

MANAGING SECURITY



Today
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The Official Magazine of the Associated Security
Services and Investigators of the State of Texas

2014 ASSIST CONVENTION
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at the Houston Omni Westside

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Managing Security Today is the official magazine of the Associated Security Services and Investigators of the State of Texas (ASSIST) and published three times a year. The contents of which are not necessarily the views of, or endorsed by ASSIST. The appearance in advertising in Managing Security Today does not constitute endorsement of the products of services advertised. Any article or service advertised in Managing Security Today will be made available for purchase, use or patronage without regard to any non-merit factor of consumers. Managing Security Today is published by the Associated Security Services & Investigators of the State of Texas, Inc. Texas' largest magazine representing the security profession in Texas. Managing Security Today may not be photocopied, reproduced or redistributed without the consent of the publisher. Copyright 2014. All rights reserved. Managing Security Today welcomes articles submissions and reader feedback. Articles and comments may be emailed to Joni Berardino at executivedirector@assisttexas.org. include your full name, address and phone number.

President's Message



Dear Fellow Members and Friends:

As you all know, ASSIST has been through some rough waters over the past few years. Our last two (2) elected Presidents resigned. As the Board and I know, it's been a difficult road. But this organization's is bigger than one person or position. Our membership is strong; we have fought battles in the past and always come out with our head high and our position strong. Don't let anyone dissuade you, we are here to stay! I am very excited to be the President of ASSIST again. We have good things happening. Your Board and our new Executive Director have been working hard to

keep the Association alive and well. Some of the work includes improvements on the website, new editorial and layout for the magazine and a commitment to more benefits for our membership. As we travel into 2015 I sincerely believe this Board will be even stronger and more involved.

Last month I had the opportunity to travel to El Paso and attend a great Regional meeting. The El Paso Chapter President, Robert Azar, and his Board are doing good things out there. They are looking outside the box to expand their membership and have dynamic meetings. With that said, our Region Presidents have become some of the strongest new leaders and are great assets to your Association. These are the ASSIST leaders of the future. I ask that each of you, please get involved at your Chapter level to help and encourage your Regional President and their endeavors. YOU are also the future of ASSIST.

In talking to some of our vendor members and other supporters of ASSIST, we are concentrating on improving our skills, recruiting more vendors and letting the current vendors know they are very much appreciated. They are, in my opinion, one of the keys to the success of ASSIST.

In October we will have our annual convention. Mike Hudson, the Gulf Coast Chapter President, has been working hard to make the convention a great success. He and the Gulf Coast members have some fun things planned as well as an impressive array of educational sessions. Let's show this new leader and his Region our support and attend the events they planned. Finally, we all know the legislative session is upon us, beginning January 2015. It is my plan to ask for help from our members. This is an important part of what we do and I want as many people involved as possible. Keith Oakley, Joni Berardino and myself plan to make it as easy and fun as possible. This is our time to tell Texas legislators what we are capable of and what we need as a profession. Please take the time to be a part of this effort. Contact Keith, Joni or myself and tell us what you are willing to do at home or in our great state Capitol of Austin. If I don't hear from you, I do have a list of candidates and plan to approach you during the convention.

God Bless and see you Houston in October.

Your President,

Walt Roberts
(469) 533-3311
president@assisttexas.org

Executive Director's Message



Greetings from Austin, Texas. I am your new Executive Director and I am thrilled to have this opportunity to introduce myself. But more importantly, I want to extend an invitation to everyone to attend the annual conference so I can meet you in person!

I have chosen to return to association work after over 15 years with a financial planning practice. I believe that ASSIST is the right place for me at this time in my life. I will work hard for every member and you are all welcome to contact me with your thought ideas and needs.

My professional background includes non-profit and for-profit work. That means I have a heart but I believe that non-profit organizations, such as ASSIST, must run with a healthy profit margin. I hope to bring my experience to ASSIST and help build on the excellent work that has been accomplished since 1968 when ASSIST was formed.

I encourage each and every member to consider sending an article for Managing Security Today. I am particularly interested in publishing articles about best practices in the industry as well as the best practices of running your business.

I have spent many hours trying to understand the dynamics, products and politics of ASSIST. This is a great organization that can be even greater. The best way to make this organization better is through participation. The more people who participate, the easier it is for us to negotiate best prices and best products for member benefits as well as to bring in new sponsorships. Please take on some small role in the organization. Speaking of member benefits, check out the reduced rates for ASSIST members from AAA on page 28.

One of the first things you can do to be an integral part of ASSIST is to come to the annual convention in October. The registration is on the ASSIST website and you will find a copy in this issue of the magazine. Come to Houston and help plan for our future, meet the wonderful vendors, have some fun and take care of your continuing education needs. Contact Mike Hudson or myself for additional information.

Please note that this issue is dedicated to our vendors. Read about each of them and what they do. Use their services if possible. Our vendors actively support us through sponsorships and advertising. Refer someone who may need their services.

I want to say thank you Denise Nicholson (Treasurer) who provided me with the information and training to do this job. Denise committed her personal and professional time and she continues to do many hours of work each week as Treasurer of ASSIST. This organization could not function without dedicated people like Denise. Additionally thank goodness for our new and returning President Walt Roberts. He is back and he is stronger than ever. Walt has the energy of a 25 year old and the wisdom of the experienced man that we need to bring this association into the future.

See you all in October!

Joni Berardino, Executive Director
(512) 619-7280
executivedirector@assisttexas.org

Charitable Organization of Texas Security Officers (COTSO) Update



Hard to believe summer is nearly over and we are getting ready for Convention 2014 in Houston. COTSO Board Members will be present and we hope to see everyone there.

Since the last issue we have been advised of 2 officer involved incidents. The first is unconfirmed but it was reported that an Officer in Houston was killed in a game room incident with his own weapon. We have seen many of these in the Houston area over the past 3 years. The second reported incident which has been confirmed happened on April 18th & involved Security Officer Rene Almeida of Texas State Private Security Services. Officer Almeida 51 was on duty in a condo community. It appears he may have been shot with his own weapon during an altercation with person(s) unknown. As of this time no suspects are in custody. As always we have offered assistance to the family.

More and more we are reading of Security Officers killed in the line of duty where the weapon used was the Officer's own weapon. I would like to caution the officers and their employer's of 2 contributing factors. The 1st are low cost Level 1 holsters that offer no resistance to gun grabs during altercations especially if more than one assailant is involved. The second is that in altercations many officers are not equipped with less lethal alternatives. Simply OC Spray. Many of our officers simply have not received the training and equipped themselves with this simple weapon. Many Officers in the field have 2 choices going hands on or using their firearm with no choices in between. This creates a situation of the Officer either drawing his weapon when OC would have worked or going hands to hands with an attacker. OC is not meant to be a total solution to these incidents but it certainly is a factor in at least some of these situations. Greater emphasis needs to be placed on keeping your distance during situations as well as having multiple choices to deal with threats as they are encountered. If OC changes the outcome in just a few cases it is a valuable tool for us to employ.

In May the Gulf Coast Chapter of ASSIST held their annual barbeque fundraiser at Charlie's. This has become an annual good time event enjoyed by all who attend, and we thank everyone who participated. The money raised goes to COTSO to help Security Officers so have a good time and help your brother officers at the same time.

As we move into new technology be aware that COTSO has its own Facebook page as well as our web site at www.cotso.org. We will with any luck be updating and finishing the work in progress on our web page soon. Time just flies and there is never enough to get all things done.

Fundraising as always is the key to being there for our fellow officers across the State of Texas. Anyone wishing to sponsor a fund raiser can contact Denise Nicholson our treasurer at denise@prosecuritygroup.com for further details. Anyone with ideas for Fundraising can call me or email me any time. As always anyone who wishes to make a donation can contact Denise or myself.

I need to take this opportunity to say thanks to those who make COTSO work. While most do not know of the hard work and time it takes to keep COTSO running some do especially those doing that work. The Gulf Coast Chapter & Ruben Amaya for their ongoing continuous financial support and the fund raising activity that keeps us going. To Denise Nicholson who keeps it all together and do not ask me how with her other commitments, to my boss who tolerates my disappearing acts for COTSO and Art Chavez a phone call away when I need his help which is far to often. To ASSIST and the various board members over the years who grew it, never made it about membership, let us run with it and then cut us loose. To all of the above and many others thanks does not begin to cover it.

As always I can be reached at 214-729-0667 or by email at mmcg@aprosec.com. Remember always those that have sacrificed all, as well as all those who every night go forth to do their job because they believe in what they do.

Michael McGregor

Michael McGregor
COTSO Director-Secretary

Training for Good Recruitment and Retention of Employees



by James Prock
Citywide Investigations & Security, Inc.
ASSIST South Texas Alamo Region
President

The training of security officers has long been a source of discussion amongst security professionals for many years. With the high turnover rate of security officers whom stay less than three months in the industry it can be said, why bother. Many companies have excellent training academies geared towards initial training to meet the minimum required training for entry level officers for level II, noncommissioned officers and level III, commissioned officers. This provides an excellent job of getting the much needed training essentials to potential security officers. However, this is where many companies and organizations cease with their training.

Albeit, some form of training does occur while these officers are on the job, but the vast majority receive little if any additional training, period. Many officers are placed into the scheduling cycle and forgotten. The cost to these companies can run from the loss of the officer to the loss of business. Of course the balance of the cost is a decision all managers and owners face daily on whether the additional training cost and time is worth it.

Investment into the work force has always been what makes great companies and will continue to be the cornerstone of any great organization. Spend the time in the field following up with security officers, watching, observing and then teaching. Each person is different but the standards should always be the same. Prevent, observe and report are the primary functions of our industry and in the long run save money by retaining officers whom otherwise leave with no notice. And the vicious cycle of replacement begins anew.



Before any training begins, the customer expectation and particular needs must be understood. Once that has been established then a protocol, plan of action and service plan can be established. Well written and established post orders are necessary for any security service to succeed. Once these have been completed then and only then should a training plan be put into place to train all officers whom will work the location. The failure often is a lack of follow up to determine whether the plan and training initially established work well in the reality of day to day operations. What happens on Monday in many cases it not what happens on Friday? Revisiting and follow up training is the key to successful security operations. Is training worth the cost all depends on whether you wish to keep a customer.

Retention of employees can be another factor in the answer of training. Here are some concerns and input on what could make a difference.

What drives them? Determine how your employees learn. Successful approaches to training are not the same for everyone and the approach can cause you to lose employees. Training should be tailored to meet their abilities to read and understand verbal instructions, while others need to see it. here possible a group training session may be more cost effective but in the security industry, in most cases, you're working one-on-one, and have the opportunity as well as the need to tailor the training to each person's abilities to learn.

Help your new employee to see things from your customer/client's position. Look at what they are doing not so much but when they are doing it. Give them lots of feedback and encouragement and set your expectations with each employee for their individual success and check it routinely. Ask them for their help in training them and what their expectations are, you might be surprised. Stimulate them with real world training that includes role playing for them and let them practice that training if possible in a safe and controlled environment.

