

---



---

**Rules of**  
**Boards of Police Commissioners**  
**Division 10—Kansas City Board**  
**of Police Commissioners**  
**Chapter 2—Private Security**

<b>Title</b>		<b>Page</b>
<b>17 CSR 10-2.010</b>	Regulation and Licensing of Those Providing Private Security Services .....	3
<b>17 CSR 10-2.020</b>	Application for a License .....	5
<b>17 CSR 10-2.030</b>	Classifications of Licenses.....	24
<b>17 CSR 10-2.040</b>	Application and Licensing Fee.....	24
<b>17 CSR 10-2.050</b>	Testing Requirements and Qualification Standards .....	24
<b>17 CSR 10-2.055</b>	Firearms Qualification .....	25
<b>17 CSR 10-2.060</b>	Regulation, Suspension, Revocation .....	26

**Title 17—BOARDS OF POLICE  
COMMISSIONERS**

**Division 10—Kansas City Board of Police  
Commissioners  
Chapter 2—Private Security**

**17 CSR 10-2.010 Regulation and Licensing  
of Those Providing Private Security  
Services**

*PURPOSE: Under sections 84.420 and 84.720, RSMo, the Kansas City Missouri Board of Police Commissioners has the authority in Kansas City to regulate and license all private security personnel, serving or acting as such. This rule establishes procedures, testing requirements and license fees for those persons so employed in this industry.*

(1) The board shall have the power to enforce the provisions of these rules and, upon complaint of any person or on its own initiative, to investigate violations, or to investigate the business, business practices or business method of any person, firm, company, partnership, corporation or political subdivision applying for or holding a license for providing private security services if in the opinion of the board the investigation is warranted. Each entity or individual applicant shall be obligated to supply the information, books, papers or records as reasonable may be required concerning proposed business practices or methods. Failure to comply with any reasonable request of the board shall be grounds for denying an application for a license or for revoking, suspending or failing to renew a license issued under these rules. Those licensed must maintain the records that the board requires and the board may prescribe that further records be kept by certain classes of those licensed.

(2) The commission granted under sections 84.420 and 84.720, RSMo constitute a privilege to do business and does not invest the one licensed with any contractual interest or inherent right.

(3) Those licensed to perform private security services have limited police powers so long as it is exercised on the property which they have been assigned to protect. With the exception of those licensed as airport police, those licensed under these provisions have no authority to enforce ordinances, statutes or rules on the public streets of Kansas City, Missouri other than that possessed by any private citizen except to serve summons.

(4) Private security licenses are required for each of the following:

(A) Any individual providing private security services within the city limits of Kansas City whether for a licensed private security business or otherwise shall be licensed pursuant to the provisions of this rule;

(B) Any sole proprietorship, firm, company, partnership or corporation that provides private security services for value shall be licensed pursuant to the provisions of this rule; and

(C) Any political subdivision, sole proprietorship, firm, company, partnership or corporation that employs personnel to provide private security service for that entity's own use, may be licensed pursuant to subsection (4)(B) of this rule and shall employ only individuals possessing valid private security licenses in accordance with subsection (4)(A) of this rule.

*AUTHORITY: sections 84.420 and 84.720, RSMo (1986). \* Original rule filed Dec. 5, 1979, effective March 17, 1980. Amended: Filed May 3, 1988, effective Sept. 29, 1988. Rescinded and readopted: Filed May 28, 1993, effective Jan. 31, 1994.*

*\*Original authority 84.420, RSMo (1939), amended 1943, 1953, 1958, 1963, 1978 and 84.720, RSMo (1939), amended 1943.*



**17 CSR 10-2.020 Application for a License**

*PURPOSE: In order to promote and protect the public welfare, the board shall investigate the background, qualifications and ability of all applicants. Application forms shall be provided by the board and all applicants shall use these forms.*

(1) All applicants are required to complete application forms as developed and approved by the board from time-to-time.

(2) The board or its designee may conduct a background investigation of each applicant. This investigation shall include a determination of any felony convictions which any applicant may have in any state.

(3) The applicant shall submit to photographing and fingerprinting and shall provide proof of identity by submitting with the application form, a photo identification card, original Social Security card or other identification that the board finds acceptable. The applicant shall show proof of citizenship by submitting proof as the board may deem just and proper. Fingerprints shall be forwarded through the state agency or department responsible for criminal records to the Identification Division of the Federal Bureau of Investigation for a criminal history record check.

(4) Each applicant shall provide any additional information required by the board to conduct its investigation and shall comply with all requests of the board in the conduct of its investigation for a license under these rules.

