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Notice of Intended Regulatory Action (NOIRA) Agency Background Document

Agency name	Department of Criminal Justice Services
Virginia Administrative Code (VAC) Chapter citation(s)	6 VAC20-172-20, 6VAC20-173-20, 6VAC20-174-20, 6VAC20-230-20, 6VAC20-250-20, and 6VAC20-260-20
VAC Chapter title(s)	Regulations Relating to Private Security Services Businesses; Application Fees Regulations Relating to Private Security Services Training Schools; Application Fees Regulations Relating to Private Security Services Registered Personnel; Fees Regulations Relating to Special Conservators of the Peace; Fees Regulations Relating to Property and Surety Bail Bondsmen; Fees Regulations Relating to Bail Enforcement Agents; Fees
Action title	Amendments to Schedule of Fees
Date this document prepared	11/09/2020

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Order 14 (as amended, July 16, 2018), the Regulations for Filing and Publishing Agency Regulations (1VAC7-10), and the *Form and Style Requirements for the Virginia Register of Regulations and Virginia Administrative Code*.

Brief Summary

Provide a brief summary (preferably no more than 2 or 3 paragraphs) of the subject matter, intent, and goals of this regulatory change (i.e., new regulation, amendments to an existing regulation, or repeal of an existing regulation).

The Department of Criminal Justice Services (DCJS) is responsible for regulating Private Security Services Businesses (PSSBs), Private Security Services Training Schools (PSSTS), Private Security Services Registered Personnel (PSSRP), Special Conservators of the Peace (SCOPs), Property and Surety Bail Bondsmen (BBs), and Bail Enforcement Agents (BEAs) within the Commonwealth of Virginia. These regulatory responsibilities are managed within DCJS' Division of Licensure and Regulatory Services (DLRS). DCJS is charged with duties that

include, but are not limited to: the processing of applications for licensure, certification, and registration for all six; processing application fees; examining the qualifications for each applicant for said certification, license, or registration; certifying training schools and instructors authorized to conduct training in accordance with training standards established by the Criminal Justice Services Board; collecting fees for registration and renewal that are sufficient to cover all expenses for administration and operation of all six regulatory programs; receiving and investigating complaints related to these programs; administration of appropriate disciplinary action to individuals and businesses who violate applicable Code and regulations; and the denial, revocation, and suspension, or failure to renew registrations, for just cause. DCJS does not receive any general funds to perform the duties delegated by the Code of Virginia, but the Code does authorize DCJS to charge fees promulgated by the CJSB to cover the costs associated with the management and operation of all regulatory programs.

The purpose of this regulatory action is to amend and revise the fee schedules associated with all aforementioned chapters of the Virginia Administrative Code. The fee schedules has not been amended since 2003, 2004, 2008, and 2009, respectively. The proposed fee amendments are primarily based upon inflation since this time, as many have not been revised in well over ten years. DCJS manages seven programs within the DLRS, therefore the fee schedule does not accurately reflect the costs that would be required if DCJS had established an operation that was solely for each program. Each program enjoys an economy of scale by the DLRS managing all seven programs under its umbrella. Instead of each program operation having its own management team, call center, application processors, investigators, adjudication unit, etc. DLRS provides all of these services for all seven programs, thus reducing the costs for all seven programs. The current issue is that the seven programs are not generating sufficient feeds for DLRS to operate at the desired level. DCJS has to augment DLRS by providing services and support that DLRS cannot fund. Neither DCJS nor DLRS can continue to operate this way, as DLRS is required by Code to generate the fees necessary to run the programs. In addition, DLRS is operating without an inadequate amount of investigators, adjudication personnel, customer service personnel, application processors, and other necessary personnel for the DLRS to operate at the desired level of service. DLRS is also in the process of updating its databases and online systems to meet constituent demand, and needs additional funding for this process in order to maintain adequate and efficient IT support for the systems and databases going forward.

Acronyms and Definitions

Define all acronyms or technical definitions used in this form.

