

**Vermont Secretary of State
Office of Professional Regulation
89 Main Street, 3rd Floor
Montpelier, VT**

**BOARD OF PRIVATE INVESTIGATIVE & SECURITY SERVICES
AGENDA
March 21, 2014**

- 1. Call to Order**
- 2. Approval of the Minutes** - of the January 17, 2014 meeting.
- 3. Case Manager Report/Concluded Investigations -**
Case Managers report.
- 4. Hearings/Reports/Stipulations**
9:30 – 2013-573 - Frederick J. McGuire – Preliminary Denial
9:30- 2013-693 - David V. Skinner – Preliminary Denial
9:30 - 2011-825; 2012-737; 2011-826 and 2012-738 - Richard Dillion – Hearing
- 5. Applications/Programs/Requests to review -**
 - a. Review Private Investigator/Security Guard application from Frank Santin and National P.I. Services, LLC.
 - b. Review Private Investigator/Security Guard application from Daniel Troidl and DT Investigators.
 - c. Review additional information for the 40 hour training program from Unity Surveillance & Investigations, LLC.
- 6. Follow Ups**
- 7. Correspondence**
- 8. Other Business**
- 9. Adjourn**

Scheduled meetings for 2014:

May 16th, July 18th, September 19th, & November 21st.

**Vermont Secretary of State
Office of Professional Regulation
BOARD OF PRIVATE INVESTIGATIVE & SECURITY SERVICES
Unapproved Minutes
January 17, 2014**

Board Members Present: James Eckhardt, Chair; Robert Wernecke, Secretary; Richard Murphy; and Franklin Davis. Absent: Anita Bobee, Vice-Chair.

Staff Present: Colin Benjamin, Board Counsel; Carla Preston, Case Manager; & Kara Shangraw, Licensing Board Specialist.

1. The meeting was called to order at 9:14 a.m. by the Board Chair, James Eckhardt.
2. The Board reviewed the Minutes of the November 15th meeting. Mr. Murphy made a motion, seconded by Mr. Davis, to accept the minutes of the November 15, 2013 meeting as written. Motion passed unanimously.

3. Case Manager Report/Concluded Investigations -

Ms. Preston gave her Case Manager's report. There are currently 18 pending cases.

2013-257 – The Board reviewed the Report of Concluded Investigation Mr. Wernecke made a motion, seconded by Mr. Murphy, to accept the Investigative Team's recommendation and conclude the case without formal prosecution. Motion passed 3-0. Mr. Eckhardt, Investigative team member abstained from the vote.

4. Hearings/Reports/Stipulations

5. Legislative Review -

Attorney Benjamin worked with the Board on their Rules revision.

6. Applications/Programs/Requests to review -

The Board reviewed the Qualifying Agent Application from Aaron Walker. Based on the information submitted, Mr. Murphy made a motion, seconded by Mr. Wernecke, to approve Mr. Walker's application. Motion passed unanimously.

The Board reviewed the request for waiver of the 40 hour training from Timothy Burrows. Based on the information submitted, Mr. Murphy made a motion, seconded by Mr. Wernecke, to grant the request for the waiver. Motion passed unanimously.

The Board reviewed the 40 hour training program form Unity Surveillance & Investigations, LLC. Based on the information submitted, the Board found the information incomplete. Mr. Porter with Unity Surveillance & Investigations, LLC will be notified.

7. Follow Ups

8. Correspondence

9. Other Business

10. There being no further business, the meeting adjourned at 11:22 a.m.

Respectfully submitted,

Kara Shangraw
Licensing Board Specialist



State of Vermont
Office of the Secretary of State

[phone] 802-828-1505
[fax] 802-828-2465
www.sec.state.vt.us

James C. Condos, Secretary of State
Brian H. Leven, Deputy Secretary
Christopher D. Winters, Director

Office of Professional Regulation
89 Main Street, 3rd Floor
Montpelier, VT 05620-3402

(802) 828-2367

January 28, 2014

Frederick J. McGuire
20 Central St., Apt. A
Essex Junction, VT 05452-3137

Case: In Re Frederick J. McGuire
Credential: Registered Investigative/Security Employee
Docket No.: 2013-573 - Application Preliminary Denial

Dear Mr. McGuire:

The Office of Professional Regulation has received your request for a hearing regarding the decision to preliminarily deny your application for licensure in the State of Vermont.