(5) Firms, companies, partnerships, corporations or political subdivisions engaging in the business of providing private security services or that employ other individuals (as opposed to employing an independent company) to perform private security services shall receive a license that is separate and distinct from the license received by the individual. These organizations shall provide the following information:

(A) Application provided on behalf of corporations must be signed and verified by the president and secretary of the corporation and all information requested upon the forms as prepared and approved from time-to-time by the board shall be provided. In addition to providing the information requested, the corporation shall provide a certificate of good standing from the Missouri secretary of state. The corporation shall disclose the names of all officers and directors of the corporation, and each officer and director actively involved in the business of providing security services in Kansas City may be required to

complete forms provided by the Board of Police Commissioners that allow for appropriate background investigations. The requirements as to character of individual applicants shall apply to all officers and directors of the corporation;

(B) All other entities that are not political subdivisions nor corporations applying for a license under these provisions shall complete an application upon forms provided and approved by the board. All information requested by the board regarding ownership and location of owners or principals of these entities shall be provided;

(C) Political subdivisions shall provide information as requested in the application forms provided exclusively for political subdivisions. The applications shall be signed and attested as required by the board; and

(D) Before being licensed under these rules, each applicant, whether an individual, political subdivision or other entity, shall file with the board a certificate of liability insurance in the amount of one (1) million dollars or the equivalent, naming the board an additional insured and protecting the board from liability judgments, suits and claims, including, but not limited to, suits for bodily injury, personal injury, including false arrest, libel, slander, invasion of privacy and property damage arising out of the licensing of individuals and entities providing private security services. The insurance must be written by a company approved by the Missouri superintendent of insurance and approved by the board with respect to its form, manner of execution and sufficiency, provided further however, before a license is issued to a nonresident, the applicant must file with the Missouri secretary of state a written consent for jurisdiction of the courts of Missouri, and any case(s) arising from any contract for the performance of private security services made within the City of Kansas City are to be performed wholly or in part, in the city or in any way connected with the business within the city or occurring in connection with the business of the one licensed within the city. Any employer engaged in the business of private security services must post the insurance specified and cover all the employees, provided however, that in the event a suit is filed or claim is made involving the board, the employer shall immediately notify the board at which time the licensee may be required to furnish additional security. Failure of a licensee to maintain insurance is grounds for revocation. In the absence of adequate insurance, all licenses are automatically suspended. Equivalent shall mean a bond in like amount or a certificate of self-insurance by a company with audited net worth of five (5)

million dollars. Any employer may provide the required insurance for an employee.

(6) When, in the opinion of the board, an applicant has fulfilled the requirements of these rules, the board may issue the applicant a license to provide private security services.

(7) All those licensed under these rules shall immediately notify the board in writing of any change of address or employment; an employer shall notify the board in writing of the termination of employment of any persons listed on the agency application or any license.

(8) License cards, issued under these rules, are not transferrable or assignable and shall be returned to the board upon termination of employment or by the licensee upon his/her ceasing to operate or perform as a private licensee. If the license is lost, the licensed officer losing the license shall immediately notify the board by providing the Private Officers Licensing Section a copy of the police report showing the license was reported stolen or when the card was lost and submit on a form provided by the board, an affidavit for a lost card.

(9) All those licensed may be requested to furnish a description of all vehicles to be used in the course of their business, including state license numbers, vehicle identification numbers, and provide proof of adequate automobile liability insurance coverage in accordance with the requirements established by the board. Use of any sign, signal or other device contrary to the ordinance of the city, or which is similar in appearance to those used by the Kansas City, Missouri Police Department is prohibited and may be grounds for suspension or revocation of license.

*AUTHORITY: section 84.720, RSMo (1986).\* Original rule filed Dec. 5, 1979, effective March 17, 1980. Rescinded and readopted: Filed May 28, 1993, effective Jan. 31 1994.*

*\*Original authority 1939, amended 1943.*

**Exhibit A****Board of Police Commissioners  
Kansas City Missouri Police Department  
Private Security License Section  
1328 Agnes  
Kansas City, MO 64127**Notice

This application form is for individuals who wish to work in the capacity of providing security or performing investigative services in Kansas City, Missouri. Please be advised this application, if approved, will result in a license which is only valid when the licensee is representing the company whose name appears on the front of the license.

Directions

Prepare carefully and use TYPEWRITER or PRINT LEGIBLY in blue or black ink. No red ink or pencil is acceptable. Answer all questions. If a question is not applicable to your situation so indicate by inserting NA into the answer space. Fees must be paid at the time the application is submitted.

All applicants for a private security or investigative license will be required to furnish the following items prior to the issuance of the license.

1. Two letters of recommendation from persons who are well enough acquainted with you to attest to your character. These letters must contain the writer's signature, home address, place of employment and where they can be contacted by telephone.
2. A letter from your last employer which states the dates of your employment or, if your are employed, a letter from your present employer, verifying your employment. This does not include the agency for which your are applying for a license.
3. A copy of DD214 if a military veteran.
4. Alien residents must provide work permit. If naturalized citizen, must bring citizenship papers.
5. No letters from relatives will be acceptable.
6. If your are authorized to carry a firearm that weapon shall be limited to a .32 or .38 caliber revolver.

False or deleted information, or failure to comply with any reasonable request of the Board of Police Commissioners shall be grounds for denying an application for a license.

All license expire one (1) your from the date of issue. Those not renewed before their date of expiration shall be removed from the active files and terminated. There is no grace period.

Proposed revision to application for individual license-not yet in use.





5. What will your duties be if you are approved for a license? \_\_\_\_\_

\_\_\_\_\_

6. What company are you requesting a license for?

\_\_\_\_\_  
*(Name of Company)*                      *(Street Address)*                      *(Telephone)*

7. A. Have you ever held a private security license in Kansas City, Missouri?    Yes ( ) No ( )

B. If yes, please complete the following:

From	When To	For Whom License	City & State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Has any private security license ever been revoked or suspended by this city or any other city or state? Yes ( ) No ( ). If yes give full details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Give the names of at least three (3) reliable persons, other than past employers or relatives, who know you well enough to give information about you.

