

Final Meeting Minutes – November 30, 2016

Department of Criminal Justice Services
Private Security Services Advisory Board
Libbie Mill Public Library – County of Henrico
2100 Libbie Lake East Street
Henrico, Virginia 23230
(804) 290-9400

November 30, 2016

Member(s) Present

Mr. Daniel Schmitt, Chairman
Vice-Chairman Mr. Kevin Hodges
Dave Killip, Secretary
Mr. Michael Ashley
Mr. Rodney Budd
Mr. Robert Dickenson, II
Mr. John “JJ” Frazer
Mr. Thomas Gallemore
Mr. Jagdish “Jay” Katyal, Jr.
Mr. Frederic Pleasants, Jr.
Mr. Robert Soles

Member(s) Absent

Mr. Eric A. Pohland

DCJS Staff Present

Mr. Leon Baker, Acting Div. Dir.
Ms. Brandi Thorpe, Licensing Mgr.
Mr. Robert Mason, Customer Srvc.
/Criminal History Mgr.
Ms. Brenda Cardoza, Fingerprint/
Criminal History Specialist
Mr. Viktor Shuparskyy,
Adjudication Coordinator

1. Meeting Called to Order: Chairman Daniel Schmitt called the meeting to order at 10:04 a.m.

2. Acceptance of Meeting Minutes: Vice Chairman Kevin Hodges moved to accept the minutes from the September 28, 2016 meeting; Mr. Michael Ashley seconded the motion. With no objections, the minutes were unanimously approved.

3. Public Comment:

Alan Peterson

Mr. Peterson is concerned about a specific case of falsification of application and acting independently as a private investigator (unlicensed activity). Mr. Peterson made two requests of assistance from the Department:

1. Enforce the Code and Regulations Relating to Private Security Services; and
2. Legal and punitive actions.

There is an open investigation for this specific case and cannot be discussed.

4. DCJS Report:

Mr. Leon Baker provided a status report on the results of the management study of DCJS' Regulatory Programs, effective December 1, 2016, DCJS will officially establish the Division of

Licensure and Regulatory Services and Mr. Leon Baker has been appointed as the Acting Division Director.

Staff

Mr. Baker introduced the newest members to the Division of Licensure and Regulatory Services:

Ms. Brandi Thorpe, the Licensing Manager, (804) 225-1355 and Mr. Robert Mason the Customer Service and Criminal History Manger, (804) 786-1018.

DCJS is currently working on filling the two vacant Training Specialists positions.

Online Application Submittal System

The agency provided a status report on the online application process system. The system is now active for submitting renewal firearms endorsement applications, initial or renewal registrations as well as submitting tow truck driver applications. The Department encourages everyone to visit the DCJS website to review information regarding the use of the online system; the tutorials and frequently asked questions.

Photo ID Registration Card

Representatives for the Department and DMV collaboratively are making progress in preparing for the issuance of photo registration cards; and are confident that the photo registrations will be ready for implementation by July 1, 2017. DMV's photo ID vendor will produce and mail the registration cards to the registrant's address of record.

6. Board Member/Committee Reports:

SCOP – Rick Pleasants

SCOPS are encountering difficulties in obtaining liability insurance; they will present this issue to the CJSB.

CJSB Report – Robert Soles

There was not CJSB report.

7. Old Business:

The seats for Bail Bondsman Representative, 2 Locksmith Representatives remain vacant.

8. New Business: There was no new business to discuss.

9. Public Comments: No public comment was received.

10. Announcements: The 2017 PSSAB meeting dates will be scheduled based on the 2017 CJSB meeting dates.

11. Adjournment: Vice Chairman Kevin Hodges moved to adjourn the meeting. Mr. Rick Pleasants seconded the motion. With no objections, Chairman Schmitt adjourned the meeting at 11:11a.m.