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STATE OF WEST VIRGINIA
SECRETARY OF STATE

Charleston 25305

NOTICE OF AGENCY ADOPTION

RULE TITLE: Rules of Procedure for Contested Case Hearings
Hearings Related to Licensing of Private Detectives and Security
Guards

RULE TYPE: Procedural

THE ATTACHED RULE CONSTITUTES THE OFFICIAL RULE ADOPTED BY THE
SECRETARY OF STATE

ON SEPTEMBER 30, 1986 AND FILED WITH THE
SECRETARY OF STATE.

Effective Oct 30, 1986

Handwritten signature of Ken Hechler in cursive.

KEN HECHLER
SECRETARY OF STATE

FILED

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TITLE NUMBER 153
PROCEDURAL RULES
Secretary of State
Series *10e 12*

OFFICE OF THE SECRETARY OF STATE

Title: Rules of Procedure for Contested Case Hearings Related to Licensing of Private Detectives and Security Guards

Section 1. General

1.1 Scope -- These procedural rules establish the general procedures for conducting contested case hearings related to licensing of private detectives and security guards by the Secretary of State.

1.2 Authority and Related Code Citations -- §30-18 et seq.; §30-1-8; §29A-5 et seq.

1.3 Filing Date -- September 30, 1986

1.4 Effective Date -- October 30, 1986

Section 2. Request for Hearing Following Denial of Initial Licensure

2.1 Any individual or firm denied initial licensure may request a hearing.

2.2 The request shall be in writing and shall specify the reasons for the request and the relief sought.

2.3 Requests for a hearing following denial of initial license must be received by the Secretary of State within fifteen (15) days from the date the applicant receives the denial letter as indicated by the return receipt.

2.4 The Secretary of State may deny a hearing under this section if the request is received after the fifteen (15) day period.

2.5 Receipt of a request for a hearing by the Secretary of State shall begin the hearing process.

2.6 The requested hearing shall be held within forty-five (45) days from the receipt of the request by the Secretary of State.

2.7 A notice of the hearing shall be served upon the party requesting the hearing at least thirty (30) days prior to the hearing and shall be delivered return receipt requested in a manner required by WV Code §56-2-1.

Section 3. Reapplication Following Denial of Initial Licensure

3.1 The Secretary of State shall not accept any reapplication from any applicant who has been denied initial licensure until one year has passed from the date of the denial of initial licensure unless the applicant can clearly demonstrate or document corrections or compliance with the conditions or terms which caused the denial of the initial licensure.

3.2 If an applicant reapplies for licensure within one year from the date of the denial of the initial licensure and does not demonstrate or document such corrections or compliance, then the applicant shall not be entitled to a hearing on the Secretary of State's refusal to accept the reapplication.

Section 4. Required Hearings Prior to Suspension, Revocation or Refusal to Renew - Notice.

4.1 Prior to suspension, revocation or refusal to renew a license, the Secretary of State shall notify the person affected of the intent to suspend, revoke or deny renewal.

4.2 The notice shall contain a short, plain statement of the matters asserted; the date, time and place of hearing and a statement of intention to appoint a hearing examiner, if one is to be appointed pursuant to Section 9.

4.3 Notice shall be received by the party affected at least thirty (30) days prior to the hearing and shall be delivered return receipt requested in a manner required by WV Code §56-2-1.

4.4 The hearing shall be held within forty-five (45) days of the receipt of the notice by the party affected, as indicated by the return receipt requested.

4.5 Failure to appear, unless granted a continuance, on the date and at the time of the hearing shall be deemed default and a suspension, revocation or renewal denial order shall be entered and put into effect.

Section 5. Conduct of Hearings

5.1 Any party shall have the right to be represented by an attorney at law, duly qualified to practice in the state of West Virginia.

5.2 The Secretary of State may be represented by the office of the attorney general.

5.3 The rules of evidence as applied in civil cases in the circuit court of this state shall be followed.

5.4 When necessary to ascertain facts not reasonably susceptible to proof under said rules of evidence, evidence not admissible thereunder shall be admitted, except where precluded by statute, if it is of a type commonly relied upon by reasonably prudent men in the conduct of their affairs.

5.5 The agency shall be bound by the rules of privilege recognized by law.

5.6 Documentary evidence may be received in the form of copies or excerpts or by incorporation of reference.

5.7 Initially the agency shall be given opportunity to present evidence, including testimony, papers, records, agency staff memoranda and documents in the possession of the agency in support of its position.

5.8 Every party shall have the right of cross-examination of witnesses who testify, and following the conclusion of the agency's presentation, shall have the right to submit rebuttal evidence.