- DCJS: Department of Criminal Justice Services
- CJSB: Criminal Justice Services Board, DCJS’ policy board
- BB: Property and Surety Bail Bondsmen
- BEA: Bail Enforcement Agents
- SCOP: Special Conservator of the Peace
- PSSB: Private Security Services Businesses
- PSSTS: Private Security Services Training Schools
- PSSRP: Private Security Services Registered Personnel
- DLRS: Division of Licensure and Regulatory Services, a division within DCJS
- Department: Department of Criminal Justice Services
- Board: Criminal Justice Services Board
- Division: Division of Licensure and Regulatory Services

Mandate and Impetus

Identify the mandate for this regulatory change and any other impetus that specifically prompted its initiation (e.g., new or modified mandate, petition for rulemaking, periodic review, or board decision). For

purposes of executive branch review, “mandate” has the same meaning as defined in Executive Order 14 (as amended, July 16, 2018), “a directive from the General Assembly, the federal government, or a court that requires that a regulation be promulgated, amended, or repealed in whole or part.”

The current fee schedules were established in 2003, 2004, 2008, and 2009, respectively. They were developed and promulgated primarily based on fiscal analysis conducted and completed at that time. The fee schedules were sufficient to meet the needs of DCJS and DLRS at the time, but due to inflation and other fiscal demands, this is no longer the case. While there are currently no mandates for these proposed regulatory changes, DLRS and the CJSB made the decision to move forward with necessary amendments to the fee schedules in the December 12, 2019 Board meeting.

Legal Basis

Identify (1) the promulgating agency, and (2) the state and/or federal legal authority for the regulatory change, including the most relevant citations to the Code of Virginia and Acts of Assembly chapter number(s), if applicable. Your citation must include a specific provision, if any, authorizing the promulgating agency to regulate this specific subject or program, as well as a reference to the agency’s overall regulatory authority.

Pursuant to § 9.1-141 Powers of Board relating to private security services businesses, the Board may adopt regulations in accordance with the Administrative Process Act (§ 2.2-4000 et seq.), establishing compulsory minimum, entry-level, in-service, and advanced training standards for persons employed by the private security services businesses in classifications defined in § 9.1-138. The Board shall be guided by the policy of this section to secure the public safety and welfare against incompetent or unqualified persons engaging in the activities regulated by this section and Article 4 (§ 9.1-138 et seq.) of this chapter. The Board may also establish the qualifications of applicants for registration, certification, or licensure under Article 4 (§9.1-138) of this chapter, as well as levy and collect fees for registration, certification, or licensure and renewal that are sufficient to cover all expenses for administration and operation of a program of registration, certification, and licensure for private security services businesses and training schools in order to ensure continued competency, and to prevent deceptive or misleading practices by practitioners and effectively administer the regulatory system adopted by the Board.

Additionally, § 9.1-139 provides that no person shall act as a private security services training school or solicit students for private security training in the Commonwealth without being certified by the Department. No person shall be issued a private security services training school certification until a school director is designated in writing on forms provided by the Department. In addition, § 9.1-142 states that in addition to the powers otherwise conferred upon it by law, the Department may charge each applicant for licensure, certification or registration a nonrefundable fee as established by the Board to cover the costs of the Department for processing an application for a registration, certification, or license and enforcement of these regulations, and other costs associated with the maintenance of this program of regulation.

Pursuant to § 9.1-185.2 Powers of the Criminal Justice Services Board relating to bail bondsmen, the Board shall have full regulatory authority and oversight of property and surety bail bondsmen. The Board shall adopt regulations that are necessary to ensure respectable, responsible, safe, and effective bail bonding within the Commonwealth. The Board’s regulations shall include but not be limited to regulations that (i) establish the qualifications of applicants for licensure and renewal under this article; (ii) examine, or cause to be examined, the qualifications of each applicant for licensure, including when necessary, the preparation, administration, and grading of examinations; (iii) levy and collect nonrefundable fees for licensure and renewal that are sufficient to cover all expenses for administration and operation of a program of licensure; (iv) ensure continued competency and prevent deceptive or misleading practices by practitioners; (v) administer the regulatory system; (vi) provide for receipt of complaints concerning the conduct of any person whose activities are regulated by the Board; (vii) provide for investigations and appropriate disciplinary action if warranted; (viii) establish standards for professional conduct, solicitation, collateral received in the course of business, firearms training and usage, uniforms and identification, documentation and recordkeeping requirements, reporting requirements, and methods of capture for the recovery of

bailees; and (ix) allow the Board to suspend, revoke or refuse to issue, reissue or renew a license for just cause. The Board shall not adopt compulsory minimum firearms training standards in excess of 24 hours per year for bail bondsmen. In adopting its regulations, the Board shall seek the advice of the Private Security Services Advisory Board, established pursuant to § 9.1-143.

