

**Private Security Advisory Committee  
Tulsa County Sheriff's Office  
Faulkner Building  
303 West First Street  
Tulsa, OK  
December 5, 2018  
10:00**

**Minutes**

**MEMBERS PRESENT:**

Chairman, William Price  
Vice Chairman, Louis Maltos  
Rick Van Auken  
Wayne Pauley  
Neetin Sen

**STAFF PRESENT:**

Jesus E. Campa, Director  
Charles Gerhart, Assistant Director  
Shannon Butler, Operations Manager  
Gerald Konkler, General Counsel  
Jenealle Hebert, Records & Licensing Coordinator  
Janesa West, Recording Secretary

**MEMBERS ABSENT:**

Robert Smart  
Alan Grayson

**STAFF ABSENT:**

**GUESTS:**

**1. Call Meeting to Order**

Chairman Price called the meeting to order at 10:01 a.m.  
Roll was taken; five members were present representing a quorum.

**2. Open Meeting Act Compliance**

Chairman Price verified that the meeting was being held in compliance with the Oklahoma Open Meeting Act.

**3. Approval of Minutes**

Vice Chairman Maltos made a motion to approve minutes from September 6, 2018 meeting. Mr. Pauley seconded that motion. Chairman Price: yes; Vice-Chairman Maltos: yes; Mr. Pauley: yes; Mr. Van Auken: yes; Mr. Sen. Motion carried 5-0.

#### **4. Private Security Complaints/Legal Update**

Assistant Director Gerhart stated that under tab 4 there is the updated list of complaints and legal update for the committee to review and that General Counsel is present for any questions.

There was no discussion.

#### **No Action Required**

#### **5. Private Security Division Update**

Mrs. Hebert stated to the committee that the new application after some language had to be changed. The new fillable PDF version of the applications will be on the website hopefully by the next week. Documentation was given to the committee showing different statistics of what kind of application are coming in. How many applications, what is complete, incomplete or need to go to legal for review.

Chairman Price asked what are the most problems with the application being turned in. Mrs. Herbert replied that people are not signing and dating the documents correctly.

Mr. Sen asked if the agencies can start getting copies of the needed documentation letters.

Mr. Butler stated that CLEET is working to hopefully to start doing that but first they have to make sure CLEET isn't going against any Rules or Statues. And as for the files going to legal, the applicant might tell CLEET about a charge but do not submit the certified court documents required.

General Counsel also stated that the applicant aren't even telling CLEET about the charge(s) and then the print return comes back and shows the truth.

#### **No Action Required**

#### **6. Executive Director Update**

Assistant Director Gerhart introduced the new director of CLEET, Mr. Jesus E. Campa.

Director Campa told the committee a little about himself and where he has worked in the past.

#### **No Action Required**

#### **7. Discuss licensing process**

Chairman Price stated that we need to get things moving in Oklahoma. There is a 3.2 unemployment rate. Everyone that wants a job has a job.

Vice- Chairman Maltos states that there just isn't any changes happening to expedite the licensing process. There used to be a fast track to get these applicants temporary licenses. Even the renewals are slowing down due to processing. The fillable PDF version of the application will be a big help. With that said how many of the new application pages will require signatures?

Mrs. Herbert stated out of the 22 pages 18 will require a signature.

Vice-Chairman Maltos asked how we can reduce that number. How can we get the process faster? I'm not sure what the answer is but we need to get Oklahoma moving on the processing of licensing.

Mr. Sen stated that the communication between CLEET and the agencies needs to continue to strengthen. If there was a way agency can view something online to check on the applicant would be more beneficial than having the call the clerks in private security.

Assistant Director Gerhart stated that Mrs. Herbert and Mr. Butler took a look at how long it is taking to process a license. Take process time has went from 2 weeks to 1 week. The mental health check is still taking some time.

Vice-Chairman Maltos asked if we are going to be able to do livescan?

Assistant Director Gerhart replied that he has Mr. Butler and Mrs. Herbert working on that with our IT person. Mr. Taylor, CLEET's IT person is talking with OMES and working to get that going. I also know that it was brought to my attention about fees. Private Security does receive all their fees but CLEET is still having to supplement private security effort.

Director Campa stated that CLEET is going to try to expedite the processes with the understanding that every state is different with statues and rules.

**Action Taken: No Action Taken**

## **8. Discussion of Labor Laws and Rules**

Assistant Director Gerhart stated that Ms. Jessica Parker wasn't able to be here due to the day being claimed a federal holiday. We will try to have her back at a later meeting.

General Counsel stated that he was contacted by the labor and law and that they are looking at the policing and security issues under the federal law. They did provide a fact sheet handout and that will be passed along to the committee for viewing.

**Action Taken: No action taken.**

## **9. Curriculum Changes to Phase I & II**

Mrs. West stated this item was table and was put back on the agenda to have a decision made. Under tab 9 was a fact sheet that was presented to the committee of changes that were made at the last December meeting by Tracy Boyington.

Mr. Van Auken stated that he knows she was given more at that meeting.

Mr. Van Auken wants to know why Mr. Tim Kennedy can't have a copy of the electronic version so that he can make changes.

Chairman Prices stated that a computerized version that was given to the committee and at that point voted on to send to the Council for approval.

Assistant Director Gerhart stated that had happened and it was sent over the CIMC to have the books printed. These other changes came up after they were already printed. New changes can be made we would just have to send it back through approval.

Mr. Van Auken stated that one of the changes that needs to happen is to put report writing back in Phase I for the private investigator who never have to take Phase II.

Mr. Van Auken also provided the committee with a handout of changes that need to be made.

Assistant Director Gerhart stated that CLEET will find the electronic version that was approved by the committee.

**Action Taken:** Vice Chairman Maltos made a motion to have CLEET provided an electronic copy for review for Mr. Kennedy and the PSAC committee suggested trackable changes be presented by the next PSAC meeting. If not then the committee will stay with what they have. Mr. Pauley seconded that motion. Chairman Price: yes; Vice-Chairman Maltos: yes; Mr. Pauley: yes; Mr. Van Auken: yes; Mr. Sen. Motion carried 5-0.

## **10. Public Comment**

There was no discussion.

## **No Action Required**

## **11. New Business**

No new business.

## **No Action Required**

## **12. Adjournment**

**Action Taken:** Mr. Price made a motion to adjourn. Mr. Pauley seconded the motion. Chairman Price: yes; Vice-Chairman Maltos: yes; Mr. Pauley: yes; Mr. Van Auken: yes; Mr. Sen. Motion carried 5-0.

Chairman Price adjourned the meeting at 11:14 a.m.