

# **Private Security/Private Investigator Policy Committee Minutes September 14, 2006**

The Private Security/Investigator's Policy Committee (PSIPC) held a regular meeting at 1:00 p.m. on September 14, 2006 at the Oregon Public Safety Academy in Salem, Oregon. Chair Harold Burke-Sivers called the meeting to order at 1:10 p.m.

## Attendees

### Committee Members:

Harold Burke-Sivers, Private Security Industry, Chair  
Derek Bliss, Armed Security (joined late by teleconference)  
Lael Cooksley, Public Member (by teleconference)  
Brandon Mak, Unarmed Security  
Judy Pongratz, Retail Industry  
David Tucker, Healthcare Industry  
Chris Bloom, Private Investigators (joined late by teleconference)  
William Herrick, Private Investigators  
Jeff Martin, Alarm Industry  
Randall Woolard, Private Business  
Eric Morse, Manufacturing Industry (by teleconference)

### Members absent:

Eric Meyer, Private Security Industry, Vice Chair

### DPSST Staff:

Brian Henson, Private Security/Investigation Licensing Program Supervisor  
Karen Evans, Private Security Trainer/Investigator  
Chris Brodniak, Private Investigations Compliance Investigator  
Tammera Hinshaw, Administrative Assistant  
Jeanine Hohn, Public Information Officer (for a brief introduction to the committee)

### Guests:

Greg Parson, OALI  
David Spradling, Maksimum



## **Welcome & Introductions**

New committee member, Eric Morse, was introduced and welcomed.

Harold received a letter dated Sept 9, 2006, tendering the resignation for Lael Cooksley. Harold thanked Lael for her service and wished her enjoyment of her retirement.

**Guest Comments:** none

**Consent agenda:**

a. Approval of Minutes for June 8, 2006

*Jeff Martin moved to accept the minutes from the June 8, 2006 meeting. Judy Pongratz seconded the motion. The motion carried in a unanimous vote.*

b. Approval of Minutes for August 11, 2006

*Lael Cooksley moved to accept the minutes from the August 11, 2006 meeting with minor revisions. Randall Woolard seconded the motion. The motion carried in a unanimous vote.*

**Sub-Committee Reports:**

a. **Accreditation**

- **Administrative Rule** – The Administrative rules that were previously approved by the PS/IP committee and were supposed to go before the Executive Committee have been put on hold, while the program and policy committee gather statistical information. A survey was mailed to constituents seeking input on expected usage and potential timelines. The information will be used to develop the fiscal impact statement required at the time of filing the proposed rule and fee.
- **Notice of Disclosure Form (approval)** – Judy presented the committee with a draft version of the Disclosure Notification Form and Written Statement for review. This is to be used under the accreditation program where trade secrets may be of issue. The form is being added to the accreditation packet that was approved previously by the committee. The trades secrete definition and provisions were pulled Oregon Public Records Law. The committee requested that a reference to the AG language be added to the form. Harold read the form to Lael and Eric before the vote.

*Judy Pongratz moved to accept the Disclosure Notification Form and Written Statement with the reference to trade secret statute included in the body. William Herrick seconded the motion. The motion carried in a unanimous vote.*

b. **Curriculum** – Eric Meyer has a meeting scheduled October 6th in Eugene to get the curriculum going.

c. **Armed** – Derik Bliss informed the committee that the next Armed sub-committee meeting will be October 10, 2006 at 9:00 in Beaverton. The sub-committee is concentrating on finalizing the 10 components of the training manual and the test. The committee is working on a draft of what will become the Private Security Force Continuum.

d. **Alarm Monitor** – Jeff Martin had nothing new to report.

- e. **Investigator** – William Herrick explained that Chris Bloom is working on reciprocity agreements with other states. Currently Arizona and Florida are willing to come aboard. Oregon has the second highest standards; California is first, for Investigator criteria. For us to work with other states, we have to overcome differences in the various states standards. We currently have the ability to enter into limited reciprocity agreements with California and Louisiana. Louisiana’s process has never been defined. In order to enter into a reciprocity agreement with us, other states must have the provision with in their own statutory authority. It’s a long process and the sub committee will form a group to work on these issues.
- **CEU Administrative Rule Change** – The recommendations of the sub-committee were reviewed. The changes will be put into the rule change format and submitted to the Board for approval.

