



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

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NOTICE OF DISCIPLINARY REVIEW HEARINGS **BEFORE THE** **PRIVATE SECURITY DISCIPLINARY REVIEW COMMITTEE (DRC)**

DRC COMMITTEE

The ten members of the Private Security DRC are appointed by the Governor and make up two committees of five members each, a Northern Committee and a Southern Committee. The members of each committee include a private patrol operator, a firearm training facility operator, a security guard and two members of the public.

DRC DUTIES

The DRC performs the following functions as they pertain 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:

- Affirm, rescind, or modify appealed decisions which concern administrative fines assessed by the Director of the Department of Consumer Affairs.
- Affirm, rescind, or modify all appealed decisions which concern denials, revocations, or suspensions of a license, certificate or registration, except denials, revocations, or suspensions ordered by the Director 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

NORTHERN DISCIPLINARY REVIEW COMMITTEE MEMBERS

Scott F. McDonald, Industry Member
Rachel Michelin, Public Member
Robert Hesse, Industry Member
(2 vacant positions)

SOUTHERN DISCIPLINARY REVIEW COMMITTEE MEMBERS

Michael Scott Cantrell, Industry Member
Susan Caskey, Public Member
Simon N. Semaan, Industry Member
Don Anderson, Industry Member
(1 vacant position)

FOR QUESTIONS REGARDING THE DISCIPLINARY REVIEW PROCESS

Disciplinary Review Coordinator: Vicky Heibeck
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