A hearing before the Board of Private Investigative & Security Services is scheduled for:

Date: Friday, March 21, 2014
Time: 9:30 a.m.
Location: Office of Professional Regulation
89 Main Street, 3rd Floor (City Center)
Montpelier, VT 05620-3402

At this hearing, you will have the burden of proving why the Board of Private Investigative & Security Services should grant your request. Please submit supporting documents, affidavits, and other relevant information at least two weeks in advance of the hearing for the Board's review.

If you have any questions, please do not hesitate to contact the office at (802) 828-2367.

Sincerely,

Christopher D. Winters, Esq.
Director

cc: Carla Preston, Case Manager
S. Lauren Hibbert, Esq., Prosecuting Attorney
Colin Benjamin, Esq., Presiding Officer
Kara Shangraw, Licensing Board Administrator ✓

Certified Mail Number: 1844-9531

VERMONT

**STATE OF VERMONT
SECRETARY OF STATE
OFFICE OF PROFESSIONAL REGULATION**

Board: Private Investigative & Security Services
Docket No. 2013-573
In re: Frederick J. McGuire
License No. 046.0098286

PRE-HEARING SCHEDULE ORDER

Date of Pre-hearing Conference: January 27, 2014

Participants:

<u>x</u>	Prosecuting Attorney:	Lauren Hibbert
—	Respondent's Attorney:	
<u>x</u>	Presiding officer:	Colin R. Benjamin
<u>x</u>	Respondent:	Frederick J. McGuire
—	Other:	

Discovery schedule:


- | | | |
|----|--|--|
| 1. | Investigative report provided by: | Disclosure complete |
| 2. | Witness lists exchanged by: | State by February 28, 2014:
Respondent by March 7, 2014 |
| 3. | Pre-Hearing Motions filed by: | March 14, 2014 |
| 4. | Exhibit Lists and Exhibits exchanged by: | March 14, 2014 |

The parties must appear at the hearing, unless a stipulation is filed one week or more before the hearing date. The case is scheduled for hearing before the Board on:

Date: March 21, 2014
Time: To be set by Docket Clerk 9:30 AM
Place: **Office of Professional Regulation, 89 Main Street, 3rd Floor,
Montpelier, Vermont 05620.**

Each party shall bring to the hearing (1) a list of exhibits to be used and (2) the original and 10 copies of each exhibit. The Prosecuting Attorney's exhibits shall be numbered and listed in numerical order; the respondent's exhibits shall be lettered and listed in alphabetical order.

Pre-Hearing Schedule Order In Re McGuire
January 27, 2014
Page 2



Colin R. Benjamin, Presiding Officer

Date copies sent to:
Respondent's Attorney

Respondent

Certified Mail #:

 /
1/28/14
1844 - 9351

1/27/14
Date

Prosecuting Attorney

Other

Docket Clerk's Initials

1/28/14
1/28/14
A.G.

**STATE OF VERMONT
SECRETARY OF STATE
OFFICE OF PROFESSIONAL REGULATION
BOARD OF PRIVATE INVESTIGATIVE AND SECURITY SERVICES**

IN RE:)
FREDERICK J. McGUIRE) Docket No. 2013-573
License Applicant)
046.0098286-FTTP)

SPECIFICATION OF CHARGES

NOW COMES the State of Vermont by and through Prosecuting Attorney Edward G. Adrian and in respect to the above captioned case avers as follows:

Board Authority

1. The Vermont Board of Private Investigative and Security Services ("the Board") has jurisdiction to investigate and adjudicate allegations of unprofessional conduct committed by applicant security agencies and applicant security guards pursuant to 3 V.S.A. §§129, 129a; 26 V.S.A. Chapter 59 and; Rules Relating to Private Investigative and Security Services ("RPISS"); and the Rules of the Office of Professional Regulation (OPR).

Facts

2. Respondent Frederick J. McGuire of Essex Junction, VT is not currently, and was not previously, licensed in the State of Vermont. Respondent is an applicant for licensure as a security guard by way of an application received on or about August 28, 2013.

3. During the licensure application, the Respondent revealed that he had been convicted of the following offenses:

- a. February 21, 2006 – Prohibited Acts, 13 V.S.A. §2632(a)(8) – Docket No. 3058-6-05 CnCr, Misdemeanor – Penalty – 4-12 months all suspended. Violations of Probation on April 18, 2006 and September 16, 2008.
- b. February 21, 2006 – Unlawful Trespass, 13 V.S.A. §3705(a) – Docket No. 5934-11-05 CnCr, Misdemeanor – Penalty – 1-3 months all suspended.
- c. May 23, 2007 – Driving While License Suspended, 23 V.S.A. §674(a)(2) – Docket No. 569-2-07 CnCr, Misdemeanor – Penalty - 4-5 days to serve.
- d. June 18, 2013 – Prohibited Acts, Occupy Place, 13 V.S.A. §2632(a)(1) – Docket No. 5090-12-12 CnCr, Misdemeanor – Penalty – 364 days -1 year all suspended.