***Judy Pongratz moved to approve the recommended language changes to OAR 259-061-0250. Brandon Mak seconded the motion. The motion carried in a unanimous vote.***

**Department Update:**

- a. Vacant Policy Committee Seat (Hospitality) – Brian Henson asked the committee to assist in getting the Hospitality seat on the committee filled by getting the word out. Lael agreed to stay on the committee in limited capacity until a replacement can be found for her position.
- b. OAR 259-060-0010 Law enforcement officer definition – Prior to the meeting the committee members where provided with a memo containing suggested administrative rule language. The suggested changes dealt with further defining Private Security/Criminal Justice certification requirements as they pertain to non-certified law enforcement officers. The private security and criminal justice sections within DPSST suggested the changes to clarify when a Law enforcement officer is exempt from the provisions of the Private Security Service Providers Act. (PSSPA) The addition of a definition of Law Enforcement Officer to the PSSPA would clarify the exemptions apply to all law enforcement officers while under the jurisdiction of and performing duties assigned by a law enforcement unit. A handout was provided.

***Action Item 1: William Herrick moved to recommend approving the definition of “law enforcement officer”. Judy Pongratz seconded the motion. The motion carried in a unanimous vote.***

***Action Item 2: Randall Woolard moved to recommend filing the revised language with minor change to second page for OAR 259-060-0010 with the Secretary of State as a proposed rule. Judy Pongratz seconded the motion. The motion carried in a unanimous vote.***

***Action Item 3: Judy Pongratz moved to recommend filing the revised language for OAR 259-060-0010 with the Secretary of State as a permanent rule if no comments***

*are received and no hearing is held. William Herrick seconded the motion. The motion carried in a unanimous vote.*

***Action Item 4: The Committee found no significant fiscal impact on small business.***

- c. Investigations/Training Update – Karen Evans/Private Security – We’ve developed a strong partnership with the Oregon Liquor Control Commission. A bulletin was sent out to all law enforcement agencies this spring regarding their ability to issue citations for non-compliance with the PSSPA. Karen has been educating our constituency on this new provision, and has done several legal updates with regional Police departments. She just completed a legal update in Bend.  
Private Investigators/Chris Brodniak – Focusing on a proactive approach to education and training. A lot of people coming into the program were not aware of the legal requirements of licensure, so we’ve been going throughout the state educating Private Investigators on compliance with the law. We’re receiving a lot of positive feedback. He’s also been working on the policies and procedures for renewals.
- d. **Budget Process/Update** – Brian Henson talked about the 05-07 and 07-09 budget. Gave an overview of the two program areas current budget status and explained how established limitations play a role in the budget process.
- e. **Draft Legislation** – Brian Henson mailed copies of the programs draft legislation to the committee members for their review. The draft legislation resulted from the legislative concepts submitted by the committee and approved by the board. The processes and concepts and budgets were explained in more depth. Brian did not find anything in the draft languages that did not meet the intent of the legislative concepts the committee set forward.

***William Herrick moved to accept legislative concept 382. Jeff Martin seconded the motion. The motion carried in a unanimous vote.***

***Judy Pongratz moved to accept legislative concept 632. Randall Woolard seconded the motion. The motion carried in a unanimous vote.***

**Old Business:**

**Strategic Planning Update** – Harold explained the delay of the strategic planning session. He had the tape transcribed to obtain the pertinent pieces of the discussion and will send the PSU folks the information tomorrow.

**New Business:**

**Committee Round Table**

David Tucker will begin employment with Mercy Medical Center. His change of employer does not effect his policy committee position.

2007 PSIPC meetings - Harold - the next meeting will be at the University of Portland on December 5<sup>th</sup>. Dates for next year's meetings will be set at that time.

Training will be provided in the a.m. prior to the meeting time - Employee theft, computer use, and pandemic threats were ideas brought forward. Harold will stay in touch with Karen and William and will set something up. Please let him know if any audio/visual capabilities will be needed so he can reserve an appropriate room.

The meeting adjourned at 3:45 p.m.