

Kansas City, Missouri Police Department
**INSTRUCTIONS FOR
LICENSING A COMPANY TO EMPLOY
PRIVATE SECURITY/PROPRIETARY PRIVATE INVESTIGATIVE PERSONNEL**

In response to your inquiry, please be advised that you may operate a contract security or directly employ licensed private security and proprietary private investigators for the protection of your own property, by accomplishing the following:

- A. Furnish the Board of Police Commissioners a certificate of liability insurance naming the Board of Police Commissioners as additional insured and certificate holder with an insurance company authorized to do business in the state of Missouri and acceptable to the Board of Police Commissioners. Such insurance policies shall have a minimum limit of (\$1,000,000) one million dollars and must stipulate if covered for armed/unarmed personnel.
- B. Forward the enclosed completed form 5486 P.D. to the Board of Police Commissioners containing the following information:
 - 1. Company name, local address, email address, and phone number.
 - 2. Names and addresses of all officers, directors, partners, and all persons owning 10% of the corporation stock.
 - 3. Names and sample signatures of persons authorized by the firm to do business with the Board of Police Commissioners.
 - 4. Approximate number of licensed security personnel to be employed, armed and unarmed.
 - 5. Uniform security personnel will wear; describe uniform and enclose a color photograph, the uniform cannot resemble Kansas City, Missouri Police uniform's as relates in Title 17 CSR 10-2.060(4). No wording of police and absolutely no blue uniforms.
 - 6. List of Kansas City, Missouri contracts. (If a contract company.)
- C. If your firm is a partnership or corporation, we must have a copy of the partnership papers or articles of incorporation. If the corporation is not a Missouri corporation, it must be registered with the Secretary of State and proof of registration must be furnished to this office.
- D. Upon receipt of the above information, an Agency License Fee annually of \$250.00 must be submitted at time of application and annually by December 31. The Private Officers Licensing Unit will make a recommendation and forward it to the Board of Police Commissioners. You will be notified when its approval is granted. If your firm intends to offer security services by contract, you should procure an occupational license from the city in compliance with City Ordinances 21.127, 21.128, 21.227, whichever is applicable.

A criminal history record will be performed in compliance with State Regulation Title 17 CSR 10-2. Should the applicant have an open criminal arrest (trial pending), the applicant may be required to obtain final court disposition before being licensed. When the firm has accomplished the preceding requirements, this office will be prepared to accept a notarized Intent to Hire Form, Form 5409 P.D., from your prospective employees for the individual license. We will furnish you with a supply of Forms, samples of which are enclosed and can be downloaded at www.kcpd.org. In addition, each applicant must bring the following items to the Private Officers Licensing Unit before a license can be processed:

- A. Notarized Form 5409 P.D.
No copies, dates must match, notary is notarizing the entire completed document.
- B. Completed Verification of Firearms Training Form 5715 P.D.
- C. Photo identification card (driver's license)
- D. Original Social Security card
- E. Birth Certificate or United States passport (certified copy)
(Must have government, (state or city) issued birth certificate, no hospital certificates accepted)
- F. Alien Registration card (Valid permanent resident card), if applicable must be accompanied with a birth certificate
- G. Naturalization papers; must be accompanied by original birth certificate or United States Passport
- H. Military DD214 (must state type of discharge)
- I. Name change documentation (Adoption/Marriage/Divorce Decree)
(Must have certified court copy)
- J. High school diploma/G.E.D. certificate/college degree (Proprietary Private Investigators only) List of duties, signed and acknowledgement documents. (Must meet guidelines stipulated in Title 17 of the Code of State Regulations before company/individuals license will be issued.)

HOURS

The Private Officers Licensing Unit is open 7:30 a.m. to 4:00 p.m. Monday through Friday
New applicants accepted until 3:00 p.m.

Only cash or company checks are accepted. No Refunds.

PRIVATE SECURITY LICENSE CLASSIFICATION'S

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; 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 fourth in this rule. Class A licenses may be further classified pursuant to the following titles, designations and authorities:

1. LOSS PREVENTION AGENT - Unarmed, this individual is employed to prevent theft by unobtrusive, alert skills. One who is unarmed, non-uniformed and is responsible to observe investigate, apprehend and prosecute shoplifters, fraud checks, internal thefts and the like;
2. PATROL AGENT - Armed or unarmed, uniformed foot patrol, response to alarms, pedestrian checks on designated private property, investigation, assigned designated post, protects persons/property.
3. PROPRIETARY PRIVATE INVESTIGATOR – An armed or unarmed non-uniformed person employed exclusively and regularly by one employer in connection with the affairs of that employer and where there exists an employer-employee relationship, responsible for investigations which impact that employer; (must possess a high school diploma or a G.E.D. certificate; A two (2) year degree in Administration of criminal Justice or a Bachelor’s Degree; Two (2) consecutive years prior investigative experience in law enforcement, military police or military intelligence functions; or Two (2) years experience with a licensed private security agency, list of duties and signed acknowledgement document, and be certified by that agency as to knowledge of the law and investigative techniques as outlined in Title 17 10-2.050(1)(c).
4. 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 SPECIAL AUTHORITY - Airport police personnel shall be required to have a Class A license. A Class A licensee that has the airport police designation, shall have the 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.