5.9 The Secretary of State shall have the right to cross-examine witnesses providing rebuttal testimony.

5.10 Following the presentation of all the evidence, every party, including the Secretary of State, shall have the right to offer argument, not to exceed a reasonable time limit as determined by the Secretary or the hearing examiner.

Section 6. Continuation or Delay of Hearing

6.1 Hearings may be continued or delayed by request of any party to the Secretary of State or at the request of the Secretary of State.

6.2 Each party, including the Secretary of State, shall be permitted only one motion to continue or delay a hearing.

6.3 Any continuance or delay shall not exceed fifteen (15) days from the last scheduled date of the hearing.

6.4 A motion to continue or delay must be received by all parties affected at least five (5) days prior to the date of the hearing that is to be continued or delayed.

Section 7. Transcription of Reported Testimony and Evidence

7.1 What Reported -- All testimony, evidence, arguments, and rulings on the admissibility of testimony and evidence shall be reported by stenographic notes and characters or by mechanical means.

7.2 Request from any party -- Upon the request to the Secretary from any party to the hearing, all reported materials shall be transcribed and a copy thereof furnished to such party at the requesting party's expense.

7.3 Transcription in the Event a Hearing Examiner is Appointed -- In all cases where a hearing examiner is appointed, all reported material shall be transcribed and forwarded to the Secretary. Any parties requesting a copy of a transcript prepared pursuant to this Subsection shall be furnished a copy at their expense.

7.4 Responsibility for Transcript -- The Secretary shall have the responsibility for making arrangements for the transcription of the reported testimony and evidence. In the event transcription is required pursuant to this Section it shall be accomplished with all dispatch.

7.5 Correction of Error in Transcript -- Upon the motion of the Secretary of any party assigning error or omission in any part of any transcript, the Secretary or his duly appointed hearing examiner shall settle all differences arising as to whether such transcript truly discloses what occurred at the hearing and shall direct that the transcript be corrected and revised in the respects designated, so as to make it conform to the whole truth.

Section 8. Submission of Proposed Findings of Fact and
Conclusions of Law; Time for Submission

Any party may submit to the Secretary proposed findings of fact and conclusions of law within thirty (30) days of the conclusion of a hearing or, in the event the proceedings of a hearing are transcribed, within twenty (20) days from the date the final transcript is available.

Section 9. Appointment of Hearing Examiner; Function of
Hearing Examiner

The Secretary may, in his discretion, appoint a hearing examiner who shall be empowered to subpoena witnesses and documents, administer oaths and affirmations, to examine witnesses under oath, to rule on evidentiary questions, to hold conferences for the settlement or simplification of issues by consent of the parties and to otherwise conduct hearings as provided in Section 5 herein.

Section 10. Conferences; Informal Disposition of Cases

At any time prior to the hearing or thereafter, the Secretary, or his duly appointed hearing examiner may hold conferences:

- (A) to dispose of procedural request or similar matters;
- (B) to simplify or settle issues by consent of the parties; or
- (C) to provide for the informal disposition of cases by stipulation, agreed settlement, or consent order.

The Secretary or his duly appointed hearing examiner may cause such conferences to be held on his own motion or by the request of a party.

Section 11. Depositions Permitted

Evidentiary depositions may be taken and read into evidence as in civil actions in the circuit courts of this state.

Section 12. Subpoenas

12.1 Where Permitted -- In accordance with any provision contained in Chapter 30, Article 1, or Article 18, as amended authorizing the Secretary to issue subpoenas or subpoenas duces tecum, the Secretary or his duly appointed hearing examiner shall have the power to issue subpoenas or subpoenas duces tecum pursuant to the provisions set forth in Chapter 29A, Article 5, Section 1(b) of the West Virginia Code of 1931, as amended.

12.2 Time for Requesting the Issuance of Subpoenas -- Written requests for the issuance of subpoenas or subpoenas duces tecum as provided in Subsection 12.1 of this Section shall be made no later than 10 days prior to a scheduled hearing.

Section 13. Orders; Content

Every final order entered by the Secretary, following a hearing conducted pursuant to these rules, shall be made pursuant to the provisions of Chapter 29A, Article 5, Section 3 of the West Virginia Code of 1931, as amended. Such orders shall be entered within forty-five (45) days following the submission of all documents and materials necessary for the proper disposition of the case, including transcripts and proposed findings of fact and conclusions of law.

Section 14. Appeal

An appeal from any final order or ruling entered in accordance with these regulations shall be in accordance with the provisions of Chapter 29A, Article 5, Section 4 of the West Virginia Code of 1931, as amended.

Section 15. Severability

If any provision of these rules or the application thereof to any person or circumstance shall be held invalid, such invalidity thereof shall not affect the provision or application of these regulations which can be given effect without the invalid provision or application and to this end the provisions of these regulations are declared to be severable.