1, 2014 – October 3, 2014 at the Holiday Inn, Virginia Beach. The draft agenda for the training conference will be posted by June 1, 2014.

The Board was reminded of a few regulatory requirements that went into effect September 1, 2013. The Department wished to ensure that businesses and schools advised their employees/students of these requirements to ensure on-going compliance and eliminate any issues for the individuals during the renewal process of their credential.

- In order to annually reapply for a firearm endorsement, registrants are required to complete the firearms retraining within the 90 days prior to the expiration of their active firearm endorsement. Any training completed prior to the 90 day window would not be accepted.
- Private Security Services Instructors are required to complete a minimum of two (2) hours of continuing education in each category of training they are certified to instruct. This information is not required to be submitted to the Department but must be maintained by the individual or school.
- In addition to the continuing education requirement, firearms instructors must also qualify on a DCJS certified range as part of their renewal requirements.

The vendor for new records management system, Credential Management System (CMS) has been selected. The contract is at the Office of the Attorney General for approval.

Old Business

Special Conservators of the Peace (SCOP) – Bond Requirements

The Board discussed the Department's current review of the bond requirements for registered special conservators of the peace. The discussion included issues of liability, variances between armed and unarmed special conservators, current liability requirements for private security services businesses, and possible fiscal impacts to the SCOP industry. It was acknowledged that changes need to be made, but the Board felt that further investigation and research is necessary in order to make a formal recommendation to the Criminal Justice Services Board.

Criminal Justice Services Board (CJSB) Bylaws

The Board discussed the proposed amendments to the CJSB bylaws which included the recommendation that the Chairman of the PSSAB be appointed by the Chairman of the CJSB.

On a motion made by Craig Branch and seconded by Charles Ciccotti, the Board voted to request that the CJSB include language allowing the PSSAB to make recommendations to the CJSB Chairman for consideration; allow for the PSSAB to recommend removal of a standing PSSAB Chairman if necessary; and clarify that the PSSAB speaks as a unified body. The motion was unanimously approved by vote.

Private Security Services Advisory Board Vacancies

As of July 1, 2014, there will be three vacant seats on the Private Security Services Advisory Board. Notices have been sent to the industry and Board applications are being accepted until May 9, 2014. The Nominations and Appointment committee will meet prior to the next CJSB meeting in order to provide recommendations for appointments in the following three areas:

1. Personal Protection;
2. Electronic Security ; and
3. Private Investigation

New Business

There was no new business discussed.

Public Comment Periods

There were no public comments made during the 1st comment period.

Ms. Mikeisha Kenney made comments on the bail bondsmen application process.

Mr. Stan Corn made a comment about giving away items that are in place by statute and not the pleasure of the CJSB.

Mr. James St. John commented on the SCOP bond requirements.

Guest Speaker

Maria Everett, Executive Director of the Freedom of Information Act (FOIA) Council, provided information on the FOIA as it related to the activities of the Board. She focused on the use of email, requirements for meetings and other FOIA provisions.

Next Meeting

The next meeting is scheduled for September 30, 2014 at 10:00 a.m. in Virginia Beach; in conjunction with the DCJS/Crime Clinic Conference.

Adjournment:

On a motion made by Charles Ciccotti, and seconded by David Killip, the meeting adjourned at 12:45 p.m.