

REGULATORY AFFAIRS

What's New IN OUR LATEST NOTICE Update *Reminder Status*

July 2012

Foreword

As a recommendation of the Private Security Services Advisory Board's Communication Committee and in an effort to enhance communications with our constituents, the Virginia Department of Criminal Justice Services (DCJS) Division of Regulatory Affairs has developed and published this bulletin. The bulletin will contain information and updates on Division affairs and operational functions. It will also provide information regarding the Compliance and Enforcement actions taken by the Division to include cases that are opened/closed, cease and desist orders issued, and revocations/suspension of credentials for all programs currently under the statutory authority of the Division.

REGULATORY UP-DATES

Currently, the DCJS Division of Regulatory Affairs has regulatory authority and oversees the licensing, registration and certification for four programs: Private Security Services; Special Conservators of the Peace; Bail Bondsmen; and Bail Enforcement Agents.

Effective January 1, 2013, our statutory authority will be expanding to include the addition of Tow Truck Drivers. The 2012 General Assembly passed [HB 1291](#) which outlines the Department's authority as it relates to registration of Tow Truck Drivers. Please see the Virginia Legislative Information System at <http://leg1.state.va.us/lis.htm> to review the complete provisions of [HB 1291](#).

The statutory authority will ONLY be in regard to the fingerprint based criminal history record checks for tow truck driver registrations. There are standards of conduct established in the Code which will be overseen by the new Division of Consumer Counsel Services of the Attorney General's Office where all complaints should be submitted. The Division of Consumer Counsel Services Division will submit any civil judgments to DCJS. There are no investigations required by DCJS and it will not have any impact on our Enforcement section. It will impact Adjudication should it reach the point of revocation or suspension of a registration.

VIRGINIA REGULATORY TOWN HALL

Please visit the Virginia Regulatory Town Hall website at www.townhall.state.va.us. This is a means to stay current with events occurring in the DCJS Division of Regulatory Affairs' Program. This will give you information about proposed changes to Virginia's regulations, including a meetings calendar and board minutes. This site also facilitates public participation through online comment forums and an email notification service.

UPCOMING EVENTS

We are very excited to announce that the 47th Annual Virginia State Crime Clinic Training Seminar in Partnership with the Virginia Department of Criminal Justice Services will be held at the Sheraton Norfolk Waterside Hotel in Norfolk, Virginia, September 19-21, 2012.

This year's Private Security Conference combines Law Enforcement and Private Security together. The conference offers DCJS credited In-Service training and is an excellent opportunity to see how private security and public law enforcement join forces to provide public safety. There will be classes available that may be of interest to management and field personnel. There will be an opportunity to network and build upon the public and private partnership. Vendors for both Partners will be present.

For additional information please go to:

www.dcjs.virginia.gov/trainingevents/ps/2012/conference



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
1100 BANK STREET
RICHMOND, VA 23219
WWW.DCJS.VIRGINIA.GOV

The Sheraton has also set up a web link where you can make your hotel reservations:

<https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1206131033&key=19F90>

STAFF UPDATE

Kim Buckner (Simon), Training Coordinator, separated from the Department on March 16, 2012 after seven years of service to fulfill new career goals.

Burton T. Walker, Agent/Investigator, retired from the Department on April 30, 2012 after 11 years of service.

The Division is in the process of filling two vacancies for a Training Coordinator, and Compliance and Enforcement Manager. We anticipate hiring for these positions within the next few weeks and look forward to having new staff members on board.

THE DEPARTMENT OF CRIMINAL JUSTICE SERVICES ANNOUNCES NEW BOARD MEMBERS

We are pleased to announce the appointment of two new members and the reappointment of four members to the Private Security Services Advisory Board effective July 1, 2012.

• NEW MEMBERS

Robert L. Clark is the owner of Clark Security Consulting LLC in Fairfax, Virginia. He is a graduate of Bellevue University, Bellevue, Nebraska where he earned a Bachelor's of Science Degree in Security Management. He is an active member of the Security Team at Fairfax Community Church and is a volunteer at the Northern Virginia Therapeutic Riding Program for children and adults with disabilities, youth-at-risk, and disabled veterans. Mr. Clark brings 28 years of knowledge and experience in both the Private Security and Law Enforcement industries to the appointment of **Private Security Services Business Representative** to the Private Security Services Advisory Board.

Thomas E. Springs, II is a DCJS registered Private Investigator. He served four years of active duty in the United States Marine Corps, 12 years of inactive duty in the United State Marine Corps Reserves and was most recently employed by Lockheed Martin in Virginia Beach, Virginia prior to becoming fully retired.

He also holds a Bachelor of Arts Degree in management. Mr. Springs brings several years of combined experience and acquired skills as a Deputy Sheriff and Private Investigator to the Private Security Services Advisory

Board's appointment as the **Private Investigator Representative**.

