

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

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**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 Ser-
vices**

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.

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(Date)

(Applicant's Signature)

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