

PRIVATE SECURITY TRAINING NEWS

TO: <<NAME>>

FROM: Kim Buckner, Private Security Training Manager

RE: Training News for October 2006

CHANGES AT DCJS

Chief Lisa Hahn will be leaving DCJS at the end of the month to pursue a new challenge as the Executive Director of 3 regulatory boards with the Virginia Department of Health Professions. Chief Hahn has been a driving force in numerous public/private initiatives to improve public safety and has worked tirelessly to improve the Private Security Services regulatory programs over the past 6 years. Her departure offers an opportunity to reflect upon how much progress private security services in the Commonwealth has made since it came under the regulatory oversight of DCJS. Lisa has forged many relationships upon which we intend to continue her tradition of collaboration and cooperation; and while we will miss her dedication and leadership, we will continue forward with her vision and mission still an integral part of the Section.

OPERATIONAL / POLICY UPDATE

Reporting of Training through Osprey. We are experiencing an influx of rosters through Osprey that are not in compliance with the regulations, specifically 6 VAC 20-171-300(B)(4), which states:

4. In a manner approved by the department, the training school director shall submit an original training completion roster to the department affirming each student's successful completion of the session. The training completion roster shall be received by the department within seven calendar days, or postmarked if mailed, no later than five business days following the training completion date. The training completion roster for each session must be accompanied by the applicable, nonrefundable processing fee.

When training is not reported on time, or not reported accurately, there are additional consequences beyond a violation of the regulations. The student may also suffer economic hardships (inability to work may mean no income), and difficulties with their employer.

When reporting training, ensure that the SSN or DCJS ID are correct. You can verify through Watson or require some identification from the student. It is not recommended that you allow your student to complete his or her own training form for this exact reason.

Since this problem appears to be occurring more frequently, the Training Unit may begin sending out warning notices on first offenses reminding schools to timely submit training records (A warning will not be offered to schools who report training 30 days or more after training completion). If there are subsequent violations of the training reporting requirements, the school in violation will be directly referred to the Compliance/Enforcement Unit for investigative action.

We are also receiving training rosters for sessions never reported to us. The regulations, specifically, 6 VAC 20-171-300(B)(1), state:

1. In a manner approved by the department, a notification to conduct a training session shall be submitted to the department. All notifications shall be received by the department, or postmarked if mailed, no less than seven calendar days prior to the beginning of each training session to include the date, time, instructors and location of the training session. The department may allow a session to be conducted with less than seven calendar days of notification with prior approval. Session notifications require no fee from the training school. A notification to conduct a training session shall be deemed to be in compliance unless the training school director is notified by the department to the contrary.

Please plan training in advance and organize your reporting process in manner that will allow you to track and maintain your training sessions. We cannot accept rosters for training never scheduled.

INSTRUCTOR INQUIRIES

Q: *Can I offer an oral exam for an entry-level session where a student understands spoken English but not necessarily written English?*

A: No. The Regulations specifically state that written exams must be administered. However, you may offer your students for whom English is a second language the opportunity to bring an electronic or paper conversion dictionary to aid them in taking the exam.

TIPS FOR MANAGING YOUR SCHOOL / HOUSEKEEPING

New FTC Rule on Disposal of consumer reports and information affecting investigators and employers. Please visit the following FTC website for details:

<http://www.ftc.gov/bcp/online/pubs/alerts/disposalalrt.htm>

*Remember to send us e-mail with any stories or frequent student questions so we can share in the Instructor forum! For follow-up to this newsletter, **please do not use the "REPLY" button in your e-mail program.** You may send e-mail to us at: PSSTraining@dcjs.virginia.gov*