



Private Security Services Advisory Board

Virginia Public Safety Training Center
7093 Broad Neck Road
Hanover, VA 23069

FINAL MINUTES

December 2, 2014 Meeting

Members Present

Mr. Daniel Schmitt, Chairman
Mr. Charles Ciccotti
Mr. Stanley Corn
Mr. Gary Ford
Mr. Kevin Hodges
Mr. Thomas Kaschak
Mr. David Killip

Mr. Stokes McCune
Mr. Seth Oginz
Mr. Rick Pleasants
Mr. Robert Soles
Mr. James Washburn, Jr.

Members Absent: Chief Craig Branch

1. **Meeting Called to Order:** Chairman Daniel Schmitt called the meeting to order at 10:05 a.m.
2. **Acceptance of Meeting Minutes:** Mr. Hodges moved to accept the minutes from the September 30, 2014 quarterly meeting with an amendment to note the absence of Chief Craig Branch. Mr. Washburn seconded the motion. With no objections, the minutes were unanimously approved.
3. **Recognition of PSSAB Members:** Chairman Schmitt would like for the Board to recognize all outgoing members during the 2014 calendar year. The Department will extend an invitation to the former members to attend the next quarterly meeting for a public acknowledgement of their service.
4. **Public Comment:** There were no public comments offered.
5. **DCJS Report:**

Notice regarding Renewal Applications: The Department reported that applications are taking an average of six to eight weeks to process due to a current backlog and recommended that individuals submit credential renewal applications early to avoid any lapse in the credentials. Information regarding the current status of pending applications has been posted on the DCJS website and sent to individuals via email.

Database System: The Department is in the final phases of development and plans on conducting testing during January. The back-office system will be implemented once internal testing by staff is complete and final implementation is approved. On-going development of the web-based application will continue to include seeking input and advice from the industry workgroup.

Board Appointments (PSS Business Representatives): The Department forwarded 10 applications to the CJSB Nominations and Appointments Subcommittee for review. The subcommittee will meet on December 11, 2014 prior to the full CJSB meeting.

Financial Disclosure Statement and Conflicts of Interest Training: The Board reminded of the December 15, 2014 filing requirement for Financial Disclosure Statements pursuant to [§2.2-3114](#), and Conflict of Interest Training pursuant to [§2.2-3128](#).

Upcoming Training Opportunities:

- 12/9/14 - 12E: Compliance Agent Entry-Level - Virginia State Police Training Academy - Richmond (8:00 -5:00)
- 12/11/14 - 12I: Compliance Agent In-Service - Rappahannock Regional Criminal Justice Academy -Fredericksburg
- 12/10/14 - 13I: Private Security Instructor In-Service - VSP Training Academy - Richmond (8:30-12:30)

Regulations: The regulatory package to amend the bond and insurance requirements for Special Conservators of the Peace is currently under review by the Governor’s office. Once approved, the action will be filed with the Virginia Registrar and posted on the Town Hall. Notice will be sent to the SCOP professionals advising of the public comment period.

In addition to moving forward with separating the Private Security Services regulations into three distinct chapters, the Department will be conducting a thorough review of all regulatory language for each of the four (4) programs within their purview. The Department will seek advice and input from PSSAB when they begin the process.

General Assembly: The session begins on January 14, 2015 and ends February 28, 2015. The Department will track the filing of all bills and reach out to the Board regarding any bills affecting the industry professionals.

UN Handbook: Information was provided to the Board regarding a recent publication of a Criminal Justice Handbook by the United Nations Office of Drug and Crime titled *State Regulation concerning Civilian Private Security Services and their Contribution to Crime Prevention and Community Safety*. The handbook provides an overview of regulation of private security services, enforcement, inspection and complaints, training and standards and norms. It was noted that there was a specific reference to Virginia in regard to information sharing and about the PSSAB Private Security Code of Ethics. A link to the handbook is available from the Department by request.

Technology and Regulation: Other topics of discussions that are occurring both at state and federal levels are in regard to recent technological advances that are fundamentally altering the way security and investigative services are provided: 1.) unmanned aviation systems otherwise known as drones that are performing surveillance to prevent crimes, follow criminals and conduct investigations and the future of their utilization by the private security industry and 2.) the technological evolution of the electronic industry and concerns of protecting citizens and infrastructure against cyber-terrorism and cyber-crime.

The Board agreed to have a presentation conducted at the next meeting regarding the unmanned aviation systems in order to further discussion on the impact to the industry and to the public. Mr. Corn will secure a speaker on the topic for the next meeting.

6. Board Member/Committee Reports:

Special Conservator of the Peace (SCOP) Committee: Mr. Pleasants advised that the SCOP taskforce conducted their final meetings and that the Department was working on recommended legislative language. Mr. Pleasants asked if the taskforce would receive an update of the status. Staff advised that they would check with the Department and report back to Mr. Pleasants.

ID Badge Committee: Mr. Hodges reported that the ID Badge Committee would attempt to meet the week of December 15, 2014. The Department ensured that the meeting would be posted on the Virginia Town Hall once confirmed.

Criminal Justice Services Board: Mr. Ciccotti reported that the CJSB heard presentations on Certified Crime Prevention Communities at the November 18, 2014 meeting and the next meeting was scheduled for December 11, 2014.

7. Old Business:

Reciprocal Agreements: The Board received a request from the North Carolina Locksmith Licensing Board requesting the possibility of establishing a reciprocity agreement between Virginia and North Carolina for locksmiths. The Department provided information comparing statutory and regulatory requirements for both programs to Mr. Ford to assist in his final recommendation to the PSSAB. The PSSAB will look into the request further in order to provide a recommendation to the CJSB.

Availability of Fingerprint Cards: The Board discussed the availability of fingerprint cards and it was clarified that individuals could obtain fingerprint cards from local law enforcement agencies and correctional facilities. Fingerprints must be rolled on the FD-258 blue fingerprint card but there is no longer a requirement that the card have a specific ORI number since the Department scans the fingerprints to the State Police. The Board requested that the Department issue a notice to licensed businesses and schools to assist them in informing their employees and/or students.

- 8. New Business:** Mr. Kaschak offered two issues to the Board and the Department. The first was in reference to an individual who had submitted for renewal of his private investigator registration and had not received a response to his inquiry and the second was in reference to possible unlicensed private investigative services. DCJS will look into both of these issues.
- 9. Announcements:** The next CJSB meeting is scheduled for Thursday, December 11, 2014. Meeting information will be posted on the Commonwealth Calendar. Meeting dates for calendar year 2015 will be scheduled at this meeting. Once the CJSB dates are set, Chairman Schmitt will recommend PSSAB meeting dates and time, which are normally scheduled a week prior to each CJSB meeting.
- 10. Adjournment:** Mr. Hodges moved to adjourn the meeting. Mr. Pleasants seconded the motion. With no objections, the meeting was adjourned at 11:25 a.m.

