

MEETING NOTES
PSO GUIDELINE COMMITTEE
FEBRUARY 24, 2009
CONFERENCE CALL – 11:00 am to 12:00 pm EST.

1. Welcome and Call to Order

PSO Committee Chair, Dr. Pamela Collins called the meeting of the PSO Guideline Committee to order at 11:00 am EST. and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS staff took roll. The attendance list is appended as Attachment I.

3. Approve Agenda

Chair Collins called for any proposed modifications to the agenda and being none, the agenda was approved.

4. Approve Meeting Notes

Chair Collins called for any proposed modifications to the PSO Meeting Notes of 1/29/09, and being none, the notes were approved.

5. Discussion of Second Public Review Comments

Chair Collins opened the discussion of the comments and passed the floor to Standards & Guidelines Commission Liaison Mr. Steve Bucklin to provide an update regarding the Job Analysis Validation Study. Liaison Bucklin announced that the ASIS Foundation had decided to proceed with the Study. He noted that it will be an overall assessment of the Private Security Officer job throughout the security industry, to enable the creation of job classifications and levels. The classifications and levels will be utilized for the determination of appropriate training hours, with the study results also being used as feedback for the revision of the PSO Guideline. Liaison Bucklin informed that a request for proposal will be developed to solicit a vendor, and a committee of security experts will be formed to assist the vendor with the study development, with emphasis on ensuring the industry survey is broad and inclusive. Liaison Bucklin advised that the ASIS Commission on Standards and Guidelines requested suspension of the current PSO Guideline development by this committee, with a new review of the Guideline based upon the study results being initiated upon completion of the study. Liaison Bucklin noted that the study is anticipated to take seven to nine months.

Discussion ensued regarding the PSO Guideline Committee's next steps and Ms. Carioti advised that the PSO Guideline commenter's need to be advised as to the status of their comments. The Committee resolved to determine the remaining comment resolutions, with any training related comments being identified as tabled pending the results of the Job Analysis Validation Study.

Chair Collins began discussion of the comments received, resuming at comment number 47, referencing the PSO Guideline 2nd Public Review comments compilation dated 2/19/09, the PDF file "Cliff Ingber Comments", and the PSO Guideline draft dated 2/19/09. It was noted various commenter's from different organizations submitted many duplicate comments for consideration. The PSO Committee deliberated the comments with the following resolutions (based on the commenter's proposed change):

<u>Comment</u>	<u>Section</u>	<u>Discussion Points/Consensus</u>	<u>Resolution</u>
No. 47	11.2, Table 2, pg. 16	Discussion ensued regarding use of polygraphs within the private security industry. The Committee noted that the Guideline is deemed to provide minimum recommended requirements for a level of competency and companies are encouraged to exceed these minimum requirements where appropriate.	Not accepted
No. 48	11.2, Table 2, pg. 16	Discussion ensued regarding requiring a DD-214 form where there is military history, and the Committee determined that the criteria is already specified in the Employment Verification block of Table 2.	Not accepted
No. 49	11.2, Table 2, pg. 16	The Committee discussed and accepted the proposed addition of the consideration that only honorable or general under honorable conditions discharges be accepted.	Accepted
No. 50	11.2, Table 2, pg. 16	Discussion ensued in regards to adding a requirement specific to the candidate's physical ability to perform essential functions, with accompanying language related to reasonable accommodations. The Committee agreed with the premise of the modification and will consult ASIS legal advisors for the appropriate language.	Accepted with modification, pending review by ASIS legal personnel
No. 51	11.2, Table 2, pg. 16	Discussion ensued regarding adding a psychological testing element to the Table 2 criteria. The Committee noted that the Guideline is deemed to provide minimum recommended requirements for a level of competency and companies are encouraged to exceed these minimum requirements.	Not accepted
No. 52	11.2, Table 2, pg. 16	Discussion ensued regarding the proposed expansion of the criminal history requirement to cover any conviction for any felony during any period of time. The Committee determined that the proposed text would conflict with some state laws, and that the existing text fits the U.S focus of the Guideline.	Not accepted
No. 53 - 55	11.3, paragraph 1, line 4	Discussion ensued regarding the suggested text change from "minimum" to "encouraged if deemed appropriate by a Director of Security". The Committee determined that the existing text is appropriate for the document as it is a guideline and not a standard.	Not accepted

No. 56 - 73	11.3, Table 3, and General	The committee discussed the training related comments relative to the Job Analysis Validation Study, noting that: the study will be utilized to provide feedback for the further development of the PSO Guideline revision; the survey is to be designed as broad and inclusive throughout the Private Security industry; and that the study will be utilized to create job classifications and levels, with particular emphasis regarding training. It was also noted that the ASIS Foundation has requested that the publication of the revised PSO Guideline be held, pending study results. Based upon these considerations the Committee determined to table these training related comments pending the completion of the study.	Tabled pending results of the Job Analysis Validation Study
No. 74	General	Discussion ensued regarding the 7 page comment document provided by Clifford Ingber. It was noted that the comment was overly broad with the final paragraph rejecting the PSO Guideline as a whole. The Committee determined to not accept this premise. Chair Collins and Vincent Ruffolo will review the comments and craft a response to ASIS by Monday, March 16, 2009.	Not accepted
No. 75	General	Discussion ensued regarding the perspective presented relative to a general security manager and it was determined there was no specific suggestion provided and comment was outside of the scope of the guideline.	Not accepted

6. Open Discussion

Chair Collins opened the floor to general discussion. Discussion ensued on Mike Goodboe’s suggestions that were emailed on 2/22/09. Two comments relative to Table 3, Training Criteria: “That given turnover and short-term jobs, many security officers will not get even fundamental training if requirement allows 100 days. Suggest it be tightened with certain subjects like Legal Authority and Basic Duties be given prior to putting the person on duty.”, and “A course on Urban Terrorism should be included.”, were deferred pending results the of the Job Analysis Validation Study. His suggestion to add a recommendation for “drug testing following any at fault on duty vehicle accident, regardless of type of vehicle or extent of damage” was not accepted due to being outside of the Guidelines’ scope.

Discussion ensued regarding interest in joining the forthcoming committee to oversee the Job Analysis Validation Study. Liaison Bucklin advised that Mr. Bob Rowe would be the contact person for committee membership.

7. Action Items

- Chair Collins and Vincent Ruffolo to provide a response to the Clifford Ingber comments and deliver to ASIS by March 16, 2009.
- ASIS to follow-up with public review comments by submitted response letter regarding comments not accepted.

8. Next Meeting

The Committee resolved to suspend further meetings pending the completion of the Job Analysis Validation Study.

9. Adjournment

Chair Collins adjourned the meeting at 12:00 pm EST.

Submitted by:
Jeanette Donovan
Coordinator, Standards and Guidelines
ASIS International

[Original Signed by:]

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Attachment I

PSO GUIDELINE COMMITTEE 2-24-09 MEETING ATTENDANCE

Dr. Pamela Collins (Chair)	Eastern Kentucky University
Steven Bucklin (Liaison)	Glenbrook Security Services, Inc.
Dennis Blass	Security Engineers, University of Alabama
Bernard Greenawalt	Securitas Security Services USA
Richard McClintock	Dartmouth-Hitchcock Medical Center
Vince Ruffolo	A&R Security
Alan Zajic	Security Consultant

ASIS Staff Present

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Coordinator, Standards & Guidelines