Be an excellent role model, set the example. Do not expect them to do things you are not willing to do yourself and to show them how. Just setting an example is not enough, one must be willing to teach someone how to accomplish a task and then reinforce the training while setting the standard and following it. If you cannot bring them to the training, take the training to them through on site visits and impromptu meetings with your employees. A word of caution when training on a job site, do not let your client get the impression they have become a training ground.

In summary company owners and Managers should:

- Provide specific training relating to the worksite, including the psychological components of handling aggressive or abusive persons, and ways to defuse hostile situations;
- Demonstrate organizational concern for the workers emotional and physical safety and health by providing debriefing for personnel who experience or witness assaults or violent incidents;
- Ensure that there is a sufficient number of guards for every worksite;
- Provide guards with a means of communication if it is needed;
- Provide a safe environment for your employee to ask questions and make suggestions; and,
- Maintain a system of accountability for involved managers and supervisors.
- Get your employees feedback on how your training is helpful to them and convince them to tell you the truth about the effectiveness of the training. Then use the feedback to improve the training. Then train, train, train and train some more.



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Business Continuity (An Introduction)



Provided by Anthony Dennis
Dennis Security and Professional Services
www.dsaps.net

STATEN ISLAND, N.Y. – Ben Mancuso has lost \$1 million and a year's wages after his dream location restaurant, Puglia By The Sea, was wrecked by Hurricane Sandy. On the shore of Raritan Bay on Staten Island, much work remains before it can reopen. Hurricane Sandy turned Puglia by the Sea, a popular Staten Island restaurant on the Raritan Bay, into a war zone as waves crashed through its windows and took down its walls one year ago. Today, the eatery, once known for its million dollar water views, remains shuttered. Puglia's owner, Staten Island resident Ben Mancuso, has lost \$1 million and a year's worth of income — but he's determined to reopen.

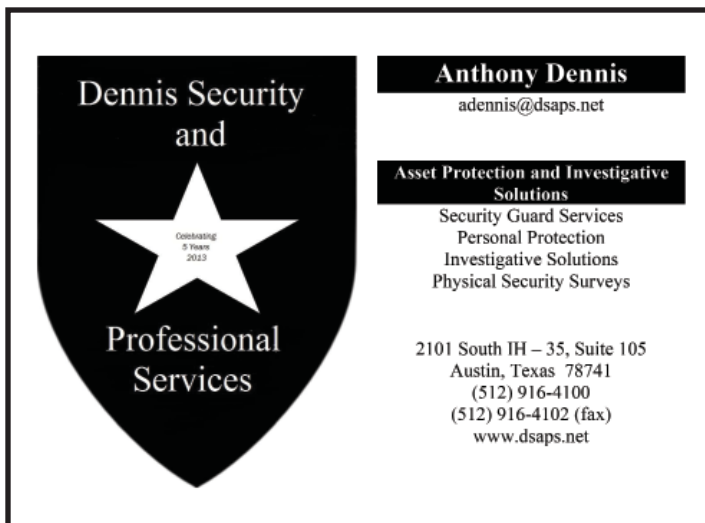
NOXAPATER, Miss. – A Mississippi poultry farm under contract with Tyson Foods Inc. lost scores of birds after taking a direct hit from a large tornado.

These two incidents and others around the world must challenge us to prepare to manage previously unthinkable situations that threaten our organization's future. This is more than developing Post Orders, Emergency Response Procedures or disaster management activities that we normally employed. We must engage in a comprehensive process best described as Business Continuity.

Today's threats (active shooter, terrorist activities) require the creation of an on-going, interactive process to assure the continuation of an organization's core activities before, during, and most importantly, after a major incident.

The leadership in all organizations (security guard service provider, armored courier, or investigative) have a duty to plan for its survival. As security practitioners we should be aware that our clients have realized the need for a Business Continuity Plan (BCP) as the services we provide affect their organizations ability to function without interruption. The "Force Majeure" clause included in contracts and service agreements are no longer sufficient.

The following verbiage is becoming a common component in Request for Bids (RFB) and Invitation for Bids (IFB):



BUSINESS CONTINUITY AND/OR DISASTER RECOVERY REQUIREMENTS

Business Continuity / Disaster Recovery (BC/DR) Plan Review

The Respondents shall provide a completed Form J, Business Continuity/Disaster Recovery Questionnaire. Respondents may submit a current BC/DR Plan(s) relevant to the work described in this RFP to supplement Form J, Business Continuity/Disaster Recovery Questionnaire.

Business Continuity and/or Disaster Recovery Plan

The Successful Respondent shall submit a current BC/DR Plan within twenty (20) weeks after award that includes a detailed recovery plan for all parts of its operations (automated and otherwise) related to the services of the Contract (corporate level or generalized Business Continuity Article

BC/DR Plan shall not be substituted).

Most contracts and service agreements have a Force Majeure clause that includes variations of the following verbiage:

FORCE MAJEURE as used in this article shall mean an act of God, industrial disturbance, exclusive of those related to labor disputes, acts of public enemy, war, blockage, public riot, lightning, fire, flood, earthquake, explosion, government restraint, unavailability of equipment, and any other cause, whether of the kind specifically enumerated above or otherwise, which is not within the control of the party claiming suspension of those services enumerated herein this Service Agreement.

If either party is rendered unable, wholly or in part, by Force Majeure to carry out its obligations under this Service Agreement, such party shall give to the other party prompt written notice of the Force Majeure with reasonable full particulars concerning it; thereupon, the obligations of the party giving notice, so far as they were affected by the Force Majeure, shall be suspended during, but no longer than, the continuance of the Force Majeure. The affected party shall use all possible diligence to remove the Force Majeure as quickly as possible. In the event either party is unable to carry out its obligations to the other under this Agreement due to a Force Majeure event, the non-defaulting party may upon thirty (30) days written notice to the other cancel this Service Agreement in whole or part without any obligations, penalty or liability.

Our clients want to know how we are going to recover from a disaster or a significant event that fits into the category of Force Majeure. Having a BCP can provide the answers and you with a competitive advantage if the BCP is inclusive of the RFP/IFB submittal process. A BCP has Five Phases (continuous cycle) that includes Readiness, Prevention, Response, Recovery/Resumption, and Train/Testing/Evaluate/Maintain. This article will only address the guidelines for “Readiness” (there are 5 task associated with readiness). The content that follow are appropriate for a mid- to large-sized organization. An understanding of the concepts makes it possible to tailor the tenants to smaller-sized organizations. The first of five tasks is to assign accountability.

Task 1. Assign Accountability. It is essential that leadership of the organization sponsors and takes responsibility for creating, maintaining, testing, and implementing a comprehensive BCP. This assures that management and staff at all levels of the organization understand that the BCP is a top management priority.

Corporate Policy. In the event of a crisis, an organization-wide BCP Policy committed to undertaking all reasonable and appropriate steps to protect people, property, and business interests is essential. Corporate policy should include a definition of a “crisis.” Responsibility for systems and resource availability and key business processes should be clearly identified in advance.

Planning Team. A BCP Planning Team with responsibility for BCP development includes senior leaders from all major organizational functions and support groups should be appointed to ensure wide-spread acceptance of the BCP.

Communicate BCP. The BCP should be communicated throughout the organization, to ensure employees are aware of the BCP structure and their roles within the plan.

Task 2. Risk Assessment. The second task is the completion of a Risk Assessment, designed to identify and analyze the types of risks that may impact the organization.

Examples: Earthquake, fire, workplace violence, power failure, supply disruption, bombing, or tornado.

Examples specific to Security Guard Companies: Loss of resources. Patrol vehicles. People (deaths due to an incident, a significant number of officers that do not show up for work due to the results of force majeure)

Examples specific to Investigative Companies. Loss of data, database breaches, loss of power (client does not have access to your database in the case of background investigations)

Examples specific to Armored Couriers. Loss of fleet vehicles.

Using available information about known or anticipated risks, the organization should identify and review risks that could possibly impact the business, and rate the likelihood of each.

Task 3. Conduct Business Impact Analysis (BIA). Once a risk has been identified, any impacts that could result from an interruption to normal operations should be examined in a BIA.

Identify Critical Processes. Business critical processes should be identified and documented. They could include purchasing, manufacturing, supply chain, sales, distribution, scheduling, accounts receivable, accounts payable, payroll, IT, and data mining. Once the critical processes are identified, an analysis of each can be made using the evaluation criteria that follow. Critical Processes should be ranked as a High, Medium, or Low.

Assess the Impact if the Crisis were to Happen. Human cost (physical and psychological harm to employees, customers, suppliers, other stakeholders, etc.), Financial cost (equipment and property replacement, downtime, overtime pay, stock devaluation, lost sales/business, lawsuits, regulatory fines/penalties, etc.), and Corporate/Brand Image Cost (reputation, standing in the community, negative press, loss of customers, etc.)

Determine the Maximum Allowable Outage and Recovery Time. Determine how long process can be nonfunctional before impacts become unacceptable, and how soon the process should be restored (shortest allowable outage restored first). Identify and document alternate procedures to a process (manual workarounds or processes, blueprints,

notification/calling trees, etc.). Evaluate costs of alternate procedures versus waiting for system to be restored.

Identify Resources Required for Resumption and Recovery. Such resources can include personnel, technology hardware and software (including telecommunications), specialized equipment, mutual aid agreement, vehicles rental agency, general office supplies, off duty law enforcement officers, facility/office space, and critical and vital business records. Identifying, backing-up, and storing critical and vital business records in a safe and accessible location are essential prerequisites for an effective BCP.

The Risk Assessment and BIA provide the foundation on which the organization's BCP will rest, as strategies will be formulated and plans will be developed to meet the needs identified in them. These analyses should be repeated on a regular basis and/or in response to significant changes to the organization's operating environment.

Task 4. Agree on Strategic Plans. Strategic planning addresses the identification and implementation of:

- Methods to mitigate the risks and exposures identified in the BIA and Risk Assessment.
- Plans and procedures to respond to any crisis that does occur.

A BCP may include multiple strategies that address a variety of probable situations, including the duration of the business interruption (short versus long term), the period in which it occurs (peak versus low), and the extent of the interruption (partial versus complete). It is important that the strategies selected are:

- Attainable
- Highly probable to be successful
- Verifiable through tests and exercises
- Cost effective
- Appropriate for the size and scope of the organization.

Task 5. Crisis Management and Response Team Development. It is necessary that an appropriate administrative structure be put in place to effectively deal with crisis management. Clear definitions must exist for a management structure, authority for decisions, and responsibility for implementation. An organization should have a Crisis Management Team to lead incident/event response. The Team should be comprised of functions such as human resources, information technology, facilities, security, legal, communications/media relations, manufacturing, warehousing, and other business critical support functions, with all under the clear direction of senior management or its representatives.

