

Private Security/Private Investigator Policy Committee Meeting Minutes May 20th, 2014

The Private Security/Investigator Policy Committee of the Board of Public Safety Standards and Training held a regularly scheduled meeting on May 20th, 2014 at the Department of Public Safety Standards and Training, 4190 Aumsville Hwy SE, Salem 97317. The meeting was called to order by Chair Jeff Martin at 1:31pm.

Attendees:

Policy Committee Members:

Jeff Martin, Chair

Paul Castleberry, Armed Private Security Professionals (by phone)

Ronald Miller, Investigator (OSB Appointed)

Judy Pongratz, Retail Industry

Mark Rauch, Public Member

Randall Scott, Unarmed Private Security Professionals

Committee Members Absent:

Robert Henderson, Alarm Monitoring

Justin Walker, Hospitality Industry

DPSST Staff:

Eriks Gabliks, Director

Tammera Hinshaw, Executive Assistant

Linsay Hale, Professional Standards Division Director

Sharon Huck, Rules Coordinator

Karen Evans, Investigator/Instructor

Suzy Herring, Compliance Investigator

Eve Claydon, Learning and Development Specialist

Julie Johnson, Compliance Specialist

Kristine Boatman, Licensing and Certification Specialist

Tia Turnipseed, Professional Standards Assistant

Guests:

Kathleen Schraufnagel, Omnitronics (by phone)

Phil Agrue, Private Investigator (by phone)

Jim Gibson, Private Investigator

Bill Geiger, Private Security (by phone)

Kevin Cheyne, Command Security

Britnee Elliott, Private Investigator (by phone)



1. Chair's Report and Administrative Announcements

This is a public meeting, subject to the public meeting law and it will be digitally recorded.

Only 6 Policy Committee members are present for this meeting, 7 members are needed for a quorum. No voting took place at this meeting.

2. Public Comment

No public comment

3. Department Updates

Presented by Linsay Hale

The department has recently gone through reorganization. Linsay's position is now the Professional Standards Division Director, so she oversees the regulatory aspect of this Department for Criminal Justice, Fire, and now Private Security/Private Investigators. This reorganization will allow for consistency across the Department when it comes to Professional Standards.

Tia Turnipseed is the new Professional Standards Assistant; she's taking over the organization of the policy committees. Requests for agenda items and completed agendas will be coming from her email in the future.

Policy Committee membership is lacking representatives from certain areas. Executive Committee meeting of the Board is coming up on 6/12/14. On that agenda we have the affirmation of a representative for healthcare, manufacturing, reappointment of Jim Gibson for Private Investigators, that leaves a vacancy for representative of a private business or governmental entity that utilizes private security. Paul Castleberry's name moved forward to the Senate for confirmation as the committee's Vice-Chairperson. Legislature is meeting next Thursday to review the recommendations so hopefully by the next meeting we will have a Vice-Chairperson. Bill Geiger's name was put forth as the Chairperson of the Policy Committee. He will be on the agenda for confirmation by the legislature in..

We are actively recruiting for the Operations Manager for the PS/PI unit. Second interviews were held this morning. Jeff Martin, Karen Evans and Suzy Herring participated in today's interviews. We are hopeful to have a successful candidate appointed by the beginning of June. We are also actively recruiting for the Office Specialist 1 position that Kim Beck vacated when she promoted to the Office Specialist 2.

We had two legislative concepts that the Department moved forward with for the 2015 session, both have to do with Law Enforcement; one of them with the ability to compel agencies to provide DPSST with records involving personnel action and the other one involves background checks on non-certified reserve officers.

We have been meeting frequently about improving our technology when it comes to application submission, fee collection and training registration. Eve Claydon has been working diligently on the different programs that are available to us and how we can best utilize them together. The anticipation is that this will take some time but eventually make things much easier for us as well as our constituents.

We have been doing diligent work on the crowd management definitions since the last meeting that we had. Some of the obscure terms found in statute have been defined to clarify how they are interpreted and enforced by the Department. We are hoping to have some language to bring to you if we have a special meeting in the coming weeks regarding that.

We have had some recent forms updates; the PS-1, PS-8 and the PS-21. The new forms are published to the website and ready for use.

Linsay then turned the floor over to Eriks Gabliks.

Eriks wanted to put on the record that people went to bat for Judy Pongratz to move forward as Policy Committee Chairperson. Her qualifications and credentials had nothing to do with why she was unable to move forward. Ultimately what it came down to was that since Judy doesn't reside in Oregon, the Senate could not approve her to move forth for appointment as Chairperson.

4. Minutes

Due to lack of quorum, approval of minutes was not completed. No questions or modification requests arose regarding the minutes. The last scheduled regular meeting was February 18, 2014.

