

DPSST PSPI Newsletter

September 2016



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

New Certification Cards – Hard Cards

DPSST will no longer issue paper wallet cards to private security providers. We have officially transitioned to the hard cards. These cards are similar to a company identification card or a credit card. No more laminating or requesting a replacement card due to the card being washed in a pants pocket. The new design is for both private security providers and private investigators. The card is colored using red, blue and black and includes the DPSST logo. You will still have all the required information on the new certification as well as the continued requirement to present the certification to any DPSST staff member, law enforcement officer or Oregon Liquor Control Commission agent upon demand, or any other person, upon reasonable request. All new applicants, currently certified/licensed individuals that renew or individuals submitting a form and fee for a replacement card will receive the new certification style.

Background Check Fee Has Reduced

DPSST was recently notified by the Federal Bureau of Investigations (FBI) that costs associated with criminal history background checks will be decreasing. The decrease in fees will be effective **October 1, 2016**. The fee for background checks effective on October 1, 2016 will be **\$40.00**. Please note that you will still be responsible for paying any applicable Licensing, Certification and application-related fees in addition to the background check fee. Below you will find the new fee structure effective 10/1/16 for new applicants:

Private Investigators \$619.00 = \$550.00 Licensing Fee, \$29.00 Exam Fee & \$40.00 Background Fee

Unarmed / Armed / Alarm Monitor Professional \$105.00 = \$65.00 Cert Fee & \$40.00 Background Fee

Supervisory Managers \$115.00 = \$75.00 Cert Fee & \$40.00 Background Fee

Executive Managers \$290.00 = \$250.00 Cert Fees & \$40.00 Background Fee

Unarmed / Alarm Instructor \$130.00 = \$90.00 Cert Fee & \$40.00 Background Fee

Firearms Instructor \$198.00 = \$90.00 Cert Fee, \$68.00 Range Fee & \$40.00 Background Fee

Renewing Private Investigators

Renewing Investigators commonly have questions surrounding the requirements for renewal. We have created a brief frequently asked questions to address the more common questions:

What is required in a renewal application packet?

PI-21 Renewal application

PI-27 Code of ethics

PI-6 Continuing education summary form

Proof of valid bond or insurance

Current passport quality photos

Fees

If you are an out-of-state investigator licensed in this state, you must also include a PI-23, to update information regarding your agent for service of process. More information regarding agent for service of process below.

What fees are required?

\$550, if DPSST receives the renewal application packet prior to expiration date.

\$575, if DPSST received the renewal application packet after expiration date.

Why do I need current photos?

We all change as the years go by and DPPST is required to use a current photo on your card. Please make sure that we received a valid passport photo. Sometimes, we receive photos that are rejected and we request a new submission. This constituent knew we would be entertained with his submission (permission granted).

Why do I need proof of current bond or E & O insurance?

To ensure that the information is still valid and not expired or cancelled.

Why do you need a designation of agent if I am licensed in Oregon, but live out-of-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. 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.

It is important to indicate who your agent for service of process is; even if it has been reported in a previous renewal. Not completing this required form can result in a delay of your renewal.

What will you accept for continuing education?

Continuing Education means any educational endeavor that reasonably could be considered beneficial to the work of the investigator. You do not need to call the Department to ask if the continuing education will be accepted. If you feel that the continuing education you have obtained is beneficial to the investigatory work you do, then you may submit it on the PI-6. If Department determines that the submitted continuing education is debatable you will be notified and have the opportunity to articulate how it applies to the investigatory work you do. Limitation per certain categories are explained on our website at

http://www.oregon.gov/dpsst/PI/Pages/PIFAQ.aspx#Continuing_Education.



Armed Subcommittee Update



The armed subcommittee has been focusing on a large project over the last few months.

Currently, one of the minimum standards for certification as a private security firearms instructor includes providing proof of 'successful completion of training' from one of the sources listed below.

- The National Rifle Association Law Enforcement Firearms Instructor Development School;
- A firearms instructor through the Federal Law Enforcement Training Center;
- A Department-certified law enforcement or criminal justice firearms instructor course;
- A private security firearms instructor through the Washington Criminal Justice Training Center;
- A firearms instructor through the Federal Bureau of Investigation; or
- A qualified instructor certification course, as determined by the Department.



