Maryland State Police
Licensing Division

Professional Licensing Section

Private Detective Unit

Security Guard Unit
October 9, 2014

Assigned 10/9/14: 74

Total Sworn – 32
- Capt. - 1
- F/S - 2
- Sgt. – 8
- Cpl. – 11
- M/T - 3
- S/T – 1
- TFC – 5 +1 (T.D.A.)

Total Civilians – 36
- Management Assoc. – 1
- Admin. Aide – 1
- OSC - 22
- OS II - 3
- AO 1 - 2
- Serv. Spec. – 1
- F.A.C. II – 1
- Admin.1 – 2; I.T.S.T.S. – 1
- Admin. Spec. III – 2

VACANCIES (UPDATED 10/9/14)
- 1- Lt.
- 4-Sworn
- 1 – I.T.S.T.S.
- 5 – OSC

TOTAL VACANCIES: 11

Support Staff - 6
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<td>783</td>
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<td>PD (per month)</td>
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<td>43.5*</td>
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* Current year, still calculating
## Disapprovals

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Disapprovals

• Majority are disapproved for criminal history
  – Property crime
  – Illegal drug use/possession
  – Maryland Judiciary Case Search - website provides public access to the case records of the Maryland Judiciary.
    • http://casesearch.courts.state.md.us/inquiry/inquiry-index.jsp

Decline in 2014 disapprovals; result of prerequisite application screening
  1,936 open applications (shortages)
Maryland State Police Licensing Division
Security Guard/Private Detective
Check list

Application Number: ________________________________

Circle appropriate answer:
1) Photographs Attached and Acceptable ______ ______ ______ YES NO
2) Check or Money Order # ________________________ ___ YES NO
3) VALID Work Authorization Forms Related to Question 8 Attached YES NO
4) Current Employer Information Pg. 8 ______ ______ ______ YES NO
5) Agency Principle Address MD ONLY ______ ______ ______ YES NO
6) Compliance Certificate Completed ______ ______ ______ YES NO
7) Authorization of Release of Information Completed ______ ______ ______ YES NO
8) All required signatures (pg. 9 & 11) ______ ______ ______ YES NO
9) Live Scan Receipt (Must be within 30 Days) ______ ______ ______ YES NO

Review: East Kandel Piccione Russin (Other reviewer) ________________

(***Any of the above missing results in application being returned to the agency***)

Completed the following: LOTUS DATE: ________________

1) Application entered into Lotus Notes ______ ______ ______ YES NO
2) Current Employer information entered ______ ______ YES NO
3) Logged on MSP form 208 ______ ______ ______ YES NO
4) CJIS/FBI Response Logged into Lotus ______ ______ YES NO
5) Photograph scanned ______ ______ ______ YES NO
6) Naturalization/Perm. Resident Paperwork Scanned ______ ______ ______ YES NO
7) Shortage documented/ Letter sent ______ ______ ______ YES NO

Reviewer: East Kandel Piccione Russin (Other reviewer) ________________

Record Check

Review: East Kandel Piccione Russin (Other reviewer) ________________

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</table>

Final Review:
Approved: ______
Disapproved: ______
Shortage: ______

Lotus Notes Entered: YES NO N/A

Reviewer: ____________________________ Date: ________________
MD Licensed Security Agency
25 Main Street
Baltimore, Md. 21222
Attn: Human Resources

Dear Licensee:

In accordance with Md. Business Occupations and Professions Code Ann. § 19-405, the Maryland State Police has issued the enclosed security guard credentials. This certification card authorizes the individual named thereon to represent to the public that the individual is certified by the Secretary of the Department of State Police for employment as a security guard.

This certification card is required to be carried whenever the guard provides a security guard service. On request of a law enforcement officer, the security guard’s certification card shall be displayed. Whenever a security guard is in uniform, the security guard shall clearly display and wear the certification card.

The certification card remains the property of the State of Maryland. As such, should any guard separate employment from your agency, the certification card must be returned by your agency within 10 days from the date of this correspondence. Your signature on the attached form is required as proof of receipt. Once signed, please return to the address and attention listed. Please keep a copy for your records. Any questions relating to the security guards may be directed to the Security Guard Unit at 410-653-4505 or by electronic mail at msp.securityguard@maryland.gov.

Sincerely,

Cpl. Michael Cusimano
Cpl. Michael Cusimano
Supervisor, Security Guard Unit
Maryland State Police

DMB: mwc

Attachment(s)
Enclosure(s)
cc: Administration File

"Maryland’s Finest"
CREDENTIALS

Is this your employee?

Is the name correct?

Is the card expired?
Have you sent in the renewal application?
Statistics

Private Detective

<table>
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<th>Month</th>
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<th>2014</th>
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<td>Feb</td>
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<tr>
<td>Dec</td>
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<td>27</td>
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</table>
THE PAST

• Backlogged credentials
  – 2,000 cleared and mailed

• Hardware/Software issues

• Inefficient work flow
Changes in Licensing Division

- Licensing Stat – performance based management
- Cross Training – “My staff is your staff”
- New/updated equipment
- New policies and procedures
- Agency applicant “Status Check” procedures
- “check list” processes
- Elimination of all backlogs
- Processing and credentials mailed within 90 days
- Online Complaint/Compliment form
Security Agency/Guard Complaints

MD Licensed Security Agencies - 932
MD Licensed Security Guards – 20,124
Investigations

• Licensing Division’s Administrative Investigative Unit
  ✓ Full Service In-house Investigative Services
  ✓ Backgrounds
  ✓ Complaints
  ✓ Inspection and Compliance Audits
  ✓ Administrative Investigations
Near Future

• COMAR Update
• Annual Seminars
• Advisories and Bulletins
  – Powered by GovDelivery
  – [www.mdsp.org](http://www.mdsp.org) - Subscribe to our bulletins

• Lotus Development
  – Fee Change Project 2/2015
  – Automated 208 3/2015

Future

Automated application
On line fee payment