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 take 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 - Unarmed and uniformed 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 licensee has the authority to conduct private security services on the public streets of Kansas City, Missouri. Their 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. **PROPRIETARY PRIVATE INVESTIGATOR** – An armed or unarmed non-uniformed person employed exclusively and regularly by one employer in connection with the affairs of that employer and where there exists an employer-employee relationship, responsible for investigations which impact that employer; (Must possess a high school diploma or a G.E.D. certificate; A two (2) year degree in Administration of Criminal Justice or a Bachelor's Degree; Two (e) consecutive years prior investigative experience in law enforcement, military police or military intelligence functions; or Two (2) years experience with a licensed private security agency, list of duties and signed acknowledgement document, and be certified by that agency as to knowledge of the law and investigative techniques as outlined in Title 17 10-2.050(1)(c).

UPGRADE LICENSE

To upgrade a license, the licensee must bring a notarized Form 5409 P.D. and a completed Form 5715 P.D. Verification of Firearms Training Form when upgrading to an armed license before being scheduled at the Kansas City Missouri Police Pistol Range and the license upgrade fee to the Private Officers Licensing Unit.

TRANSFER TO DIFFERENT COMPANY

To transfer, the licensee must bring a notarized Form 5409 P.D. from the future employer and a letter of release from the initial security company.

DUAL LICENSE

The licensee must bring:

1. A letter from the primary employer acknowledging the request to obtain a second license to work for another company.
2. A Form 5409 P.D. from the prospective second employer, and a letter of acknowledgment stating the company is aware of second employment.

All licenses expire 1 year after expiration date.

In the event someone resigns, it is the responsibility of the security company to collect the license card. This card, along with a letter of explanation, should be forwarded to the Private Officers Licensing Unit. There is no grace period for renewing the private security or proprietary private investigators license.

EXAMINATION AND FIREARMS QUALIFICATION

New applicants for the position of private security are scheduled for firearms qualification as soon as possible. The applicants for armed licensees, are first issued a temporary unarmed license until they pass the examination and firearms qualification.

Only qualified private security/proprietary private investigative personnel are authorized to carry a weapon. The applicant cannot obtain the license card until the pistol range qualification and examination have been completed. The applicant must qualify with the firearm required for the performance of duties.

Anyone scheduled for the pistol range, who cannot keep their appointment must give at least seven (7) days notice to avoid additional fees.

In the event of a discharge of firearms, other than formal firearms training, a report, Form 5636 P.D. must be filed with the Private Officers Licensing Unit, as well as a police report with the Kansas City, Missouri Police Department.

I sincerely hope that these instructions are beneficial to you and will help to expedite the licensing process. If you should have any further questions, please feel free to contact our office at (816) 889-6600.

Kansas City, Missouri Police Department
Private Officers Licensing Unit
635 Woodland, Suite 2104
Kansas City, Missouri 64106

FEES

The charges for licensing, renewing, transferring, etc. are as follows (fees are subject to change.):

AGENCY ANNUAL LICENSE	\$250.00
CLASS A - ARMED LICENSE	\$125.00
RENEWAL FEE	\$ 70.00
CLASS A - UNARMED LICENSE	\$ 70.00
RENEWAL FEE	\$ 50.00
CLASS B - ARMED LICENSE	\$125.00
RENEWAL FEE	\$ 70.00
CLASS B - UNARMED LICENSE	\$ 70.00
RENEWAL FEE	\$ 50.00
REPLACEMENT OF LOST/STOLEN LICENSE	\$ 50.00
DUAL LICENSE	\$ 50.00
CHANGE OF COMPANY NAME	\$ 50.00
LICENSE UPGRADE	\$ 50.00
RESCHEDULING FEE	\$ 50.00
(TEST FAILURE, FAIL TO QUALIFY OR ATTEND RANGE)	
WEAPON CHANGE	\$ 50.00
LICENSE TRANSFER	\$ 25.00
COPY FEE	\$.10

Only cash or company checks are accepted. NO REFUNDS