

**Rules of
Boards of Police Commissioners
Division 20—St. Louis Board
of Police Commissioners
Chapter 2—Private Security Officers**

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Title 17—BOARDS OF POLICE COMMISSIONERS

Division 20—St. Louis Board of Police Commissioners

Chapter 2—Private Security Officers

17 CSR 20-2.010 Regulation and Licensing of Private Security Officers (Rescinded July 11, 1988)

17 CSR 20-2.015 Administration and Command of the Private Security Section

PURPOSE: Under section 84.340, RSMo, the St. Louis, Missouri Board of Police Commissioners has the authority to regulate and license all private security personnel, serving or acting as such, in St. Louis. These rules establish procedures, training, requirements and license fees for those persons so employed in the security field.

(1) Board of Police Commissioners. The St. Louis Board of Police Commissioners (referred to as the board) is established by state statute and consists of five (5) members, four (4) of whom are appointed by the governor. The mayor of the City of St. Louis serves as *ex officio*. The board has sole charge and control of the metropolitan police department of the City of St. Louis and of the licensing, regulation and discipline of all private security officers, private watchmen and couriers in the City of St. Louis. Private detectives are licensed by the license collector's office of the City of St. Louis, not by the board of police commissioners. The board relegated that responsibility to the city license collector's office.

(2) Private Security Section. The private security section is responsible for the interviewing, investigating, processing, licensing, inspection and supervision of all persons working or acting as licensed security officers or any other variety of titles in the City of St. Louis. The private security section is further responsible for issuing and transferring all such licenses, for reinstatements, for periodic inspection of license holders, for liaison with all suppliers of security personnel in the city, for maintenance of a personnel file on all applicants in the City of St. Louis and for publishing, within the department, information of all terminations of employment of security personnel. The private security section also conducts background investigations on private detective/investigator applicants as requested by the license collector's office. The decision to issue a license is made by the license collector's office.

(3) Private Security Personnel. The St. Louis Metropolitan Police Department Private Security Program has three (3) distinct classifications of personnel. A definition of each classification is listed as follows:

(A) Private security officer. A person employed with certain police powers (as defined in 17 CSR 20-2.065) to protect life or property on or in designated premises. The private security officer's powers exist only within the established property owned or leased by the contracting employer and to incidents occurring on the premises. The private security officer may carry a firearm providing this individual is qualified (as defined in 17 CSR 20-2.055). Authorization to carry a firearm is designated on the badge/identification (ID) card. The private security officer, whether armed or unarmed, may carry a slapper, baton, nightstick, aerosol tear gas and handcuffs;

(B) Courier. A person employed to carry out the assignment of protecting and transporting property from one designated area to another. The person shall be in an approved military style uniform. The courier has no power of arrest. The courier may carry a firearm provided this individual is qualified (as defined in 17 CSR 20-2.055). Authorization to carry a firearm is designated on the badge/ID card; and

(C) Private watchman. A person employed without police powers and without authorization to carry weapons or protective devices. This individual will perform the tasks of observation and reporting on or in a licensed premise or designated area. This may include patrolling the public street. The private watchman has a distinctive grey, military uniform. The private watchman has no power of arrest. Note: Only the private security officer and private courier classifications will be permitted to hold two (2) licenses. Each classification is licensed separately and functions as a distinct entity. (This licensing does not include the private watchmen classification.)

*Auth: section 84.340, RSMo (1986).**
Original rule filed April 8, 1988, effective July 11, 1988.

**Original authority 1939*

17 CSR 20-2.020 Qualifications (Rescinded July 11, 1988)

17 CSR 20-2.025 Definitions

PURPOSE: This rule standardizes the common terms unique to the private security field. The definitions will be the accepted interpretation for these prescribed rules.

