



# Manual

## Jefferson County Sheriff's Office

### PROFESSIONAL LICENSING Rules and Procedures

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# County of Jefferson, County Council

**Council District 1 – Brian Haskins.....Council Chair**

**Council District 2 - Renee Reuter.....Council Person**

**Council District 3 - Phil Hendrickson.....Council Person**

**Council District 4 - Charles Groeteke.....Vice-Chair**

**Council District 5 - Tracey Perry.....Council Person**

**Council District 6 - Dan Stallman.....Council Person**

**Council District 7 - Jim Terry.....Council Person**

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# County of Jefferson, County Executive

**County Executive – Dennis Gannon**

## STATEMENT OF POLICY

The Sheriff of Jefferson County, upon approval of the Jefferson County Council and Jefferson County Executive, has caused to be published these rules and regulations adopted and to become effective \_\_\_\_\_ . The rules and regulations as stated in this manual shall only apply to those persons performing duties within the boundaries of Jefferson County, Missouri.

The Sheriff of Jefferson county, upon approval of the Jefferson County, County Council, the Jefferson County, County Executive, shall establish administrative policy, standards, conditions and training requirements.

No license shall be issued until bond, as required by Ordinance, has been posted.

Any person who performs one or more of these duties must secure an annual license.

Adopted by Command Staff

By order of:

\_\_\_\_\_  
Sheriff David L. Marshak

Professional Licensing Manual

Approved at the regular meeting of the Jefferson County, County Council dated \_\_\_\_\_.

\_\_\_\_\_  
State of Missouri, County of Jefferson,  
County Executive

## **DEFINITIONS**

The following terms used in this manual are defined below and may be used in conjunction with any section of this manual. (Manual is available for download at [www.jcsd.org](http://www.jcsd.org).)

**Applicant** – An individual applying for a license as a watchman, courier or security officer.

**Armored Vehicle** – Vehicle designed specifically by the manufacturer to transport items of value and to repel, by means of a metallic, protective covering, projectiles fired by explosive charges.

**Arrest** – To apprehend and/or detain individuals observed committing a law violation.

**Committee** – The Private Security Advisory Committee consisting of five members appointed by the Jefferson County Sheriff for a term of three years.

**Contract Security Agency** – A private security company that employs its licensed officers in assignments to other organizations.

**Courier** – Uniformed person, employed to carry out the task of protecting and transporting property from one designated area to another, who may carry an exposed firearm or protective device under certain circumstances.

**Designated Area** – The established property within the boundaries owned and/or leased by the contracted employer (the scope of the licensee's power is limited to this area).

**In-house Security** – A security force where a company or organization employs licensed officers directly rather than through another agency.

**Issued Identification Card/License** – Identification card issued by the Private Security Section, which designates the holder as a polygraph examiner.

**Jurisdiction** - All couriers, security officers and watchmen are bound by the rules of the Jefferson County Missouri County Private Security Section while working in Jefferson County.

**Licensee** – Any watchman, courier or security officer, who holds a license issued by the County of Jefferson within the State of Missouri.

**Jefferson County License** – A license issued to a person who is to work as a watchman, courier or security officer in County of Jefferson, State of Missouri, under the guidelines and rules of the Jefferson County Sheriff's Office. Only the Jefferson County Sheriff's Office can issue a Jefferson County license.

**Private Security Supervisor** – A commissioned employee of the Jefferson County Sheriff's Office designated by the Sheriff to administer the licensing program.

**Protective Devices** – Objects or instruments approved after certification and training has been documented by the Private Security Section, which may only include **firearms, baton, TASER©** and **pepper spray**, to be used for the defense of a licensed security or courier officer or to facilitate the

effecting of an arrest when active aggression is encountered.

1. **Firearm** – a firearm is a weapon that propels a projectile by means of an explosive charge.
2. **Baton** – must be wooden or plastic, between 22-26 inches in length, not more than two inches in diameter. **Baton** may not be filled with lead or other material and may not have any metal bands or tips. Or a collapsible metal baton commonly referred to as an ASP™ baton. Users **must be certified in the use of the baton** by attending an approved baton training course.
3. **Pepper spray** – Private Security officers and couriers may carry aerosol oleoresin capsicum pepper spray while on duty, if certified by attending **an approved** pepper spray training course.
4. **TASER**® - A Conducted Electrical Weapon (C.E.W.) that when exposed causes Neuro Muscular Incapacitation (N.M.I.) that stimulates motor nerves, causing uncontrollable muscle contractions that inhibit the subject from being able to perform coordinated movement. Training and certification must be verified and approved by the Private Security Section prior to its use on duty.