With regard to SCOPs, and pursuant to § 9.1-150.2 of the Code of Virginia, Powers of Criminal Justice Services Board relating to special conservators of the peace appointed pursuant to § 19.2-13, the Board shall adopt regulations establishing the compulsory minimum, entry-level, in-service, and advanced training standards for SCOPs, in addition to providing for the collection of fees for registration and renewal that are sufficient to cover all expenses for administration and operation of a program of registration. § 9.1-150.2 also delegates the Board with ensuring continued competency and prevention of deceptive or misleading practices by practitioners, in addition to adopting compulsory, entry-level training standards that shall not exceed, but shall be a minimum of 98 hours for unarmed special conservators of the peace, and that shall not exceed, but shall be a minimum of 130 hours for armed special conservators of the peace. In adopting its regulations, the Board shall seek the advice of the Private Security Services Advisory Board established pursuant to § 9.1-143.

Furthermore, § 9.1-185.2 Powers of the Criminal Justice Services Board relating to bail bondsmen states that the Board shall have full regulatory authority and oversight of property and surety bail bondsmen. §9.1-185.6 states that a license granted to a bondsman by the Department shall authorize such person to enter into bonds, as defined in § 19.2-119, in any county or city in the Commonwealth. This license shall be for a term of two years, and may be renewed upon the filing of an application in the form prescribed by the Department, and payment of the nonrefundable renewal application processing fee, also prescribed by the Department. In addition, subsection C states that applicants for renewal of a bail bondsman license shall undergo a criminal history background check, as set out in subdivision B3 of § 9.1-185.5 and shall provide all other documentation listed in subsections C and D of § 9.1-185.5, as the Department deems appropriate. § 9.1-185.3 also states that the Department may charge each applicant for licensure a nonrefundable fee as established by the Board to cover the costs of processing an application for licensure, enforcement of regulations, and other costs associated with the maintenance of the program of regulation.

With regard to BEAs, pursuant to § 9.1-186.2 Powers of Department and Board relating to bail enforcement agents, the Board shall have full regulatory authority and oversight of bail enforcement agents. The Board not only adopts regulations establishing compulsory minimum entry-level and in-service training and education for bail enforcement agents, but also provides for the Board to adopt regulations that are necessary to ensure respectable, responsible, safe, and effective bail enforcement within the Commonwealth. This includes (under subsection C), the ability to levy and collect nonrefundable fees for licensure and renewal that are sufficient to cover all expenses for administration and operation of a program of licensure to ensure continued competency and prevent deceptive or misleading practices by practitioners. Like the others, the Board shall seek the advice of the Private Security Services Advisory Board established pursuant to § 9.1-143. Additionally, § 9.1-186.6 provides that a license be granted to a bail enforcement agent by the Department, and shall authorize such person to engage in the business of bail recovery. Every BEA license issued pursuant to this article shall be for a term of two years, and may be renewed for an ensuing two-year period, upon the filing of an application in the form prescribed by the Department and payment of the nonrefundable renewal application processing fee prescribed by the Department.

Purpose

Describe the specific reasons why the agency has determined that this regulation is essential to protect the health, safety, or welfare of citizens. In addition, explain any potential issues that may need to be addressed as the regulation is developed.

In order to execute the regulatory responsibilities relegated to DCJS, DLRS must be adequately funded to support the direct and indirect costs associated with managing and operating a regulatory program. DLRS is funded solely by the revenue collected from licensure, registration, and certification fees paid by applicants related to the programs managed within DLRS. DLRS does not receive any money from general funds. The proposed amendments and

revisions to the fee schedules primarily reflect the cost of inflation since the last changes in 2003, 2004, 2008, and 2009, respectively. Changes are also being proposed in some cases where the current fees are not sufficient to cover the costs associated with processing of applications.

Substance

Briefly identify and explain the new substantive provisions that are being considered, the substantive changes to existing sections that are being considered, or both.

DCJS regulates the BB, BEA, SCOP, PSSB, PSSTS, and PSSRP regulatory programs within DLRS. The charts below identify the proposed amendments to the fee schedules:

6VAC20-172-20. Application Fees.