The issue that constantly arises with this requirement is, the applicants may have to leave the state of Oregon to take a prerequisite instructor development course; which could be a financial burden on the applicant. In addition, once completed, the applicant is then required to attend the Private Security Firearms Instructor Course at DPSST.

The armed subcommittee, with the aid and support of DPSST staff, is diligently working on creating a **Private Security Firearms Instructor Development Course** that specifically focuses on Oregon's armed security industry.

During the last two meetings, the subcommittee has compared the outlines from the National Rifle Association Law Enforcement Firearms Instructor Development Course and Washington Criminal Justice Training Center Private Security Firearms Instructor Course, which both are existing acceptable prerequisites for someone applying to become a certified private security firearms instructor. During the review process, to ensure the important topics are included in the curriculum that is being developed, these specific topics have been identified, discussed and recorded at each subcommittee meeting.



The upcoming meetings will be focusing primarily on content development; focusing on one or two sections at a time. These meetings will include topic discussion and fine tuning each section.

The armed subcommittee recently filled the vacancy for voting member and would like to thank everyone who had applied for the position. Even though the voting member on the armed subcommittee has been filled, it is of vital importance that we have individuals within our industry attending these subcommittee meetings. Your opinions, thoughts and ideas are valued and wanted! – submitted by Donovan Beard, chair of the armed subcommittee and the armed industry representative on the Private Security Investigator Policy Committee.

The upcoming agenda, contact information for voting members and past meeting minutes can be found on our Board and DPSST Committees website at <http://www.oregon.gov/DPSST/BD/pages/index.aspx>



Meet the staff

Carissa White our newest Compliance Investigator within the Private Security Private Investigator Licensing Program of DPSST.

Carissa began working in the PS/PI program as a Compliance Specialist 1 in July of 2013 after 17 years with the state of Oregon. Her service includes 10 years with the Department of Motor Vehicles and 7 years with the Department of Education.

Carissa is one of two investigators for the program. Carissa's region is the Salem/Portland Metro Area, which covers Marion County west to the coast and Marion County north to the Washington state border. Carissa has established a partnership with the City of Portland and participants in monthly workshops for new applicants of liquor licenses in Multnomah County. Over the summer Carissa had the chance to complete compliance checks at several events in her region; as well as meeting and creating positive working relationships with the constituents in her area. Carissa's approachability, down to earth attitude and professionalism make her easy to work with and assist you with your compliance needs.

Carissa is married, has three children and enjoys spending time with family and friend's outdoors. Carissa's contact information carissa.white@state.or.us and 503-378-2581.



Karen Evans has worked for DPSST for 24 years. While at DPSST Karen has worked in multiple positions, including program manager of the regional training division, interim assistant director of the standards and certification division and assistant director of the regional training division. Karen has been part of our compliance team since 2003 as an investigator and trainer for the program. Karen's region is in the central, eastern and southern part of the state, as well as out of state companies. Karen is in the field frequently, conducting investigations and audits of private security providers, security companies, events, and instructors. Karen also assists with the instruction of the required manager and instructors courses for private security providers.

Karen's experience has been a valuable asset to our program. During Karen's years in our program she has been instrumental in the revision and development of the curriculum accreditation process. Karen conducted the original job task analysis that led to the first revision of the curriculum for security professionals and implemented the field audit program to enhance an understanding of the responsibilities of private security providers and those companies that employ private security providers.

Karen enjoys spending time with her family on their small farm near Junction City, OR. Her hobbies are gardening, traveling and following the accomplishments of the Oregon Ducks.

Karen's contact information is Karen.m.evans@state.or.us and 503-378-8529.



Compliance Corner



What to expect during a Department compliance check?

Have you ever had a Department investigator appear at your office, event or worksite to perform a compliance check? It could happen anytime and anywhere, and we would like you to be prepared. This article will walk you through the standard compliance check procedures.