Name	Address (Number, Street, City, State)	Telephone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Do you own your own home ( ) Rent ( ) Room and Board ( ) Live with relatives ( )

10. Do you own your own car? Yes ( ) No ( ) Year and make of car \_\_\_\_\_

11. State license \_\_\_\_\_  
*(Plate Number)*                      *(State)*                      *(Expires)*

12. Drivers License Number \_\_\_\_\_  
*(State)*                      *(Expires)*

13. Have you ever used, or presently using, any of the following? Check yes or no and give details.

	Yes	No	Last Used	Frequent
1. Morphine				
2. Cocaine				
3. Herion				
4. Methamphetamines				
5. LSD				
6. Marijuana				
7. Phencyclidine				
8. Diluadid				
9. Hashish				
10. Opium				
11. PCP				
12. Others				

In this space, give details to questions answered yes.







21. Work Experience—Show ALL previous employers beginning with your present employer and going back ten (10) years. (including U.S. Military Service). Use a block for each period of employment. Write on the back of this page if necessary

Present Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Present Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To

21. Work Experience (Continued)

Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To
Previous Employer	Occupation	Employed From
Address	Reason For Leaving	Employed To



22. Addresses-List previous addresses in reverse order, starting with your present address and going back ten (10) years. Include street, house number, city and state. Use month and year for date information

Present Address	From
	To
Previous Address	From
	To
Previous Address	From
	To
Previous Address	From
	To
Previous Address	From
	To
Previous Address	From
	To
Previous Address	From
	To
Previous Address	From
	To
Previous Address	From
	To

23. A. Have you had military service? Yes ( ) No ( )

B. If yes, what branch of the military service were you enlisted?

C. Was this Active Service? ( ) Reserve Service? ( )

D. Type of discharge: Honorable ( ) General ( ) Dishonorable ( )  
Bad Conduct ( ) Medical ( ) Undesirable ( )  
Under Honorable Conditions ( )

E. If your received anything but an honorable discharge, give details and circumstances surrounding the release.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. If you are to carry a firearm, list the serial number and indicate whether it belongs to you or the company by which you are employed.

A. Serial Number \_\_\_\_\_  
B. Owner \_\_\_\_\_

25. A. Have you ever been employed by the Kansas City Missouri Police Department? Yes ( ) No ( )  
If yes, complete the following:

B. Dates of employment. \_\_\_\_\_  
C. Capacity. \_\_\_\_\_  
D. Reason for leaving. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Applicants Signature)

(Date)

**Authority To Release Information**

26. I respectfully request and authorize you to furnish the Kansas City Missouri Police Department any and all information that you may have concerning me, my work record, my reputation, my financial and credit status. Please indicate any and all medical, physical and mental records and reports, including all information of a confidential or privileged nature, and photostats of same if requested. This information is to be used to assist the Kansas City Missouri Police Department in determining my qualification and fitness for the position I am seeking in which they will license me to work as private security. I am to be employed by and represented by a recognized, properly insured agency.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Signature)

Note: This form may be retained for your files.

**Authority To Release Information**

27. I respectfully request and authorize you to furnish the Kansas City Missouri Police Department any and all information that you may have concerning me, my work record, my reputation, my financial and credit status. Please indicate any and all medical, physical and mental records and reports, including all information of a confidential or privileged nature, and photostats of same if requested. This information is to be used to assist the Kansas City Missouri Police Department in determining my qualification and fitness for the position I am seeking in which they will license me to work as private security. I am to be employed by and represented by a recognized, properly insured agency.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Signature)

Note: This form may be retained for your files.

**Authority To Release Information**

28. I respectfully request and authorize you to furnish the Kansas City Missouri Police Department any and all information that you may have concerning me, my work record, my reputation, my financial and credit status. Please indicate any and all medical, physical and mental records and reports, including all information of a confidential or privileged nature, and photostats of same if requested. This information is to be used to assist the Kansas City Missouri Police Department in determining my qualification and fitness for the position I am seeking in which they will license me to work as private security. I am to be employed by and represented by a recognized, properly insured agency.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Signature)

Note: This form may be retained for your files.

**Applicant's Affidavit**

(Be Sure To Sign Before A Notary Public)

I \_\_\_\_\_, of lawful age, state that I am the applicant herein and that I have read and examined the statements made in this application and any accompanying papers including a release of all medical, military, criminal, educational and past employment or other documents that the Board may request.

I hereby certify that there are no willful misrepresentations in or falsification of the statements and answers contained in this application. I am aware that should investigation disclose such misrepresentation or falsification, my application for a private security license will be rejected.

I FURTHER UNDERSTAND THAT, IF I AM ISSUED a private security license, said license may BE REVOKED OR SUSPENDED WITHOUT NOTICE BY THE BOARD OF POLICE COMMISSIONERS at the request of the employing agency or other reasons as outlined in State Regulations.

