

Private Security Services Advisory Board  
Holiday Inn Virginia Beach - Norfolk Hotel and Conference Center  
5655 Greenwich Road, Salon A  
Virginia Beach, Virginia 23462  
(757) 499-4400

**FINAL MINUTES — FINAL MINUTES — FINAL MINUTES**  
September 29, 2015 Meeting

**Members Present**

Mr. Daniel Schmitt, Chairman  
Mr. Kevin Hodges, Vice Chairman  
Mr. David Killip, Secretary  
Mr. Charles Ciccotti  
Mr. Robert Dickenson, II  
Mr. Frederic Pleasants, Jr.  
Mr. Robert D. Soles  
Mr. George Stephens

**Members Absent:**

Chief Craig Branch  
Mr. Stokes McCune  
Mr. Eric Pohland  
Mr. James Powell  
Ms. Ann Trinca  
Mr. James Washburn, Jr.

**DCJS Staff Present**

Ms. Teresa Gooch, Division Director  
Ms. Brenda Cardoza, Administrative  
Support  
Mr. Viktor Shuparskyy,  
Adjudication Coordinator

- 1. Meeting Called to Order:** Chairman Daniel Schmitt called the meeting to order at 1:07 p.m.
- 2. Acceptance of Meeting Minutes:** Mr. Ciccotti moved to accept the minutes from the June 2, 2015 meeting, Mr. Pleasants seconded the motion. With no objections, the minutes were unanimously approved.
- 3. Welcome of new members:** Chairman Schmitt welcomed newly appointed board members, Mr. George Stevens, Private Investigator Representative and Mr. Robert Dickerson, II, Electronic Security Services Business Representative.
- 4. Election of Officers:** CJSB Chairman Mike Doucette appointed Daniel Schmitt as PSSAB Chairman. The PSSAB re-elected Kevin Hodges as PSSAB Vice-Chairman and Chairman Daniel Schmitt re-appointed Dave Killip as PSSAB Secretary.

**5. Public Comment:** Mr. Peter Lupica experienced difficulties entering training rosters; with the assistance of DCJS staff Orlando Irving this has been corrected. In an effort to streamline and further assist Mr. Lupica, Ms. Gooch provided Mr. Lupica with her contact information and that of Mr. Tommy Clarke, Training and Enforcement Manager.

## **6. DCJS Report:**

### **Credentialing Management System (CMS):**

The back office phase was implemented on July 6, 2015. DCJS is in the stabilization stage of using the credentialing management system to manage the licensing business and correcting the problems encountered internally as well as externally. The system vendor continues to partner with DCJS to make improvements to the system. In the upcoming months DCJS will continue to work to implement web-based processing which will provide applicants with the ability to apply for registrations on-line. DCJS will reconstitute the external work group to ensure that concerns are addressed for a logical flow. There is no definite time frame for completion however it is anticipated having these web systems available sometime during the first quarter of 2016.

### **Regulatory Activity**

Effective September 9, 2015 6VAC20-170 is repealed and separated into 3 chapters (posted at <http://dcjs.virginia.gov/pss/code.cfm>):

1. 6VAC20-172 Regulations Related to Private Security Businesses;
2. 6VAC20-173 Regulations Related to Private Security Services Training Schools;  
and
3. 6VAC20-174 Regulations Related to Private Security Services Registered Personnel

### **Notice of Intended Regulatory Action (NOIRA):**

The proposed language will amend 6 VAC20-172 and 6 VAC20-174 Regulations Relating to Private Security Services Businesses and Individuals to allow for licensed private security services businesses licensed by DCJS to independently contract with private investigators and personal protection specialists registered with DCJS. Additionally the language will require that every registered personal protection specialist and private investigator hired as an independent contractor maintain comprehensive general liability in the amount of \$300,000 and provide evidence of such insurance to the business they are contracting with. The promulgation of this regulation will address the language and requirements of HB1718 which became effective July 1, 2015.

**7. Board Member/Committee Reports:**

Chairman Schmitt would like to see a Locksmith representative's application be processed in time for the next meeting of the PSSAB, to present to the CJSB.

**SCOP Committee:** Industry wide impact on Background Investigation (BI) process. Legislation requires that a background investigation be conducted by a law enforcement agency but there doesn't seem to be consistency in how they are conducted. DCJS has recognized the need for more guidance for the law enforcement agencies and is working with them to develop a standardized format for those agencies that choose to conduct the BI.

**PHOTO ID Committee:** Mr. Hodges will submit to legislation this year as possible legislation change to enact photo IDs.

**8. Old Business:**

**PSSAB Vacancy:** The locksmith business representative position is currently vacant.

**9. New Business:**

Chairman Schmitt convened a committee to research and report back on recommendations for the comprehensive general liability insurance amount for the private investigators and personal protection specialists working as private contractors. He appointed Rob Soles as chairman and George Stephens, Craig Branch and Stokes McCune as members. They are requested to report back to the PSSAB at the next meeting on December 1, 2015.

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

**11. Announcements:** The next quarterly meeting of the PSSAB is scheduled for Tuesday, December 1, 2015, the venue is TBD. The next CJSB meeting is scheduled for December 10, 2015.

**12. Adjournment:** Mr. Ciccotti moved to adjourn the meeting. Mr. Hodges seconded the motion. With no objections, the meeting was adjourned at 2:40p.m.