

Department of Criminal Justice Services
Private Security Services Advisory Board
Tuckahoe Public Library – County of Henrico
1901 Starling Drive
Henrico, VA 23230

Wednesday, June 6, 2018 - 10:00am

Member(s) Present

Mr. Robert Soles, Chairman
Mr. Kevin Hodges, Vice Chairman
Mr. Michael Ashley
Mr. David Bourne
Mr. Rodney Budd
Mr. Edwin DePolo
Mr. Robert Dickenson, II
Mr. Thomas Gallemore
Mr. Jagdish Katyal, Jr.
Mr. Frederic Pleasants, Jr.
Mr. James R. Posey, Sr.
Mr. Frank Weaver, Jr.

Member(s) Absent

Mr. Dave Killip, Secretary
Mr. John Frazer
Mr. Eric Pohland

DCJS Staff Present

Mr. Leon Baker, Division Director
Ms. Brenda Cardoza, Fingerprint &
Criminal History Specialist
Mr. Conor O'Donnell, Fellow

1. Meeting Called to Order: Chairman Robert Soles called the meeting to order at 10:00 a.m. Due to the absence of Mr. David Killip (Secretary), Chairman Soles requested Mr. Jagdish Katyal perform the duties of Secretary for the meeting.

2. Introduction New PSSAB Member:

Chairman Soles introduced and welcomed the new PSSAB member Mr. David Bourne, Bail Bondsmen Representative.

3. Acceptance of Meeting Minutes: Mr. Michael Ashley made a motion to accept the minutes from the March 14, 2018 meeting; Mr. Thomas Gallemore seconded the motion. With no objections, the minutes were unanimously approved.

4. 1st Public Comment Period (2 minutes per speaker): No public comment received.

5. Board Member/Committee Reports:

SCOP – Mr. Frederick Pleasants

Mr. Pleasants discussed in depth the types of training required with additional details of some of the training curriculum. Mr. Pleasants discussed the increased costs of the program to participants. Mr. Pleasants detailed the changes made by the Legislator to the SCOP program. The changes have officially removed the usage of the word “Police” as part of the official designation.

Mr. Pleasants made a motion that Chairman Soles address the PSSAB's questions/concerns with the CJSB, with an emphasis on the use of "Law Enforcement" in regulations; and discuss training requirement changes as well. Mr. Rodney Budd seconded the motion. With no objections, the minutes were unanimously approved.

6. SCOP Curriculum Review Committee (CRC) Update – Teresa Gooch

Ms. Gooch reported on the duties, responsibilities and authority of the SCOP program. Ms. Gooch provided details of the changes to the law and regulations governing the SCOP program. Ms. Gooch also provided details of the changes to the training curriculum for the SCOP program. Ms. Gooch provided clarifications of the firearms training to include classroom and range time within the training requirement. Ms. Gooch provided additional information on Law Enforcement training hours. Ms. Gooch reported that there is still a lot of work needed to SCOP program and training requirements.

CJSB Report – Robert Soles

There was no CJSB report.

Subcommittee on PSSAB Structure/Sizing Report – Mr. Robert Soles

Chairman Soles will discuss the structure and sizing of the PSSAB with Mr. David Cotter, Director of Policy and Legislative Affairs for DCJS.

7. DCJS Report:

Mr. Leon Baker presented the DCJS report

Mr. Baker announced that Shannon Dion is the appointed DCJS Agency Director. Director Dion is looking forward to work with the PSSAB and attending a PSSAB meeting.

Fieldprint LiveScan Fingerprint Submittal Program

DCJS began participating in the live scan process on May 1, 2018. This process will be a more secure and efficient way of collecting required fingerprint submittals. DCJS allowed a transition period for businesses, schools and individuals to convert to the live scan fingerprinting process. June 1, 2018, was the last day for accepting fingerprint cards. DCJS will destroy fingerprint cards received after June 1, 2018; and will direct the applicant to Fieldprint. DCJS will accept fingerprint cards postmarked on or before June 1, 2018. Thus far, this process has worked fairly well for us. However, because not all of the necessary interfaces are in place, some manual updates are required. Fieldprint has scanned over 830 sets of fingerprints in the first 30 days.

Online Application Process System

The online application process system actually goes hand in hand with the LiveScan fingerprint submittal process. DCJS recently launched Phase Three of Four of the online application process system. Phase Three includes Businesses and Compliance Agents initial, renewal and add category application submittal. Phase III is operating properly, all application processing for private security and towing can be done through the online application process system. The final phase of the system will address Bail Bondsmen, Bail Enforcement Agents and Special Conservators of the Peace. DCJS anticipates that Phase IV will launch about October of 2018. DCJS strongly advises all businesses, schools, and individuals to set up their online accounts now.

Paperless Workplace

DCJS will soon announce plans to go paperless as it pertains to application submittal, which means that **ALL** applications will only be accepted through the online application process system. This is a major change in how business is currently being conducted; however, this is the way business will be conducted in the future. DCJS will provide a sufficient timeline for businesses, schools and individuals to make the transition. This is why it is recommended that accounts be established. DCJS will implement the paperless process in two phases. Phase I will be Private Security and Towing and Phase II will be Bail Bondsmen, Bail Enforcement Agents and Special Conservators of the Peace. The target date for requiring Private Security and Towing to submit applications online is October 1, 2018. However, it is strongly encouraged that businesses, schools and individuals to begin that conversion to the online system now, if they have not already done so.

Legislation

HB 883 established the Regulatory Review Pilot Program, which is to be headed by the Department of Planning and Budget (DPB). The bill specified that the two State agencies that are to participate in the pilot program, DCJS and the Department of Professional and Occupational Regulation (DPOR), reduce their regulatory requirements by 25% over a three-year period. DCJS has begun preliminary discussions with DPB as to how this process will work. They are not quite sure what this will look like yet, however, we do anticipate that we will be seeking input from our constituents regarding the regulatory requirements that affect them.

8. Old Business: There was no old business to discuss.

9. New Business:

June 8, 2018 is the deadline for submitting applications for the PSSAB vacant seats.

A brief discussion on the need to address the concerns of all categories within the Private Security Services Industry. Mr. Katyal, Mr. Posey, and Mr. Pohland all made comments in support of greater awareness of the issues facing each category. Chairman Soles suggested that all industry representatives request discussion time when responding to the meeting's quorum request.

10. 2nd Public Comment Period (5 minutes per speaker): No public comment received.

11. Announcements:

PSSAB meeting dates are posted on the DCJS website.

12. Adjournment: Mr. Kevin Hodges made a motion to adjourn the meeting. Mr. Edwin DePolo seconded the motion. With no objections, the motion was unanimously approved; Chairman Robert Soles adjourned the meeting at 11:37a.m.