- (1) Applicant—A person who applies for a private security license.
- (2) Arrest—The authority to apprehend and detain individuals observed or suspected of committing a law violation.
- (3) Badge/identification (ID) card—A card that is issued to security personnel bearing a picture of, and information about, the person to whom the card is issued.
- (4) Cancellation—The inactivation of a license at the request of an employer.
- (5) Designated area—The established property owned or leased to which a licensed security person is assigned by his/her employer or contracting company. The authority of a security person exists only within this designated area and applies only to incidents occurring within that area.
- (6) Firearm—Gun double action .38 Special caliber revolver only.
- (7) Hot pursuit—The pursuit of suspects for on-view felonies only.
- (8) License—The document which is issued to each of the licensed security personnel by the board of police commissioners authorizing the holder to perform specific security duties in the City of St. Louis as designated by his/her license.
- (9) Protective devices—The only approved instruments used for personal protection are slapper, baton, nightstick, aerosol tear gas and handcuffs.
- (10) Revocation—The inactivating of a license by the board of police commissioners for just cause.
- (11) Suspension—The temporary suspension of a license pending an administrative investigation determined by the board of police commissioners.
- (12) Termination—The inactivating of a license through resignation, cancellation, expiration or revocation.
- (13) Weapons—Instruments used as protective devices as listed in section (9), including a firearm, slapper, baton, nightstick, aerosol tear gas and handcuffs.



*Auth: section 84.340, RSMo (1986).**
Original rule filed April 8, 1988, effective
July 11, 1988.

**Original authority 1939.*

17 CSR 20-2.030 Personal Records
 (Rescinded July 11, 1988)

17 CSR 20-2.035 Licensing

PURPOSE: Under section 84.340, RSMo, the St. Louis, Missouri Board of Police Commissioners has the authority to regulate and license all private security personnel, serving, or acting as such, in St. Louis. These rules establish procedures, training requirements and license fees for those persons so employed in this industry.

(1) General Procedures. Each applicant must appear in person at the office of the private security section. Each applicant must complete an application form. S/he must provide all information requested in the application for a determination of his/her qualifications to hold a license as a private security officer. Each applicant must present a current letter (no older than ten (10) days) from the intended employer where the proposed employer states an intention to hire the applicant. Prior to an application being processed by the private security section, a criminal history inquiry will be made through the St. Louis Police Department's computer terminal. If the inquiry reveals that the applicant has an open criminal arrest record, s/he will be required to obtain a certified final court disposition or a report from a circuit or prosecuting attorney. If the case is still open, the application process will not be completed until a final disposition is obtained. Police officers from other jurisdictions serving or acting as private security officers do not possess police powers at the location of their assignments in the City of St. Louis unless licensed by the board of police commissioners of the City of St. Louis.

(2) Standards. Each applicant for a license to work as a private security officer in the City of St. Louis shall meet the standards set by the board of police commissioners, which require that an applicant—

- (A) Be a citizen of the United States or legal resident-alien permitted to work in this country;
- (B) Be at least twenty-one (21) years of age;
- (C) Be able to read, write and understand the English language;

(D) Meet physical and mental standards established by the board of police commissioners;

(E) Not be licensed as a private security officer and a private detective at the same time;

(F) Be capable of understanding and performing the duties and responsibilities of a licensed private security officer within the scope of departmental policies and procedures;

(G) Who has served time on active or reserve duty in any of the Armed Forces of the United States must be in possession of an Honorable Discharge or a General Discharge Under Honorable Conditions. An Undesirable Discharge, a Discharge Under Dishonorable Conditions or a Discharge Other than Honorable Conditions will disqualify the applicant;

(H) Be of good moral character;

(I) Have no felony convictions;

(J) Be able to pass a character investigation by this department;

(K) Satisfactorily complete the training program prescribed by the board of police commissioners;

(L) Pass a written examination based on the information given in the training course;

(M) Never have had a security license revoked by another jurisdiction for a criminal law violation;

(N) Not withhold any information which would determine fitness relevant to being licensed as a private security officer; and

(O) Be free of any type of chemical dependency.