Part II

Application Fees.

- A. Schedule of Fees. The fees listed below reflect the costs of handling, issuance, and production associated with administering and processing applications for licensing, certification, and other administrative requests for services relating to private security services.

CATEGORIES	FEES
Fingerprint <u>form</u> processing <u>fee</u>	\$50 <u>\$35</u>
Initial business license—1 year license	\$550
Initial business license - 2-year license	\$800 <u>\$1,120</u>
Business license renewal - 2-year license	\$500 <u>\$1,120</u>
Business license category <u>fee</u>	\$50 <u>\$70</u>
<u>Replacement/duplicate license wall certificate</u>	<u>\$40</u>
Initial compliance agent certification	\$50 <u>\$70</u>
Compliance agent certification renewal	\$25 <u>\$70</u>
<u>Replacement/duplicate certification wall certificate</u>	<u>\$40</u>
Regulatory compliance <u>Compliance agent</u> entry-level training	\$75 <u>\$105</u>
Regulatory compliance <u>Compliance agent</u> in-service training	\$50 <u>\$70</u>

- B. Reinstatement fee.
 - 1. The department shall collect a reinstatement fee for license or certification renewal applications not received on or before the expiration date of the expiring license or certification.
 - 2. The reinstatement fee shall be 50% above and beyond the renewal fee of the license, certification, or any other credential issued by the department wherein a fee is established and renewal is required.
- C. Dishonor of fee due to insufficient funds.
 - 1. The department may suspend the license, certification, or authority it has granted any person who submits a check or similar instrument for payment of a fee required by statute or regulation that is not honored by the financial institution upon which the check or similar instrument is drawn.
 - 2. The suspension shall become effective upon receipt of written notice of the dishonored payment. Upon notification of the suspension, the person or licensee may request that the suspended license, certification, or authority be reinstated, provided payment of the dishonored amount plus any penalties or fees required under the statute or regulation accompanies the request. Suspension under this provision shall be exempt from the Administrative Process Act.
- ~~D. Manual processing service fee. The department shall collect a \$5.00 service fee for any applications under this chapter that are submitted to the department by other means than the available electronic methods established by the department.~~

6VAC20-173-20. Application Fees.

Part II

Application Fees.

- E. Schedule of Fees. The fees listed below reflect the costs of handling, issuance, and production associated with administering and processing applications for licensing, certification, and other administrative requests for services relating to private security services.

CATEGORIES	FEES
CRIMINAL HISTORY RECORDS CHECK	
Fingerprint <u>form</u> processing <u>fee</u>	\$50 <u>\$35</u>
CERTIFICATIONS	
Initial training school <u>certification</u>	\$800 <u>\$1,120</u>
Training school <u>certification</u> renewal	\$500 <u>\$1,120</u>
Training school category <u>fee</u>	\$50 <u>\$70</u>
Initial instructor certification	\$50 <u>\$70</u>
Instructor certification renewal	\$25 <u>\$70</u>
Instructor certification category <u>fee</u>	\$10 <u>\$15</u>
Initial detector canine handler examiner certification	\$50 <u>\$70</u>

Detector canine handler examiner certification renewal	\$25 \$70
Replacement/ duplicate wall certificate card	\$20 \$40
TRAINING RELATED	
Entry level training exemption Training waiver processing fee	\$25 \$50
In-service training alternative credit evaluation fee	\$25 \$50
Manual Training training completion roster form	\$30 \$50

F. Reinstatement fee.

3. The department shall collect a reinstatement fee for license or certification renewal applications not received on or before the expiration date of the expiring license or certification.
4. The reinstatement fee shall be 50% above and beyond the renewal fee of the license, certification, or any other credential issued by the department wherein a fee is established and renewal is required.

G. Dishonor of fee due to insufficient funds.

3. The department may suspend the license, certification, or authority it has granted any person who submits a check or similar instrument for payment of a fee required by statute or regulation that is not honored by the financial institution upon which the check or similar instrument is drawn.
4. The suspension shall become effective upon receipt of written notice of the dishonored payment. Upon notification of the suspension, the person or licensee may request that the suspended license, certification, or authority be reinstated, provided payment of the dishonored amount plus any penalties or fees required under the statute or regulation accompanies the request. Suspension under this provision shall be exempt from the Administrative Process Act.

