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**Rules of  
Department of Commerce and  
Insurance**

**Division 2234—Board of Private Investigator and  
Private Fire Investigator Examiners  
Chapter 1—General Rules**

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**Title 20—DEPARTMENT OF  
COMMERCE AND INSURANCE**  
**Division 2234—Board of Private  
Investigator and Private Fire  
Investigator Examiners**  
**Chapter 1—General Rules**

**20 CSR 2234-1.010 Definitions**

*PURPOSE:* This rule defines terms used in 20 CSR 2234.

(1) Branch office—Any additional office licensed under the primary office.

(2) Division—Division of Professional Registration.

(3) Employee—

(A) Agency non-investigator employee—An employee of an agency who is not a licensed private investigator or licensed private fire investigator and does not directly participate in private investigations or private fire investigations; or

(B) Agency investigator employee—An individual licensed and supervised through the licensed agency to conduct private investigations or private fire investigations.

(4) Executive director—The designee of the director of the division who is responsible for the management of the day-to-day operations of the board.

(5) Individual—A natural person or legal entity.

(6) Primary office—The principle office of a licensed private investigator agency or licensed private fire investigator agency.

(7) Investigator-in-charge—The licensed private investigator or licensed private fire investigator who is responsible for the activities of a private investigator agency or private fire investigator agency.

(8) Law enforcement officer—A person currently certified under existing peace officer standards and training requirements under Chapter 590, RSMo.

*AUTHORITY:* section 324.1100, RSMo Supp. 2013.\* Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.

\*Original authority: 324.1100, RSMo 2007.

**20 CSR 2234-1.020 General Organization**

*PURPOSE:* This rule describes the organization, general methods of administration, and communication concerning the Board of Private Investigator and Private Fire Investigator Examiners.

(1) The purpose of the board is to regulate the practice of private investigating and private fire investigating concerning the health, safety, and welfare of the inhabitants of this state; to protect the property of the inhabitants of this state from damage or destruction through the dangerous, dishonest, incompetent, or unlawful practice of private investigating and private fire investigating; and to implement and sustain a system for the examination and regulation of licensed private investigators and private investigator agencies as well as private fire investigators and private fire investigator agencies in this state.

(2) The board shall meet at least once a year. Additional meetings may be held at the discretion of the board; however, the board shall inform the division of those meetings and the notice of the meeting will be posted in compliance with Chapter 610, RSMo.

(3) Each year, the board shall elect a chair and vice-chair. The chair presides at meetings and works with the executive director on coordinating the board's affairs. If the chair is unable to attend a meeting, the vice-chair shall preside at the meeting.

(4) The board shall act through its executive director who is appointed by the director of the Division of Professional Registration. The executive director shall be responsible for keeping the minutes of board proceedings and perform other duties as requested by the board.

(5) A quorum of the board shall consist of a majority of its members.

(6) Board meetings will generally consist of reviewing applications, interviewing applicants, reviewing complaints and inquiries, determining disciplinary actions regarding a licensed private investigator or a licensed private fire investigator, private investigator business or private fire investigator business, making recommendations to staff concerning the conduct and management of board affairs, and other board matters.

(7) Unless otherwise provided by statute or regulation, the board shall be generally guid-

ed by and conduct its meetings according to Robert's Rules of Order.

(8) Any person requiring information, an application, or complaint form involving the practice of private investigating or private fire investigating as regulated by the board may contact the board.

*AUTHORITY:* sections 324.1102 and 324.1138, RSMo Supp. 2013.\* Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.

\*Original authority: 324.1102, RSMo 2007 and 324.1138, RSMo 2007.

**20 CSR 2234-1.030 Policy for Release of Public Records**

*PURPOSE:* This rule establishes the policy in compliance with sections 610.010–610.030, RSMo, regarding the release of information on any meeting, records, or vote of the board.

(1) The Board of Private Investigator and Private Fire Investigator Examiners is a public governmental body as defined in Chapter 610, RSMo, and adopts the following as its policy for compliance with the provisions of that chapter. This policy is open to public inspection and implements Chapter 610, RSMo, provisions regarding the release of information of any meeting, record, or vote of the board that is not closed under this chapter.

(2) All public records of the Board of Private Investigator and Private Fire Investigator Examiners shall be open for inspection and copying by any member of the general public during normal business hours (8 a.m. to 5 p.m. Monday through Friday; holidays excepted) except for those records required or authorized to be closed under section 610.021 or 324.001.8, RSMo, or any other applicable law. All public meetings of the Board of Private Investigator and Private Fire Investigator Examiners will be open to the public except for those required or authorized to be closed under section 610.021 or 324.001.8, RSMo, or any other applicable law.

(3) The executive director shall be the custodian of records as required by section 610.023, RSMo. The executive director is responsible for maintaining board records and responding to requests for access to public records.



