



DPSST PSPI Newsletter

June 2016

Department of Public Safety Standards & Training, 4190 Aumsville Hwy SE
Salem, OR 97317

Certificates (PS and PI) are Printing Daily

In the past, certifications and licenses were printed every two weeks. The program has gone through some changes pertaining to processing of the applications. You will be happy to know we have stayed on top of the daily demands and are able to print certificates every morning. What does this mean for you? Renewals are processed much faster. We process the paperwork, run the background and enter the card for printing all in the same day. It's very important to make sure application packets are mailed to us without deficiencies to ensure expedient processing time. We will continue to process applications in the order of which they are received. Keep in mind, new applicants still take a little longer due to processing of the original background. As always, please review I.R.I.S. for the most current up-to-date information on all certificates or licenses.

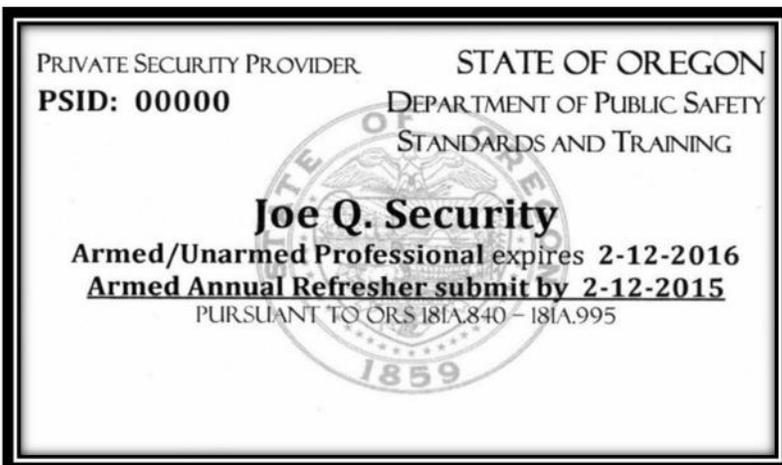
Armed Annual Refresher

Did you know that your Private Security Certification card has your armed annual refresher due date printed on it? The Department decided to provide this information on your certification, based on a past suggestion of the Private Security Armed Subcommittee, as a reminder not to miss this important deadline. Please remember to submit your armed annual refresher by the date printed on your card.

When you submit your Form PS-6 indicating you've passed your armed annual refresher, the Department WILL NOT issue you another certification card. Why not, you ask? Well, because your certification is not expired when you reach your armed annual refresher date. If you look at the line right above your armed annual refresher reminder line, you will see that there is still one year left on your certification. When you submit your armed annual refresher you can check I.R.I.S. to confirm that we've received it; but we will not send

anything out to you confirming receipt, nor will a new card be sent to you.

In the example, you will see that Joe Security was required to submit his armed annual refresher by 2/12/15. You will also see that his actual certification doesn't expire until one year *after* the refresher deadline. Joe reviewed his I.R.I.S. training record to see that his armed annual refresher was received by the department, and it was.



PI Address Questions

We have noticed an uptick in phone/email inquiries about a common subject. That subject is addresses. Let's talk about each question below so we all will have the same knowledge.

Q: If I move or change my mailing address, how long do I have to notify DPSST of the change?

A: You have 10 days to notify us in accordance with Oregon Administrative Rule (OAR) 259-061-0180. Failing to notify us of your new mailing and/or physical address could result in you missing out on important information regarding your license and may result in administrative termination of your application and/or license.



Q: Is there a requirement that I have my address on the "PI Business Listing" on the DPSST PI website?

A: Yes. In accordance with Oregon Revised Statute (ORS) 703.425(1)(k) and ORS 703.480(2)(c), DPSST is required to post an address. However, this doesn't have to be your home address. It can be a Post Office Box or your business address. **Please review your name on the PI Business Listing and submit any changes you'd like to have made via a PI-23 form in the "Website Information" Section.**

Q: I am an Oregon licensed PI, but I live in another state. What is this "Designation of Agent PI-23" form that I'm being asked for?

A: This requirement comes from ORS 703.460. If an Oregon licensed investigator is not a resident of this state, they shall designate a person to act as the investigator's agent for service of process, on a department approved form, and shall include the physical address of the agent's business. The information that is required for the agent for service of process is as follows:

1. The individual must reside in this state and maintain a business office in this state; or
2. A corporation that maintains a business office in this state.

In the event that the Department should ever need to serve you (the investigator) with legal documents, we cannot serve outside the state of Oregon, nor can someone be served to a post office box or personal mailbox. There must be a person present to accept service of process on your behalf.

When an out of state investigator renews their PI license, it is important that they indicate who their agent for service of process is; even if it has been reported in a previous renewal. Not disclosing this can result in a delay of your renewal.

