



Frequently Asked Questions

Informal Review Before the Disciplinary Review Committee (DRC)

1. What types of cases does the Disciplinary Review Committee (DRC) review?

In matters pertaining to private patrol operators, security guards, proprietary private security officers, firearm qualification cardholders, firearm training facilities, firearm training instructors, baton training facilities, and baton training instructors, the DRC may affirm, rescind or modify all appealed decisions which concern (a) administrative fines assessed by the Director of the Department of Consumer Affairs (Director), or (b) denials, revocations, or suspensions of a license, certificate, registration or permit, except denials, revocations, or suspensions that have been ordered by the Director under the Administrative Procedures Act.

In matters pertaining to alarm company operators and their employees, the DRC may affirm, rescind or modify all appealed decisions which concern (a) administrative fines assessed by the Bureau of Security and Investigative Services (Bureau), or (b) denials, revocations, or suspensions of a license, certificate, registration or permit, except denials, revocations, or suspensions that have been ordered by the Director under the Administrative Procedures Act.

2. When must I file a request for review?

Requests for review must be filed within 30 days of the issuance of the citation and assessment, denial, revocation, or suspension.

3. Can I call the Bureau to request a review?

No. Requests for review by the Disciplinary Review Committee must be in writing. You may submit your request via mail, e-mail, or fax.

4. What type of information should I include in the request?

It depends on the issues being reviewed. Most cases concern license denials. If you are seeking review of a license denial, you **should consider including** the following, if relevant:

- A written explanation for any arrest that resulted in a conviction.
- If you falsely answered "no" on your application to the question, "Have you ever been convicted of any crime, or entered a plea of nolo contendere?" Please explain.
- A statement explaining why the Bureau should trust you with a license, registration, permit or certificate, despite your conviction for committing a crime.
- A copy of all relevant police reports and court documents. The court documents must be certified and must include copies of the complaint and judgment (including your plea and sentence) imposed by the court.

- If, as part of your sentencing, you were required by the court to attend any type of therapy or rehabilitation program, such as Alcoholics Anonymous, domestic violence counseling, Narcotics Anonymous, anger management or psychiatric/psychological counseling, submit proof that you are currently enrolled in, or have completed the program.
- You may submit letters of recommendation from your employer(s) and/or character references from family, friends or clergy, or any other information you feel would benefit your case.

5. How long will it take before my review is scheduled?

Due to the large number of applications the Bureau receives, it may up to 120 days before you are scheduled for a review hearing.

6. What can I do to ensure I'm notified of the review date?

In your request for review, be sure to include your name, current address, telephone number and the reference number(s) that appears on your notification. If you have a change of address, you must inform the Bureau in writing as soon as you are aware of the change.

7. What are the chances that the DRC will reverse the decision in my case?

The Bureau does not keep statistics on the rates of DRC decision reversals.

8. What does the Disciplinary Review Committee consider when reviewing decisions by the Bureau or by the Director?

The DRC decides each case based on all of the information presented to the DRC in that individual case. The considerations might include:

- The nature and severity of the act(s) or crime(s), if any.
- Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration.
- The time that has elapsed since commission of the act(s) or crime(s).
- The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
- Evidence of rehabilitation.
- If applicable, evidence of expungement proceedings pursuant to Penal Code Section 1203.4.

9. Must I appear in person at the review hearing?

No. You may submit written testimony instead of appearing in person, provided it is received by the Bureau ten working days before the date of the DRC hearing. You may submit your written testimony via mail, e mail, or fax. Your written testimony should be clearly titled 'Written Testimony' and should include the following, if relevant.

- A written explanation for any arrest that resulted in a conviction.
- If you falsely answered "no" on your application to the question, "Have you ever been convicted of any crime, or entered a plea of nolo contendere?" please explain.

- A statement explaining why the Bureau should trust you with a license, registration, permit or certificate, despite your conviction for committing a crime.
- A copy of all relevant police reports and court documents. The court documents must be certified and must include copies of the complaint and judgment (including your plea and sentence) imposed by the court.
- If, as part of your sentencing, you were required by the court to attend any type of therapy or rehabilitation program, such as Alcoholics Anonymous, domestic violence counseling, Narcotics Anonymous, anger management or psychiatric/psychological counseling, submit proof that you are currently enrolled in, or have completed the program.
- You may submit letters of recommendation from your employer(s) and/or character references from family, friends or clergy, or any other information you feel would benefit your case.

10. Will I be told of the decision of the DRC at the time of the decision of the DRC at the time of the review hearing?

No. The decision will be mailed to you within 30 days after the DRC hearing of your case. If 30 days has passed since the day of your review, you may contact the Bureau for an update.

11. What happens if I don't appear or fail to submit written testimony?

If a person seeking review fails to appear and fails to submit written testimony, in most cases the review will end with the Bureau's or the Director's initial decision becoming the final decision.