• REAPPOINTMENTS

Craig Branch serving on the Private Security Services Advisory Board as the Law Enforcement Representative.

Gary Ford serving on the Private Security Services Advisory Board as the Locksmith Representative of the Private Security Services Advisory Board.

John "Stokes" McCune serving on the Private Security Services Advisory Board as the Bail Bondsman Representative

James D. "Danny" Washburn, Jr. serving on the Private Security Services Advisory Board as the Locksmith Representative.

You can see a complete list of the Board members at www.dcjs.virginia.gov/about/boards.cfm#pssab

REGULATORY ONLINE CREDENTIALING SYSTEMS (ROCS)

In September 2011, the Division launched a new licensing/registration credentialing database system. As with any new technology based system, problems have occurred. We would like to take a moment to THANK YOU for your continued patience as we work through the learning curve with our new computer systems. We are actively working with industry members and the Software Vendor to improve efficiency and streamline application processing and the issuance of credentials.

If you have not received your credential in a timely manner, we encourage you to contact your Compliance Agent (if you work for a licensed DCJS business) or Training School Director (where you completed your training requirements) who can utilize online services to assist you as well as contact us directly using www.dcjs.virginia.gov/about/contactUs/contact.cfm should Department assistance be required. We are continuously monitoring this email and will respond to the business or school as quickly as possible.

We encourage the Businesses and Schools to provide us feedback so that we can continue to enhance and improve our database system. So please utilize that resource.

CUSTOMER SERVICE REMINDERS and UPDATES

• MESSAGE TO PHOTO SCHOOLS

Our database system only recognizes the use of a DCJS 99# as an identifier when submitting a photo for an individual. Please DO NOT send photos to our Division

with a Social Security number as the individual's identifier, as this will only delay the process.

Please note that we have recently made an enhancement to our current on-line system which will now allow for a Person ID (DCJS 99#) to be visible in Verification on the Details page for Individuals—use this link for more information:

www.dcss.virginia.gov/ps/directory/rocs/Search.aspx?facility=N

Please make sure that individuals being photographed are not in a disguise or intentionally distort their face to alter their appearance.

A disguise includes, but is not limited to, unusual makeup, paint, wig, sunglasses or false facial hair. Facial distortion includes, but is not limited to, conscientiously crossing or squinting eyes, or opening or twisting the mouth.

Caps, hats, turbans or other types of head gear, may be worn for religious or medical reasons only. In addition, veils worn for religious reasons that cover or partially cover the face may be worn; however, they must be adjusted to allow a full-faced photograph.

- MESSAGE REGARDING PHOTO ID CARDS

Many of you have noticed that our Division is now issuing a new Photo Identification card that includes system enhancements in the following areas: ability to have multiple categories listed on the card; use of the front and back of the card for identifying information; combined information to include the category and identifying information of being ARMED in providing services.

The new card eliminates having to carry two state issued cards in the situation where you are ARMED in providing services (registration card and a firearms endorsement). However, while our cards have a “new look” and have been combined to one state issued card, **it is important**

to NOTE that you must still maintain your cards/categories in the same manner that you have in the past for renewal purposes.

- REMINDER FOR SUBMITTING APPLICATIONS TO THE DIVISION. Currently, there are three types of payments that can be submitted to the Division as payments for applications.

- Payments can be made via the DCJS Regulatory On-Line Credentialing System (ROCS) by registering the person and/or the business at www.dcss.virginia.gov/rocs

We also accept checks, money orders, and credit cards (Visa, Mastercard, American Express).

We no longer accept CASH payments (effective July 2010).

This is the link for the Credit Card Authorization Form which is required to submit a credit card payment:

www.dcss.virginia.gov/forms/privatesecurity/pss_cc.pdf

We do not have the ability to accept a credit card payment by any other method or over the telephone.

- REMINDER REGARDING TRAINING REQUIREMENTS

Entry-level and in-service training is required to obtain and maintain a credential. It is important for you to know that signing up and completing the required training (on-line or in a classroom) does NOT include your fees for the submission of application to the Division. Application fees are a separate process and should be completed in addition to the training requirements to complete your credentialing process.

If you have questions about the requirements, we encourage you to contact your Compliance Agent (if you work for a licensed DCJS business) or Training School Director (where you completed your training requirements) for further assistance.