PS Processing 123

1. Attention Security Managers: We would like to share some exciting news that will make processing your employees' application packet much easier. When submitting the Form PS-20 (Temporary Work Permit) we no longer require this form to be the original. Of course, you may send the original when submitting the triplicate form, however, we now accept photocopies, faxes and emailed Form PS-20s. This process will be much easier for managers to clear deficiencies. Please keep in mind prior to the issuance of a Form PS-20, an application packet must be submitted to the Department on or before your employees first day of providing private security services.
2. DPSST Private Security is pleased to announce another helpful tool to assist our constituents through the application process. Deficiencies may now be viewed in I.R.I.S., the Information Records Inquiry System, or through Snapshot. When accessing I.R.I.S. or Snapshot and choosing the name or PSID of the applicant or professional, simply click on the new tab at the top of the page entitled 'Attributes". There, you can view any deficiencies we have noted in the system. The "Effective Date" is the date we expect to mail the formal deficiency notice to you and your employer on record. You can potentially clear the deficiency before the notice is mailed, saving mailing costs and increasing the speed in which we move your applicant to the background phase of processing.

When the deficiency has been cleared, it will disappear from the Attributes tab on I.R.I.S. and Snapshot.



Employment Certificates Training Attributes			
Topic Description	Attribute Description	Effective Date	Expiration Date
Deficiency	PS-6 incorrectly filled out	12/7/2015	
Deficiency	PS-6 instructor signature needed	12/7/2015	
Previous Next			

3. If you are an instructor, may I have your attention? When filling out a PS-6, please make sure to take the time to complete it in its entirety. Any deficiencies that arise from an incorrectly filled out PS-6 only slows down the processing of an individual's certificate. We are seeing a lot of instructors that are forgetting to complete the entire section for completion of the basic course. The largest deficiency is for instructors who forget to mark that the student completed the assessment.

Basic Course

Unarmed (14 hr) or Alarm Monitor (12 hr)

P F – Closed book written exam

P F – Assessment(s)

Training Dates – Begin: 06/20/16 End: 06/21/16

Meet the staff



Suzy Herring is our new Program Manager within the Private Security Private Investigator Licensing Program of DPSST.

Suzy began her employment with DPSST in 1999, working her way through the ranks of the PS/PI Licensing Program over the past 17 years. Suzy most recently served as a Compliance Investigator responsible for ensuring providers of private security and private investigator services comply with Board-established rules and regulations. Since November Suzy has been filling the role of Interim PS/PI Program Manager in a developmental capacity. During this short period of time Suzy has been instrumental in advancing the mission of program, the Professional Standards Division and the Department by streamlining internal processes, facilitating five industry-specific

Subcommittees of the Private Security/Investigator Policy Committee and ensuring DPSST's largest constituent group remains satisfied. Please join me in congratulating Suzy and welcoming her officially into her new role! – Linsay Hale, Division Director.

Suzy's contact information sherring@dpsst.state.or.us and 503-378-2148.

Julie Johnson began with DPSST in April of 2008 after an illustrious career as a college Financial Aid Director. Julie spent 4.5 years on the criminal justice side of DPSST, scheduling officers for basic classes and granting six different levels of certification. She joined the PS/PI team in August 2012, where her current position is Compliance Specialist 2. She handles new applicant background checks, denials, revocations, and emergency suspensions, as well as works with the Department of Justice staff attorneys on contested case hearings.



Julie is married, enjoys golf and entering and winning sweepstakes.

“Since joining State service in 2008, I’ve been humbled by how hard this agency works, the passion for their work and their commitment to good customer service. I never worked this hard in the private sector” – Julie

Julie's contact information jjohnson@dpsst.state.or.us and 503-378-8533.

Compliance Corner

Recently DPSST staff had a booth at the Oregon Festivals & Events Conference held at the Double Tree by Hilton in Portland, Oregon to share news regarding the new crowd management rules to event planners/organizers/promoters around the state. The Event Security/Hospitality Subcommittee has been working hard on clarifying the crowd management exemption and defining “Crowd Management or Guest Services” in Oregon Administrative Rules (OAR).



The new definition for **Crowd Management or Guest Services** means duties performed during an organized event, including pre-event assembly and post-event departure activities relating to the organized event that involve: (a) *directing people attending an organized event;* (b) *allowing entry into or exit out of an organized event or any area within the established confines of an organized event that requires authorized access;* or (c) *screening individuals for entry into an organized event. Screening does not include physical pat-down searches.*

What this means to event organizers and companies providing private security services at an event? Based on the duties of some individuals working at these events, they may no longer be required to hold a private security professional certification. The requirement for the 1 to 10 is still in effect; 1 certified staff for every 10 or fewer crowd management or guest services staff. **The new definitions still do not exempt individuals controlling access to an entry of an area where minors are prohibited, these individuals are still required to hold a private security professional certification.**

