



## 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, 2012 to June 30, 2014

**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 activity, 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.

<b>NAME/ADDRESS</b>	<b>OCCUPATION</b>	<b>APPOINTMENT</b>	<b>MEETINGS ATTENDED</b>
Drew Evans 1430 Maryland Ave E St. Paul, MN 55106	Bureau of Criminal Apprehension	On-going	19
Steve Wohlman Knight Security, Inc. 222 East Park Avenue P.O. Box 739 Renville, MN 56284	Licensed – Protective Agent	8/97 to 1/01 1/01 to 1/05 1/05 to 1/09 1/09 to Present	23
Richard Hodsdon General Counsel Minnesota Sheriffs Association Box 825 Stillwater, MN 55082	Attorney – Public Citizen	8/2012-1/2014 1/2014 to Present	5
James Hessel 11382 Louisiana Circle Bloomington, MN 554438	Licensed – Private Detective	5/02 to 1/04 1/04 to 1/08 1/08 to 1/12 1/12 to Present	23
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 Present	19

**Board Employees**

<b>NAME</b>	<b>JOB CLASSIFICATION/TITLE</b>	<b>STATUS</b>	<b>DATES OF SERVICE</b>
Greg Cook	Executive Director	FT	11/15/12 to Present
Lynn Crosby	Administrative Assistant	PT	9/2011 to 11/30/2012
Kelly Guralnik	Administrative Assistant	PT-Temp	4/1/2014 to 1/30/2015

**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 results ranging from fines to revocation of one's license.
- **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.
- **Assist Law Enforcement in the Investigation of Unlicensed Activity**
  - These unlicensed entities pose a potential serious threat to the general public in terms of public safety and consumer protection. Some of these entities are armed and some are selling sensitive information. As they are not being regulated, there is no oversight into their training, background – criminal or otherwise, qualifications, experience, proof of financial responsibility, business registration with the state, and paying taxes.
- **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. We also process data requests that have statutory deadlines.

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 12 - FY 14**

	<b>FY 12</b>	<b>FY 14</b>	<b>TOTAL</b>
Total State Appropriation	\$ 120,000	\$ 120,000	\$ 240,000
Total Non-Dedicated Fee Receipts	\$ 139,000	\$ 180,000	\$ 319,000
<b>TOTAL DISBURSEMENTS</b>	<b>\$123,313</b>	<b>\$115,835</b>	<b>\$239, 148</b>

<b>ITEM</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>TOTAL</b>
Applications approved	29	32	61
Officer changes approved	26	14	40
Reissuance's approved	125	129	254
Training Courses approved	65	64	129
Training Instructor Certifications approved	7	17	24
Application denials	0	2	2
Licenses revoked	2	0	2
Complaints	12	6	18
Number of Penalties administered	0	8	8
Amount of Penalties levied	\$0	\$1,049	\$1049
Number of Surrendered/Lapsed/Expired licenses	9	18	27
Reports received of unlicensed activity	34	24	58

**PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD**

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