

**Meeting Minutes – March 8, 2017**

Department of Criminal Justice Services  
Private Security Services Advisory Board  
Libbie Mill Public Library – County of Henrico  
2100 Libbie Lake East Street  
Henrico, Virginia 23230  
(804) 290-9400

March 8, 2017

**Member(s) Present**

Mr. Daniel Schmitt, Chairman  
Vice-Chairman Kevin Hodges  
Dave Killip, Secretary  
Mr. Michael Ashley  
Mr. Rodney Budd  
Mr. John “JJ” Frazer  
Mr. Jagdish “Jay” Katyal, Jr.  
Mr. Frederic Pleasants, Jr.  
Mr. Eric Pohland  
Mr. Robert Soles

**Member(s) Absent**

Mr. Thomas Gallemore  
Mr. Robert Dickenson, II

**DCJS Staff Present**

Mr. Leon Baker, Acting Div. Dir.  
Ms. Brandi Thorpe, Licensing Mgr.  
Mr. Robert Mason, Customer Srvc.  
&Criminal History Mgr.  
Ms. Brenda Cardoza, Fingerprint &  
Criminal History Specialist

**1. Meeting Called to Order:** Chairman Daniel Schmitt called the meeting to order at 10:00 a.m.

**2. Acceptance of Meeting Minutes:** Vice Chairman Kevin Hodges motioned to accept the minutes from the November 30, 2016 meeting; Mr. Michael Ashley seconded the motion. With no objections, the minutes were unanimously approved.

**3. Public Comment:**

Alan Petersen

Mr. Petersen presented himself before the Board to reiterate his concern about a specific case of falsification of application and acting independently as a private investigator (unlicensed activity).

There is an open investigation for this specific case and cannot be discussed publicly.

**4. DCJS Report:**

Leon Baker

Mr. Baker provided a status report on the Credential Management System (CMS)/ Statewide LiveScan Fingerprints Solution Request for Proposals /Photo ID Issuance/PSSAB Vacancies and a legislative update from the 2017 General Assembly session, etc.

General Assembly 2017 Session.

HB 1524-requires that each person registered as or seeking registration as a special conservator of the peace be covered by a policy of (i) personal injury liability insurance, (ii) property damage

liability insurance, and (iii) miscellaneous casualty insurance that includes professional liability insurance that provides coverage for any activity within the scope of the duties of a special conservator of the peace, in an amount and with coverage for each as fixed by the Criminal Justice Services Board.

HB 1628-removes the requirement that a compliance agent for a private security services business have either three years of experience or five years of managerial or supervisory experience in a private security services business, a state or local law-enforcement agency, or a related field. The bill also removes the option for a private security services business or a private security services training school to be covered by a bond in lieu of liability insurance. The bill provides that it will not become effective unless reenacted by the 2018 Session of the General Assembly.

HB 1629-expands the definition of business advertising material as it relates to private security services businesses to include any electronic medium, including the Internet, social media, and digital advertising. This bill has been signed by the Governor and will go into effect on 7/1/17.

HB 2362-allows for the issuance of temporary registration or driver authorization documentation by the Department of Criminal Justice Services for tow truck drivers, effective upon the submission of an application and until the issuance or denial of permanent registration.

SB 1506-authorizes the Department of State Police to submit fingerprints and accompanying records to the Federal Bureau of Investigation (FBI) to be advised through the FBI's Next Generation Identification Rap Back service when an individual subject to a criminal background check as a condition of licensure, certification, employment, or volunteer service with an agency or entity is arrested for, or convicted of, a criminal offense not reported to the Department that would disqualify that individual from such licensure, certification, employment, or volunteer service.

#### Online Application Process System

Phase one of the online system continues to work well. The system was rolled out October 2016, averaging 5 transactions per day; the most recent statistics reflect an average of 26 transactions per day. Phase one allows individuals to submit private security initial and renewal registrations, initial and renewal tow truck driver applications, and firearm endorsement renewals. Phase two of the online system is in the testing stage. Phase two will add the ability to submit initial and renewal training school applications, initial and renewal instructor applications and additional registration category applications.

#### Photo ID Registration Card

Representatives for the Department and DMV continue to make progress in preparing for the issuance of photo registration cards; and are currently on schedule for implementation on July 1, 2017.

The Department is working with the licensing management system vendor to make the necessary

amendments to their database to meet this requirement. The Department is amending forms; renewal notices; and other materials that are required to timely begin this process. The Department will send out a mass email notice to businesses, schools, compliance agents, instructors and possibly registrants regarding this initiative. The registration renewal notices for individuals expiring July 31, 2017 and beyond will include the necessary information regarding this initiative.

#### Fingerprint Processing

The Department is currently participating in a procurement process to identify vendor(s) to manage and operate a Statewide Live Scan Fingerprint submittal program. Follow-up briefings on this initiative will be provided as the Department progresses through the procurement process.

#### Staffing

The Department is currently in the process of filling a Customer Service Representative position and a Training Specialist position.

#### PSSAB Vacancies

Effective July 1, 2017, there will be eight vacancies on the PSSAB:

- Private Security Services Business Representatives (2)
- Private Investigator Representative
- Law Enforcement Representative
- Locksmith Representatives (2)
- Bail Bondsman Representative
- Instructor Representative

#### Brandi Thorpe

The Department is streamlining the licensing process; and working with staff on more efficient application forms, with a goal of more accurate documents. The Board is encouraged to provide feedback on matters. An improved correspondence practice alleviates some of the need to return entire application packages to the applicants.

#### Rob Mason

The Department continues to enhance the processing performance; and is accelerating the process of generating and mailing denial letters to the applicants/employers; and making outreach calls for missing information on applications. Customer Service representative are encouraging callers to use the online application system.

### **6. Board Member/Committee Reports:**

#### SCOP – Rick Pleasants

HB 1524- is good legislation; it should help reverse the adverse impact to the SCOP industry as well as alleviate the problem of obtaining insurance. HB 2416- was a bill which attempted to reword SCOP legislation and was not reported out of committee. Opposing viewpoints in the General Assembly will likely continue regarding this matter.

CJSB Report – Robert Soles

There was no CJSB report.

**7. Old Business:**

Chairman Schmitt confirmed that the financial disclosure forms process is finished

**8. New Business:**

Mr. Robert Soles made a motion to form a sub-committee to study the size and logistics of the PSSAB; as well as consider any restructure of PSSAB membership. Mr. Michael Ashley seconded the motion. With no objections, the motion was unanimously approved.

**9. Public Comments:** No public comment was received.

**10. Announcements:**

2017 CJSB Dates:

Thursday, March 16th

Thursday, May 11th

Thursday, June 15th

Thursday, September 14th

Thursday, December 7th

2017 PSSAB Dates:

Wednesday, March 8th @ 10:00am

Wednesday, June 7th @ 10:00am

Wednesday, September 27th @ 10:00a.m., in conjunction with the 2017 Crime Clinic Conference (Virginia Beach)

1. Appointment of Chairperson
2. Election of Vice Chair and Appointment of Secretary

Wednesday, November 29th @ 10:00am

**11. Adjournment:** Vice Chairman Kevin Hodges made a motion to adjourn the meeting. Mr. Eric Pohland seconded the motion. With no objections, the motion was unanimously approved. Chairman Daniel Schmitt adjourned the meeting at 11:44a.m.