**Secondary License** – A license issued to a watchman, courier or security officer in addition to his original license. There is no limit to the number of secondary licenses issued. All licenses expire on the expiration date of the original license.

**Security Officer** – A person employed with certain powers to protect life and property on/in a designated area (who may be uniformed and may carry an exposed firearm **and/or** protective device under certain circumstances).

**Jefferson County Sheriff's Office Security Officer** – A person employed by the Jefferson County Sheriff's Office, as contracted through the County of Jefferson, State of Missouri, with certain powers to protect life and property on/in a designated area in uniform with an exposed firearm and protective devices.

**Termination** – A licensee is inactivated for any of the following:

1. Voluntary surrender of the license by the licensee; or
2. Notification by the employer that an employee has been inactivated by the company; or
3. Expiration of a license; or
4. Suspension or revocation of a license.

**Training** - Formal instruction provided for the qualification of watchmen, couriers or security officers either in the classroom or the firearms range and includes necessary registration procedures.

**Watchman** – A person employed to perform the tasks of observation and reporting on/in a designated area without any police powers or any firearm or protective device.

# **CHAPTER I**

## **Watchman, Courier and Security Officer License**

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## CHAPTER II

### CORPORATE SECURITY ADVISOR LICENSE



## **I. Watchman:**

### **A. Licensing Requirements:**

1. Any person seeking to act as a watchman in the County of Jefferson, State of Missouri is required by law to obtain a Jefferson County license from the Private Security Section.
2. Any person who wears a badge or uniform with a private security designation or carries a Jefferson County license that states or implies a private security designation shall be required to obtain a Jefferson County license pursuant to the provisions stated in this manual.
3. A Jefferson County license may not be valid if the issuance of the license will be in conflict with any other permit, license or Missouri State law.

### **B. Qualifications and Training:**

1. Minimum qualifications for applicants applying for a Jefferson County Watchman's License are as follows:
  - a. Eighteen (18) years of age; and
  - b. A United States citizen or legal resident alien, with two forms of identification, including one with photo; and
  - c. Any statutorily defined illegal possession or use of drugs by a watchman, whether at or outside their employment, will not be tolerated; and
  - d. Any watchman reporting for duty taking prescription medication which may impair their ability to perform the essential functions of their position shall notify, in writing, the Private Security Coordinator/Supervisor within twenty-four (24) hours; and
  - e. The licensing status may be restricted due to the medication prescribed until the employee is cleared by an approved Physician or Medical Review Officer; and
  - f. Any watchman reporting for duty, who has stopped taking prescription medication, which may then impair their ability to perform the essential functions of their position shall notify, in writing, the Private Security Coordinator/Supervisor; and
  - g. Able to read and write the English language; and
  - h. No felony conviction; and
  - i. Has not pled guilty to or entered a plea of nolo contendere to any felony offense under the laws of any state or the United States within the last thirty-six months (36), immediately preceding application for licensing; and
  - j. Has not pled guilty to or entered a plea of nolo contendere to any misdemeanor offense or city ordinance, which have as an essential element: fraud dishonesty, an act of violence, bribery, illegal drug use, sexual misconduct, and

other similar acts constituting moral turpitude as defined by the common law of Missouri, within the last thirty-six (36) months immediately preceding application for licensing; and

- k.** Is not a fugitive from justice or currently on active probation; and
  - l.** Has not been discharged under dishonorable conditions from the United States Armed Forces; and
  - m.** Has not: engaged in a pattern of behavior, documented in public or closed records, that causes the Private Security Coordinator/Supervisor to have a reasonable belief that: the applicant presents a danger to himself or others; and
  - n.** Is not adjudged mentally incompetent or has not been committed to a mental health facility.
- 2.** The training for a licensed **watchman** shall consist of four (4) hours of classroom training at the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.

### **C. Authority, Duties, Uniform, and Equipment**

#### **1. Authority:**

Watchman shall not have the authority to make arrests, physically detain persons or conduct searches and seizures.

#### **2. Duties:**

##### **a. General**

- 1)** It shall be the duty of every licensee to assist all police officers in preserving the peace or in taking such other action as may be necessary to effect an arrest during the times and area where he/she is employed and when requested to do so by a police officer.
- 2)** Should a serious accident or crime, including all felonies, occur on the premises of the licensee, it shall be the responsibility of the licensee to notify the appropriate police department immediately. Failure to do so is a violation of the provisions of this manual.
- 3)** The licensee will be responsible to protect the crime scene until relieved of that responsibility by the police department in charge.

