



**PRIVATE SECURITY SERVICES**

Compliance Agent Resource Manual

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## COMMONWEALTH OF VIRGINIA

### *Department of Criminal Justice Services*

Dear Compliance Agent:

First and foremost, welcome to Entry-Level Compliance Agent Training. The mission of the Department of Criminal Justice Services is "To provide operational and support services to promote and enhance public safety in the Commonwealth through education, standards, forensic laboratory services, grant funding, information, programs, and technical assistance."

The Criminal Justice Services Board and the DCJS Private Security Services Section have the responsibility of regulating private security services in the Commonwealth of Virginia. The Section's mission is "***To secure the public safety and welfare against incompetent, unqualified, unscrupulous, or unfit persons engaging in the activities of private security services.***" The regulatory program requires everyone to undergo a criminal history check and receives some type of training.

The Private Security Services Section is divided into five main operational sections: licensing, training, regulatory programs, administration (including criminal history, credentials, and customer service), and compliance & enforcement.

Compliance Agent Entry Level Training is designed to familiarize the new compliance agent with the terminology used and, more importantly, how to navigate through the Code of Virginia and the Regulations that govern private security in Virginia. This training manual is yours to keep. As changes are made, updated information will be available on our website at [www.dcjs.virginia.gov/pss](http://www.dcjs.virginia.gov/pss) so that you can keep this resource manual current.

The Private Security Services staff values the role a compliance agent plays. The compliance agent is the bridge between DCJS and the industry. As always, we will make every effort to provide you with up to date information and technical support to assist you in the demanding position you fill.

We appreciate your effort in maintaining compliance and look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Kim B. Buckner".

Kim B. Buckner  
Training Manager

# Private Security Code of Ethics

Virginia Private Security Services Advisory Board

As a member of the Virginia Private Security community, I pledge:

To accept private security responsibilities and obligations by protecting life and property; preventing and reducing crimes; upholding the law; and respecting the constitutional rights of all persons.

To conduct myself with honesty and integrity and to adhere to the highest moral principles in the performance of my security duties.

To be faithful, diligent, and dependable in discharging my duties, and to uphold at all times the laws, policies, and procedures that protect the rights of others.

To observe the precepts of truth, accuracy and prudence, without allowing personal feelings, prejudices, animosities or friendships to influence my judgments.

To respect and protect confidential and privileged information except in those instances contrary to law or to this Code of Ethics.

To cooperate with appropriate criminal justice and government agencies concerning matters within their purview.

To accept no gratuity, promise or other favor which would compromise my integrity.

To strive continually to improve my performance through training and educational opportunities to better prepare me for my duties.

To conduct myself professionally at all times and to perform my duties in a manner that reflects credit upon myself, my company, and the private security community.

Private Security Services Advisory Board

Membership as of May 2007

**Kevin S. Hodges**

**Chair**

*Armored Car Rep.*  
Loomis, Fargo & Co.  
7217 W. Broad Street, Unit B  
Richmond, VA 23294  
Phone: 804.756.7080  
Fax: 804.756.7082  
Email: [Khodges@loomisfargo.com](mailto:Khodges@loomisfargo.com)  
Appointed 09/26/2002 - 06/30/2008

**Dennis A. VanDuzee**

**Vice-Chair**

*Electronic Security Business Rep.*  
ADT  
2550 Ellsmere Avenue, Suite J  
Norfolk, VA 23513  
Phone: 757.852.5104  
Fax: 757.855.9618  
Email: [Dvanduze@adt.com](mailto:Dvanduze@adt.com)  
Appointed 07/01/2006 - 06/30/2010

**Christopher J. DiMartino**

**Secretary**

*Private Investigative Rep.*  
ACE Investigations International Inc.  
P.O. Box 36168  
Richmond, VA 23235  
Phone: 804.897.2746  
Fax: 804.897.4749  
Email: [Acceiiii@aol.com](mailto:Acceiiii@aol.com)  
Appointed 07/01/2003 - 06/30/2008