For the draft record of the August 20, 2013 meeting go to:

http://www.oregon.gov/dpsst/BD/Policy_Committee_Minutes/PSIPIC_Minutes/PSIPC021814.pdf

5. Private Security Application – Proof of Education – Proposed Rule Change

ORAR 259-060-0025 – Proof of Education

ORAR 259-060-0135 – Proof of Education

Did not vote on these items due to lack of quorum. Tabled until next meeting.
Description presented by Sharon Huck

This proposed rule change adds a requirement to rule that applicants for Instructor certification renewal must include proof of at least 8 hours of Continuing Education within the last certification period. The action items before the committee are to determine whether to file the proposed language for ORAR 259-060-0025 and ORAR 259-060-0135 with the Secretary of State as proposed rule then as permanent rule if no comments are received; and to determine any fiscal impact on small businesses.

Judy Pongratz commented that this rule change was discussed at the curriculum subcommittee meeting and recommended to move to the policy committee.

6. Subcommittee Reports

A. Curriculum – Judy Pongratz

- a. Eve Claydon designed a survey for Instructors and Supervisory/Executive managers in order to validate the known task and solicit current and unaddressed tasks and skills.
- b. Eve Claydon also brought together a group of Subject Matter Experts in February of 2014 to clarify and solidify the components of the new private security curriculum. These items were discussed at the last policy committee meeting.
- c. April 14th 2014 the subcommittee met with the best attendance recorded in years, and approved the new curriculum with only a few changes. Those changes were ‘arrests’ was changed to ‘citizens arrests’ throughout the manuals; and the ‘stop and talk’ sections of the manual were re-named to ‘contact’. Also discussed during that subcommittee meeting was the proof of continuing education in the form of a certificate or roster to clarify the 8 hours of training. Instructor listing on the DPSST website was also discussed.
- d. The pilot program for the new curriculum that Eve has created will be put to test on June 2nd. There will be 10 different Instructors attending. Judy turned the topic over to Eve Claydon for further discussion. Eve’s comments were: The purpose of the pilot is two-stage. First, to ensure what was created will work in the classroom. Second, to see how long the class actually takes. This will serve as a ‘soft-launch’ of the new curriculum which has 4 parts: Student Manual, Instructor’s Manual, Field Training Manual and some Powerpoint slides. After June 2, 2014 the instructors will pilot the program with their students and Eve will sit in to observe, receive feedback from the students and note any modifications that need to be made. June 18, 2014 will be the next subcommittee meeting to discuss the results and make any changes before anticipated approval to move to the policy committee. If all goes well they’re hoping for the Board to approve the change at the July 24th 2014 meeting. Upon Board approval there will be train the trainer sessions that will be required of all instructors to attend. They will receive 4 hours of continuing education for attending and will be required to begin training the new material effective September 1, 2014. This will mean that the instructors will be certified for a clear two year period after that. There is currently no “renewal” course because we feel that the structure of the new course is different from the old course and we feel that any instructor who is renewing should have access to the new course. Therefore, instructor renewals will start two years from September 1, 2014.
- e. A special policy committee meeting for June 23, 2014 is requested to approve required voting from this meeting and voting to recommend movement of new curriculum to the Board.

B. Armed – Paul Castleberry

- a. Armed subcommittee met on March 31st. Bill Garland came and demonstrated with 3 different targets. They determined that the target area is basically identical. The armed subcommittee thought that the difference in area between the different targets would be so great that they wouldn't be able to accept other state's targets as a qualifying target. Qualifying target for State of Oregon (B27) and for State of Washington (BLEA 1) and the DPSST standard target is used for qualifying in Oregon. Washington residents can use a Washington target in Oregon target to qualify for Oregon certification.
- b. The issue of DPSST/ADA accessibility for disabled Armed/Armed Instructor applicants was tabled. The issue is addressing concessions for handicapped individuals who are trying to qualify for Armed Professional/Armed Instructors. The issue was tabled because we don't know where the legalities lie between the private entity with ADA and DPSST. More research will be needed.

C. Alarm Monitor – Robert Henderson

No representative present.

D. Investigator – Ronald Miller

The Private Investigator Subcommittee met this morning. There have been some recommendations regarding re-writing OAR 259-061-0200 proposed rules. The rule was reviewed, discussed and approved by the subcommittee as written, to move to the Policy Committee for consideration.

Time was also spent considering changes to the OAR related to Continuing Education for Private Investigators. The hope is to have the proposed new language ready for the next subcommittee meeting.

7. **Alarm Monitor Instructor/Manager Webinar Training and Supervisory/Executive Manager online renewals.**

Presented by Eve Claydon

Eve is in the process of launching an Alarm Monitor Webinar for our out of state Alarm Monitor/Instructors/Managers. The rollout of this is expected to reduce costs to the Unit by eliminating travel; as well as potentially reducing cost our constituent's companies by not requiring them to travel, as well. Pilot is expected to roll out in November, 2014.

Goal is to have Supervisory/Managers renewals go web-based, reserving the in-person training for the new applicants. Currently all renewing Supervisory/Managers are required to re-attend the class every two years.

8. **Meeting adjourned at 2:12pm. Next "Special" Private Security/Private Investigator Policy Committee Meeting scheduled for June 23, 2014, in Salem, Oregon.**