##### **b. The duties performed by the licensed watchman may include:**

- 1)** Observe, record/report incidents and activities about or upon the licensed locations.
- 2)** Observe and report fires.
- 3)** Perform clock rounds, checking doors, windows, etc.
- 4)** Monitor cameras and alarms
- 5)** Control lights, security systems, environmental and process controls.

- 6) Must perform his/her function in a designated area.

#### **D. Uniform and Equipment**

- a. Must be in an approved uniform at all times when on duty, unless a uniform exempt license has been approved by the Private Security Section.
- b. Whenever on duty, must wear the Jefferson County license on the outermost garment.
- c. May not possess any firearm, protective device or retention device.
- d. The approved security badge may only be worn on the approved uniform and not on corporate or civilian attire. This includes uniform exempt licenses.

## **II. Courier:**

### **A. Licensing Requirements**

1. Any person acting as a courier in the County of Jefferson, State of Missouri is required by law to have a Jefferson County license issued by the Private Security Section.
2. Any person who wears a badge or uniform with a private security/courier designation or carries a Jefferson County Courier's license that states or implies that a private security/courier designation shall be required to obtain a Jefferson County license pursuant to the provisions stated in this manual.
3. A Jefferson County license may not be valid if the issuance of the license will be in conflict with any other permit, license or Missouri State law.

### **B. Qualifications and Training: (Including requirements for both Armed and Un-armed Couriers)**

1. Minimum qualifications for applicants applying for a Jefferson County Courier's license are as follows:
  - a. Twenty-one (21) years of age; and
  - b. A U.S. citizen, or legal resident alien with two forms of identification, including one with a photo; and
  - c. Any statutorily defined illegal possession or use of drugs by a courier, whether at or outside their employment, will not be tolerated; and
  - d. Any courier reporting for duty taking prescription medication which may impair their ability to perform the essential functions of their position shall notify, in writing, the Private Security Coordinator/Supervisor within twenty-four (24) hours; and
  - e. The licensing status may be restricted due to the medication prescribed until the employee is cleared by an approved Physician or Medical Review Officer; and
  - f. Any courier reporting for duty who has stopped taking prescription medication which may then impair their ability to perform the essential

functions of their position shall notify, in writing, the Private Security Coordinator/Supervisor; and

- g.** Able to read and write the English language; and
  - h.** No felony conviction; and
  - i.** Has not pled guilty to or entered a plea of nolo contendere to any felony offense under the laws of any state or the United States within the last thirty-six (36) months, immediately preceding application for licensing; and
  - j.** Has not pled guilty to or entered a plea of nolo contendere to any misdemeanor offense or city ordinance which have as an essential element fraud, dishonesty, an act of violence, bribery, illegal drug use, sexual misconduct, and other similar acts constituting moral turpitude as defined by the common law of Missouri, within the last thirty-six months (36) immediately preceding application for licensing; and
  - k.** Is not a fugitive from justice or currently on active probation; and
  - l.** Has not been discharged under dishonorable conditions from the United States Armed Forces or any of its Allies; and
  - m.** Has not engaged in a pattern of behavior, documented in public or closed records, that causes the Private Security Coordinator/Supervisor to have a reasonable belief that the applicant presents a danger to himself or others;
  - n.** Is not adjudged mentally incompetent or has not been committed to a mental health facility.
- 2.** Training for licensed **couriers** shall consist of:
- a.** A minimum of four (4) classroom hours if un-armed, a minimum of sixteen (16) classroom hours if armed; training must be completed within six (6) weeks prior to date of a request for a license or a renewal;
  - b.** Licensed Armed Courier **must** complete eight (8) hours of firearms qualifications for revolvers and sixteen (16) hours for semi-automatic pistols. Sixteen (16) hours of additional training is required for a rifle and/or shotgun training if the courier wishes to carry one (1) or both of those weapons. The courier will be required to complete both a rifle and a shotgun training class if they wish to carry both weapons. The qualifying score will be established by the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee; and must be completed within six (6) weeks prior to date of a request for a license or a renewal;
  - c.** Additional training as required for protective devices.
  - d.** Attend a traffic direction and control training program conducted by the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.