\_\_\_\_\_  
(Applicant's Signature)

Subscribed and sworn to before me, a Notary Public, in and for \_\_\_\_\_  
County, \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My commission expires \_\_\_\_\_





Exhibit B

Kansas City, Missouri Board Of Police Commissioners  
Private Officers Licensing Section

Application For Company License

Date \_\_\_\_\_

Notice: This application form is for organizations who wish to regularly work or employ person to engage in the private security or investigative business in the City of Kansas City, Missouri. All persons named on this application must sign the attached waiver form.

Pursuant to the provisions of State Regulations 17 CSR 10-2.010, the undersigned hereby makes application for a license as a Private Security or Private Investigative Agency and for the purpose of procuring such license makes the following statements:

1. Agency Trade Name: \_\_\_\_\_  
(Name to appear on license)

2. Agency Legal Name: \_\_\_\_\_

Agency's Address: \_\_\_\_\_  
(P.O. Box not acceptable)

Agency's Mailing Address: \_\_\_\_\_

3. If this application is for a branch office, or a sub-agency, please list the business address of the home office:

\_\_\_\_\_  
(Principal name of company)

\_\_\_\_\_  
(Street & Number) (City/Town)

\_\_\_\_\_  
(County) (State) (Zip) (Business phone)

4. Is this agency using a fictitious name, that is, a name other than someone's full legal name?  
yes \_\_\_\_\_ no \_\_\_\_\_ If yes, has this fictitious name  
been registered with the Missouri Secretary of State? yes \_\_\_\_\_ no \_\_\_\_\_

5. Is this agency a corporation established in some other state but doing business in Missouri? yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please provide verification that the agency is registered to do business in Missouri and attach a Certificate of Good Standing from the Missouri Secretary of States office.

6. Which of the following best defines your agency?

a. \_\_\_\_\_ Contract Service Company: Contracts to do security business with persons or companies in the Kansas City area.

b. \_\_\_\_\_ Proprietary Company: In-house security and does not contract with private industry to provide security.

c. \_\_\_\_\_ Government Agency: Element of the City, County, State or Federal Government.

7. Has any license or permit, issued to any person named on the application, been denied, suspended or revoked by any element of the city, county, state or Federal government or by the Board of Police Commissioners.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give full details \_\_\_\_\_

\_\_\_\_\_

8. Describe uniform/and enclose color photograph and any identifying insignia.

\_\_\_\_\_

9. Approximate number of persons to be licensed:

Armed \_\_\_\_\_ Unarmed \_\_\_\_\_ Total \_\_\_\_\_



Exhibit C

10. The following describes all company owned weapons, in this private security/investigative business: Attach additional sheets if necessary.

Make	Model	Serial No.	Type or description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. State the full name, residence address, and capacity of each of the owners, partners, officers, directors or associates of the agency. Persons listed below are to complete the attached waiver form.

1. \_\_\_\_\_  
*(Name)* *(Capacity - president, director, etc.)*

\_\_\_\_\_ *(Address)*

\_\_\_\_\_ *(Date of Birth)* \_\_\_\_\_ *(Social Security #)* \_\_\_\_\_ *(Signature)*

2. \_\_\_\_\_  
*(Name)* *(Capacity - president, director, etc.)*

\_\_\_\_\_ *(Address)*

\_\_\_\_\_ *(Date of Birth)* \_\_\_\_\_ *(Social Security #)* \_\_\_\_\_ *(Signature)*

\*Note: For corporations only — Information for Item 11 only needs to be provided for officers and directors actively involved in the providing of private security services in Kansas City. This information is what is required for background checks of these individuals.

12. Agency's contact persons, those who are authorized to sign and do business with the Board of Police Commissioners. (attach additional pages if necessary)

1. \_\_\_\_\_  
 (please type) (Name) (Capacity)

\_\_\_\_\_  
 (Address) (Telephone Number)

\_\_\_\_\_  
 (Date of Birth) (Social Security #) (Signature)

2. \_\_\_\_\_  
 (please type) (Name) (Capacity)

\_\_\_\_\_  
 (Address) (Telephone Number)

\_\_\_\_\_  
 (Date of Birth) (Social Security #) (Signature)

13. Are all persons listed in questions 11 and 12 citizens of the United States? Please provide copies of birth certificate or voter registration cards.

Yes \_\_\_\_\_ No \_\_\_\_\_

14. Please provide the Agencies Federal Employment Identification

Number \_\_\_\_\_

I have read this application for an agency license, including the statements made in the accompanying documents, and to the best of my knowledge and belief the information contained therein is true and correct.

\_\_\_\_\_  
 (Signature of Director or other Corporate Officer)



**Exhibit D**

**Board Of Police Commissioners**  
Private Officers Licensing Section  
1328 Agnes  
Kansas City, MO 64127

Affidavit For  
Lost License Card

\_\_\_\_\_  
Date

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Agency name \_\_\_\_\_

Agency Address \_\_\_\_\_

(City)

(State)

I certify the license card issued to me was accidentally

destroyed \_\_\_\_\_

lost \_\_\_\_\_

Please explain where, when and circumstances \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Licensee signature)

\_\_\_\_\_  
(Company Signature)  
(Director of Security)

Company signs when applicant  
loses his card. If stolen he must  
file a police report.

(This application must be notarized.)