**Deputy Chief James A. Cervera**

*Law Enforcement Rep.*  
Virginia Beach Police Department  
2509 Princess Anne Road, Bldg. 11  
Virginia Beach, VA 23456  
Phone: 757.385.4147  
Fax: 757.427.9163  
Email: [jcervera@vbqov.com](mailto:jcervera@vbqov.com)  
Appointed 07/01/2006 - 06/30/2010

**Kenneth B. Davis**

*Bail Bondsman Rep.*  
A Alliance Bonding Company, Inc.  
P.O. Box 2102  
Midlothian, VA 23113  
Phone: 804.796.2600  
Email: [bailbondsmamdavis@msn.com](mailto:bailbondsmamdavis@msn.com)  
Appointed 07/01/2006 - 06/30/2008

**W. Brent Fortner**

*Private Security Business Rep.*  
Securitas Security Services USA, Inc.  
2809 Emerywood Parkway, Suite 250  
Richmond, VA 23294  
Phone: 804.756.7051  
Fax: 804.755.6349  
Email: [brent.fortner@securitasinc.com](mailto:brent.fortner@securitasinc.com)  
Appointed 07/01/2006 - 06/30/2009

**Connie Higginbotham**

*Electronic Security Business Rep.*  
Security Services, Inc.  
17191 Virgil H. Goode Highway  
Rocky Mount, VA 24151  
Phone: 540.576.9932  
Fax: 540.483.5434  
Email: [ssigal@charter.net](mailto:ssigal@charter.net)  
Appointed 07/01/2005 - 06/30/2009

**Harry Merchant**

*Instructor Rep.*  
Central Training Academy, Inc.  
4451 Brookfield Corporate Drive, Suite 105  
Chantilly, VA, 20151  
Phone: 703.818.0552  
Fax: 803.818.0551  
Email: [centraltraining@netzero.com](mailto:centraltraining@netzero.com)  
Appointed 09/14/2006 - 06/30/2008

**William J. Stollhans**

*Private Investigative Rep.*  
Potomac Investigative Services, LLC  
P.O. Box 787  
Fairfax, VA, 22039-0787  
*Phone:* 703.606.5997  
*Email:* [wstollhans@cox.net](mailto:wstollhans@cox.net)  
*Appointed 07/01/2006 - 06/30/2007*

**Christopher G. Stuart**

*Private Security Business Rep.*  
Top Guard, Inc.  
112 Kings Way  
Hampton, VA, 23669  
*Phone:* 757.722.3961  
*Fax:* 757.722.9902  
*Email:* [chrisstuart@topguardinc.com](mailto:chrisstuart@topguardinc.com)  
*Appointed 07/01/2006 - 06/30/2007*

**Charles Tobin**

*Personal Protection Specialist Rep.*  
At-Risk Protection & Investigations, LLC  
7030 Infantry Ridge Road  
Manassas, VA, 20109  
*Phone:* 540.351.6142  
*Email:* [ctobin@atriskpi.com](mailto:ctobin@atriskpi.com)  
*Appointed 07/01/2005 - 06/30/2008*

**Thomas H. Turner**

*Special Conservator of the Peace Rep.*  
Roanoke College  
221 College Lane  
Salem, VA, 24153-3747  
*Phone:* 540.375.2310  
*Fax:* 540.375.2008  
*Email:* [Turner@Roanoke.edu](mailto:Turner@Roanoke.edu)  
*Appointed 07/01/2006 - 06/30/2010*

**Rafe Wilkinson**

*Private Security Business Rep.*  
Old Dominion Security Company, Inc.  
2205 Tomlynn Street  
Richmond, VA, 23230  
*Phone:* 804.521.7897  
*Email:*  
[rafe@OldDominionSecurityCo.com](mailto:rafe@OldDominionSecurityCo.com)  
*Appointed 07/01/2005 - 06/30/2007*