



Training Committee MINUTES

Ohio Private Investigators & Security Services Commission

FEBRUARY 16, 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**
Armstrong, Rodney - Securitas Security Service USA, Inc.
Hollenbaugh, Gregg, Cal Crim Inc.
Korn, Howard, International Protection Group
Owens, Ted, Ohio Special Services Group LLC
Sandra Bashir-Muhammad, PISGS (Designee for Earl Mack)

Members Absent:

Mack, Earl, Deputy Director, PISGS
Sever, Wayne – Highland
Watts, Kim, Brink's

Also Present:

Anne Vitale, ODPS Legal
Greg McGough, PISGS Enforcement Supervisor (Designee for Earl Mack)
Booker, Robert, Exec. Dir., OIU

- **Call to Order** - The meeting was called to order at 1:25pm.
- **Approve Minutes** – The minutes from the January 17, 2012 meeting were reviewed. Mr. Korn motioned to approve the minutes; and Mr. Armstrong seconded the motion. The vote was taken, and the minutes were approved as presented.
- **Joint Committee Meeting** – Chairman Cohen opened discussion regarding the joint committees meeting scheduled for March 15th. The purpose of the joint meeting is to bring forward the agreed concepts from each committee and present them to the Legislative Committee for the 4749 revisions. He stated he wants to review concepts agreed on at the previous meeting for this committee to confirm that all members are in agreement, or if any of the concepts need further discussion.
- **Eight Hour Training** – Mr. Armstrong sent a copy of the training manual from the State of New York to committee members for review. Chairman Cohen stated that the eight hours of training seems to be working for New York, and feels this will be good for this committee to use as a guide in preparing the training process here in Ohio. Mr. Korn offered additional information from the New York training program that can possibly be utilized here in Ohio as framework. Further discussion regarding the New York training program concluded that members agree this is a good source to use in preparing a training program for Ohio. The eight hours of training will be defined in rule. Additional training for continuing education was briefly discussed as optional.

- **Testing** – The applicants must pass a test at the conclusion of the eight hour training. The New York guide shows 100 questions in the manual. These 100 questions can be used as a bank for test questions chosen for the Ohio test. Possibly 50 test questions to be selected. Applicants can also test out of the eight hour training as an option. Applicants will not be able to test out of sixteen hour training. The eight hour training is a prerequisite, and not mandatory. Applicants will be responsible for training costs. The committee agreed that maximum training fees should be determined by ODPS.
- **FAB Training /OPOTC** – OPOTC will not be involved with any of the training responsibilities. Certified instructors will be designated by the qualifying agents and certified by ODPS. Curriculums will be approved by ODPS. Mr. Armstrong opened discussion regarding OPOTC being an option and not a requirement for FAB training. Discussion topics included certified FAB instructors/schools and certified/approved ranges. Mr. Hollenbaugh opened discussion regarding liability insurance for instructors and ranges. Instructors should have professional liability coverage. Ranges are approved by OPOTC. Anne will speak to the Department’s contract attorney for possible language regarding this issue. Anne questioned the requirements for instructors to become certified by ODPS. Mr. Hollenbaugh opened discussion regarding HR 218 regarding retired police officers. Further discussion concluded that instructors not certified by OPOTC must provide credentials that are equal to OPOTC certification in order to be certified by ODPS.
- **Requalification** – Requalification is currently required every twelve months. Mr. Armstrong opened discussion regarding the “twelve month” requirement. Further discussion concluded the “twelve month” requirement be changed to “annually” required. Training records should be available.
- **Testing** – Chairman Cohen opened discussion regarding testing on-line or testing with a proctor. Further discussion determined that testing should be optional. On-line testing through a secure link, and paper testing with a proctor as optional. It was agreed that applicants must be on an approved test site when testing. Mr. Owens opened discussion regarding the number of times an applicant can test annually. There was discussion regarding timelines/limits for testing, and caps on the number of times an applicant can test within a calendar year. Further discussion determined if the applicant fails the test twice, they must take the training course again before taking the test a third time. Mr. Hollenbaugh opened discussion regarding testing requirements for applicants with disabilities. E D Booker stated that special accommodations for testing can be provided when needed. There was brief discussion regarding test certification by the schools/colleges. Mr. Armstrong noted that certifying through the schools/colleges could take a lot of control away from ODPS. The committee agreed that pass/fail information should be forwarded to ODPS to maintain. The QAs should have access to testing information as well. **In conclusion**, the committee agreed that tracking needs to be in place for applicant testing as a safeguard; QAs and instructors should have access to testing information; there should be no cap on the number of times an applicant can test; and a there should be a possible appeal process for applicants failing the test. Mr. Owens asked to be noted that he objects to the no cap on the testing.
- **Curriculum** – Curriculum will go into rule.
- **Grandfathered** – Currently registered employees will be grandfathered regarding training requirements.
- **Timelines** – Mr. Korn opened discussion regarding timelines for this project. E D Booker responded that we have three years, but we want to get this project ready to be submitted as soon as possible. Chairman Cohen added the legislators will be going home in June. Chairman Cohen continued that the upcoming joint committees meeting will allow information to be put together for legal review. All of the pieces from each committee can be put together by the Legislative Committee then submitted to the Department Legal for review. Then we need to look for a Legislator to move it forward. There may be several Legislators interested.
- **Conclusion** – E D Booker stated that we need to tighten things down. The New York program will be the model for Ohio. The committee agreed that June 1, 2012 should be the target date. E D Booker added that getting all of the pieces together and locking things down is vital to get a final draft. Chairman Cohen asked about “stand alone” or “attached” when ready. No audible response. There was open discussion regarding

training. The training fee is still to be determined, but Anne has recommended a maximum training fee be put in to law (“no more than”). The specific amount of the training fee will be discussed at the next meeting. Chairman Cohen revisits the certification of instructors and ranges issue. Discussion regarded a member from the industry be on the committee that screens the instructors. Further discussion regarded whether or not to have a screening committee or just have an appointed authority to approve instructors. In conclusion, the committee agreed that E D Booker have authority to approve the instructors.

- **Next Meeting** – The Joint Committees Meeting on March 15, 2012 at 1 pm.
- **Adjourn** – Mr. Korn motioned to adjourn; Mr. Armstrong seconded; the vote was taken and the meeting adjourned at 2:38 pm.

Minutes approved on April 5, 2012 with the following changes:

1. Remove **Greg McGough**, Enforcement Supervisor from **Members Present** to **Also Present** due to Earl Mack can only have one designee in his absence.
2. Remove **Robert Booker**, Exec. Dir., OUI from **Members Present** to **Also Present** due to he is not a member of this committee.