

Private Security/Investigators Policy Committee Agenda

Meeting Minutes

July 22, 2021

The Private Security/Private Investigators Policy Committee of the Board on Public Safety Standards and Training held a regular meeting on July 22, 2021 at 1:30 p.m. in the Boardroom at the Department of Public Safety Standards and Training located at 4190 Aumsville Hwy SE Salem, Oregon. Chair Thomas Thomas Called the meeting to order at 1:30 p.m.

Committee Members:

Thomas Thomas, Chair, Private Security Industry
Ben Bower, Armed Security Representative
Raul Herrera, Alarm Monitor Representative
Michael Holsapple, Private Investigator
Daniel Lenzen, Hospitality Representative
Al McGee, Retail Industry
Benjamin McNulty, Private Security Industry
Edward Sharpe, Health Care Industry
Helena Snyder, Investigator, OSB Appointed
Richard Valencia, Unarmed Security Representative
Frank Wilson, Private Business or Governmental Entity That Utilizes Private Security Services
Les Youngbar, Public Member

Absent Committee Members:

Frank Wilson, Private Business or Governmental Entity That Utilizes Private Security Services

Guests:

No guests attended this meeting

DPSST Staff:

Jerry Granderson, DPSST Director
Shelby Alexander, PS/PI Certification and Licensing Specialist
Jeff Henderson, Business Services Manager
Suzy Herring, Professional Standards Division Director
Jennifer Howald, Rules Coordinator
Michelle Morrison, Background Specialist
Wendy Nunez, Criminal Justice Office Specialist
Mona Riesterer, Executive Support Specialist



1. Introductions

Introductions of members, guest and staff were presented.

- *Welcomed new member, Raul Herrera as the Alarm Monitor Representative.*

2. *Minutes – September 2, 2020

Approve the minutes of the September 2, 2020 Private Security/Private Investigations Policy Committee Meeting.

- *Benjamin McNulty moved to approve the minutes from the September 2, 2020 Private Security/Private Investigators Policy Committee Meeting. Michael Holsapple seconded the motion. The motion carried unanimously.*

3. *Proposed Rule Changes for OAR 259-061-0010: Fee Increase for Private Investigators Licenses

Presented by Jennifer Howald

Oregon Revised Statute (ORS) 703.480 grants the Board on Public Safety Standards and Training (BPSST), in collaboration with the Private Security and Investigator Policy Committee, the authority to establish fees relating to the application for and the issuance, renewal and inactivation of investigators' licenses. The fees may not exceed the cost of the Department of Public Safety Standards and Training (DPSST) administration of the licensing program.

The current fee for a private or provisional investigator license is \$550. The licensing fee has not changed since the BPSST and DPSST began regulatory oversight of investigator licensure in 2006.

The costs associated with administration of the investigator licensing program have increased to the point that the current fee no longer covers the costs of the licensing program. Administration costs include, but are not limited to staffing, supplies, travel, technology services, rent, and legal costs.

After a review of the current budget projections, past biennial budgets, revenues, deficits, and the inflation of administrative costs over time, the DPSST found that a fee increase is necessary to maintain the current service level and cover the increased administrative costs of the investigator licensing program. The new fee amounts outlined in the proposed rule change include a 20% increase over the current fee.

- *Michael Holsapple motioned to vote against proposed rule change OAR 259-061-0010. Helena Snyder seconded the motion. The Private Security/Investigator Policy Committee voted by roll call and the motion carried with five yays and four nays.*

4. *Proposed Rule Changes for OAR 259-090-0500: Fee Increases for Private Security Provider Licenses and Certifications

Presented by Jennifer Howald

Oregon Revised Statute (ORS) 181A.870 grants the Board on Public Safety Standards and Training (BPSST), in collaboration with the Private Security and Investigator Policy Committee, the authority to establish fees for issuing certificates and licenses to private security providers. The fees may not exceed the Department of Public Safety Standards and Training (DPSST) costs for administration of the certification and licensing program, the criminal records check, and any training program required by rule.

These fees have not changed since 2011.

The costs associated with the administration of the private security provider certification and licensing program have increased to the point that the current fees no longer cover the costs of the program. Administration costs include, but are not limited to staffing, supplies, travel, technology services, rent, and legal costs.

After a review of the current budget projections, past biennial budgets, revenues, deficits, and the inflation of administrative costs over time, the DPSST found that a fee increase is necessary to

maintain the current service level and cover the increased administrative costs of the private security provider certification and licensing program.