BCPs are essential for the survival and recovery of your business.

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Our company has been a client of DFA Insurance for the past 10 years. From the very first the staff of DFA Insurance has been there to meet and exceed our every need. Each time one of our clients needed additional insurance or certificates all we had to do is call and we knew it would be handled. When we needed information about a particular line of insurance DFA Insurance's knowledgeable staff took time to explain what it was and to get us a free quote for the product.

We have not needed to look elsewhere for any of our insurance needs as they carry our General Liability, Worker's Comp, Auto Coverage, Umbrella coverage, and all at affordable rates.

Fred and his staff have catered to our every need and make us feel like valued clients. They do not make you feel like just another number, or just another customer. They get to know you, your company, and your needs.

DFA Insurance has also been huge supporters of A.S.S.I.S.T., with Fred serving on committees, and attending every convention that I have.

If you are in our industry you really need to give DFA Insurance an opportunity to bid on all your insurance needs. It's very uncommon today to find a company who provides such personal service as they do. I would highly recommend this company to anyone who has insurance needs.

Jack W. Griffin

Jack Griffin
President

Heartland Patrol and Investigations, Inc.

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"It has been a real pleasure to have DFA as the insurance provider for my company. Since I have been with your firm we have experienced nothing but superior service. Your attention to detail, speed at which we can obtain insurance certificates for our clients, and overall efficiency, has helped us grow our business and allows us to keep our rates very competitive.

Additionally, your dedication to ASSIST and its members is very much appreciated. Your volunteer work at events and other functions has helped make ASSIST a leader in the Security Profession.

In closing, we at Dallas Security and Alarm just want to say thank you."

Pamela C. Roberts

Pamela Roberts

Dallas Security and Alarm

KUTY & ASSOCIATES, LLC

SECURITY MANAGEMENT, MARKETING & SALES CONSULTING

Kuty & Associates, LLC is a full service management, marketing and sales consulting firm that works exclusively within the private security industry. The company offers a variety of consulting services to assist security agencies in increasing market share in their respective geographical locations.

Gary H. Kuty, President & CEO, is a 35-year veteran of the private security industry, working in a variety of positions during that time. Gary's passion has always been in the marketing and sales arenas. Gary recognized early in his career that marketing and sales always seemed to be "back burner" projects for most security companies. In 2002 he sold his security company in Columbus, Ohio, and opened Kuty & Associates in Dayton, Ohio, and a western region office in Las Vegas, Nevada.

Some of our company's more popular services designed to help security agencies increase market share are:

- Recruiting talent (sales & operations)
- Sales training seminars (general and company specific)
- Sales mentoring & coaching program (month-to-month coaching and evaluation)
- Executive coaching (designed for owners and senior management)
- Company evaluations (evaluating the current state of the company)
- SWOT Analysis (strengths, weaknesses, opportunities & threats onsite evaluations)
- Motivational speaking (quarterly management/sales meetings)
- E-commerce (newsletters, Web and print marketing material)
- Ask the Expert program (month-to-month access for quick responses)



Gary H. Kuty,
President and CEO

The company does not take a rubber stamp approach to assessing a client's needs. Each program is tailored specifically to that particular client, considering the size of the company, geographical location, number of employees and internal capabilities. This methodology serves our clients well because it allows them to see and understand how they can embark on a marketing and sales plan to grow their businesses.

Another advantage of using the services of Kuty & Associates is that its footprint over the years has been country-wide (US & Canada). By working with hundreds of companies in all parts of North America, Kuty & Associates can share best practices and case studies of successful and not so successful initiatives undertaken by security companies over the years.

Gary & Kuty & Associates has been a proud member of ASSIST for several years. For the last several years the company has participated as an exhibitor at the annual trade shows and has been instrumental in encouraging many of the other current vendors to join ASSIST and participate in the trade show. Kuty & Associates has also sponsored the annual golf outing for the past three years as a commitment to the association. On more than one occasion Gary has presented seminars at the conferences, even serving as a last minute fill-in when needed. Gary strongly believes in giving back to the industry that has given so much to him and his family.

Stop by and visit Gary at this year's annual seminar. You will find him easy to get to know, and he just might be able to help you grow your business!

Payment Optimization

by Lee Haspel, Comdata
www.comdata.com

As today's economy becomes increasingly difficult to operate in profitably, AP and payment optimization is a strategic decision. Failing to change will put you at a competitive disadvantage.

So it's no surprise that the demand for electronic payment systems is at a record high – with 69 percent of finance professionals looking to increase their company's use of electronic supplier payments, according to a survey conducted by PayStream Advisors.

As a leading business-to-business provider of innovative electronic payment solutions to more than 30,000 customers, Comdata offers real-time control and management of purchases made by employees on behalf of your business.

One solution utilizes cloud-based architecture that helps connect data from multiple systems into a single platform. By eliminating the manual processes that can cost your time and money, financial professionals can now securely pay vendors, suppliers or individuals from any company location.

Comdata also offers an expense control solution, which provides companies with a simple p-card program that uses a single card for purchases, travel and entertainment (T&E) and fuel expenses.

Our expense control solution integrates card activity across categories, giving you a clear overview of company expenses so you can easily analyze spending patterns. With more detailed transaction reporting, you'll be able to negotiate better deals with vendors.

The Comdata Virtual Payments program is an electronic payment method using a virtual MasterCard account number to pay your suppliers with ease and security.



It's like a check but better because each payment is tied to a specific amount, a unique payment number and an expiration date. This program can be fully automated and can be integrated into your operating system – from payment to reporting to reconciliation.

As a proven leader in corporate payments for a wide range of industries, our solutions are changing the way companies manage data, pay employees, process transactions and control spending on key business purchases.



Contact Lee Haspel at Comdata today to begin your no obligation consultation to explore how you can optimize your payment processes.

Call 214-770-3243 or email lhaspel@comdata.com



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Top Gun Security & Investigations

Top Gun Security Training Academy

Top Gun Security was created in 2010 and began in Houston, Texas. We had a vision of creating a security company with a professional image and work ethic which would create more respect for our profession in both the community and with local law enforcement. Moving forward four and half years we are now in 6 cities (Houston, Dallas, Fort Worth, San Antonio, Austin, El Paso) with over 400 employees and planning our next venture of another Top Gun out of state in the very near future.

Top Gun prides ourselves in using today's cutting edge technologies and giving our clients a premium service that puts them more in control of their officer's performance and overall success. We have provided our officers with top of the line technologies that help them perform their jobs more efficiently while also providing them a safer working environment. We offer a wide array of services including Unarmed and Armed Security Officers, Protection Officers, Private Investigations, Loss Prevention, K9 Officers, Random and Dedicated Patrol services and more. Seeing a need to improve the quality of security officers and the low level of training that some were getting, we decided to start security academies in four of our major cities in Texas. We are proud to say we are now officially running and training today and tomorrow's new and more professional security officers. Top Gun Security, officers and staff, work very closely together and have created a brotherhood and sisterhood and it makes me very proud to be a part of such a special team and family.

I am very happy and blessed to be a sponsor for the Top Gun Shooting Competition this year at the ASSIST Convention. I am a firm believer in what ASSIST does for our profession and we must all do our part to keep ASSIST going strong and fighting for our rights as Texas business owners.

In closing, I just want to give the real credit for Top Gun's success and Glory to God and to all of my officers working day and night for my company. I praise God and them for allowing me to have such an amazing business and continued success. Hope to see all you this year at the convention. Have an Awesome 2014!!! And stay Safe!!!!



Sincerely,

Jeff Moore, President

Top Gun Security & Investigations

jeff@topgunsecurityservices.com

(281) 335-4965

www.topgunsecurityservices.com



Robert Giordano
Chief Operating Officer

1-888-KWANTEK
www.kwantek.com

Kwantek provides an integrated solution for managing the entire prehire process.

The method offers a paperless, web-based software system that facilitates candidate interaction and departmental functions from requisition to hire. The Kwantek Operating Style Assessment is a key component, ensuring responsive job candidates.

The integrative system dramatically decreases the time and resources needed to make efficient and effective hires and demonstrates significant impact on turnover.

The following components of the integrated system join in Kwantek's Software-as-a-Service (SaaS) solution:

- Proprietary online operating style assessment
- Standardized process for all applicants
- Real time results delivery
- Documentation, metrics, and reporting

INDUSTRY CASE STUDY: Vernon Security

COMPANY PROFILE

Vernon Security is a growing dynamic security company of 150 – 200 employees located in Paramount, CA. Offerings include services in Medical, Commercial, Residential, Manufacturing, Education, and Logistics sectors including security guards, patrol service, parking management, 24/7 dispatch, and executive protection. It was founded in 1994 and has been partnering with Southern California clients for twenty years.

Vernon Security began using Kwantek's Integrated Applicant Tracking System (iATS) in October of 2013, and will be applying the Onboarding program in May of 2014.

APPLICANT QUALITY

As a result of using the Integrated Applicant Tracking System, Vernon Security is seeing a higher quality candidate, and experiencing less turnover. During the time using the Applicant Tracking System, only two people left voluntarily, and there were no terminations. Those who did leave were not part of the Applicant Tracking System. During the previous months, 7 terminations occurred.

TURNOVER RATE

As a result of the Applicant Tracking System, Vernon Security is experiencing a turnover rate of only 1.4%.

REDUCTION IN ADMINISTRATIVE TIME

Vernon Security uses a relatively low-cost system for

posting job openings by listing them on Craigslist.com, Hire a Hero, securityjobboard.com, and careerinfosecurity.com. The Human Resources department would spend 4 hours a week going through emails and scheduling interviews. Each interview would take 10-15 minutes. With iATS, a phone interview was added. With an average of 20-30 interviews a month, the time has reduced significantly.

Total time saved: 8 hours/month (one work day)

INCREASE IN HIRING

Top quality candidates have resulted in more candidates who go through the iATS :

Before iATS	1 out of 10 interviews hired
After iATS	7 out of 10 interviews hired

COST SAVINGS

There has been a significant reduction in materials since all applicant information and onboarding packets are handled online. Sufficient staffing of security guards means no overtime is necessary.

ADDITIONAL BENEFITS

Since all information is now online, account managers are able to review and get the best candidates for their job sites. Thus, the quality of the hire is increased due to the account manager's in-depth knowledge of the position.



Ed Brickley, Training Manager & Instructor (#297532), Texas A&M Engineering Extension Service

Although the Texas A&M Engineering Extension Service (TEEX) has been supporting the training needs of law enforcement and security professionals for over 70 years, the agency is a relative newcomer to the Texas private security industry, becoming licensed by the Texas Department of Public Safety Private Security Bureau (PSB) as both a Class F School (License #F01229) and a Continuing Education School (License #Y00211) in 2012 and 2013 respectively. However, those unfamiliar with TEEX may appreciate some background surrounding the state agency originally established in 1948.