Exhibit E

KANSAS CITY, MISSOURI POLICE DEPARTMENT  
EMPLOYER'S APPLICATION FOR EMPLOYMENT OF PRIVATE OFFICERS

TO: THE BOARD OF POLICE COMMISSIONERS, KANSAS CITY, MISSOURI

Pursuant to and in compliance with the authority contained in Section 84.720 of the Revised Statutes of Missouri, 1979, the

(Name of Business)

a (corporation) (partnership) (individual) (organization) hereby applies that it be registered as an employer of private security personnel by the Board of Police Commissioners of Kansas City, Missouri. Applicant states that its office and principal place of business in Kansas City, Missouri, is located at

\_\_\_\_\_ ; that it has been engaged in  
(address) (telephone no.)

this business in Kansas City, Missouri since \_\_\_\_\_. Upon registration, applicant herein agrees that registration may be revoked by the Board at any time without notice; that applicant will immediately notify the Board of the resignation or dismissal of any employee listed in this application or amendments hereto, and return badge, license, and identification card of such employee of the Board; that applicant will immediately notify the Board of any new employees in addition of those listed herein.

Applicant agrees that it will furnish to the Board the registration numbers of all guns which will be used by its employees; that it will furnish those guns to the Board for the purpose of taking the ballistics and that it will at all times keep the Board advised of new guns put into service by any of its employees and what disposition is made of same.

Applicant agrees to accept full responsibility for the physical and mental capabilities of its employees to properly perform assigned job functions.

Based on these regulations and as the certified representative of the above business, I hereby request that the below listed applicant be considered for the position of:

- Private Guard
- Private Officer
- Private Detective
- armed
- unarmed

Name	Address	Phone No.
------	---------	-----------

Upon registration, applicant herein agrees that registration may be revoked by the Board of Police Commissioners at any time without notice.

\_\_\_\_\_  
(Signature of Employer)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_ .

\_\_\_\_\_  
(Notary Public)

My commision expires \_\_\_\_\_ , 19\_\_\_\_\_ .

Form 5409 P.D. (Rev. 1-93)

This form is notarized and is to notify the license office of companies intent to hire and arm or unarm the applicant .

**17 CSR 10-2.030 Classifications of Licenses**

*PURPOSE: This rule establishes minimum qualification standards and classification of licenses related to specific private security services provided.*

(1) Individual licenses to private security services granted pursuant to this chapter shall be classified as either Class A licenses or Class B licenses, and shall be issued pursuant to the authority conveyed upon the licensee.

(A) Class A licensees shall have the authority to detain or apprehend suspects either committing felonies, misdemeanors or city ordinance violations in the presence of the licensee or during the attempt to commit the same or upon probable cause to believe an offense was committed; provided, however, the authority is limited to the property the licensee is hired to protect during the hours s/he is hired to protect and is not to extend to the public streets of Kansas City, Missouri with the exception of suspects fleeing from private property, the authority shall extend to the public streets so long as there is hot pursuit and the suspect has not attempted escape in a vehicle and further excepting airport police officers whose authority is set forth in this rule. Class A licenses may be further classified pursuant to the following titles, designations and authorities:

1. Loss prevention agent—This individual is employed to prevent theft by unobtrusive, alert skills. One who is unarmed, nonuniformed and is responsible to observe, investigate, apprehend and prosecute shoplifters, fraud checks, internal thefts and the like;

2. Private agent—Armed or unarmed, uniformed position delegated all the responsibility of a guard with the authority to react to illegal action by apprehension or detention. Persons, such as bank guards and hospital security are normally assigned to a particular designated post to protect persons and property;

3. Patrol agent—Armed or unarmed, uniformed position responsible for proactive, aggressive policing of the property they are hired to protect. These responsibilities include foot patrol, response to alarms, self-initiated activity such as car and pedestrian checks on designated private property, investigations, apprehension or detention of suspects and prosecution;

4. Private investigator—An armed or unarmed nonuniformed position responsible for proactive, aggressive investigations of all illegal activities which impact the person or property they are hired to protect;

5. Security specialist—Armed or unarmed, works both in and out of uniform at loss prevention to prevent theft. Responsible to observe, investigate, apprehend and prosecute shoplifters, fraud, internal theft and the like;

6. Airport police—Armed and uniformed position responsible for patrolling the areas in and around the Kansas City International Airport. Officers with licenses pursuant to this subclassification have the authority listed in paragraph (1)(A)7. in addition to those created by the Class A license; and

7. Special authority—Airport police personnel shall be required to have a Class A license. The Class A license that has the airport police designation shall have authority to enforce city ordinance and state statute violations upon the public streets of Kansas City, Missouri, but only upon the streets within the boundaries of the Kansas City International Airport.

(B) Class B licenses shall grant limited powers and authorities to a licensee, but this classification does not grant the authority for the licensees to detain or apprehend suspects. An applicant shall designate the particular subclassification listed in this subsection when applying for a Class B license. An applicant must make a separate application when applying for a Class B license designating more than one (1) subclassification of authority. The license identification issued by the board shall designate which subcategory of a Class B license has been granted.

1. Guard—A guard is unarmed and either uniformed or nonuniformed with primary responsibilities being to watch and report on/or in a specific premises or designated area, to escort or guide, to control crowds, give directions, control access for the purposes of offering assistance for the safety of others. The guard has no authority to detain or apprehend a person suspected of committing a crime. A guard may request identification or ask for the nature of business. This individual will be employed by a recognized proprietary, contract or political subdivision licensed to provide security in Kansas City, Missouri.

