



Training Committee MINUTES

Ohio Private Investigators & Security Services Commission

APRIL 5, 2012- 1 P.M.

Location: Ohio Dept. of Public Safety
1970 W. Broad St. Room 134 (M/O)
Columbus, OH 43223

Committee Members Present:

Cohen, Mike - International Security - **Chair**
Hollenbaugh, Gregg, Cal Crim Inc.
Owens, Ted, Ohio Special Services Group LLC
Sever, Wayne – Highland
Mack, Earl, Dep. Director, PISGS

Members Absent:

Armstrong, Rodney - Securitas Security Service USA, Inc
Korn, Howard, International Protection Group
Watts, Kim, Brink's

Also Present:

Booker, Robert, Exec. Dir., OIU
Vitale, Anne, ODPS Legal
McGough, Greg (Designee for Earl Mack)
Woeber, Tom, Trivantis
Schwein, Cole, Trivantis
LaPoint, Amber, DPS Training
Marple, Kristine, DPS Training

- **Call to Order** - The meeting was called to order at 1:07 pm.
- **Roll Call** – Roll call was taken by LaNese Powell, and a quorum was present.
- **E-Learning & Testing Presentation by Trivantis** – **Mr. Cohen** turned the meeting over to Tom Woeber and Cole Schwein from Trivantis to give an E-learning and Testing presentation. They gave an overview of their system functions for training and testing (packets were distributed for review). Tom explained the process for setting up the training and testing project through their company as follows:
 - a. Selection of a Project Manager
 - b. Selection of a Project Team
 - c. Determination of the project scope and time frame
 - d. Creating an instructional guide
 - e. Completing a Project Prototype

Amber LaPoint and Kristine Marple from DPS Training offered input on how the program could be customized for our use. They further discussed how they could maintain the system program within the Department according to PISGS specifications.

There was a Q & A from the committee members regarding the testing program, and record retention of the information collected.

D D Mack advised the committee will consider the information presented, and submit a sample module to Trivantis for pricing.

Mr. Woeber and Mr. Schwein offered final comments regarding their commitment to our project, and the presentation concluded.

- **Approve Minutes –**

- A. The minutes from the February 16, 2012 meeting were reviewed.** Changes to the minutes were (1) remove one of the designees for Earl Mack from the committee. Greg McGough will be removed as designee and Sandra Bashir-Muhammad will continue as designee for Earl Mack; and (2) designee should be under “Also Present” when Earl Mack is attending the meeting. There were no other changes to the minutes. Mr. Owens motioned to approve the February 16, 2012 minutes with the noted corrections; Mr. Hollenbaugh seconded; the vote was taken; the minutes were approved with the noted corrections.

- B. Minutes from the Training Committee portion of the Joint Committee meeting** held on March 15, 2012 were reviewed. There were no changes and no discussion. Mr. Sever motioned to approve the March 15, 2012 minutes as presented; Mr. Owens seconded. The votes was taken and the Training Committee portion of the March 15, 2012 minutes were approved as presented.

- **Eight Hour Training –** Mr. Cohen referenced the handout he submitted titled **For Discussion and Consideration** (attached). He stated this is from the New York plan and just for ideas for curriculum when the committee gets to that point. He stated the areas of focus are highlighted on the list. He referenced that Legal will need to address some of the procedures for arrests, etc. to put in the curriculum. There was no further discussion regarding the handout.

- **Discussion Regarding the E-learning and Testing Presentation-** Mr. Cohen opened the meeting for discussion regarding the presentation. Mr. Owens asked “how soon can they start?” He went on to say how much he liked the plan for e-learning and testing, and thinks it is one of the best ways to go. Mr. Hollenbaugh asked about the cost. D D Mack responded they are working on a module for us based on the courses from before. They are working on one module to be reviewed for cost, then to be reviewed by the Director for approval. If approved by the Director, D D Mack advised he will seek a grant through Homeland Security to pay for it. There was a brief open discussion regarding successful on line training experiences. Mr. Cohen opened discussion regarding the advantage of proctors being present to answer questions for applicants after the testing. There was further discussion regarding the e-training curriculum, and training modules. It was agreed that the different ideas and individual experiences with e-training will be good in order for the committee to determine a customized training curriculum. D D Mack advised that the Department of Homeland Security uses this product.

There was discussion regarding calculating final test scores from the modules. Mr. Owens suggested applicants retake only the modules they fail instead of retaking the entire test. Mr. Sever opened discussion regarding the additional time for retaking test modules. Mr. Cohen reminded the committee about the eight hour training requirement. He stated the eight hours includes the training and the testing. He added that testing out would be different. Mr. Hollenbaugh spoke on testing at the end of each training video. He stated that the contents of basic security guard training are not difficult. At times there may be an applicant with a learning disability, but under normal circumstances the testing is very simple.

E D Booker stated training broken down by modules of 45 minutes to an hour each are more manageable for applicants. He talked about a module quiz being given after each training module, identifying the incorrect answers and giving the correct answer. The final test would be given at the end of the training. There is a lot

of flexibility in setting up the training/testing modules. The next step would be to look at the different ideas, and modify them as needed to come up with acceptable training/testing modules.

D D Mack advised that Trivantis would put together a sample module for review by the Committee and the Director. The cost of the module would also be reviewed. Final costs would then be determined, and submitted to the Director for approval. If final cost are approved by the Director, D D Mack would then seek funding through a Homeland Security grant. Mr. Hollenbaugh asked about adding a video to the sample module because it would be something good for the training program. D D Mack said the cost would still need to be determined.

- **Separate Exams** – Mr. Cohen opened discussion regarding separate exams for investigators and security guards. Mr. Hollenbaugh advised there is currently no training program for investigators. He thinks he may have given sample investigator training information to Jim Thomas when he was here. The information was from Wisconsin and California. He does not have copies of that information, but believes the information content was helpful. E D Booker asked how many hours of training would be required for the investigators. Mr. Hollenbaugh stated the investigator would require more than eight hours of training.

There was further discussion regarding the time required for security guard training and time required for investigator training. It was determined that security guard training is simple, and eight hours would be sufficient. The investigators could require up to twelve hours of training. Parts of the training curriculum would cover security guards and investigators, but then additional training would be required for investigators. Investigator training should include report writing, surveillance, public records, researching records, witness interviews, records retention, and more. Further discussion regarding investigator training concluded that we may need to look at other states for curriculum ideas. D D Mack stated he would seek information/ideas through IASIR.

- **Sample Training Module** – D D Mack stated we can use what we have to put a module together to get a general idea of cost. He added the committee needs to meet as soon as possible to discuss the module information. Mr. Cohen added that we can discuss ideas/information we have from other states at that time.
- **Next Meeting** - The next meeting is scheduled for April 26, 2012 at 1 pm.
- **Adjourn** – This meeting adjourned at 2:49 pm.

Minutes approved as presented on April 26, 2012.