STATE OF VERMONT



Prosecuting Attorney
Office of
Professional Regulation
89 Main Street
3rd Floor
Montpelier, VT
05620-3402

- e. June 18, 2013 – Disorderly Conduct-Fight, Etc., 13 V.S.A. §1026(1) – Docket No. 5090-12-12 CnCr, Misdemeanor – Penalty – 59 days -2 months all suspended.

4. Convictions of the above referenced matters are crimes related to the practice of the profession since all crime is related to being a security guard. The above convictions indicate that the Respondent does not have the reputation for licensure as a security guard.

Charges

5. The board may inquire of the Vermont criminal information center for any information on criminal records of the applicant, and the center shall provide such information to the board. 26 V.S.A. §3173(b).

6. An application for a license may be denied, upon a finding that the applicant does not meet a high standard as to character, integrity and reputation or for unprofessional conduct defined in section 3181 of this title 26 V.S.A. §3173(d).

7. Unprofessional conduct is the conduct prohibited by this section, or by section 129a of Title 3, whether or not taken by a license registrant or applicant.

8. It is unprofessional conduct to be convicted of a crime related to the practice of the profession. 3 V.S.A. § 129a(a)(10).

Relief Requested

WHEREFORE, the license application of the Respondent should be denied.

DATED at Montpelier, Vermont this 4th day of October, 2013

STATE OF VERMONT
SECRETARY OF STATE

By: _____

Edward G. Adrian
State Prosecuting Attorney

STATE OF VERMONT



Prosecuting Attorney
Office of
Professional Regulation
89 Main Street
3rd Floor
Montpelier, VT
05620-3402

PD.McGuire.SOC

Office of Professional Regulation
Answer

Case Name: 046.00 98286 - FTTP	Docket Number: 2013 - 573
Your Name: Frederick J. McGuire (person completing the form B either the respondent or the respondent's attorney)	
Telephone: (daytime) (802) 825-5218	E-mail: FMcGuire-Je@gmail.com

Attach Additional Sheets As Needed

1. Undisputed Facts: State all material facts in the charges that you do not dispute. You may use the paragraph numbers from the specification of charges rather than repeating each statement.

Paragraphs and subsections of: 1, 2 and 3

Paragraphs 5, 6, 7 and 8

2. Disputed Issues of Fact: State all material facts that you contend are disputed. You may use the paragraph numbers from the specification of charges rather than repeating each statement.

Paragraph 4

RECEIVED

OCT 23 2013

Vermont Secretary of State
Office of Professional Regulation



State of Vermont
Office of the Secretary of State

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James C. Condos, Secretary of State
Brian H. Leven, Deputy Secretary
Christopher D. Winters, Director

Office of Professional Regulation
89 Main Street, 3rd Floor
Montpelier, VT 05620-3402

(802) 828-2367

February 05, 2014

David V. Skinner
9 Mayhall St.
Albany, NY 12205-4809

Case: In Re David V. Skinner
Credential: Registered Investigative/Security Employee
Docket No.: 2013-693 - Application Preliminary Denial

Dear Mr. Skinner:

The Office of Professional Regulation has received your request for a hearing regarding the decision to preliminarily deny your application for licensure in the State of Vermont.

A hearing before the Board of Private Investigative & Security Services is scheduled for:

Date: Friday, March 21, 2014
Time: 9:30 a.m.
Location: Office of Professional Regulation
89 Main Street, 3rd Floor
Montpelier, VT 05620-3402

At this hearing, you will have the burden of proving why the Board of Private Investigative & Security Services should grant your request. Please submit supporting documents, affidavits, and other relevant information at least two weeks in advance of the hearing for the Board's review.

If you have any questions, please do not hesitate to contact the office at (802) 828-2367.