2. Armed courier—An armed, uniformed position primarily responsible for the protection and transport of money and other valuables from one (1) designated area to another. This license has the authority to conduct private security services on the public streets of Kansas City, Missouri, but this authority is limited to protecting property from activities which would impact upon property protected. The courier must meet

the qualifications relating to authority to carry a firearm, as referred to elsewhere in this chapter.

3. Special event—A special category Class B license may be granted for single date events. The license may require only criminal records checks and certification by the applicant that s/he understands the limits of his/her authority.

*AUTHORITY: section 84.720, RSMo 1986.\* Original rule filed Dec. 5, 1979, effective March 17, 1980. Amended: Filed May 3, 1988, effective Sept. 29, 1988. Rescinded and readopted: Filed May 28, 1993, effective Jan. 31, 1994.*

*\*Original authority 1939, amended 1943.*

**17 CSR 10-2.040 Application and Licensing Fee**

*PURPOSE: The board in order to administer its responsibilities in the area of regulation and licensing of private security personnel, shall establish a schedule of licensing fees.*

(1) From time-to-time the board will establish a schedule of fees for various services provided by the Private Officers Licensing Section. The schedule of fees is posted in the Private Officers Licensing Section office. The board shall have the authority to set a minimum initial application fee reflecting the cost of the initial application process. In the event that the applicant meets all of the qualifications for licensure, the application fee shall be applied toward the total cost of the license, as established by the board.

*AUTHORITY: section 84.720, RSMo 1986.\* Original rule filed Dec. 5, 1979, effective March 17, 1980. Amended: Filed May 3, 1988, effective Sept. 29, 1988. Rescinded and readopted: Filed May 28, 1993, effective Jan. 31, 1994.*

*\*Original authority 1939, amended 1943.*

**17 CSR 10-2.050 Testing Requirements and Qualification Standards**

*PURPOSE: In accordance with the recommendation of numerous experts in the field, the board has established testing requirements for those seeking individual licensing pursuant to these provisions, and as established qualification standards pursuant to the duties carried out by individuals providing private security services.*

(1) All applicants for licensing shall successfully pass a written examination as presented by the Kansas City, Missouri Police Department to all potential licensees. The board may establish various categories of testing that reflect responsibilities and qualifications required for the type of licensing sought by the applicant. In lieu of written testing for annual renewals the board may provide for publishing of legal updates and may accept certification or review of updates in lieu of requiring annual testing. Information for each testing phase will be available from the Private Officers Licensing Section in manual form. In order to obtain a license as an armed security person, the applicant must successfully complete any training in firearms qualifications required by the board in addition to passing the required examination, and meet the qualifications set forth in this rule.

(A) Applicants for Class A licensing, in addition to those topics listed in subsection (1)(B) of this rule, shall also be tested on crime and criminal liability, firearms responsibility and liability, and patrol techniques. Class A licenses issued to those requesting designation as private investigators shall also be tested on investigative techniques, the role of the investigator in police notification and illegal electronic surveillance.

(B) Applicants for Class B licensing as provided in this chapter shall be tested on the power of arrest, search and seizure, how to interact with public police officers, the licensing process, including rules, how to react to crisis situations and liability questions.

(2) A person failing to obtain a passing score as established by the board may be allowed to retake the written test three (3) times within any year. All tests administered for the board will be in accordance with written procedures and subject to review and audit. If failing the written test is the basis for denial of the application, the applicant shall be informed s/he has ten (10) days to make application to be retested. The Private Officers Licensing Section may refuse to test a previously issued registrant if evidence exists that there is grounds for denial of the license.

(3) As all applicants for Class A licenses are granted the authority to detain or apprehend, each applicant or his/her employer must certify to the satisfaction of the board that the applicant is physically capable of being able to safely detain or apprehend suspects without the necessity of resorting to the displaying or discharging of a weapon except in self-defense or in defense of another. The board may investigate the certification and may

reject the application if there is evidence that the certification is false or incorrect.

(4) Additionally, each applicant for a license under these provisions shall meet these standards—

- (A) Be a citizen of the United States;
- (B) Be at least twenty-one (21) years of age except for Class B licensees not authorized to be armed, who shall be at least eighteen (18) years of age;
- (C) Be able to read, write and understand the English language;
- (D) Meet physical and mental standards as established by the board from time-to-time;
- (E) Be capable of understanding and performing the duties and responsibilities of a licensee as required by the qualification of their application and within the scope of departmental policies and procedures;
- (F) If the applicant served in the Armed Forces of the United States within ten (10) years prior to the date of application, the final discharge of the applicant from the Armed Forces must be honorable or general under honorable conditions;
- (G) Be of good moral character;
- (H) Have no felony conviction;
- (I) Be able to pass a character investigation by the department;
- (J) Have no prior revocation of a security license by another jurisdiction for a criminal law violation; and
- (K) Be free of any type of chemical dependency.