## **C. Authority, Duties, Uniform, and Equipment**

### **1.4**

## **1. Authority**

A courier shall not have the authority to make arrests, physically detain persons or conduct searches and seizures.

## **2. Duties**

### **a. General**

- 1) The duties performed by a licensed courier may include delivering currency, documents, articles, etc., from one location to another or to aid in the driving and protection of the vehicle and the team who so performs and are limited to the defense and protection of the system and articles for which he is performing the courier function.
- 2) It shall be the duty of every licensee to assist all police officers in preserving the peace or in taking such other action as may be necessary to effect an arrest during the times and area where he/she is employed and when requested to do so by a police officer.
- 3) Should a serious accident or crime, including all felonies, occur on the premises of the licensee, it shall be the responsibility of the licensee to notify the appropriate police department immediately. Failure to do so is a violation of the provisions of this manual.
- 4) The licensee will be responsible to protect the crime scene until relieved of the responsibility by the police department in charge.

### **b. Uniform and Equipment**

1. Must be in uniform at all times when on duty and when carrying an exposed firearm to his/her place of work or home.
2. Must wear and exhibit the issued Jefferson County Courier's license on the outermost garment whenever on duty.
3. When approved to carry a firearm and in uniform, the officer will be required to carry at least one approved protective device.

## **III. SECURITY OFFICER (Including Patrol Security Officer)**

### **A. Licensing Requirements**

1. Any person seeking to perform security functions in the County of Jefferson, State of Missouri is required by law to obtain a Jefferson County Security Officer license from the Private Security Section.
2. Any person who wears a badge or uniform with the private security designation or carries a license that states or implies a private security designation shall be required to obtain a Jefferson County Security Officer license pursuant to the provisions as stated in this manual.
3. A Jefferson County Security Officer license may not be valid if the issuance of the license will be in conflict with any other permit, license or Missouri State law.

### **B. Qualifications and Training**

1. Minimum qualifications for applicants applying for a Jefferson County Security Officer license are as follows:
  - a. Twenty-one (21) years of age; and
  - b. A U.S. citizen, or legal resident alien with two forms of identification, including one with a photo; and
  - c. Any statutorily defined illegal possession or use of drugs by a security officer, whether at or outside their employment, will not be tolerated; and
  - d. Any security officer reporting for duty taking prescription medication which may impair their ability to perform the essential functions of the position shall notify, in writing, the Private Security Coordinator/Supervisor within twenty-four (24) hours; and
  - e. The licensing status may be restricted due to the medication prescribed until the employee is cleared by an approved Physician or Medical Review Officer; and
  - f. Any security officer reporting for duty who has stopped taking prescription medication which may then impair their ability to perform the essential functions of their position shall notify, in writing, the Private Security Coordinator/Supervisor; and
  - g. Able to read and write the English language; and
  - h. No felony conviction; and
  - i. Has not pled guilty to or entered a plea of nolo contendere to any felony offense under the laws of any state or the United States within the last thirty-six (36) months, immediately preceding application for licensing; and
  - j. Has not pled guilty to or entered a plea of nolo contendere to any misdemeanor offense or city ordinance which have as an essential element: fraud, dishonesty, an act of violence, bribery, illegal drug use, sexual misconduct, and other similar acts constituting moral turpitude as defined by the common law of Missouri, within the last thirty-six (36) months immediately preceding application for licensing; and
  - k. Is not a fugitive from justice or currently on active probation; and
  - l. Has not engaged in a pattern of behavior, documented in public or closed records, that causes the Private Security Coordinator/Supervisor to have a reasonable belief that the applicant presents a danger to himself or others; and
2. Training for licensed **security officers** shall consist of:
  - a. A minimum of eight (8) classroom hours for un-armed, a minimum of sixteen (16) classroom hours if armed; training must be completed within six (6) weeks prior to date of a request for a license or a renewal;
  - b. Eight (8) hours of firearms qualifications for revolvers and sixteen (16) hours for semi-automatic pistols. Sixteen (16) hours of additional training is required for a rifle and/or shotgun training if the security officer wishes to carry one (1) or both of those weapons. The security officer will be

required to complete both a rifle and a shotgun training class if they wish to carry both weapons. The qualifying score will be established by the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee; and must be completed within six (6) weeks prior to date of a request for a license or a renewal.

- c. Additional training as required for protective devices.
- d. The Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor may exempt certain corporate employers from security officer training requirements in lieu of approved, independent training comparable to that outlined in this manual.