Sincerely,

Christopher D. Winters, Esq.
Director

cc: S. Lauren Hibbert, Esq., Prosecuting Attorney
Carla Preston, Case Manager
Colin Benjamin, Esq., Presiding Officer
Kara Shangraw, Licensing Board Administrator ✓

Certified Mail Number: 1844-9678



STATE OF VERMONT
SECRETARY OF STATE
OFFICE OF PROFESSIONAL REGULATION
BOARD OF PRIVATE INVESTIGATIVE AND SECURITY SERVICES

IN RE:)
DAVID V. SKINNER) Docket No. 2013-693
License Applicant)
046.0099561)

SPECIFICATION OF CHARGES

NOW COMES the State of Vermont by and through Prosecuting Attorney S. Lauren Hibbert and in respect to the above captioned case avers as follows:

Board Authority

1. The Vermont Board of Private Investigative and Security Services ("the Board") has jurisdiction to investigate and adjudicate allegations of unprofessional conduct committed by applicant security agencies and applicant security guards pursuant to 3 V.S.A. §§129, 129a; 26 V.S.A. Chapter 59 and; Rules Relating to Private Investigative and Security Services ("RPISS"); and the Rules of the Office of Professional Regulation (OPR).

Alleged Facts

2. Respondent David V. Skinner of Albany, NY is not currently, and was not previously, licensed in the State of Vermont. Respondent applied for registration as a private investigator on or about October 24, 2013.
3. In the registration application, the Respondent answered affirmatively to the following mandatory credential and fitness questions:
 - a. Has Vermont or any other state, federal authority, or other jurisdiction (US or elsewhere) restricted, suspended, revoked, or taken any other disciplinary action against a license, certificate, or registration that hold or held in any profession or occupation?
 - b. Have you ever surrendered a license, certificate, or registration to a licensing authority?
4. Upon further inquiry, Respondent revealed that he had been previously licensed as an attorney in the State of California. On or about August 9, 2012, Respondent was disbarred due to eight counts of misconduct in three matters, including misappropriating \$34,450 in settlement funds from two clients.

STATE OF VERMONT



Prosecuting Attorney
Office of
Professional Regulation
89 Main Street
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Montpelier, VT
05620-3402

5. The above indicates that Respondent does not have the ethical and moral ability to practice as a private investigator.

Charges

6. An application for a license may be denied, upon a finding that the applicant does not meet a high standard as to character, integrity and reputation or for unprofessional conduct defined in section 3181 of this title 26.V.S.A. §3173(d).

Relief Requested

WHEREFORE, the license application of the Respondent should be denied.

DATED at Montpelier, Vermont this 21st day of January, 2014.

STATE OF VERMONT
SECRETARY OF STATE

By: S. Lauren Hibbert
S. Lauren Hibbert
State Prosecuting Attorney

STATE OF VERMONT



Prosecuting Attorney
Office of
Professional Regulation
89 Main Street
3rd Floor
Montpelier, VT
05620-3402

Office of Professional Regulation
Answer

Case Name: <u>In Re: David V. Skinner</u>	Docket Number: <u>2013-693</u>
Your Name: <u>David Skinner</u> (person completing the form B either the respondent or the respondent's attorney)	
Telephone: (daytime) <u>518 764 2307</u>	E-mail: <u>DVSKinner@yahoo.com</u>

Attach Additional Sheets As Needed

1. <u>Undisputed Facts:</u> State all material facts in the charges that you do not dispute. You may use the paragraph numbers from the specification of charges rather than repeating each statement.
<p>Paragraph 1, 2, 3, 4 (in part), 6</p> <p>Paragraph 4: Respondent admits he "revealed that he had been previously licensed as an attorney in the state of California" (A copy of the disposition was included with the original application.)</p>
2. <u>Disputed Issues of Fact:</u> State all material facts that you contend are disputed. You may use the paragraph numbers from the specification of charges rather than repeating each statement.
<p>Paragraph 4 (in part), 5</p> <p>Paragraph 4: Disputed: On or about August 9, 2012, Respondent was disbarred due to eight counts of misconduct in 3 matters including misappropriating \$34,450 in settlement funds from two clients.</p> <p>RECEIVED</p> <p>FEB 5 2014</p> <p>Vermont Secretary of State Office of Professional Regulation</p>



State of Vermont
Office of the Secretary of State

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James C. Condos, Secretary of State
Brian H. Leven, Deputy Secretary
Christopher D. Winters, Director

Office of Professional Regulation
89 Main Street, 3rd Floor
Montpelier, VT 05620-3402

802-828-2367

December 27, 2013

Joshua R. Diamond, Esq.
Diamond & Robinson, P.C.
P. O. Box 1460
Montpelier, VT 05601-1460

Cases: In Re U.S. Security Associates, Inc.; Richard Dillon
Credentials: Security Services Agency; Private Investigator – Security Guard
Docket Nos. 2011-825; 2012-737 and 2011-826; 2012-738

Dear Attorney Diamond:

A Motion for Continuance has been granted in the above case(s). Accordingly, the hearing has been rescheduled to:

Date: Friday, March 21, 2014
Time: 9:30 a.m.
Place: Office of Professional Regulation
89 Main Street, 3rd Floor (City Center)
Montpelier, Vermont 05620-3402

Sincerely,

Christopher D. Winters, Esq.
Director

cc: Carla M. Preston, Case Manager
Gabriel M. Gilman, Esq., Prosecutor
Colin Benjamin, Esq., Presiding Officer
Kara Shangraw, Licensing Board Administrator ✓

**STATE OF VERMONT
OFFICE OF PROFESSIONAL REGULATION**

Board: Private Investigative & Security Services
Docket Nos. 2011-825; 2012-737; 2011-826; 2012-738
In re: U.S. Security Associates, Inc.; Richard Dillon

ENTRY ORDER REGARDING MOTION

Title of Motion: Joint Motion to Extend Pre-Hearing Schedule

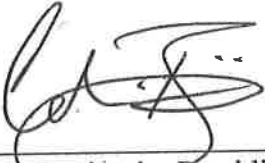
Date Motion Filed: December 24, 2013

Party Filing Motion: Respondents

Date Response Filed: N/A

The Motion is: GRANTED, *in part*

The prosecutor for OPR consents to Respondents' request for a continuance of the hearing presently set for January 17, 2014. Accordingly, the hearing scheduled for January 17, 2014 shall be moved to March 21, 2014. Docket Clerk to send separate Notice of Hearing confirming new hearing date. All other discovery and pre-hearing deadlines previously set in the Pre-Hearing Schedule Order dated July 23, 2013 remain with the exception that Exhibit Lists and Exhibits shall now be exchanged by March 14, 2014.

 12/27/13

Colin R. Benjamin, Presiding Officer

cc:

Date copies sent to:
Respondent's Attorney

12/27/13

Respondent

 /

Certified Mail #:

 /

Prosecuting Attorney

12/27/13

Other

12/27/13

Docket Clerk's Initials

A.A.

**STATE OF VERMONT
SECRETARY OF STATE
OFFICE OF PROFESSIONAL REGULATION
BOARD OF PRIVATE INVESTIGATIVE AND SECURITY SERVICES**

IN RE:)	
U.S. SECURITY ASSOCIATES, INC.)	Docket Nos: 2011-825
License No. 044.0002135-SS)	2012-737

IN RE:)	
RICHARD DILLON)	Docket Nos: 2011-826
License No. 066.0004897)	2012-738

SPECIFICATION OF CHARGES

NOW COMES the State of Vermont and makes the following Charges against the Respondents, U.S. Security Associates, Inc. and Richard Dillon:

Board Authority

1. The Vermont Board of Private Investigative and Security Services ("Board") has jurisdiction to investigate and adjudicate allegations of unprofessional conduct committed by private investigators and security guards, pursuant to 3 V.S.A. §§129, 129a; 26 V.S.A. Chapter 59; the Rules Relating to Private Investigative Services ("Board Rules"); and the Rules of the Office of Professional Regulation.

Facts

2. U.S. Security Associates, Inc. ("Respondent Agency") of Roswell, Georgia is licensed by the State of Vermont as a Security Services Agency under license number 044.0002135-SS. This license was originally issued on or about April 15, 2005 and expires on May 31, 2013.
3. Richard Dillon ("Respondent") of Londonderry, New Hampshire is licensed by the State of Vermont as a Private Investigator/Security Guard under license number 066.0004897. This license was originally issued on or about April 25, 2008 and expires on May 31, 2013.
4. At all relevant times, Respondent was qualifying agent for Respondent Agency and served as District Manager in Vermont.

Docket Nos. 2011-825, 2011-826: November 2011

5. In November 2011, Respondent Agency placed an online, classified help-wanted advertisement at URL <http://burlington.craigslist.org/sec/2713048971>. Respondent Agency placed the advertisement specifically in the "security jobs" subcategory. It read:

STATE OF VERMONT



Prosecuting Attorney
Office of
Professional Regulation
National Life Building
Second Floor North
Montpelier, VT
05620-3602

U.S. Security Associates is seeking to hire event staff for a one day only event on the night of Thanksgiving at several large retailers. Pay rate is \$15.00 per hour for an 8-10 hour shift. Please email if interested

The advertisement made no mention of the need to register with the Board prior to commencing work for U.S. Security Associates.