TEEX has a long history of training public safety professionals in College Station. Beginning in 1929 with the establishment of a permanent firefighter training school, the Texas A&M College, under the Industrial Extension Department, created the Texas Law Enforcement Extension Program in 1942, a precursor to traditional police academy training. Today, it remains the oldest continuing state-wide law enforcement extension training program in Texas. As the program continued to grow, the State Legislature established TEEX in 1948 and charged the agency with responsibility of providing occupational and technical training services to the citizens of Texas. In 1967, after the State Legislature established the Texas Commission on Law Enforcement (TCOLE), TEEX continued its mission of service by helping the commission develop the first basic peace office course as well as the original curriculum for Private Security and Investigators.

Today, TEEX, a member of the Texas A&M University System, is an internationally-recognized leader in broad-based technical training and professional services assisting a diverse range of disciplines, including national and industrial security, fire and emergency services, search and rescue, public safety and health, critical infrastructure protection, and technology validation and development. In support of these efforts, TEEX provides a wide range of customized, hands-on, online, and on-site training along with technical solutions. TEEX is a founding member of the National Domestic Preparedness Consortium and home to the National Emergency Response and Rescue Training Center, a leader in homeland security training since 1998. The agency also sponsors the state's elite urban search and rescue team, Texas Task Force 1. Each year, TEEX serves nearly 200,000 people representing all 50

states, the District of Columbia, five U.S. territories and more than 60 countries.

The TEEX security training program is administered through the Public Safety and Security arm of the agency, also home to the Central Texas Police Academy, Texas Forensic Science Academy, Corrections Academy, and the original Texas Law Enforcement Extension Program. Now, also a PSB licensee, TEEX is honored to serve as a training provider for security industry professionals across the state. As a new member of the Associated Security Services and Investigators of the State of Texas, TEEX looks forward to learning from industry leaders how we can best serve the evolving training needs of security professionals throughout the state.

Currently TEEX offers a number of online courses for Texas private security professionals including the PSB Level II course, Effective Communication and Interviewing, and Report Writing and Documentation; a Security Supervision Certificate program is also available. By delivering training online TEEX provides companies and individuals an effective, cost-efficient training option. Utilization of these online training options may allow companies to reduce or eliminate those costs associated with dedicated classroom instructors and provide individuals living in rural communities an affordable training option. TEEX is committed to providing high-quality professional development training opportunities.

"I am a Career Security Professional licensed in several states and I have to say this course is some of the best training that I have received in the security field in years."

Student Testimonial, Private Security Bureau Level II course

Providing an online training option is just one of the many ways the agency fulfills that commitment. TEEX also provides students with opportunities for personal and professional development. Many TEEX courses offer professional certifications, continuing education credit, and opportunities for credit toward college degrees through articulation agreements established with universities throughout the state, American Council on Education, and industry training standards established by TCOLE, Occupational Safety and Health Administration, National Fire Protection Association, and others. Additional online and classroom security training in critical infrastructure protection, cybersecurity, vehicle operations and safety, and instructor courses are just a few of the many opportunities for security professional development.

**Learn more at TEEX.org or contact us at 979-845-6677.
Follow TEEX on Facebook at facebook.com/teexcikr**

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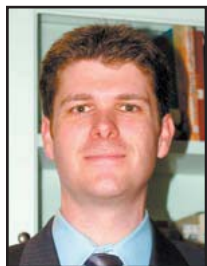
Announcing the NEW Security Safety Group of Texas!

- Join the Security Safety Group of Texas, to receive a premium discount on your Workers' Compensation Insurance.
- Eligible policyholders can earn an additional discount by participating in Zurich Insurance Company's workers' comp health care network.
- Any licensed Texas agent can submit qualifying clients for the plan.
- Claim and loss prevention services, including a safety plan developed for the Security/Investigative/ Alarm Industry.
- Each member retains its own experience modifier.
- Members may qualify for a group dividend.*
- Workers' comp insurance is the only coverage that provides medical and income benefits for injured workers and legal protection for employers.
- State law allows employers in similar businesses to buy their coverage as a group, with approval from the Texas Department of Insurance (TDI).
- Security Safety Group of Texas is a TDI-approved purchasing group for Security Guards, Investigators and Alarm Installation Monitoring Companies.

* Past dividends are not a guarantee of future dividends, and the Texas Department of Insurance must approve all dividends.

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Experience Modifiers – Workers' Compensation Policy



by Josh Ring, CIC, El Dorado Insurance Company

What is an experience modifier, how is it computed and how does it affect my premium?

This is a great question, and one that our customers ask frequently. The experience rating modifier is the one area where an employer's efforts can significantly reduce premium cost.

Experience rating is the interaction of claims management and insurance pricing. An organization that controls its losses also controls its experience modifier and ultimately is responsible for higher or lower premiums. Although the formula is quite complicated, an understanding of the basic components will assist you in minimizing the impact of losses.

The experience modification formula considers losses for a three-year period, excluding the current policy period. The "losses" are more than just the amount that has been actually paid out on a claim. They are the "incurred" losses, which also include the reserves that an insurance company adjuster has estimated the loss will pay out in the future, either in direct medical treatment or as indemnity payments to the injured worker while he or she is unable to return to work.

As an example, let's consider that an experience modifier for a risk is being calculated during 2014 for a policy that will be written effective August 1, 2014. Since the 2013 policy is not yet closed (expired), the loss data is not available. This one-year lag period allows the insurance company the time to close most claims and more accurately estimate the cost of the open claims that will continue for more than one year. The three years that the experience modification calculation is based on are the years that began in August 2010, August 2011 and August 2012.

In its simplest form, the experience rating calculation compares the actual losses for the individual employer with the expected losses for the average employer in the same industry and same state with the same amount of payroll.

An experience modifier of 1.00 represents an employer whose actual losses closely matched the expected losses for their business. If the actual losses were greater than the expected losses, the experience modifier would be greater than 1.00; conversely a modifier less than 1.00 means that actual losses were less than expected.



Since no two employers in the same industry will have the same claims histories, the experience modifier calculation is designed so that the employer with the greater claims pays more for workers' compensation. Through this system, employers have a financial incentive to improve the safety of the workplace. The chart below shows the significant impact that the experience modifier has on the actual premium an employer pays for insurance:

Manual Premium	Exp Mod	Discount/Surcharge	Modified Premium
\$62,106	.73	\$16,769 Discount	\$45,337
\$62,106	1.00	No Impact	\$62,106
\$62,106	1.43	\$26,706 Surcharge	\$88,812

The last aspect of the experience rating modifier that impacts the calculation is the frequency of claims. The formula places a higher penalty on an employer who has 10 injuries costing \$5,000 each versus an employer who has one injury costing \$50,000. Although the ultimate expense may be the same, the employer with one claim is considered a much better risk. A history of frequent losses normally implies there are poor safety standards in place and little management commitment to improving safety. In Texas, as in most states, large claims are "capped" so that the amount that exceeds the cap is not counted at all in the calculation. The current cap in Texas is \$107,000. This capping process reduces the penalty to the employer when there are "shock" losses.

The examples below show the impact of losses on the experience modification calculation as well as the impact of frequency versus severity in the calculation.

Remember, experience modifiers are not arbitrary numbers assigned by the insurance carrier; they are calculations based on the employer's actual losses. You can reward yourself and your business by implementing safety programs that will reduce losses.

Josh Ring, CIC graduated from The University of Texas McCombs School of Business with academic honors. He currently holds the title of Vice President within the firm and is responsible for managing El Dorado's ongoing customer relations. Additionally, he oversees the sales department at El Dorado and coordinates the development of new insurance products & programs for El Dorado's focus industries.



Securing Lower Premiums

At Texas Mutual Insurance Company, we understand that workers' comp insurance costs are a burden to your business. Not on our watch. Through the ASSIST and TBFAA workers' comp safety group program, you'll join with other security companies to lower your workers' comp premiums. With potential Texas Mutual dividends and their health care network discount, your business may save even more. And through our 17-year partnership with El Dorado Insurance Agency, Inc., we're not just protecting your people—we're protecting your budget.

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Insurance Company

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**Contact your agent or Josh Ring at (800) 221-3386
or email joshring@eldoradoinsurance.com.**

Texas Mutual Insurance Co. has services for non-English speakers available upon request.
Dividends are based on performance and are not guaranteed.



Uniforms Today LLC

is a 35 year old manufacturer and supplier of uniforms and equipment to the industry.

Our company continually strives to develop and sharpen our strategic focus and operating procedures, which ensures that our customers receive and benefit from their uniform investment in an evolving and ever-changing business environment.

Uniforms Today was established as a result of a merger between two companies in the security industry. The 2 companies bring a combined 70 years of experience supplying uniforms to the industry. Currently the company executives (Jeff Reisner and Harrison Wills) consist of second-generation management from each prior entity. Our company was formed in order to maximize the efficiencies and synergies of such a combination, by principals with a common vision who are committed to the continued growth of a reputable and sound customer base as well as long term business growth and success.

The company infrastructure is geared to provide quality service offering a full line of products directly to the end-user. Our approach to servicing the industry is different from that of our competitors. Uniforms Today has always sold to, and serviced, the end-user which is financially beneficial to the end user. As a major full-service manufacturer and diverse supplier of uniforms, our organization works diligently to maintain prompt and affective service.

Our factories have the production capability on a monthly basis in excess of 250,000 pieces which includes: shirts, pants, and outerwear. Quality Control and Communication are imperative to assure the highest quality of product is maintained.

Our 35,000 square foot warehouse services a customer base in excess of 1,500 customers nationwide. All orders placed are processed the same day, and all customization, embellishment and alterations of products are done internally which allows for quick turnaround at a low cost. We have the systems in place to make bulk shipments, or individually packaged uniform sets along with the organizational capability in customer service to assure proper communication of these requests.

Upon the customers decision allowing Uniforms Today the opportunity to service their uniform needs, the lines of communication will be set up: Jim Spitzer the National Sales Manager will oversee along with a customer service representative who will be both proactive and re-active in meeting our customer's requests. Orders can be placed via

fax, or utilizing an on-line secure store specifically designed with products your company designates to be available to the management to order from.

For special requests and new start-ups Uniforms Today commits to mobilize our organization to focus on getting those orders shipped as requested to their destinations when they are needed. While good ordering procedures should keep emergencies to a minimum, overnight delivery, when necessary and requested in writing, will be accomplished expeditiously. All orders placed receive an immediate confirmation outlining the order. A program has been developed to provide tracking (by employee and/or job), replenishment, inventory control and reporting mechanisms for your uniform program.

As a valued supplier we consider ourselves members of your team in providing the professional image you want from your associates. The uniform industry is our business as well as the changing trends, and it is our obligation to share any knowledge, which can aide in differentiating our customers from the competition. If there are "upgrades" requested to the uniform product specifications, we stand ready to meet those requests and offer any alternative products available on the market. Industry developments with their effect on a changing competitive environment impel this requirement to be met.