(3) Issuance/Denial of License. When an applicant has successfully completed the requirements set by the board of police commissioners, the board will issue a license. An applicant may be denied a license for any of the following reasons:

(A) Failure to meet the standards in section (2);

(B) Falsifying information on any of the forms provided by the private security section to establish eligibility. Applicants who falsify those documents shall be ineligible to receive a private security officer license and cannot reapply for at least six (6) months from the date the false information was submitted;

(C) Failure to provide whatever additional information is deemed necessary in order to establish eligibility;

(D) The references, employment background records, or both, indicate a poor or unsatisfactory character or work record;

(E) Any facts or actions which make the applicant unsuitable or ineligible for licensing; and

(F) Resigned under investigation, resigned under charges or was discharged from the police force of the City of St. Louis.

(4) Notification of License Denial. Applicants and their employers, in 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 security section. Applicants may appeal, in writing, to the board of police commissioners within thirty (30) days of denial notification. The appeal should contain a brief rebuttal of the reasons for denial. The board of police commissioners will then notify the applicant, in writing, of its final decision in the matter.

(5) Restricted License. The board of police commissioners reserves the right to prohibit the holder of a license from carrying any firearms. Any such prohibition will be noted on his/her badge/identification (ID) card.

(6) Temporary License. If an applicant appears to meet the standards for licensing, the commander of the private security section may issue a temporary license. This permits the applicant to work until a formal license is issued by the board.

(A) While working under a temporary license the holder does not possess powers of arrest, search or seizure, and may not have a firearm or protective device upon or about his/her person.

(B) A holder of a temporary badge/ID card must wear the card at the breast of the outermost garment while on duty and must be attired in an approved military style uniform.

(C) A holder of a temporary license who transfers employment to another agency must return his/her temporary badge/ID card to the private security section for issuance of a new badge/ID card.

(D) A holder of a temporary license must return the temporary badge/ID card to the private security section at the time the formal license is issued.

(7) Secondary Employment License. A second license may be approved by the board of police commissioners and issued by the private security section to a private security officer who—

(A) Works for a private entity (employer) and wants to take a second job working for a second private entity (employer); or

(B) Is licensed to a security agency and also desires to work in a secondary job for a private employer.

1. A second license will not be issued to allow a security officer to work at two (2) security agencies.

2. A private security officer desiring a second license must present a letter of permission from the first (primary) employer and a letter of intent to hire from the (secondary) employer; and

(C) A St. Louis Police Department computer inquiry will be made on each private security officer applying for a secondary license. If this inquiry reveals an open arrest record within the previous year, s/he will be required to obtain a certified copy of the final court disposition or a report from the circuit or prosecuting attorney. If the case is still open, the secondary license process will not be completed until final disposition is obtained.

(8) License Renewals. A private security officer's license is valid for one (1) year from date of issue and it must be renewed in the month it expires.

(A) A St. Louis Police Department computer inquiry will be made on each private security officer renewing his/her license. If this inquiry reveals an open arrest record within the previous year, s/he will be required to obtain a certified copy of the final court disposition or a report from a circuit or prosecuting attorney. If the case is still open, the renewal process will not be completed until final disposition is obtained.

(B) A private security officer wishing to renew his/her license must report to the private security section in the month the license expires, bringing—

1. The license which is about to expire;
2. A letter from his/her employer requesting renewal;
3. Badge/ID card; and
4. The fee for the renewal.

(C) If firearms-qualified, the private security officer wishing to renew a license must schedule for requalification through an approved firearms course.

(D) A license not renewed during the month it was issued automatically expires unless the holder has applied to the commander of the private security section and received an extension of time.

(9) License Transfer. A license holder may work only for the company, agency or business entity named on the license. A license holder who changes employers must make sure that the new employer is named on the license. In order to transfer a license from one (1) employer to another, the license holder must appear in person at the private security section and—

(A) Bring a current dated letter (no more than ten (10) days prior to application) from the new employer, addressed to the board of police commissioners, outlining the duties of the new job and requesting the transfer of license;

(B) Bring in license and badge/ID card;

(C) Pay the fee established for processing transfers;

(D) Will receive a new badge/ID card and license to the new company; and

(E) A St. Louis Police Department computer inquiry will be made on each private security officer transferring his/her license. If this inquiry reveals an open arrest record within the previous year, s/he will be required to obtain a certified copy of the final court disposition or a report from the circuit or prosecuting attorney. If the case is still open, the transfer process will not be completed until final disposition is obtained.