~~H. Manual processing service fee. The department shall collect a \$5.00 service fee for any applications under this chapter that are submitted to the department by other means than the available electronic methods established by the department.~~

6VAC20-174-20. Fees.

Part II

Application Fees.

- I. Schedule of Fees. The fees listed below reflect the costs of handling, issuance, and production associated with administering and processing applications for licensing, certification, and other administrative requests for services relating to private security services.

CATEGORIES	FEEES
Fingerprint form processing application fee	\$50 \$35
Initial registration (includes photo ID production fee)	\$25 \$50
Registration renewal (includes photo ID production fee)	\$20 \$45
Additional registration category form fee	\$20 \$45

Replacement/ duplicate photo ID registration card	\$20 \$45
Firearm endorsement training verification fee	\$10 \$40
Entry level training exemption Training waiver processing fee	\$25 \$50
In-service training alternative credit evaluation	\$25

J. Reinstatement fee.

5. The department shall collect a reinstatement fee for license or certification renewal applications not received on or before the expiration date of the expiring license or certification.
6. The reinstatement fee shall be 50% above and beyond the renewal fee of the license, certification, or any other credential issued by the department wherein a fee is established and renewal is required.

K. Dishonor of fee due to insufficient funds.

5. The department may suspend the license, certification, or authority it has granted any person who submits a check or similar instrument for payment of a fee required by statute or regulation that is not honored by the financial institution upon which the check or similar instrument is drawn.
6. The suspension shall become effective upon receipt of written notice of the dishonored payment. Upon notification of the suspension, the person or licensee may request that the suspended license, certification, or authority be reinstated, provided payment of the dishonored amount plus any penalties or fees required under the statute or regulation accompanies the request. Suspension under this provision shall be exempt from the Administrative Process Act.

~~L. Manual processing service fee. The department shall collect a \$5.00 service fee for any applications under this chapter that are submitted to the department by other means than the available electronic methods established by the department.~~

6VAC20-230-20. Fees.

M. Schedule of Fees. The fees listed below reflect the costs of handling, issuance, and production associated with administering and processing applications for licensing, certification, and other administrative requests for services relating to private security services. Fees are nonrefundable.

CATEGORIES	FEES
Initial registration	\$60 \$85
Registration renewal	\$60 \$85
Application for training exemption Training waiver processing fee	\$25 \$50
Fingerprint card processing form	\$50 \$35
Replacement photo identification letter card	\$20 \$40
Additional category application	\$40

- N. Reinstatement fee.
 - 7. The department shall collect a reinstatement fee for license or certification renewal applications not received on or before the expiration date of the expiring license or certification.
 - 8. The reinstatement fee shall be 50% above and beyond the renewal fee of the license, certification, or any other credential issued by the department wherein a fee is established and renewal is required.
- O. Dishonor of fee due to insufficient funds.
 - 7. The department may suspend the license, certification, or authority it has granted any person who submits a check or similar instrument for payment of a fee required by statute or regulation that is not honored by the financial institution upon which the check or similar instrument is drawn.
 - 8. The suspension shall become effective upon receipt of written notice of the dishonored payment. Upon notification of the suspension, the person or licensee may request that the suspended license, certification, or authority be reinstated, provided payment of the dishonored amount plus any penalties or fees required under the statute or regulation accompanies the request. Suspension under this provision shall be exempt from the Administrative Process Act.

6VAC20-250-20. Fees.

Part II

Fees

- P. Schedule of Fees. The nonrefundable application processing fees listed below reflect the costs that are sufficient to cover all expenses for administration and operation of the program. These fees include the costs of handling, issuance, and production associated with administering and processing applications for licensing and other administrative requests for services relating to bail bonding services.