The Department is authorized to conduct audits and field visits per Oregon Administrative Rule (OAR). During these visits, we take the opportunity to meet our constituents and create a comfortable working relationship. Many of you have met us and many more will have an opportunity to meet the Department investigators in the future. Not all of our visits will be announced. However, once we make contact, we will always identify ourselves and provide a business card or other identification. Below is a list of what we will be reviewing during our check.



Investigators will ask to view your certification card and photo identification.

- Have your certification card with you at all times while working, with a driver's license or other photo ID.
- Investigators may visit with you and ask questions about your job and what services you are providing. Observations or questions are used to determine if you hold the appropriate certification or licensure for the job tasks that you are performing. (i.e. armed, unarmed, supervisor)
- If you are a private security professional, you must be employed (not contracted) by a company, that has a current executive manager of record. When receiving consideration for your services as a private security provider, the company you are providing those services for should be listed as your employer in I.R.I.S. (Information Records Inquiry System).



Investigators may review documents, records and communication ability

- Private security managers, contractors, or employers who employ individuals to provide crowd management or guest services must have documentation confirming the appropriate staffing ratio and communication ability. The ratio is ten crowd management to one DPSST certified private security professional. Investigators may request a copy of this document. Security professionals and crowd management staff must have a means to communicate either by radio or visually.
- Instructors may be asked for a class file review or to provide testing documents and Form PS-6 for specific students they have trained.
- Managers may be asked to review a list of security staff of record that is maintained by the Department and update the list accordingly.
- Managers or instructors may be asked for copies of documents needed for an investigation. Including, but not limited to job descriptions, schedules or other company files.

If violations are found....

- Depending on the severity of the violation, the investigator may provide an individual with an educational conversation, a verbal warning or Letter of Counsel with advice and information on how to remain in compliance.
- If a violation, is a first offense the individual(s) will have an opportunity to stipulate.
- If a repeat violation or severe violation is found, a Notice of Violation with the possibility of a proposed civil penalty will be issued.
- Repeated violations are considered flagrant and are subject to a higher penalty amount.

The Department investigators will not take action for violations of any laws not under DPSST's jurisdiction; however, we may report observations to the appropriate agency.



Compliance Stats for June - August 2016



- 95 Cases opened based on background checks
- 43 Providers denied/revoked for criminal convictions
 - 5 Providers denied/revoked for Violation of Core Values (Moral Fitness)
- 15 Providers withdrew their application or surrendered their certificate in lieu of administrative processing
- 0 Cases pending due to a contested case hearing request
- 38 Cases pending the results of criminal trial/court dispositions
- 28 Cases pending for discretionary/other matters
- 84 Cases awaiting additional documentation
- 22 Cases pending administrative closure
 - 1 Case Pending with the Oregon Court of Appeals
- 16 Notice of Violations issued

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.

Office Hours and Holiday Closures

Office hours are 8 AM—5 PM PST, Monday through Friday

Email at security.investigators@state.or.us or call 503-378-8531

The PSPI Offices will be closed for the following holidays:

Veterans Day: November 11

Thanksgiving: November 24 and November 25

Christmas: December 26

New Year: January 2



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 259-060-0025 & 0600 – Removes requirements for fingerprints to be submitted enclosed in a tamperproof bag with the PS-4, effective September 22, 2016.

Private Investigators

OAR 259-061-0020 – Removes requirements for fingerprints to be submitted enclosed in a tamperproof bag with the PI-4, effective September 22, 2016.

Private Security Investigator Policy Committee

The meeting regularly scheduled for August 16, 2016 was postponed. The policy committee will meet on November 15, 2016 at 1:30 p.m. All meetings are open to the public.

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

Sub-Committee Updates

Private Investigators

A new PI exam was created in collaboration with the Department and was approved by the Board at the July 28, 2016 Board meeting. Currently there is a vacancy for one voting member.

Unarmed

Beta testing has been completed and results were provided the subcommittee. Adjustments have been made and will be presented at the October 6, 2016 meeting.

Alarm

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

Armed

See article titled “Armed Subcommittee Update”

Event/Hospitality

No new updates at this time

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.

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