REGULATORY AFFAIRS PROCESSING STATISTICS *(from January 1, 2012 through March 31, 2012 inclusive)*

By License Type

Initial Application

Renewal Applications

License Type	Initial Applications Received	Unarmed Issued	Armed Issued	Total Issued	Unarmed Renewed	Armed Renewed	Total Renewed
BB Bail Bondsman	17	15	0	15	29	11	40
BE Bail Enforcement Agent	15	2	11	13	4	2	6
BU Business	73	57	0	57	218	0	218
CA Compliance Agent	101	81	0	81	224	0	224
CP Special Conservator of the Peace	52	11	16	27	81	80	161
IN Instructor	31	15	0	15	57	0	57
RE Registration	3264	1817	753	2570	2481	1007	3488
SC School	4	4	0	4	16	0	16
Totals	3557	2002	780	2782	3110	1100	4210

Application Intake

Intake	Initial Applications	Renewal Payments	Total
Manual	3263	3235	6498
Online	294	1689	2824
Total	3557	4924	8481
% Online	8.27	34.30	33.30

Photo IDs Issued

Armed	3689
Unarmed	4848
Total	8537

Criminal History Reviewed and Processed

Canceled	23
Approved	4022
Denied	16
Total	4061

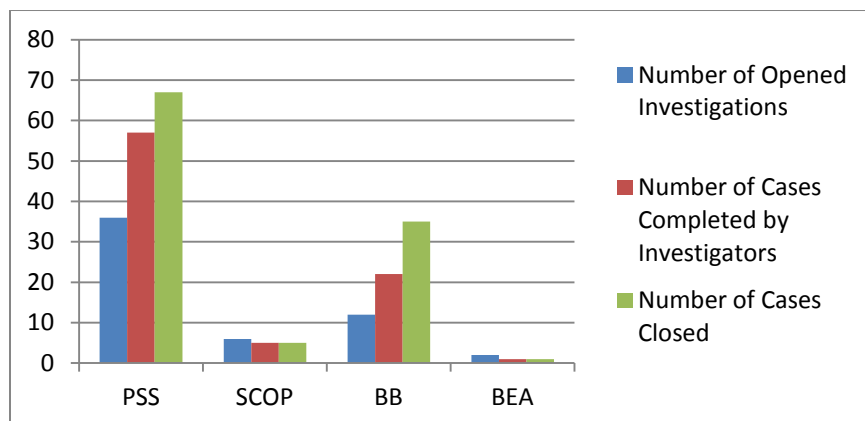
Total Fingerprint Cards Scanned

4459

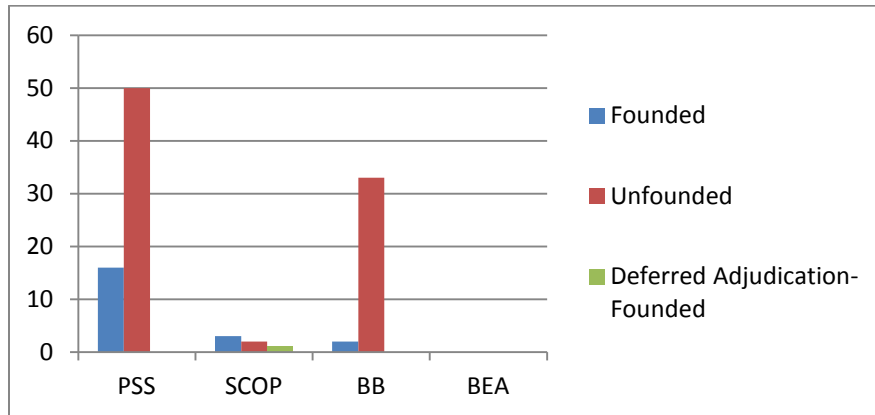
COMPLIANCE/ENFORCEMENT STATISTICAL DATA

The statistical data below is from January 1 through March 31, 2012. When reviewing the graphs the following acronyms are being used: PSS – Private Security Services, SCOP – Special Conservators of the Peace, BB – Bail Bondsman, and BEA – Bail Enforcement Agents.

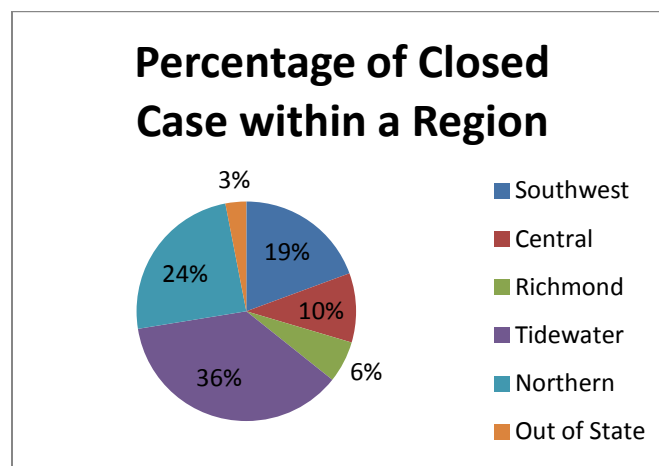
- There were 56 newly opened investigative cases. The investigators completed 89 cases. The department closed a total of 108 cases. The following graph illustrates a breakdown for each program.