(10) License Reinstatements. A licensed private security officer who resigns may apply for reinstatement of his/her license under the following requirements and procedures:

(A) Application must be made within three (3) months of the resignation date;

(B) The applicant must have resigned while his/her license was in good standing;

(C) The applicant must appear at the private security section with a currently dated letter from an employer requesting reinstatement;

(D) The applicant should pay the fee established for processing license reinstatements; and

(E) A St. Louis Police Department computer inquiry will be made on each private security officer reinstating his/her license. If this inquiry reveals an open arrest record within the previous year, s/he will be required to obtain a certified copy of the final court disposition or a report from the circuit or prosecuting attorney. If the case is still open, the reinstatement process will not be completed until final disposition is obtained.

*Auth: section 84.340, RSMo (1986).**
Original rule filed April 8, 1988, effective July 11, 1988.

**Original authority 1939.*



CITY OF ST. LOUIS AND ST. LOUIS COUNTY



PERSONAL HISTORY
PRIVATE SECURITY SECTIONS

INSTRUCTIONS

Read every question carefully and answer each question fully and accurately. An applicant may be disqualified from further processing if he makes a knowingly false statement of a material fact, practices or attempts to practice, any deception or fraud in his application. ALL ENTRIES, EXCEPT SIGNATURE, MUST BE PRINTED LEGIBLY WITH PEN AND INK. If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

Return this application within (30) days from the date of application. The application must be returned with the employer's letter of request for licensing.

1. NAME _____
Last First Middle

List all other names you have used, aliases and maiden names.

2. PRESENT ADDRESS _____
Street Number or P.O. Box Apt. #

_____ *City State Zip Code*

How long have you lived at this address? _____

3. Give address for the past (3) years, if different from your present address.

From - To Address City State

4. TELEPHONE: Home _____ Business _____

5. Age _____ Date of Birth _____ Place of Birth _____
Mo. Day Yr. City State

6. Social Security Number _____

7. Height _____ Weight _____ Marital Status _____

8. Driver's License Number _____ State _____



- 9. Are you a U.S. Citizen? Yes _____ No _____ Naturalized _____
- 10. If naturalized: Date _____ Place _____ Number _____
- 11. Have you ever served on active duty in the Armed Services of the U.S.? Yes _____ No _____
If yes, Branch _____ Dates _____
Type of Discharge _____

- 12. While on active duty in the military service, was any type of disciplinary action taken against you?
Yes _____ No _____

<i>Type of Disciplinary Action</i>	<i>Charge</i>	<i>Disposition</i>
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IF ANY ACTIVE DUTY WAS COMPLETED (INCLUDING BASIC TRAINING) A DD-214 FORM INDICATING THE TYPE OF DISCHARGE MUST BE SUBMITTED WITH THE APPLICATION.

- 13. Have you ever been issued a license as a security officer or watchman? Yes _____ No _____
From what jurisdiction? _____
- 14. Has a security license issued to you ever been SUSPENDED by another jurisdiction?
Yes _____ No _____
- 15. Have you ever resigned while under investigation from any police force or security agency?
Yes _____ No _____
- 16. Have you ever been treated for a nervous or psychiatric condition or confined to a mental institution for treatment? Yes _____ No _____
- 17. Do you use, or have you ever used any type of narcotic drugs illegally without a doctor's prescription?
Yes _____ No _____
If yes, give details _____

- 18. Do you use intoxicating liquor? Yes _____ No _____ Occasionally _____ Moderately _____
Excessively _____

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

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 20. Have you ever been convicted of a FELONY? Yes _____ No _____