6. Respondent Agency contracted with Walmart stores in Rutland, Vermont and Williston, Vermont to provide security services for a special event on or about November 24, 2011.
7. On or about November 24, 2011, Respondent Agency had nineteen employees working at the Williston Walmart store. Only ten of those employees were registered.
8. On or about November 24, 2011, Respondent Agency had seventeen employees working at the Rutland Walmart store. Only four of those employees were registered.
9. Investigative Board Member James Eckhardt visited the Rutland Walmart on November 24, 2011. Eckhardt spoke with Site Security Supervisor Adam Bassler, a Board licensee and employee of Respondent Agency. Bassler did not possess his Board registration card. Bassler advised Eckhardt that his security personnel did not need to be registered because they were temporary employees. Eckhardt reminded Bassler that even temporary security employees must register prior to commencing security work.
10. The employment functions of the unregistered individuals provided by Respondent Agency to Vermont Walmart stores in November 2011 included the prevention or detection of larceny, vandalism, and abuse; the prevention, observation, or detection of unauthorized activity; or the control, regulation, or direction of the flow or movement of the public onto Walmart premises.
11. OPR Investigator Michael Desjardins specifically requested on behalf of the Board that Respondent Agency provide the names of U.S. Security Associates personnel assigned to Vermont Walmart stores during the period in question. Respondent Dillon refused to provide this information, writing, "Absent a compelling need, U.S. Security Associates objects to such a disclosure in order to protect this important personal identifiable information." By definition, names identify persons.
12. Investigator Desjardins inquired about what training, if any, was given to the U.S. Security personnel observed at Walmart stores. U.S. Security Associates advised, "The event staffing received 3 hours of special training in crowd and conflict management prior to working on November 24, 2011." The Board has never approved a three-hour training program of the type described.

STATE OF VERMONT



Prosecuting Attorney
Office of
Professional Regulation
National Life Building
Second Floor North
Montpelier, VT
05620-3602

Docket Nos. 2011-825, 2011-826: November 2012

13. On or about the evening of November 22, 2012, Investigative Board Member James Eckhardt visited the Rutland, Vermont Walmart. At least sixteen U.S. Security Services employees donning bright yellow vests were engaged in crowd control.
14. Eckhardt spoke with U.S. Security Services supervisor Brad Hanson. Hanson acknowledged that the U.S. Security Services employees in the store conducting crowd control were not registered. Hanson indicated to Eckhardt that the security guards did not have to be registered because they were "event staff," or in the alternative because they were employed through a staffing agency.
15. At the same time in November 2012 that U.S. Security Services was providing unregistered security personnel to the Rutland Walmart location, the Agency was providing unregistered security personnel to the Williston Walmart location.
16. The employment functions of the unregistered individuals provided by Respondent Agency to Vermont Walmart stores in November 2012 included the prevention or detection of larceny, vandalism, and abuse; the prevention, observation, or detection of unauthorized activity; or the control, regulation, or direction of the flow or movement of the public onto Walmart premises.

Charges

17. The acts and omissions described above constitute unprofessional conduct pursuant to:
 - a 3 V.S.A. § 129a(a)(6) (Delegating professional responsibilities to a person whom the licensed professional knows, or has reason to know, is not qualified by training, experience, education, or licensing credentials to perform them, or knowingly providing professional supervision or serving as a preceptor to a person who has not been licensed or registered as required by the laws of that person's profession);
 - b 3 V.S.A. 129a(a)(3) (Failing to comply with provisions of federal or state statutes or rules governing the practice of the profession);
 - c 26 V.S.A. § 3176(c) (An agency shall register all agency investigative and security employees with the board. Employees shall carry identification in a form satisfactory to the board indicating the licensee by whom the person is employed);
 - d 26 V.S.A. § 3176(e) (As a prerequisite to registration, all investigative and security employees shall take and successfully complete a training program approved by the board);

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05620-3602

- e 26 V.S.A. § 3181(b)(9) (Failing to complete in a timely manner the registration of an employee);
- f 26 V.S.A. § 3181(b)(13) (Failing to provide information requested by the board);
- g 26 V.S.A. § 3181(b)(11) (Allowing an employee to work without carrying the required evidence of temporary or permanent registration); and
- h 26 V.S.A. § 3181(b)(17)(C) (accepting and performing occupational responsibilities which the licensee knows or has reason to know that he or she is not competent to perform);
- i Board Rule 2.5A (Agencies shall register each employee who is to work in Vermont before that employee may perform private investigative and/or security services);
- j Board Rule 2.6E (No person may practice as a security guard without some form of registration).

Relief Requested

WHEREFORE, the licenses of U.S. Security Associates, Inc. and Richard Dillon should be revoked, suspended, reprimanded, conditioned, or otherwise disciplined.