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Compliance Stats for March ~ May 2016

- 157 Cases opened based on background checks
- 32 Providers denied/revoked for criminal convictions
- 3 Providers denied/revoked for Violation of Core Values (Moral Fitness)
- 8 Providers withdrew their application or surrendered their certificate in lieu of administrative processing
- 1 Cases pending due to a contested case hearing request
- 26 Cases pending the results of criminal trial/court dispositions
- 53 Cases pending for discretionary/other matters
- 63 Cases awaiting additional documentation
- 19 Cases pending administrative closure
- 1 Case Pending with the Oregon Court of Appeals
- 62 Notice of Violations issued

Carissa White, Compliance Investigator for the Salem/Portland Metro Area, has recently joined a partnership that conducts a Liquor License New Applicant Workshop once a month in Portland, Oregon. This partnership was established by the Liquor Licensing Program Coordinator of the City of Portland. The intent of the workshop is to bring together a panel of resources an applicant might need for an establishment that will be providing liquor in the city of Portland. In the past, new applicants were required to meet with the Liquor Licensing Notification Program in a one-on-one setting. Having a Liquor License New Applicant Workshop allows for bringing all the new applicants together in one room and providing them with the information and resources that they need to be successful. Each panel member provides a brief overview of their program and also provides handouts for the applicants. Investigator White is able to speak about the DPSST certification program regarding bars, event halls and special events, as well as answer any questions attendees may have.

Panel members include Liquor Licensing Notification Program, Portland Police Bureau's Drug and Vice Division, Oregon Liquor Control Commission, Noise Control Program, Crime Prevention Program, Portland Fire and Rescue's Fire Marshall Office, Oregon State Police's Lottery Security Section, Multnomah County's Tobacco Prevention Program, Portland Police Bureau's Entertainment Detail and Big Village Community Coalition.



Class schedules

Private Security - <http://www.oregon.gov/dpsst/PS/docs/PSManagerInstClassSchedule.pdf>

Investigators - <http://www.oregon.gov/dpsst/PS/docs/PIExamSchedule.pdf>

Classes fill up fast, please make sure to check our calendar prior to your certificate or license expiring and register for class. Application and fees are required for registration.



Administrative Rule Updates

All administrative rule changes that are open for public comment can be found at <http://www.oregon.gov/dpsst/SC/Pages/ProposedRulesPublicComment.aspx>.

Currently the program does not have any rule changes open for public comment at this time.

Permanent rule changes that have been filed with the Secretary of State and are now effective:

Private Security

OAR 259-060-0010 - Amends rule language revising the definition of “Organized Event” and adding the definition of “Premises”, effective 06/22/16

OAR 259-060-0015, 259-060-0025 and 259-060-0030 - Private security provider responsibilities for temporary work permits and application for certification regarding copies/electronic submission, effective 06/22/16

OAR 259-060-0130 - Amends rule regarding private security executive/supervisory manager licensure/responsibilities to reflect current basic training requirements, effective 06/22/16

OAR 259-060-0060, 259-060-0120 and 259-060-0135 - Updates and clarifies training requirements for armed private security professionals and firearms private security instructors, effective 03/22/16

Private Investigators

259-061-0018 and 259-061-0300 - Adds requirements for private investigators regarding advertising and contracts per HB 3487 and legislative direction, effective 03/22/16

259-061-0010 and 259-061-0160 (repeals 259-061-0170 and 259-061-0250) - Amends the current rule language to clarify the statutory requirements regarding private investigator inactive status, effective 03/22/16

Sub-Committee Updates

Complete copy of sub-committee and policy committee minutes can be found on our website at <http://www.oregon.gov/dpsst/BD/Pages/BoardCommitteeMinutesLinkPage.aspx>

Private Investigators

Proposed language regarding the use of a temporary license will be presented to the Board in July. New PI exam will be presented to the Board in July.

Unarmed

Beta testing is currently being conducted by a pool of approved instructors. Staff will receive feedback and will make changes, if necessary.

Alarm

Proposed language will be presented to the Private Security Private Investigator Policy Committee in August regarding temporary assistance to alarm monitoring stations rerouting alarms due to unexpected outages.

Armed

Working towards an approved private security firearms instructor course for Oregon.

Event/Hospitality

On hold due to the ‘event season’. Rob Meeks, Curriculum Development Specialist, will be out in the field visiting with event workers to observe their functions and needs for training.

If you have any questions, please contact:

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DPSST's Private Security and Private Investigators Program provides training and licensing services to its constituents in an industry-initiated effort to enhance professionalism among member-businesses and employees who provide services in the state of Oregon. The program works together with its policy committee members and the Board on Public Safety Standards and Training to establish professional standards, provide training to assist constituents in meeting these standards and enforce licensure and certification requirements for private security professionals and private investigators.

Private Security/Investigator Policy Committee Members

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