The new fee amounts outlined in the proposed rule change include a 20% increase over the current fee. The Private Security Unarmed Instructor certification fee and the Supervisory and Executive Manager license fees are greater than 20% due to unique costs specific to the certification and license type.

The new fee amount for the Private Security Unarmed Instructor certification reflects the significant changes in the training course over the past 10 years. This course has undergone extensive development, transitioning from a one-day instructor training course to a two-day course, and most recently to the current four-day course. DPSST may need to adjust the fees for the Alarm Monitor and Private Security Firearms Instructor certifications in the future, once the courses have been reviewed and updated.

The new fee amounts for the Supervisory and Executive Manager licenses are structured to include a portion of the administrative costs for processing an additional certification as an Unarmed Private Security Professional. DPSST allows a Manager to apply for the Unarmed Private Security Professional certification without paying an additional certification fee because the training requirements to obtain the Manager license include completion of the Unarmed Private Security Professional course. When a Manager renews their license, the Manager may also apply to renew the Unarmed Private Security Professional certification, if they have completed the biennial unarmed renewal course, for the cost of the Manager license fee.

- *Les Youngbar motioned to approve proposed rule OAR 259-090-0500. Edward Sharped seconded the motion to approve the proposed rule. The Private Security/Private Investigator Policy Committee voted by roll call where the motion was split due to technical difficulties with the Webex. Once resolved, Thomas Thomas motioned to approve Dan Lenzen to participate in the vote to approve proposed rule OAR 259-090-0500. Benjamin McNulty seconded the motion where it then passed in a unanimous vote. The committee then finished the vote to approve proposed rule change OAR 259-090-0500 where it passed in a five yay to four nay vote.*

5. Department Update

Presented by Suzy Herring

- *Suzy Herring addressed the committee, recognizing Dan Lenzen for his service on the committee as well as the Event and Entertainment Sub-Committee because his term expires July 24, 2021. Suzy went onto explain that DPSST has taken more COVID safe precautions since the committee has last met which includes more opportunities for remote style training. Suzy explained how beneficial remote training has been for constituents as well as instructors so the program plans to continue promoting remote style training and will work on creating a working system to continue the process in the future.*

Suzy then gave a program update, explaining how the Private Security IDC course has been recently revised by the program's new Training Specialist, Andrew Taufa 'asau, who has experience in IDC curriculum. Suzy also explained that DPSST hopes to reopen its doors to the public in September as long as the state regulations permit it which means more DPSST staff will be returning to the office and the field. Herring went onto explain that the program has successfully created and implemented a manager renewal course which the program is very excited about and plans to transition to an entirely remote training with the help of Training and Development Specialist, Coy Alexander. Carissa White has also been running manager renewal courses where she can complete two courses in a day which is incredibly beneficial to

managers. Suzy transitioned the conversation to give a few brief updates about the iLearn to Workday transition; she explained that iLearn is no longer active and all information is now stored in Workday. Coy Alexander was a part of the development workgroups that helped the transition take place which was very helpful for the program.

Moving onto Senate Bill 116A, Suzy explained that this legislative concept was previously passed by the PSIPC and the Board which addresses the uniforms, cars and equipment that private security providers are currently using. The law goes into effect January 1, 2022 and Jeff Henderson, Suzy Herring, and Jennifer Howald will work on creating the rules for this legislation which stemmed from Kayley's Law. Suzy went onto also discuss House Bill 2527 which uses similar language to Senate Bill 114 that was approved by the PSIPC and requires regulation to private security businesses but will not be put into effect until 2024.

Lastly, Suzy provided a brief update about DPSST staffing to the committee, informing them that Andrew Taufu'asau was hired in October 2020 as a Training and Development Specialist, Shelby Alexander was hired in June of 2021 as an Office Specialist 2 after working as a temporary employee, Michelle Morrison was recently promoted from a Background Investigator to a Compliance Specialist 3, and lastly Chantel Hawes was reclassified from an Office Specialist to an Administrative Specialist. Suzy then introduced Jeff Henderson, stating that he will be taking over the Private Security/Investigator Program Manager role as of August 1, 2021 as Suzy has filled Lindsay Hale's previous position, now making her the Professional Standards Division Director for DPSST.

Director Granderson provided a brief introduction of himself and expressed his gratitude for the Private Security/Investigator industry as well as all of Suzy's hard work during this transitional period.

6. Next Regularly Scheduled Meeting –November 16, 2021