DATED at Montpelier, Vermont this 13th day of March, 2013.

STATE OF VERMONT
SECRETARY OF STATE

By: _____

Gabriel M. Gilman
State Prosecuting Attorney

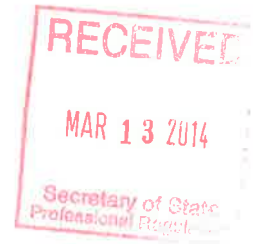
STATE OF VERMONT



Prosecuting Attorney
Office of
Professional Regulation
National Life Building
Second Floor North
Montpelier, VT
05620-3602

March 3, 2014

Corey W. Porter
Unity Surveillance & Investigations, LLC
215 South Broadway, Suite 149
Salem, NH 03079



**Vermont Secretary of State
Office of Professional Regulation
Board of Private Investigative & Security Services
National Life Building, North, FL 2
Montpelier, Vermont 05620-3402
ATTN: Kara Shangraw, Licensing Board Specialist**

Dear Licensing Authority:

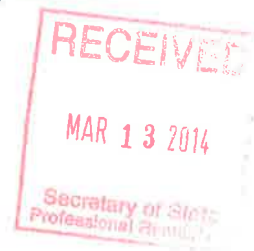
The purpose of this letter is to submit to you a hard copy of my New Hire Training Module for my company, Unity Surveillance & Investigations, LLC. This course is administered for all new hires; regardless of employment status (FT/PT), prior employment and/or experience level.

It is my sincerest hope that my course/resubmission will prove to be sufficient and you will allow me to continue to train and hire new employees within the State of Vermont.

Should you need any further information, please feel free to contact me and I will comply immediately.

Sincerely,


Corey W. Porter
Owner/Member
Unity Surveillance & Investigations, LLC

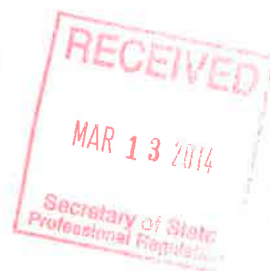


Unity Surveillance & Investigations, LLC

New Investigator Training Module

2014

Investigator: **John Doe**
Instructors: **Corey Porter (Qualifying Agent)**



Training Module - Day 1

Welcome / Orientation	30 Minutes	08:30 – 09:00
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Roles of an Investigator	120 Minutes	09:00 – 11:00
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Topics to include: Functions and Responsibilities of an Investigator, Types of Investigations & Expectations of a Professional Investigator.

LUNCH	60 Minutes	11:00 – 12:00
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Ethics & Conduct (A)	120 Minutes	12:00 – 14:00
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Topics to include: Vermont Licensing Board statutes and rules, investigator responsibility to clients, client/subject confidentiality.

BREAK	15 Minutes	14:00 – 14:15
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Ethics & Conduct (B)	120 Minutes	14:15 – 16:15
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Topics to include: Rules, Standards and Regulations, Company policies and procedures for handling misconduct, professional misconduct (T.26 & T.3), Final Review of materials covered.

Question/Answer/Review	15 Minutes	16:15 – 16:30
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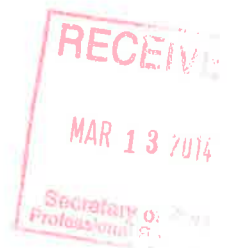
Training Module - Day 2

Welcome / Orientation	30 Minutes	08:30 – 09:00
Legal Powers and Limitations (A)	120 Minutes	09:00 – 11:00
<i>Topics to include: Access to documents, Access/Handling of sensitive materials, Review of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)</i>		
LUNCH	60 Minutes	11:00 – 12:00
Legal Powers and Limitations (B)	120 Minutes	12:00 – 14:00
<i>Topics to include: Review of the Driver's Privacy Protection Act of 1994 (DPPA), Review of the Fair Credit Reporting Act (FCRA)</i>		
BREAK	15 Minutes	14:00 – 14:15
Legal Powers and Limitations (C)	120 Minutes	14:15 – 16:15
<i>Topics to include: Common law power of arrest, privacy rights, lawful surveillance & trespassing laws & criminal/tort law.</i>		
Question/Answer/Review	15 Minutes	16:15 – 16:30