We are confident you will find our organization can be an asset to your company and would appreciate the opportunity to service you with honesty and integrity as you would expect. Our entire staff is committed to providing a superior level of service, and will work diligently to meet and exceed our customer's requirements and expectations, which is consistent with the quality of our products we produce and supply.

If you would have any questions and or inquiries please feel free to contact our National Sales Manager Jim Spitzer @ 864-901-8185 , or jspitzer@uniformstoday.com at your convenience. Jim will be happy to answer any questions you may have. We look forward to hearing from you and becoming your valued supplier and partner in the continued growth of your company.

Sincerely,

Jeff Reisner / CEO
Harrison Wills / President

47-47 35th Street
Long Island City, NY 11101
800-229-8919 Office
718-784-7019 Fax
864-901-8185 Cell

Costanza Insurance Agency

“To Protect and Serve the Security Industry”

Key programs include: crime insurance, general liability, errors & omissions umbrella / excess liability, auto, and workers compensation packages primarily for the security industry

For more than two decades now, Costanza Insurance Agency (CIA), headed by founder Peter Costanza and his son Brian Costanza, continues to provide insurance solutions for security related businesses throughout the United States.

Among its clients are security guard firms, private investigators, and alarm companies. CIA's programs include general liability, fidelity/crime insurance, workers compensation, commercial auto, umbrella liability, and other professional casualty products.

Programs are written by Zurich Insurance company, one of the world's largest carriers, backed by a “A+” A.M. Best rating. Zurich offers risk management services along with loss control tools to help mitigate and prevent losses.

General liability, workers compensation and auto programs remain the backbone of the Costanza organization. Our society's litigious nature, coupled with precedent setting liability awards, is the key factor in an ever increasing necessity for proper, specialized coverage offered exclusively by Costanza Insurance Agency.

Examining current conditions within the security industry, Peter Costanza points out that “security needs obviously accelerate as the rate of crime increases. It has become more evident to me that current economic and social challenges facing our society form the driving force behind the increasing need for independent security.”

Feel free to contact us directly. We also work with many independent brokers. Those submissions are welcomed as well.



Costanza Insurance Agency
www.costanzainsurance.com
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Dallas, TX 75243
(800) 346-0942
(972) 991-6084
(972) 991-2139 fax

Fearless Business Ownership

You've had a measure of success. You have every reason to expect your success to continue in the future and probably increase. You may feel you know a great deal about how to form, manage and operate a business, make and invest money, plan for tax liabilities and on and on. Do you really feel like you know what to do to keep and protect what you worked so long and hard to get?

Once you become a successful business owner, the institutions of the federal, state and local government will actually have a right to take much more from you because of your success. There will be those who envy your success and justify their attempts to take from you because you have more than they do. There will be those who simply want to steal what you have and don't need a reason or a justification.

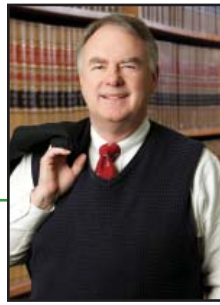
These realities are understandably frightening to most business owners, even those with substantial experience and skill. The threat of lawsuits for example, weighs heavily on many business owners' minds. We have something to say to help you sleep a little better at night.

In order to be prepared, you have to know the threat and understand the true motivation of your opponent. If you are going to build a castle or a fortress of protection for yourself, you must anticipate when an attack is likely to come, from where and why.

THE LARGE ELEPHANT SYNDROME

The IRS is an enormously large organization. Its agents are everywhere. It is highly computerized and in some sense, due to its access to the data bases of so many other federal, state and local governmental agencies, including law enforcement, the IRS is almost all knowing.

We advise our clients in strongest terms to steer clear of disputes with the IRS as much as they reasonably can. File tax returns accurately, on time, and pay the amounts due.



By Adrian Van Zelfden, Laura Sanders Fowler, John G. Pearce

The Fowler Law Firm, P.C., Austin
www.thefowlerlawfirm.com

Laura Sanders Fowler will be our guest speaker on Ethics at the Annual Convention. Don't miss it!

Avoid situations that may cause vicarious liability. If you get in the way of a large elephant, you will certainly be trampled. It doesn't matter in the least if the elephant is right or wrong; the outcome will be the same for you!

Treat your payroll operations, withholding and reporting as sacred. Do not entrust anyone but your most skilled employees or consultants with payroll operations. Never cut corners or take shortcuts on payroll.

Provocative commentators sometimes describe the IRS and criminal consequences too casually. Unless you commit a criminal offense, you will not have to worry about going to jail. Inability or even failure to pay your income taxes is a civil matter. Failure to file your tax returns, however, is a criminal matter. If you file a legitimate tax return, virtually any mistake you may make in filling out the forms will only result in civil penalties. You only have to worry about criminal penalties if you do something illegal on purpose. We believe with great conviction that business owners should avoid even the gray areas of the law, promptly report all income, take only legitimate deductions, and live happy prosperous lives.

YOUR WORST NIGHTMARE

The IRS audits about ten million returns each year, and it assesses additional taxes totaling about \$20 billion.

*www.kiplinger.com/slideshow/taxes/T056-S001-irs-audit-red-flags.
November 2012



The IRS relies heavily on computers to flag returns for audits. Every return received is statistically scored to decide its audit potential by an algorithm called the Discriminate Function System, often referred to by the acronym DIF. The formula is very complex and highly secret, relying heavily upon scores of total positive income and total gross receipts. If your DIF score is high enough, eventually the IRS will select you for audit. You may have had low income in the past and were never concerned about an audit. But as successful business owners' profits increase, their returns become more complex; risk of audit becomes more likely. Here are several factors that definitely raise your DIF score.

Income is the most significant factor. A tax return showing over \$100,000 is eight times more likely to be audited than that of a person earning less than \$25,000.

Some other high audit targets are:

- Taxpayers who file Self-Employed Schedule C;
- Corporation or Partnership K-1s;
- Someone who receives a large tax refund;
- Individuals who fail to attach certain forms such as the Alternative Minimum Tax or Non-Cash Charitable Contributions calculations;
- Reporting of casualty losses;
- Having foreign bank accounts;
- Taking tax credits; and
- Showing a loss on a business schedule or a capital gains schedule.

Then there are additional special situations that increase the potential for audit. Examples of these are:

- Document mismatches (especially W-2s and 1099s);
- Currency transaction reports for cash movements in excess of \$10,000;
- Informants like ex-spouses, disgruntled employees, or competitors;
- Referrals from other IRS branches such as collections;
- Reciprocity with state and other taxing bodies; and
- Investment in tax shelters.

Certain industry groups unquestionably are at greater risk simply because of their industry. And last but not least, let's don't leave out those who belong to the "rich and famous" class. *www.forbes.com/sites/robertwood/2011/03/30/irs-audit-risk-if-youre-rich/

If you try to file your tax returns correctly and honestly, you should not have to fear an audit. Nobody likes to be checked, but even if you are, you should be able to expect to come out with a no-change report or only owing a little bit of money. There will be hassle, time lost, and the expense of representation, but those should be minor unless you made a large mistake.

LARGE MISTAKES

What if you make, or have already made, a large mistake? What happens then? You or your professional team may have made a mistake on one or more of your tax returns. In the last few years, the most expensive mistake some people made was investing in tax shelters. What tax shelters are popular and aggressively marketed changes from time to time but the basic concept does not. Typically, a business owner is allowed to take certain large write-off for certain times of business operation or investment, reducing their taxes significantly. But if in a later year, the deduction is disallowed, causing the business owner or investor to have to go back and pay that additional tax, plus steep penalties and interest, this can be a business disaster.

The disallowed tax shelter is mostly a nuisance if the business owner has the cash to pay for his mistake at once. But if the business owner's fortunes have spiraled downward in the meantime, the business owner or investor may have a problem that cannot be easily solved.

It is not hard to make a mistake. The Internal Revenue Code is so long, so complex, and so boring that even the

experts never really master it. For many years, Money Magazine conducted a contest every year based on a hypothetical fact situation and challenged several nationally recognized tax experts to prepare an accurate current year tax return for a fictional person. Very few of the contestants came close to the right answer and even the graders ended up having arguments among themselves.

Here's a test for you. Telephone the IRS hotline and ask a fairly simple question. See how often you receive two completely different answers, if you talk to two different IRS staff members answering the hotline the same day!

Sometimes business owners get caught in the IRS web because of something somebody else did. Even if you did nothing wrong yourself, you may be put at risk by something done by a relative or an associate, under a principle called "vicarious liability."

VICARIOUS LIABILITY FOR PAYROLL TAXES

The IRS is widely considered to be generally tough on all categories of taxpayers and taxes. Our experience has been that the IRS is toughest on business owners in their role as an employer withholding payroll taxes. IRS regulations state that when the business owner/employer withholds income tax, Social Security, and Medicare from each employee's paycheck, the withhold money is held in trust by the business owner for the IRS. If the business owner fails to pay that money right away, the IRS will treat the employer and the business owner as a trustee who has failed in a fiduciary duty. ***2013 Publication 15 Circular E** www.irs.gov/pub/irs-pdf/p15.pdf

The IRS has the right to impose up to a one hundred percent (100%) penalty on the withholding portion, potentially doubling the amount the business owner owes. The IRS routinely imposes this level of penalties on the individual business owner in its role as employer. Every year, in every city, there are newspaper articles, or reports on evening television broadcast news about some unfortunate, hapless business owner/employer, typically an immediately recognizable well-known business like a restaurant or entertainment establishment, whose business doors were padlocked in a dramatic highly publicized raid by the IRS and/or state taxing authorities for late payment of payroll and franchise taxes.

What usually is not as sensationalized but is every bit as worrisome for a business owner is the fact that the IRS has the right to go after anybody associated with a business to collect unpaid payroll taxes. There is no requirement that the IRS first try to collect from the person or people more responsible for the failure to pay. The IRS can, and will, go to anybody associated with the management of the company. They will look for anybody in the business with money, and they will collect as much as they can get until the whole debt is satisfied. The IRS can, and will, assess anybody who was on the signature card and could have written checks for that business. That might include the lowest clerk or a person who just occasionally signed checks when the manager was away. Their rationale is that any checks written should have gone first to the IRS—and they succeed with that theory. The theory extends beyond the bank account signatories to anyone who had a potential management role in the business. That includes officers and directors, whether or not they had signatory power on the checking account.

When a business is doing well, it has plenty of money to pay its bills to employees, suppliers, etc. When a business is struggling, frequently the last things the business owner chooses to pay are the payroll taxes to the IRS. Because income tax withholding, Social Security and Medicare are such a large part of payroll ranging from a minimum of 15% up to about 47% of total gross payroll, the amount owed can quickly become an impossible sum to pay. Often business owners go to lawyers or accountants, telling the sad but true story that despite their position with the company on paper, they either were really a passive investor or a silent partner or just an honorary director with no day-to-day responsibility for, nor contact with, the business. Through no fault of their own, they are being assessed by the IRS for enormous amounts of money for back payroll taxes. How many business owners have persuaded their father-in-law to invest in their business?

