



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

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**NOTICE OF HEARING
BEFORE THE
ALARM COMPANY OPERATOR DISCIPLINARY REVIEW COMMITTEE (DRC)**

DRC COMMITTEE

The five members of the Alarm Company Operator DRC are appointed by the Governor and include three Alarm Company Operators and two members of the public.

DRC DUTIES

The Alarm Company Operator DRC performs the following function:

- Affirm, rescind, or modify all appealed decisions concerning administrative fines assessed by the Bureau of Security and Investigative Services (bureau) against alarm company operators or their employees;
- Affirm, rescind, or modify all appealed decisions concerning denial, revocation, or suspension of licenses, certificates, registrations or permits issued by the bureau, except denials or suspensions ordered by the Director of the Department of Consumer Affairs in accordance with the Administrative Procedure Act.

HEARING INFORMATION

- Hearings are scheduled on a first come first serve basis and generally last from 15 minutes to an hour. Please adjust your schedule as we can not provide an exact time for your hearing.
- You must bring valid photograph identification. The hearing will be canceled without the required identification.
- A Bureau of Security and Investigative Services (Bureau) representative will read the facts of your case.
- You will be sworn to tell the truth and asked to present your testimony including the reasons why you feel the committee should overturn the Bureau's decision. You may bring a character witness(es) who will also be sworn to tell the truth. You may submit documentation to support your testimony and/or proof of rehabilitation.
- You may choose to be represented by an attorney at your own cost.
- You may submit written testimony instead of appearing in person. Your written testimony must be received by the bureau five (5) business days prior to your scheduled hearing so that the committee is able to review the written testimony and make a decision regarding your case.
- If you are unable to attend the hearing due to an emergency, you must provide verifiable proof of the emergency to the bureau within 30 days from the date of your scheduled hearing. Once this is received, you will be rescheduled for the next available hearing. If the emergency can not be verified the committee will make a decision on the available information/documentation provided by the Bureau.
- If you are a licensee and fail to appear for your hearing the committee will make a decision to uphold, rescind, reduce or overturn your case with the available information/documentation provided by the Bureau.
- Deliberations of the DRC are not open to the public. Members of the public are not permitted in the hearing room during deliberations.

- After your hearing, you will be notified by mail of the committee's decision within thirty (30) days. Do not call the Bureau (within the 30 days) for the results of your hearing.

DRC MEMBERS

Clara Came, Industry Member
Matthew Westphal, Industry Member
Jonathan Sargent, Industry Member
Randy Kajioaka, Public Member
(1 vacant position)

FOR QUESTIONS REGARDING THE DISCIPLINARY REVIEW PROCESS

Disciplinary Review Coordinator: Vicky Heibeck
Email: bsis@dca.ca.gov
Phone Number: (916) 322-4000
Address: Bureau of Security and Investigative Services
2420 Del Paso Road, Suite 270
Sacramento, CA 95834

NOTE: The Alarm Company Operator DRC hearings are scheduled once to three times per year, depending on caseload.