(5) When an applicant has successfully completed the requirements set by the Board of Police Commissioners, the board may issue a license. An applicant may be denied a license for any of the following reasons:

- (A) Failing to meet the standards in section (1) of this rule;
- (B) Falsifying information provided to the Private Officers Licensing Section to establish eligibility. Applicants who falsify these documents shall be ineligible to receive a private security license and cannot reapply for at least six (6) months after the false information was submitted;
- (C) Failing to provide that information deemed necessary in order to establish eligibility;
- (D) Providing references, employment background, or both, which indicate a poor or unsatisfactory character or work record;
- (E) Providing other facts or actions which demonstrate that the applicant is unsuitable or ineligible for license; and
- (F) Resigning under investigation or threat of discharge from the police force of the City of Kansas City, Missouri shall make an indi-

vidual ineligible for a license, but s/he may appeal to the board pursuant to the appeal process contained in this chapter.

(6) Notifications of License Denial. Applicants and their employers, in the event of license denial, will be given a written notification. Specific reasons will be given to an applicant who appears in person at the office of the Private Officers Licensing Section. Applicants may appeal in writing to the Board of Police Commissioners within thirty (30) days of denial notification. The appeals should contain a brief rebuttal of the reasons for denial. The board will then notify the applicant in writing of its final decision on the matter.

(7) Restricted License. The board reserves the right to prohibit the holder of a license from carrying any firearm.

(8) Temporary License. If an applicant appears to meet the standards for licensing, the Private Officers Licensing Section may issue a temporary license. The temporary license may also be issued pending a complete background check. This permits the applicant to work under guidelines established by the board. A temporary license may be issued pending a complete background investigation.

*AUTHORITY: section 84.720, RSMo 1994.\* Original rule filed Dec. 5, 1979, effective March 17, 1980. Amended: Filed May 3, 1988, effective Sept. 29, 1988. Rescinded and readopted: Filed May 28, 1993, effective Jan. 31, 1994. Amended: Filed April 14, 1997, effective Oct. 30, 1997.*

*\*Original authority 1939, amended 1943, 1993.*

### 17 CSR 10-2.055 Firearms Qualification

*PURPOSE: Applicants seeking licenses for positions authorized to carry approved firearms must be certified as qualified to carry those firearms pursuant to requirements as established by the board from time-to-time.*

(1) The board may set forth the types of weapons for which a licensee may be authorized to carry. A list of weapons as approved by the board shall be posted at the Private Officers Licensing Section office. The board shall cause sixty (60) days' notice to be issued to any licensee of changes in authorized weapons prior to the licensees requalification.



(2) All applicants seeking licensure for positions for which firearms may be possessed must qualify annually with the firearm(s) on an approved shooting range and pursuant to the passing of a firearms instructor. The board shall set forth the requirements for the approval of firearms qualifications requirements as interpreted by an approved firearms instructor's qualifications and certifications for the purposes of this chapter.

(3) An applicant must display the ability to safely and properly handle his/her approved weapon and achieve a score at or above the standards as established by the board from time-to-time.

(4) An applicant who is determined by the range instructor to be unqualified or incapable of handling a weapon shall not be licensed.

(A) Any applicant who displays an inability to handle a weapon safely and properly will be disqualified from carrying a firearm.

(B) An applicant who does not attain the minimum scores as established by the board for qualification shall be given two (2) additional opportunities to qualify.

(5) In addition to applicant successfully passing an approved firearms qualification test, the applicant or his/her employer must satisfy the physical certification requirements for a Class A license as established in 17 CSR 10-2.

(6) The board is authorized to charge a qualification fee that reflects the costs of providing qualification time and certification for license renewals or applications. This fee may be adjusted by the board from time-to-time.

*AUTHORITY: section 84.720, RSMo 1986.\* Original rule filed May 28, 1993, effective Jan. 31, 1994.*

*\*Original authority 1939, amended 1943.*

**17 CSR 10-2.060 Regulation, Suspension, Revocation**

*PURPOSE: Under section 84.720, RSMo, the board shall regulate individuals providing private security services. Pursuant to this authority, the board has the power to suspend or revoke any license granted by it and is obligated to furnish an appeal process for any license so affected.*

(1) The board shall license and regulate the activities of individuals providing private security services and firms, companies, partnerships, entities or political subdivisions providing security services pursuant to these rules.

(2) All licenses shall expire one (1) year from the date of issue.

(3) Licenses of individuals providing private security services and who are employed part-time shall remain in the custody of the employer when the private individual providing the private security services is not actually engaged in employment.

(4) Anyone licensed under this chapter shall advise the board of the type, color and nature of uniforms to be worn during the course of duty authorized by the license. No uniform identical to or bearing a close relationship (resemblance) to the uniform used by the Kansas City, Missouri Police Department shall be approved. Additionally, no badges identical to or bearing a close relationship (resemblance) to those used by the Kansas City, Missouri Police Department shall be permitted.

(5) In the event that the individual providing private security services terminates employment with one (1) employer and is reemployed within six (6) months by another licensed employer, the individual providing security services, within twenty-four (24) hours of reemployment shall submit to the board a notice of change on a form prescribed by the board, together with a transfer fee and any applicable fees. Transfer fees may be established by the board from time-to-time. All requests for transfers shall meet the qualifications of the class of licensing sought. The board shall then issue a new license card.