VICARIOUS LIABILITY FOR JOINT TENANCY

There is another aspect to vicarious liability that may not be so obvious. Bank accounts or owning property in joint tenancy with another person can give rise to liability when the other person, including an spouse or ex-spouse, gets into trouble.

HOW THE IRS BEATS UP ON THE LITTLE GUY



Most people don't realize that the IRS really does target small and less sophisticated business owners. Statistics released by the government show that the IRS is significantly less successful in large tax disputes than they are in small ones. During

one recent year the government collected only 17% of the assessed taxes in Tax Court cases involving \$10 million or more. But in cases involving less than \$10 million, the IRS collected 42% (which is two and one-half times higher). As one former IRS commissioner observed: "It's a lot easier to kick the bejabbers out of the little guy." **Anonymous former IRS commissioner, quoted in "Tax Notes," 6830 North Fairfax Dr., Arlington, Virginia 22213.*

Most business owners are familiar in a general way with what can be done by one party to a lawsuit in regard to the other, if that party wins. The IRS can do much more, and more quickly, because it doesn't have to bother with the pesky detail of having to go to court and prove its case. The IRS only has to give you a 30-day warning; and it only has to do that once, before it can hound you literally for the rest of your life unless and until you settle and pay.

A simplistic rule of thumb is that the IRS has three years to assess a tax and then seven years to collect it. In turn, that period can be extended by the consent of the taxpayer. Because it has the power to levy, file liens, shut you down, and harass you unmercifully, the IRS has the practical power to force you to consent to almost any extension it wants. Tax assessments cannot be discharged in bankruptcy except in special circumstances. Homestead laws in most states do not protect you from the IRS, which can seize and sell your home at auction for a foreclosure-type price and put you on the street. So if you run into trouble with the IRS, it is much worse than merely losing a lawsuit.

Tortious Interference



By Walt Roberts, ASSIST President

I recently had a project manager take one of my contracts to another company. He also took some of the employees. I sued him for \$9,500.00 in small claims court

and won. This has been a problem in our profession for a long time. It's time to put a stop to it. Make sure your contracts with your employees have a clause prohibiting them from soliciting employees and clients. It's called Tortious Interference. Be careful on the time frame and don't make it too long. I make mine for 6 months to a year. I figure if they take the client after 6 months I was going to lose it anyway.

Next, pay attention your client contracts. Write a clause about recruiting your employees. Do not allow them to hire, recruit, or allow another contractor to recruit your guards for a period of 120 days after the contract ends. I charge \$7,500.00 per employee if they hire them within 120 days of the contract period ending. I have also won this type of suit in small claims court. If you need assistance, my Attorney is Chad West, and he is good. His business card is below. Call him at (214) 509-7555.

We all know our business is hard, but having someone you trust cut into your business really hurts. We all want to think the best of the people we do business with, but having the terms in writing in a legal document keeps everyone honest.



CHAD WEST, Attorney

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NEW MEMBER BENEFIT

Joni Berardino, Executive Director

ASSIST is working hard to develop new member benefits for YOU. Please contact me at executivedirector@assisttexas.org or call me on the member services line at 832-274-1079 during working hours (8am-5pm) to tell me what you would like as a member benefit. Think big and small. For example, we are currently in talks with a law firm and COSTCO to develop special rates for our members. Do you have a favorite company that you would like a discount from? Remember, our strength is in our numbers. The more members we have, the better pricing we will get.

Below is an advertisement for a significantly reduced price on AAA (triple A) membership. If you have never used AAA, check it out. I never let my AAA membership lapse because they have bailed me out so many times. Please be sure to note that membership is assigned to individuals, not cars, and marked cars are not eligible. So this benefit would best be used for your family or as a perk for your employees. Consider giving it as a Christmas or birthday gift. Can't give your employees a raise.....give them a gift that lets them know that you care about them. It is low cost and will buy you a lot of loyalty.

Special Offer from AAA for ASSIST members!!!



Join AAA Texas today for just \$45*

Join AAA Texas today and your membership can pay for itself many times over with these great benefits!

24-hour Roadside Assistance

- You are covered in any car, SUV or pickup truck, any time, day or night, even if you are not the driver
- Just one tow could save you up to \$75!

Quality Insurance

- Surprisingly low rates on Auto, Home and Life insurance. You could save hundreds!

FREE Shopping Discounts

- Take advantage of our pre-negotiated discounts of up to 50% on apparel, shoes, dining, electronics, entertainment and more.

Full Service AAA Travel Agency

- Take advantage of special, member-exclusive perks such as shipboard credits and free excursions.

FREE Identity Theft Monitoring

- You receive email alerts of key changes detected on your Experian® credit report as well as fraud resolution support.



Contact Suzanne Tenney to take advantage of this exclusive offer at 512-663-9854 or tenney.suzanne@aaa-texas.com

Special pricing for AAA Plus and Premier level membership is also available *This offer is not available on line.*

* Your \$45 payment includes a waived new Member admission fee of \$20 with AAA Autopay and a \$7 discount on dues. Limit one adult associate per household, 21 years of age or older. Dependent associates must be under age 21 years of age and either live with you or be full-time students away at school. Select membership benefits and services are provided by independent service providers. See Member Guide for details, terms and conditions. Personal lines insurance is provided to qualified AAA Texas members by AAA Texas County Mutual Insurance Company. Life insurance underwritten and annuities provided by AAA Life Insurance Company, Livonia, MI. Copyright © 2012 AAA Texas, LLC. All Rights Reserved.

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LIC-B 8061

Texas Looks to Decrease Occupational Licensing

by Jarrett Skorup, Mackinac Center for Public Policy

Texas Attorney General Greg Abbott, who is running for governor, has rolled out a plan that would repeal a number of occupational licensing rules. These standards restrict individuals from engaging in certain commerce without permission from the state (and often include paying extra money, taking tests, and meeting other requirements).

The plan notes, "Regulation by licensure results in less competition, fewer choices, higher costs, and the potential to thwart innovation. These effects are not always visible to the consumer, but they are nonetheless built-in costs without justification in most instances."

The National Center for Policy Analysis notes, "Of all the proposals designed to help poor and lower-income people, this one deserves major kudos. It does not involve expansion of a massive government program, and it reduces the cost to those who wish to profit from their knowledge and skills. It will also boost economic growth and tax revenue, since studies indicate that such licensing reduces job growth by 20 percent."

Abbott's plan would specifically get rid of or significantly reform licensing for interior designers, salvage vehicle dealers, dog trainers, coaches, auctioneers, barbers, cosmetologists and towing boat operators.

According to "License to Work," a national study on the burdens of occupational licensing from the Institute for Justice, Texas has the 17th most burdensome laws. Michigan is ranked 21st and is particularly burdensome towards moderate-income occupations. Michigan also licenses painters, barbers, lower-level contractors like those putting up gutters and laying tile, and other areas rarely licensed in other states like floor sanders, alarm installers, glaziers and other alteration contractors.

The main opposition to Abbott's proposal comes from the groups representing industries which are being deregulated. The stated claim, of course, is that the repeal of licensing and regulatory rules would harm health and safety. This is the standard assertion, but there is little or no evidence that removing most licensing standards will cause harm — and the entrenched interests who make that claim rarely even try to show that it does.

The reality is that these organizations are looking to use government to protect their members from competition in the marketplace. But that is not a proper role of government.

This is a slippery slope. Security personnel are part of the "occupational" licensing this article discusses. If security licenses are repealed, we will be open to competition from anyone who wants to open a company and the quality of our profession will be seriously impacted. ASSIST will be watching as (if) this unfolds, and members will receive updated information by email.


- Walt Roberts, ASSIST President



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Toll Free: 1-800-795-4726

Legislative Report



Keith Oakley, ASSIST Lobbyist



The political landscape in Texas was washed away by a Tea Party wave during the recent elections. All of the statewide Republican candidates and most of the Republican House and Senate candidates that won did so only with the full support of Tea Party voters.

The leaders we have just elected to run our state government are, for the most part, in favor of smaller government, lower taxes and for the fierce protection of personal identifying information.

With all of these changes taking place at the Capitol, I feel those of you with private investigation companies may face one of your toughest legislative sessions yet. Many members of the Legislature will be supporting legislation designed to protect private information. It is the unintended consequences that are of concern to licensed investigators.

At this point in the campaign, Greg Abbott has a double digit lead over his November general election opponent, Wendy Davis, in the race for Governor.

On November 14th, in an interview with Chad Hasty on KFYO when discussing privacy issues Attorney General Abbott said:

“The Texas Department of Motor Vehicles keeps records on 22 million vehicles and drivers. And that information is sold about 2,500 times last year in instances like election agencies, banks, towing companies, and private investigators. But here’s the key thing and that is it was sold without your consent or knowledge.”

We want to assure Attorney General Abbott and the citizens of Texas that any information obtained from the Texas Department of Motor Vehicles by Licensed Private Investigators is done so legally, under strict regulations, and used only for necessary and legitimate purposes.

Private Investigators in Texas are licensed by the Private Security Bureau at the Texas Department of Public Safety. They must pass a state and federal criminal background check, receive training and demonstrate their knowledge of the laws and board rules governing investigations in the State of Texas.

Licensed investigators regularly obtain driving record information upon the request of their clients as required for court proceedings, accident re-construction and pre-employment screenings for truck drivers, ect. Continued access to this information is essential to our court system, free enterprise and transparency in government, and to keep our highways safe.

Any misuse of this personal information is subject to loss of license, as well as other severe state and federal penalties.

These newly elected legislators will be required to make decisions on a dizzying amount of issues that may be totally new to them. Most will have very little knowledge about the private security industry.

ASSIST members will once again be asked to help us educate these new state leaders. We will let them know that it is mandatory that Texas maintain a regulatory environment that does not stifle growth in the private security industry or hinder public safety.



Steven McGraw, Director of the Texas Department of Public Safety



Steven C. McCraw took the oath of office as director of the Texas Department of Public Safety back in 2009. He is only the twelfth director in the agency's 74-year history. On the day he took office, McCraw said, "I am proud and humbled to have this opportunity to return to DPS as its leader. There is no greater calling than serving the citizens of the State of Texas."

McCraw, had been director of Texas Homeland Security in the Governor's Office since 2004. He started his law enforcement career with DPS in 1977 as a Highway Patrol trooper before promoting to Narcotics investigator. In 1983, he was then appointed a Special Agent with the FBI.

His assignments included Unit Chief of an Organized Crime Unit, Director of the Foreign Terrorism Tracking Task Force after 9/11, Special Agent in Charge of the San Antonio Field Division and Assistant Director of the Office of Intelligence and the Inspection Division in Washington, D.C.

A native of El Paso, McCraw has Bachelor of Science and Master of Arts degrees from West Texas State University.