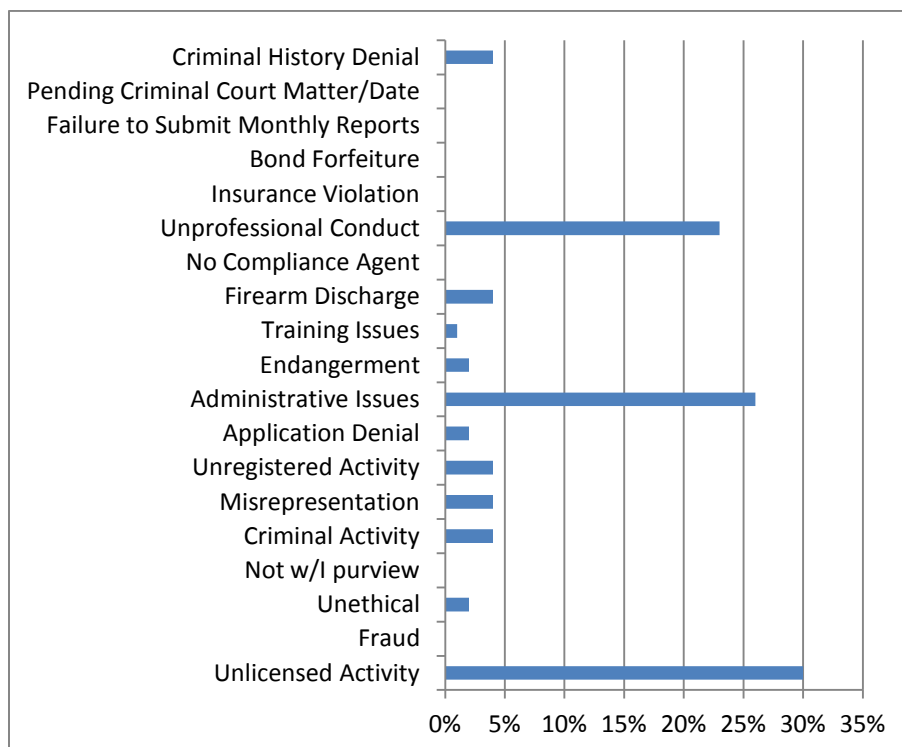
- Out of the 108 cases closed, there were 21 founded cases, 85 closed unfounded and one case deferred adjudication-founded. The graph below illustrates a breakdown for each program.



REGION ACTIVITY FOR CLOSED CASES



CLOSED CASES WITHIN THE NATURE OF INVESTIGATIONS



ADDITIONAL DATA

- There were three revocations via consent orders as it relates to regulants for criminal convictions.
- There were 38 consent orders sent to respondents.

There were a total of five Informal Fact-Findings Conference held. Two were for application denials and three were for disciplinary sanctions via consent orders.

CEASE AND DESIST ORDERS

PRIVATE SECURITY SERVICES PROGRAM

William Carl Caldwell and a company called Mr. T. Security, Co. conducted unlicensed security officer services. A cease and desist order was issued.

Phillip G. Conner worked on an expired registration as a security officer. A cease and desist was issued. Phillip G. Conner is currently registered as armed armored car personnel.

Mack Thomas Starkey, Jr. and a company called Starkey's Lock & Key conducted unlicensed locksmith services. A cease and desist order was issued. Thomas Starkey did become registered as a locksmith and licensed as a private security services business. Currently Mack Thomas Starkey's registration and the business license have expired.

Paul R. Jenkins and a company called Jenkins Locksmith conducted unlicensed locksmith services. A cease and desist order was issued.

Ronnie McElamary and a company called Ronnie's Lock Shop conducted unlicensed locksmith services. A cease and desist order was issued.

Michael H. Leclerc and a company called The Business Protection Agency conducted unlicensed electronic security services. A cease and desist order was issued.

Paul E. Wheeler and a company called AK-1 Locksmith conducted unlicensed locksmith services. A cease and desist was issued. Paul E. Wheeler did become registered as a locksmith. Currently his registration has expired.

John M. Winebrenner t/a Pro-Locx Mobile Locksmith Service conducted unlicensed locksmith services. A cease and desist order was issued. Currently John M. Winebrenner is registered and is a licensed private security business.

Theon L. Thompson and a company called Video Verification Security conducted unlicensed electronic security services. A cease and desist order was issued.

You can now receive e-mail notification of grants, training & events, publications, and other information from the Virginia Department of Criminal Justice Services "DCJS Update" as soon as it is available on our website. You may choose to receive all notices, or select specific ones of interest. To subscribe to this free notification service, go to: www.dcjs.virginia.gov/subscribe