(4) The board may charge a reasonable fee pursuant to rules promulgated by the board for the cost of researching, inspecting, and copying the records. Charges and payments of the fees shall be based upon the cost for researching and copying records and shall be according to Chapter 610, RSMo.

(5) All fees collected shall be remitted to the Director of Revenue for deposit to the credit of the Board of Private Investigator and Private Fire Investigator Examiners Fund.

(6) The custodian shall maintain a file of copies of all written requests for access to records and responses to the requests. That file shall be maintained as a public record of the board for inspection by any member of the general public during regular business hours.

*AUTHORITY: section 324.1138, RSMo Supp. 2013.\* Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

*\*Original authority: 324.1138, RSMo 2007.*

**20 CSR 2234-1.040 Complaint Handling and Disposition**

*PURPOSE: This rule establishes a procedure for the receipt, handling, and disposition of complaints involving private investigators and private fire investigators.*

(1) The Division of Professional Registration, in coordination with the Board of Private Investigator and Private Fire Investigator Examiners, will receive and process each complaint made against any licensee, unlicensed individual, or entity, in which the complaint alleges certain acts or practices may constitute one (1) or more violations of provisions of sections 324.1100–324.1148, RSMo, or the administrative rules involving private investigators or private fire investigators. Any division staff member or board member may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints may be mailed or delivered to the following address: Board of Private Investigator and Private Fire Investigator Examiners, 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the board at its administrative offices in any manner shall be sufficient. Complaints may be based upon personal knowledge, upon information and belief, or reciting information received from other sources.

(3) All complaints shall be made in writing. Oral or telephone communications will not be considered or processed as complaints, but the person making those communications will be asked to supplement such communications with a complaint. Information received in accordance with this section may be reduced to a complaint by the executive director.

(4) Each complaint received under this rule will be logged and maintained by the board. The log will contain a record of each complainant’s name; the name and address of the subject(s) of the complaint; the date each complaint is received by the board; a brief statement concerning the alleged acts or practices; a notation indicating the complaint was closed by the board or a disciplinary action was filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the board.

(5) Each complaint received according to this rule shall be acknowledged in writing. The complainant and the subject of the complaint shall be notified in writing of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the authority to file a complaint with the Administrative Hearing Commission charging the licensee with any actionable conduct or violation, whether or not such a complaint exceeds the scope of the acts charged in a complaint filed with the board.

(7) This rule exists for the benefit of those members of the public who submit complaints to the board. This rule is not deemed to protect or inure to the benefit of those licensees or other persons against whom the board has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 324.1100–324.1148, RSMo.

*AUTHORITY: sections 324.002 and 324.1138, RSMo Supp. 2013.\* Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

*\*Original authority: 324.002, RSMo 2008 and 324.1138, RSMo 2007.*

**20 CSR 2234-1.050 Fees**

*PURPOSE: This rule establishes and fixes the various fees and charges for the Board of Private Investigator and Private Fire Investigator Examiners.*

(1) All fees shall be paid by cashier’s check, personal check, business check, money order, or other method approved by the division and shall be made payable to the Board of Private Investigator and Private Fire Investigator Examiners.

(2) No fee will be refunded should any license be surrendered, suspended, or revoked during the term for which the license is issued.

(3) The following licensure fees are established as follows:

- (A) Investigator—
  - 1. Application fee \$500
  - 2. Renewal license fee \$300
  - 3. Renewal penalty fee \$100
  - 4. Inactive fee \$100
  - 5. Reactivation fee \$200
  - 6. Fingerprinting Fee

Amount to be determined by the Missouri State Highway Patrol

- (B) Agency—
  - 1. Application fee \$400
  - 2. Renewal license fee \$200
  - 3. Renewal penalty fee \$100
  - 4. Additional agency license—initial (one-half (½) of primary office) \$200
  - 5. Additional agency license—renewal (one-half (½) of primary office) \$100
  - 6. Additional agency license—renewal penalty fee \$100

- (C) Licensed Agency Employee—
  - 1. Application fee \$ 50
  - 2. Renewal license fee \$ 25
  - 3. Renewal penalty fee \$ 25
  - 4. Fingerprinting Fee

Amount to be determined by the Missouri State Highway Patrol

(4) The following miscellaneous fees are established as follows:

- (A) Continuing education (CE) course review fee \$100
- (B) Individual course review fee \$ 10
- (C) Exam Fee \$ 80

(5) All fees are nonrefundable.

*AUTHORITY: sections 324.1102 and 324.1132, RSMo Supp. 2013.\* Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Oct. 8, 2010, effective May 30, 2011. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

*\*Original authority: 324.1102, RSMo 2007, amended 2010 and 324.1132, RSMo 2007, amended 2010.*