(6) Upon application and approval by the board, a license issued by any other city or state in the United States may be valid in this city provided the licensee is on temporary assignment with the employer shown on his/her license and the employer is qualified to do business in Kansas City, Missouri. In the event the person providing private security services is holding a valid license from another jurisdiction and is placed on temporary assignment in the jurisdiction, it will be the responsibility of the company to notify the board in writing, giving the nature of the assignment, the licensee's full name and with whom the licensee holds the license. This may be issued on a one (1)-time annual basis and the employer must be beyond a ninety (90)-mile radius of Kansas City, Missouri. In

addition, individuals providing private security services on armored vehicles passing through the City of Kansas City, Missouri, while in interstate travel, shall be exempt from the licensing requirements of this provision and may be entitled to carry weapons in the vehicle provided the vehicle does not stop in Kansas City, Missouri, or the owner of the armored vehicle or of the company to which the vehicle is servicing provides notice to the board by letter that the vehicle will be passing through Kansas City, Missouri.

(7) Individuals providing private security services are required to file a discharge of firearms report with the board whenever they discharge a firearm in the course of their occupation, other than formal firearms training.

(8) No person licensed under these provisions shall divulge to any unauthorized person or company any information or knowledge received from the Kansas City, Missouri Police Department or any source when the divulgence would be detrimental to effective law enforcement.

(9) Whenever a person providing private security services is on a stakeout or surveillance at a definite location and a Kansas City, Missouri Police Officer is sent to investigate the presence of the licensee, the licensee shall identify him/herself to the police officer.

(10) The chief of police or his/her designee may suspend or revoke a license granted under section 84.720, RSMo pursuant to the procedures set forth in section (11) of this rule, when there exists reliable information that the licensee or, if the licensee is an organization, any of its officers, directors, partners or associates has—

(A) Been charged with or convicted of any felony or any misdemeanor or ordinance violation involving moral turpitude or illegally using, carrying or possessing a dangerous weapon;

(B) Made any false statements or given false information in connection with an application for a license or a renewal or reinstatement;

(C) Violated a provision of this chapter;

(D) Acted or permitted any employee to act, while the license was expired;

(E) Committed or permitted an employee to commit any act which is grounds for denial of an application;

(F) Used any name different from that under which a person or organization is currently licensed in any advertisement, solicitation, contract for business or hiring or purchasing general liability insurance;

(G) Committed any act in the course of business constituting dishonesty or fraud, such acts to include, but not limited to, making false statements, using illegal means to collect a debt or obligation, or the manufacturing of evidence; or

(H) Been given reasonable cause to believe that it is necessary to suspend the license in order to protect the public safety and welfare.

(11) When the chief of police or his/her designee determines that a license granted pursuant to section 84.720, RSMo shall be suspended or revoked, the following procedures shall apply:

(A) Notice of suspension or revocation shall be mailed by certified mail to the party affected at the address maintained in the Private Officers Licensing Section. The suspension or revocation shall take effect within three (3) days of mailing, except that the chief or his/her designee may suspend immediately upon the conviction of any crime referenced to in section (10) or upon determination that an immediate suspension is necessary to protect the public safety and welfare. In the case of immediate suspension, efforts to verbally communicate the suspension shall be made and followed by the written notice referred to in this subsection.

(B) Notice of suspension or revocation shall be signed by the chief of police or his/her designee and shall indicate—

1. The decision to suspend or revoke;
  2. The reason(s);
  3. Duration of the suspension, if determinable;
  4. Condition of reinstatement, if any;
- and

5. A description of the appeal process.

(C) Upon receipt of a notice of suspension, the individual or organization affected may request a review of the action by the Private Officers Licensing Section or appeal to the board, or both.

(D) The organization or individual may appeal any decision of penalty, suspension, revocation or other disciplinary action by filing a notice of appeal, in writing, with the secretary of the Board of Police Commissioners within ten (10) business days of the dated written notification of suspension or revocation at 1125 Locust Street, Kansas City, MO 64106.

(E) In the case of an appeal to the board, the discipline initially assessed will continue in effect until and unless it is reversed or amended by the board.

(F) In the event of an appeal to the board, the case shall be submitted to the board solely on the record. The record shall consist of all documentary evidence obtained by or sub-

mitted to the chief of police or the Private Officers Licensing Section by the parties, any agreed upon statement of the case agreed to by all the parties and the legal briefs as might be filed by the parties or their representatives. Individuals or organizations denied a license upon application may appeal to the board pursuant to this section.

(G) The chief of police or his/her designee may place a licensee on probation in lieu of revocation for violations of the law or the rules set forth in this chapter.

(12) When any person's position with a security agency is terminated, suspended or revoked, the card shall be surrendered to the security agency and shall be mailed or delivered to the Private Officers Licensing Section. In the event a person's suspended license is eligible for reinstatement, the applicant shall provide a notarized form, provided by the Board of Police Commissioners, completed by the employing agency and stating the agency's intent to rehire the individual.

*AUTHORITY: section 84.720, RSMo 1986.\* Original rule filed Dec. 5, 1979, effective March 17, 1980. Amended: Filed May 3, 1988, effective Sept. 29, 1988. Rescinded and readopted: Filed May 28, 1993, effective Jan. 31, 1994.*

*\*Original authority 1939, amended 1943.*