Bail bondsman license application (Initial/Renewal)	\$900 <u>\$1,200</u>
Licensure category fee:	
Surety	\$100 <u>\$135</u>
Agent	\$100 <u>\$135</u>
Property	\$250 <u>\$330</u>
Firearms endorsement (annually) <u>training verification</u>	\$30 <u>\$40</u>
Fingerprint card processing <u>form</u>	\$50 <u>\$35</u>
Replacement/ <u>duplicate credential fee</u> photo identification	\$30 <u>\$40</u>
Reinstatement <u>fee</u>	\$250
In-service alternate training credit <u>Training waiver</u> <u>processing fee</u>	\$25 <u>\$50</u>
Manual processing fee	\$20

Q. Dishonor of fee payment due to insufficient funds.

9. The department may suspend the license it has granted any person who submits a check or similar instrument for payment of a fee required by statute or regulation that is not honored by the financial institution upon which the check or similar instrument is drawn.
10. The suspension shall become effective upon receipt of written notice of the dishonored payment. Upon notification of the suspension, the person or licensee may request that the suspended license, certification, or authority be reinstated, provided payment of the dishonored amount plus any penalties or fees required under the statute or regulation accompanies the request. Suspension under this provision shall be exempt from the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

(Statutory Authority: § 9.1-185.2 of the Code of Virginia)

6VAC20-250-20. Fees.

Part II

Fees

A. Schedule of fees. The following fees reflect the costs of handling, issuance, and production associated with administering and processing applications for licensing and other administrative requests for services relating to bail enforcement services:

Categories	Fees
Initial bail enforcement agent license	\$200 \$200 <u>\$265</u>
Bail enforcement agent license renewal (biannually)	\$200 \$200 <u>\$265</u>
Firearms endorsement <u>training verification</u> (annually)	\$30 \$30 <u>\$40</u>
Fingerprint card processing <u>form fee</u> (biannually)	\$50 \$50 <u>\$35</u>
Replacement/ <u>duplicate license card</u> photo identification	\$30 \$30 <u>\$40</u>
Partial training exemption	\$25
In-service alternative training credit <u>Training waiver request processing fee</u>	\$25 <u>\$50</u>

B. Reinstatement fee.

1. The department shall collect a reinstatement fee for license renewal applications not received on or before the expiration date of the expiring license.
2. The reinstatement fee shall be 50% above and beyond the renewal fee of the license or any other credential issued by the department wherein a fee is established and renewal is required.

C. Dishonor of fee payment due to nonsufficient funds.

1. The department may suspend the license it has granted any person who submits a check or similar instrument for payment of a fee required by statute or regulation that is not honored by the financial institution upon which the check or similar instrument is drawn.

2. The suspension shall become effective upon receipt of written notice of the dishonored payment. Upon notification of the suspension, the licensee may request that the suspended license or authority be reinstated, provided payment of the dishonored amount plus any penalties or fees required under the statute or regulation accompanies the request. Suspension under this provision shall be exempt from the Administrative Process Act.

(Statutory Authority §§ 9.1-102 and 9.1-186.2 of the Code of Virginia)

Alternatives to Regulation

Describe any viable alternatives to the regulatory change that were considered, and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the regulatory change. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulatory change.

DCJS has considered the following alternatives to increasing fees:

- The budget that DLRS is currently operating under cannot be reduced further and minimally meet the statutory and regulatory requirements of administering these regulatory programs.
- DLRS does not receive any general funds revenue, while the current fee structure has not been amended across the board in excess of ten years. Meanwhile, inflation and the number of individuals and businesses serviced by has increased substantially.

Periodic Review and Small Business Impact Review Announcement

This NOIRA is not being used to announce a periodic review or a small business impact review.

Public Participation

Indicate how the public should contact the agency to submit comments on this regulation, and whether a public hearing will be held, by completing the text below. In addition, as required by § 2.2-4007.02 of the Code of Virginia describe any other means that will be used to identify and notify interested parties and seek their input, such as regulatory advisory panels or general notices.

The Department of Criminal Justice Services is providing an opportunity for comments on this regulatory proposal, including but not limited to (i) the costs and benefits of the regulatory proposal, (ii) any alternative approaches, and (iii) the potential impacts of the regulation.

Anyone wishing to submit written comments for the public comment file may do so through the Public Comment Forums feature of the Virginia Regulatory Town Hall web site at: <https://townhall.virginia.gov>. Comments may also be submitted by mail or fax to Kristi Shalton, Division of Law Enforcement; 1100 Bank Street, Richmond, Virginia 23219, or at (804) 786-0410 or via email to kristi.shalton@dcjs.virginia.gov. In order to be considered, comments must be received by 11:59 pm on the last day of the public comment period.

A public hearing will not be held following the publication of the proposed stage of this regulatory action.