Training Module - Day 3

Welcome / Orientation	30 Minutes	08:30 – 09:00
Investigative Tools and Applications (A)	120 Minutes	09:00 – 11:00
<i>Topics to include: Photography/video 101, Research (internet, database, etc)</i>		
LUNCH	60 Minutes	11:00 – 12:00
Investigative Tools and Applications (B)	120 Minutes	12:00 – 14:00
<i>Topics to include: Searching and obtaining public records, Use of Photography</i>		
BREAK	15 Minutes	14:00 – 14:15
Investigative Tools and Applications (C)	120 Minutes	14:15 – 16:15
<i>Topics to include: Surveillance 101, Foot Surveillance / Mobile Surveillance, Effective Use of Surveillance Techniques</i>		
Question/Answer/Review	15 Minutes	16:15 – 16:30



Training Module - Day 4

Welcome / Orientation	30 Minutes	08:30 – 09:00
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Communication and Public Relations (A)	120 Minutes	09:00 – 11:00
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Topics to include: Dealing with the public, Listening skills & body language, Interviewing

LUNCH	60 Minutes	11:00 – 12:00
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Communication and Public Relations (B)	120 Minutes	12:00 – 14:00
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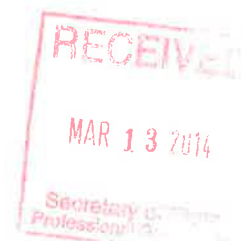
Topics to include: Interactions with persons with disabilities, Consideration of language; cultural; sexual orientation, race, etc., Mastering written, verbal, non-verbal skills

BREAK	15 Minutes	14:00 – 14:15
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Observation and Note Taking (A)	120 Minutes	14:15 – 16:15
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Topics to include: Visual, time, weather, etc., Objective and subjective (objective relevant facts, subjective comments), Direct quotes, Focus areas/surroundings

Question/Answer/Review	15 Minutes	16:15 – 16:30
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Training Module - Day 5

Welcome / Orientation	30 Minutes	08:30 – 09:00
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Observation and Note Taking (B)	120 Minutes	09:00 – 11:00
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Topics to include: Transfer of notes to formal report, Retention of original notes, Critical thinking, Outside the Box thinking.

LUNCH	60 Minutes	11:00 – 12:00
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Statements / Taking Statements (A)	120 Minutes	12:00 – 14:00
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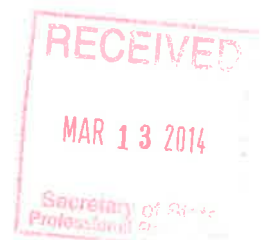
Topics to include: - Written affidavits, Taped (audio/video), Statement analysis, Use of narrative (statements) from initial interview

BREAK	15 Minutes	14:00 – 14:15
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Statements / Taking Statements (B)	120 Minutes	14:15 – 16:15
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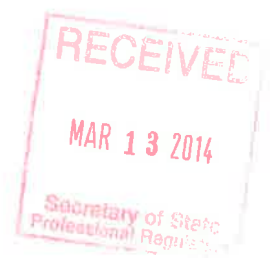
Topics to include: Transfer of narrative notes to formal report, Format and language used when drafting reports from narratives and/or statements

Question/Answer/Review	15 Minutes	16:15 – 16:30
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Training Module - Day 6

Welcome / Orientation	30 Minutes	08:30 – 09:00
Evidence / Collection (A)	120 Minutes	09:00 – 11:00
<i>Topics to include: Definitions, Evidence handling, Evidence retention</i>		
LUNCH	60 Minutes	11:00 – 12:00
Evidence / Collection (B)	120 Minutes	12:00 – 14:00
<i>Topics to include: Evidence securing, Chain of custody, Witnesses</i>		
BREAK	15 Minutes	14:00 – 14:15
Report Writing (A)	120 Minutes	14:15 – 16:15
<i>Topics to include: Report Writing, Determining Who, What, When, Where, Why & How, Report accuracy</i>		
Question/Answer/Review	15 Minutes	16:15 – 16:30



Training Module - Day 7

Welcome / Orientation	30 Minutes	08:30 – 09:00
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Report Writing (B)	120 Minutes	09:00 – 11:00
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Topics to include: Reports as evidence used in court proceedings, Knowing your report for court, Report Review prior to Court Hearings

LUNCH	60 Minutes	11:00 – 12:00
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Report Writing (C)	120 Minutes	12:00 – 14:00
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Topics to include: Your report as a representation of your and the company, Report integrity, Report Writing Review

BREAK	15 Minutes	14:00 – 14:15
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Scenario Based Exercise	120 Minutes	14:15 – 16:15
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Topics to include: Student(s) will be presented with scenarios, images, etc. and asked to answer questions about what they have observed, write a report and submit their findings/evidence.

Question/Answer/Review	15 Minutes	16:15 – 16:30
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