

BIENNIAL REPORT OF LICENSING BOARD

BOARD: Private Detective and Protective Agent Services Board

LOCATION(S): 1430 Maryland Avenue East
St. Paul, MN 55106

STATUTORY AUTHORITY: MN SS 326.32 - 326.339

REPORT PERIOD: July 1, 2014 to June 30, 2016

SUBMITTED BY: Greg Cook, Executive Director

Mission Statement:

“THE MISSION OF THE PRIVATE DETECTIVE AND PROTECTIVE AGENT BOARD IS TO ENSURE INVESTIGATIVE AND SECURITY SERVICE LICENSE HOLDERS MEET AND MAINTAIN STATUTORY QUALIFICATIONS AND ENSURING LICENSE HOLDERS ARE ACTING RESPONSIBLY AND FOR THE BEST INTEREST OF THEIR CLIENTS. WITH PUBLIC SAFETY AND CONSUMER PROTECTION AS OUR MAIN GUIDELINES THE AGENCY INVESTIGATES COMPLAINTS AGAINST LICENSE HOLDERS, PROVIDES SUPPORT TO LAW ENFORCEMENT AND THE COURTS IN REGARD TO UNLICENSED ACTIVITY, AND WORKS TOWARDS INCREASING THE QUALITY OF THE INDUSTRY. OUR AGENCY PROVIDES ASSISTANCE TO APPLICANTS AND CURRENT LICENSE HOLDERS IN ORDER TO HELP THEM ACHIEVE SUCCESS IN WHAT IS A DIFFICULT FIELD.”

Board Members and Meetings Attended

FY 12 - FY 14

The five member board administers the licensing, regulatory and compliance provisions of MN SS 326.32 to 326.339 and MN Admin Rules 7506.0100-7506.2900. The Board is an independent regulatory agency, receiving administrative service assistance from the Department of Public Safety.

This Board is comprised of five statutory members. The length of a member's term is four years. Appointment to the Board is made by the Commissioner of Public Safety.

Board Members

NAME/ADDRESS	OCCUPATION	APPOINTMENT	MEETINGS ATTENDED
Drew Evans 1430 Maryland Ave E St. Paul, MN 55106	Bureau of Criminal Apprehension – Superintendent	12/12 to 2/16	12
Jeff Hansen 1430 Maryland Ave E St. Paul, MN 55106	Bureau of Criminal Apprehension – Deputy Superintendent	3/16 to Present	4
Steve Wohlman Knight Security, Inc. 222 East Park Avenue P.O. Box 729 Renville, MN 56284	Licensed – Protective Agent	8/97 to 1/01 1/01 to 1/05 1/05 to 1/09 1/09 to 1/13 1/13 to 6/16	23
Richard Hodsdon General Counsel Minnesota Sheriffs Association Box 825 Stillwater, MN 55082	Licensed – Public Citizen	8/12 to 1/14 1/14 to Present	21
James Hessel 11382 Louisiana Circle Bloomington, MN 55438	Licensed Private Detective	5/02 to 1/04 1/04 to 1/08 1/08 to 1/12 1/12 to 1/16 1/16 to Present	24
Patricia Moen 1907 Grand Avenue St. Paul, MN 55105	Management Analyst for Dept. of Corrections—Public Citizen	4/03/ to 1/05 1/05 to 1/09 1/09 to 1/13 1/13 to Present	18

Board Employees

Gregory J. Cook	Executive Director	FT	11/15/2012 - Present
Shauna Jahnz	Administrative Assistant	FT	1/1/2016 - Present

General Statement of Board Activities

FY 12 - FY 14

Below is a list of the Key Services provided by the Agency:

Processing of Applications

Currently MN statutes 326.332-326.339 require an extensive application process. This includes verification of information submitted by the applicant, a background investigation, and a review by the Board. The qualifications include, but are not limited to:

- Verification of information provided on application
- 6000 of documented related experience
- Proof of Financial Responsibility
- \$10,000 surety bond
- BCA Statewide Background Check
- Personal and Notarized Work References

Processing of Officer Changes

An officer change is when a corporate license holder is replacing one of its four officer positions; CEO, CFO, Qualified Representative and Minnesota Manager. The incoming officer must submit an application to our agency. This is similar to the application process listed above.

Processing of Renewals

Every two years a license holder must submit a renewal application. This application is reviewed to ensure the license holder is meeting statutory compliance. This compliance includes, but is not limited to, obtaining required training – for both armed and unarmed services, has proof of financial responsibility, has a current bond in place, is registered with the Secretary of State, passes a background check, and has no outstanding issues. Our agency has to verify each employee has received required training, had a background check completed and issued a proper ID.

Complaints

These include allegations that require due diligence research to determine culpability. This research is presented to the Complaint Committee at which time they may determine disciplinary actions.

Certification of Training Instructors and Programs

License holders and their employees are required to have continuing education hours annually. If it is a protective agent license and they are armed, there is additional armed training required. In order to get certified by the Board trainers submit an application that outlines the courses they plan on teaching and that the instructor themselves are qualified. The renewal period for certified training courses is (2) years, at which time the courses need to be reviewed again.

Responding to Inquiries

As with many state agencies we need to be able to provide information to those requesting it. These include, but are not limited to, the general public, law enforcement, corporations and other state agencies.

Additional tasks include providing support to law enforcement and government agencies, preparing for and facilitating Board meetings, requested research and reports, management of the budget, representing the Board at court hearings and events, working on legislative proposals, and management of databases. All documentation is hardcopy and reviewed manually.

PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD
Receipt and Disbursements of Board Funds
FY 15 - FY 16

	FY 2015	FY 2016	Total
Total State Appropriation	164,000	187,000	351,000
Total Non-Dedicated Fee Receipts	172,140	161,059	333,199
Total Disbursements	123,646	149,873	273,519

Item	FY 2015	FY 2016	Total
Applications Approved	55	39	94
Officer Changes Approved	27	29	56
Reissuance's Approved	92	114	206
Training Courses Approved	97	80	177
Training Instructor Certifications Approved	40	60	100
Application Denials	2	2	4
Licenses Revoked	0	0	0
Complaints	0	2	2
Number of Penalties Administered	3	12	15
Amount of Penalties Levied	\$200	\$1499	\$1699
Number of Surrendered/Lapsed/Expired Licenses	23	35	58

The board had no proposed or adopted rules during this time.