Ever since he became director of the Texas Department of Public Safety, he's striven to make the state's largest law enforcement agency more effective and more efficient. McCraw has invested in armored gunboats, a surveillance plane and helicopters. Now the agency has become the federal government's newest partner in fighting the global war on drugs.

In late March, McCraw signed an agreement with the U.S. Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL) that allows DPS to send its troopers to other countries to train. DPS can also train foreign police officers in Texas under the new agreement.

After signing the agreement with DPS' McCraw, Ambassador William Brownfield, assistant secretary for the INL, told Texas Public Radio that DPS has unique expertise in border security, especially in drug- and gang-related crimes. Brownfield cited Central American gangs as one area that DPS might focus on in the new collaboration. He said he hopes U.S. law enforcement will soon "address issues related to gangs down there that eventually operate up here."

McCraw, in a written statement, said he was pleased to have DPS join the U.S. State Department's global campaign in the war on drugs: "Crime today is alarmingly transitory, transnational, organized and covert, and it's not enough for governments to focus solely on protecting public safety and disrupting crime within their borders—the efforts must be global."

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ASSIST Urges Target to Allow Guns in Their Stores

NEWS RELEASE: July 24, 2014

AUSTIN—The president of Texas' largest private security association, Walt Roberts, today said that in his opinion if citizens should to be allowed to carry guns into any retail store, it should certainly be Target.

Target recently requested that their 'guests' leave their weapons outside when visiting Target stores.

Roberts, president of Associated Security Services and Investigators of the State of Texas, (ASSIST), says that he feels that shoppers may need to be armed to protect themselves from Target security guards.

He says he fears Target security guards could be known felons.

"I don't believe that Target has ever come into compliance with Texas laws governing security guards," Roberts said. "The law says that Target's guards are supposed to register with the Texas Department of Public Safety, (DPS), but to my knowledge, they have refused to do so."

Under Texas law security officers are required to register with DPS, pass a criminal background check, maintain liability insurance, receive training and pass a test before they can go to work.

Roberts says there is no way that Target can legally run criminal background checks on their guards without following state law.

"Only certain state agencies have the authority to run the state and federal criminal background checks," Roberts says. "I don't think shoppers have any way of knowing if the Target security guards are wanted felons or not."

Roberts says he is unaware if Target is following the laws in other states. He says that his association has tried for years to bring Target into compliance in Texas, but that their efforts have fallen on deaf ears.

"If Target won't follow the laws in Texas and legally check to see if their guards are wanted felons," He continued, "they should at least allow us to protect ourselves while visiting their stores."

President of ASSIST Provides Testimony to House Committee on Homeland Security and Public Safety

NEWS RELEASE: August 5, 2014

AUSTIN—The President of Texas' largest private security association, Walt Roberts, today said that Texas private security companies could help Texas stop illegal immigration at the Texas border for a fraction of the cost of the National Guard.

Roberts, president of Associated Security Services and Investigators of the State of Texas, (ASSIST), says that his association has submitted testimony today to the Texas House Committee on Homeland Security and Public Safety that as in the case of natural disasters, Texas security services contractors are standing ready to post uniformed security officers all along the border.

"We can do the job and save tax payers millions upon millions of dollars," Roberts said. "Licensed Security Officers have the authority to detain individuals that they witness committing a felony or for criminal trespassing. We can pick them up and deliver them directly to any law enforcement officer, just the same as the National Guard."

Roberts says it is common practice for Federal and State governments to contract with private security companies when they need additional help. "During Hurricane Katrina I took bus loads of armed security officers to New Orleans to help state, local and federal law enforcement. They were very grateful to have our help."

"We can deploy hundreds of private security officers to the border within hours of receiving the call for help," Roberts said. "We are trained professionals and can get the job done for a fraction of the cost."

The Texas Department of Public Safety regulates private security officers in Texas. They must pass state and federal criminal background checks, maintain liability insurance, collect sales tax, receive training and demonstrate proficiency in the laws governing their profession.



RIO GRANDE VALLEY

JAIME S. OCHOA

President
Rio Grande Valley
Region

956-544-4726

riograndepresident@assisttexas.org

Congratulations go out to Joni Berardino our new Executive Director for ASSIST. We extend a heartfelt welcome and look forward to a successful year. I would also like to introduce my RGV ASSIST Board: Executive Vice President, Juan Torres; Vice President, Romel Hinojosa; Secretary, Monica Gonzalez; Treasurer, Joe Calzada and Sgt. at Arms, Robert Garza. We look forward to meeting with you personally at the annual convention in Houston this year.

I want to thank Josh Ring from El Dorado Insurance for attending our May 7, 2014 RGV ASSIST Meeting and presenting their plan for the Affordable Care Act. Time is running out for the implementation of the mandated Health Care Reform law. We must make decisions about how to best plan for these changes and their impact on our companies, and the information presented by Josh Ring is very much needed and appreciated. I would encourage all members needing information on this Affordable Care Act to contact Josh for his help in this important decision.

In closing, an invitation is extended to interested individuals who would like to attend our next RGV ASSIST meeting. **Our next meeting will be held on November 5th, 2014 at Bass Pro Shop-101 Bass Pro Dr. Harlingen, TX.**



EL PASO

ROBERTO AZAR, JR.

President
El Paso Region
915-691-2595

azar_co28@yahoo.com

On behalf of the El Paso Region I want to thank all of our members, non members, guest speakers and vendors that attend our monthly meetings. Our goal is to enable interaction with our local law enforcement agencies and security professionals from our region and to extend our professional relationships with area trade associations and businesses.

At our monthly meetings we provide continuing education for our attendees that can be used for their license renewal. We also provide critical information that relates to our profession at the regional and

state level. Our monthly meetings are attended by representatives of the Security, Investigations, Armored Car, Alarms, and Locksmith fields. **Our monthly meetings are held at the Wyndham Hotel located at 2027 Airway by the El Paso International Airport.**

For more information on our regional meetings please contact me, or any of the El Paso Regional Board Members:

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Regional Vice-President
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princeofthe32@gmail.com

Steven Lopez
Regional Treasurer
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Richard Bare
Regional Secretary
915-751-6811
sog@suncitysecurity.com



ASSIST El Paso Appreciation Day at the El Paso Chihuahuas Stadium

From left to right: Sgt R. Zavala (El Paso PD/Azar Training Academies), Steve Lopez (EP Reg Treasurer), Robert Azar, Jr. (EP Reg President), Walt Roberts (State President), Lorenzo Sosa (EP Reg VP), Richard Bare (EP Secretary).



NORTH TEXAS

CHARLES KELLIS

President
North Texas
Region
(469) 218-8170

northtexaspresident@assisttexas.org

Everyone in the North Texas region is encouraged to come out to our monthly meetings. It's a great way to get involved with ASSIST and build professional connections.

Our meetings are held the third Wednesday of the month at 11:30 a.m., at Texas Land and Cattle on Technology: 10250 Technology West, Dallas, Texas 75220. **Our next meeting will be September 17th at 11:30 a.m.**



SOUTH TEXAS ALAMO

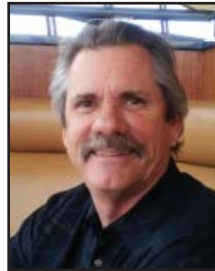
JIM PROCK

President
South Texas
Alamo Region

(210) 680-1202
alamopresident@assisttexas.org

I'd like to extend a personal invitation to all interested in our profession within the Alamo Region to come and join with us at our quarterly meetings.

Our next regular meeting will be in November 20th after the convention in Houston. If you are interested in attending you can contact me via email: jprock@cwidesat.com or call me at (210) 680-1202.



CENTRAL TEXAS

DANNY HINKLE

President
Central Texas
Region
(512) 308-8019

centraltexaspresident@assisttexas.org

Central Texas meetings are held on the 4th Tuesday of the month at 11:30 a.m. at Mangia Pizza: 8012 Mesa Drive Austin, TX 78731

ETHICS FOR PRIVATE SECURITY

Ethics in Private Security is essential in order to maintain and adhere to the professional standards of private security agencies. Not only are organizational and legal ethics important, but personal ethics can also be vital to those employed in private security.

- A. Accountability – accept responsibility for decisions; don't blame others or take credit for work you didn't do
- B. Conduct – personal behavior; a way of acting
- C. Courtesy – treating others with consideration
- D. Dilemma – any difficult or perplexing situation or problem
- E. Ethical Dilemma – any difficult or perplexing situation or problem of an ethical nature that involves a decision-making opportunity in which there seems like there is no right choice to make
- F. Ethics – a set of rules and standards that govern individual conduct; establishes right vs. wrong and good vs. bad

G. Fairness – following established procedures, including objective and equal treatment of others

H. Honesty – prohibits stealing, cheating, fraud, or deception

I. Integrity – moral soundness, honesty, and freedom from corrupting influences or motives; treating beliefs about right and wrong as ground rules for behavior.

EARLYBIRD RATES EXTENDED for Annual Convention

You now have until September 20th to take advantage of early bird discounts on the Annual Convention Registration.

Register online at www.assisttexas.org or complete and return the registration form on page 25



GULF COAST

MIKE HUDSON

President
Gulf Coast Region
713-789-5944
gulfcoastpresident@assisttexas.org

2014 ASSIST STATE CONVENTION

OCTOBER 8TH-11TH

The ASSIST Gulf Coast Region hosts monthly meetings every second Tuesday of each month. The luncheon meetings are held from 11:30am to 1:00pm at Saltgrass Steakhouse, 1803 Shepherd Dr Houston, TX 77007.

The Gulf Coast Region will be hosting the 2014 ASSIST State Convention. As the new President of the Region, I'll be asking for the much needed assistance of our new State President Walt Roberts, State Officers, my GC Region Officers, GC members, Vendors and anyone else who can offer suggestions and guidance. If you would like to provide advice or just your opinion on how the Convention can better serve you, please call or email me.

During the Convention, we will be honoring our heroes, those who have served in the Armed Forces and/or Law Enforcement. If you or an immediate member of your family has served, please email a picture (preferably in uniform) with name, branch or department, service length and any special recognition achieved. Email to: mhudson@smithprotective.com



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Silver	Top Gun Security & Inv
Silver	Costanza Insurance Agency
Silver	Kuty & Associates
Silver	DFA Insurance
Bronze	Smith Protective Services, Inc
Bronze	Security Professionals of Texas

Josh Ring
Matt MacLean
Jeff Moore
Peter Costanza
Gary Kuty
Fred Gardenour
Pete LaBonte
Susan Griswold

President's Gala and Dinner
Legislative Luncheon
Top Gun Competition
S/O of the Year
Golf Tournament
Golf Tournament
Hospitality Suite
Hospitality Suite

SPONSORSHIPS AVAILABLE

Platinum \$3000 Plus
Gold Sponsor \$2000
Silver Sponsor \$1000
Bronze Sponsor \$500
President's Reception \$1500
Golf Hole \$100
New Member Breakfast \$500 (Friday)
Hospitality Suite \$500 (2 nights available)

For more sponsorship information, contact:

Mike Hudson, Gulf Coast President
gulfcoastpresident@assisttexas.org
mhudson@smithprotective.com
Office: 713-789-5944
Cell: 713-824-4313

2014 ASSIST CONVENTION SCHEDULE

WEDNESDAY OCTOBER 8TH

- Early Registration from 5:00pm to 7:00pm
- Hospitality Suite open starting at 7:00pm

THURSDAY OCTOBER 9TH

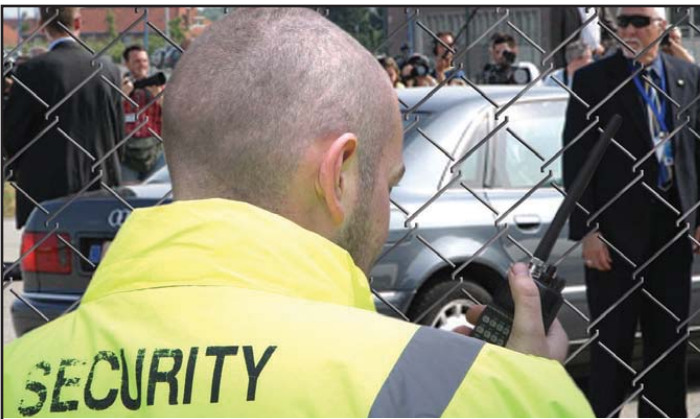
- Golf Tournament sponsored by Kutty & Associates and DFA Insurance, starts at 9:00am. Vans will be leaving the lobby at 8:15am. Venue is Bear Creek Golf World 16001 Clay Road Houston, TX 77084. www.bearcreekgolfworld.com
- Top Gun 3 Gun Shooting Competition sponsored by Top Gun Security & Investigations starts at 9:00am. For those that need transportation, vans will be leaving the lobby at 7:45am. Venue is The Impact Zone 10878 Kerr Rd, Hempstead, TX 77445. www.theimpactzonerange.com
- Registration and President's Reception from 3:00pm to 7:00pm
- Hospitality Suite opens at 7:00pm.

FRIDAY OCTOBER 10TH

- New Member Continental Breakfast 7:00am-8:30am
- CE classes from 8:30am to 11:20am
- Guest/Spouse Shopping trip to Galleria 10:00am to 2:00pm
- Legislative luncheon 11:30am to 1:30pm
- Vendors Time 1:30pm to 3:00pm
- ASSIST Annual Meeting 3:00pm to 5:00pm
- President's Gala Dinner & Entertainment 6:30pm to 9:30pm
- Hospitality Suite open at 10:00pm

SATURDAY OCTOBER 11TH

- Continental Breakfast 7:00am-8:30am
- CE classes from 8:30am to 12:50pm
- End of Conference



Texas Private Security Bureau Level II Blended Learning Course

- Meets Texas Department of Public Safety Private Security Bureau training requirements for Level II Non-commissioned Security Officer course
- Licensed by the Texas Private Security Board, License #F01229
- Students will complete online course at their own pace and schedule a proctored exam

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www.twincitysecurity.com

Sun City Security Service, Inc.

9155 Dyer Street, Suite B-90
El Paso, Texas 79924

Dave Scepanski, CEO

Phone: (915) 751-6811 Fax: (915) 751-5900

E-mail: dave@davescepanski.com

www.suncitysecurity.com



ASSIST Convention 2014 Houston, Texas Attendee Guide

Schedule of Events

Wednesday October 8	Friday October 10	Saturday October 11
5pm—7pm Early Registration 7pm—1am Hospitality Suite Open Thursday October 9 9am—3pm Golf Tournament 9am—3pm Top Gun Competition 3pm—7pm President's Reception/ Registration/Vendor Time 7pm—2am Hospitality Suite Open	830am—1130am CE Classes 10am—2pm Guest/Spouse Shopping Trip 1130am—130pm Legislative Luncheon 130pm—3pm Vendor Time 3pm—5pm ASSIST Annual Meeting 6:30pm—9:30pm President's Gala and Entertainment 10pm—2am Hospitality Suite Open	830am—1pm CE Classes 1pm—End of Conference
See Registration Form for More Information		

Where: Omni Houston Westside
13210 Katy Freeway
Houston, Texas 77079
www.omnihotels.com

Call 281-558-8338
Before 9/10/2014 for Special ASSIST Rates
\$139 per night

- A free shuttle will run between both Hobby Airport and Intercontinental Airports. Please reserve in advance via email: [Greg Headly at greg.headly@gmail.com](mailto:Greg.Headly@greg.headly@gmail.com)

Honoring our Heroes

During the Convention, we will be honoring our heroes, those who have served in the Armed Forces and/or Law Enforcement. If you or an immediate member of your family has served, please email a picture (preferably in uniform) with name, branch or department, service length and any special recognition achieved. Email to:

mhudson@smithprotective.com

SPONSORSHIPS

Platinum +	El Dorado Insurance	Josh Ring	800-221-3386	President's Gala and Dinner
Platinum	Cover X Corporation	Matt MacLean	800-762-6837	Legislative Luncheon
Silver	Top Gun Security & Investigations	Jeff Moore	281-335-4965	Top Gun Competition
Silver	Costanza Insurance Agency	Peter Costanza	800-346-0942	S/O of the Year
Silver	Kuty & Associates	Gary Kuty	937-395-3059	Golf Tournament
Silver	DFA Insurance	Fred Gardenour	214-646-3347	Golf Tournament
Bronze	Smith Protective Services, Inc	Pete LaBonte	281-681-8221	Hospitality Suite
Bronze	Security Professionals of Texas	Susan Griswold	281-970-7768	Hospitality Suite

"SPONSORSHIPS AVAILABLE"

President's Reception \$1500
Golf Hole \$100
New Member Breakfast \$500 (Friday)

Platinum \$3000 Plus
Gold Sponsor \$2000
Hospitality Suite \$500 (2 nights available)

Silver Sponsor \$1000
Bronze Sponsor \$500

Please mail in attached registration form or
register online at: www.assisttexas.org
For questions please email Mike Hudson at: gulfcoastpresident@assisttexas.org or
mhudson@smithprotective.com Office 713-789-5944 or cell 713-824-4313

"Cancellation Policy: Refunds, less a \$50.00 processing fee, will be granted if requested in writing and received prior to September 10, 2014. After September 10, 2014 no refunds will be made, however a substitute can attend. ASSIST reserves the right to substitute instructors and make necessary modifications to the program/agenda."



ASSIST Annual Convention Registration Form
Omni Houston Westside 13210 Katy Freeway Houston, Texas 77079
Associated Security Services & Investigators of the State of Texas
2014 Convention October 8-11, 2014

Mail to: ASSIST attn.: Phyllis Grimes
 PO Box 27321
 Houston, Texas 77227

Please Fill In All Information

License Number: _____

Attendee Information (Please Print)		Phone: ()	Fax: ()
Company:		E-Mail:	
Address:		Member <input type="checkbox"/>	Non-Member <input type="checkbox"/> Vendor <input type="checkbox"/>
City, State, Zip Code:			

One Application per Registrant other than Guests/Spouse or Vendor. GUEST:

Please complete session information for each attendee		
EVENT	LOCATION	INFORMATION
Thursday 10/9		
9am—3pm Golf Tournament	Bear Creek Golf World	16001 Clay Road Houston, TX 77084 www.bearcreekgolfworld.com 281-859-8188
9am—3pm Top Gun Competition (3 Gun)	The Impact Zone	10878 Kerr Rd Hempstead, TX 77445 www.theimpactzonerange.com
3pm—7pm President's Reception/Registration Vendor Time	Texas Foyer	
7pm –1am Hospitality Suite	VIP Suite	
Friday 10/10		
700am—830am Continental Breakfast	Texas Foyer	
830am—920am District Attorney	Texas Meeting	
930am—1020am Texas Workforce Commission	Texas Meeting	
1030am—1120am Human Resources	Texas Meeting	
10am—2pm Guest/Spouse Shopping	Galleria	
1130am—130pm Legislative Luncheon	Texas Ballroom	
130pm-3pm Vendor Time	Texas Foyer	
3pm—5pm ASSIST Annual Meeting	Texas Meeting	
6:30pm—9:30pm President's Gala & Entertainment	Texas Ballroom	
10pm—1am Hospitality Suite	VIP Suite	
Saturday 10/11		
7am—830am Continental Breakfast	Texas Foyer	
830am—9:50am PSB Update	Texas Meeting	
10am—1050am Terrorism	Texas Meeting	
11am—1150am Ethics	Texas Meeting	
Noon—1250am LE-Security Communications	Texas Meeting	
1pm—End of Conference		

Member Before 9/20	\$ 200		Top Gun Before 9/20	\$65	
Member After 9/20	\$ 250		Top Gun After 9/20	\$85	
Non Member Before 9/20	\$ 300		Golf Tournament Before 9/20	\$85	
Non Member After 9/20	\$350		Golf Tournament After 9/20	\$100	
Guest/Spouse/Vendor (Each)	\$75		Non Member Booth before 9/20	\$425	
Vendor Member Booth before 9/20	\$325		Non Member Booth after 9/20	\$475	
Vendor Member Booth after 9/20	\$375		Golf Hole Sponsorship	\$100	
Booth Electricity	\$50		Sponsorship (other)		

Total Fee Enclosed

The Guest/Spouse/Vendor attendees will have the option of attending the legislative luncheon or a shopping trip to the Galleria with lunch provided. See above for times.

Please mark each event that Guest/Spouse/Vendor will attend.



ASSIST

ASSOCIATED SECURITY SERVICES AND
INVESTIGATORS OF THE STATE OF TEXAS, INC.

MEMBERSHIP APPLICATION

Check box that applies ☐ NEW ☐ RENEWAL

Full payment for your membership dues must accompany this form.

Name _____ Company TPSB License # _____

Region: (circle one) Alamo / Central / El Paso / Gulf Coast / North Texas / Rio Grande Valley

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Office Phone _____ Fax _____ Cell Phone _____

Email address _____

Do you wish to have your certificates emailed? ☐ Yes ☐ No

☐ Regular Voting Member \$150.00

Is this membership owned by the individual or by the company?

☐ Individual

☐ Company

Does the company want significant Worker's Compensation
discounts as a Safety Group Member?

☐ Yes

☐ No

If not paying for voting membership then use form for Associate or Vendor member.

All dues are paid annually

Payment \$ _____

Please make check payable to **ASSIST**

Please mail payments to:

ASSIST

Attn: Member Services

3300 Bee Caves Road, Suite 650-119

Austin, TX 78746

Member Signature

Date

If you have any questions, please contact **Norma Foley**, Member Service Director / ASSIST at **832-274-1079** or
via email: memberservices@assisttexas.org

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