## C. Authority, Duties, Uniform/and Equipment

### 1. Authority

- a. A licensed security officer may make custodial arrest or prevent the escape of a person who has committed a criminal offense, and when the arrest or detention is immediately necessary to arrest the offender or prevent his or her escape from custody.
- b. In making an arrest, no more force may be used than is necessary for overcoming any resistance that may be offered and for ensuring the safe delivery of the subject into custody.
- c. When a licensed security officer has made a custodial arrest, it shall be his/her duty to **immediately** notify the Sheriff's Office through Jefferson County 911 Dispatch or the police department: in the jurisdiction where the arrest has been made.
- d. Security vehicles are not defined as emergency vehicles as listed in **RSMo 304.022**. This provision does not prohibit a stationary security vehicle from utilizing white or yellow lights for traffic control or warning.

### 2. Duties

#### a. General

- 1) It shall be the duty of every licensee to assist all police officers in preserving the peace or in taking such other action as may be necessary to effect an arrest during the times and area where he/she is employed and when requested to do so by a police officer.
- 2) Should a serious accident or crime, including all felonies, occur on the premises of the licensee, it shall be the responsibility of the licensee to notify the appropriate police department immediately. Failure to do so is a violation of the provisions of this manual.
- 3) The licensee will be responsible to protect the crime scene and the integrity of evidence and property therein until relieved of the responsibility by the police department in charge.

b. The duties performed by the licensed security officer may include:

- 1) Control of personnel and vehicles in the designated area, the privately owned or leased property of the contracted employer. Licensed security officer may direct traffic on a roadway or street that abuts the designated area with the permission of the local policing authority and the Private Security Coordinator/Supervisor, when within Jefferson County, Missouri. The licensee will be required to attend a traffic direction and control training program conducted by the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
- 2) Performing his/her functions in a designated area.

### **3. Uniform and Equipment**

- a. Must be in uniform at all times when on duty unless uniform exempt: (This will be noted on the license).
- b. When in uniform, must wear and exhibit: the issued Jefferson County license on the outermost garment.
- c. Must carry the Jefferson County license whenever on duty and display same when requested to do so if working in civilian clothes (if authorized). May carry protective devices if qualified to do so.
- d. When approved to carry a firearm and in uniform, the officer will be required to carry at least one approved protective device.
- e. After receiving written permission from the Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor, a licensed, armed security officer may dress in corporate attire that conceals the firearm. Permission will only be granted where the employing security agency or company can show a specific and appropriate need for the security officer to be dressed in civilian attire. The applicant must also have concealed carry permit that is valid in the State of Missouri or any other State or Federal laws that allow individuals to carry concealed.
- f. The approved security badge may only be worn on the approved uniform. Officers approved to be uniform exempt and armed shall not be precluded from wearing a badge.

## **IV. JEFFERSON COUNTY SHERIFF'S OFFICE COMMISSIONED PERSONNEL**

### **A. Employment**

1. Jefferson County Sheriff's Office commissioned personnel are employees of the Jefferson County Sheriff's Office and therefore must abide by this agency's General Orders/Policies and Operational Procedures.



## **B. Authority**

1. Jefferson County Sheriff's Office commissioned personnel performing secondary employment in the capacity of a "*Security Officer*" for a private entity who have a contractual agreement with the Jefferson County Sheriff's Office and County of Jefferson, Missouri have the same authority as any Jefferson County Sheriff's Office commissioned personnel when performing their assigned duties.

## **C. Duties, Training, Uniform and Equipment**

1. All procedures pertaining to Jefferson County Sheriff's Office commissioned personnel are contained in the Jefferson County Sheriff's Office General Orders.

## **V. POLICE OFFICER PROVISIONS**

- A. Paid, full-time commissioned police officers who are certified as full-time police officers by the Missouri POST Commission and who work in the State of Missouri as police officers may be licensed to perform the duties and carry out the responsibilities of watchmen, couriers (including armed couriers) or security officers (does not include reserve or certified reserve officers).
  1. Commissioned police officers are authorized to carry only the weapon that the officer has qualified with annually at an approved municipal or county department qualification course.
  2. The commissioned police officer may be requested to provide proof of an annual firearm qualification with their current law enforcement agency and/or academy training certification.
  3. Commissioned police officers licensed to work as armed security officers outside their department jurisdiction and working as a security officer for other than a security agency, must be in their department uniform if they are carrying a firearm.
  4. Commissioned police officers licensed to work as armed security officers outside their department jurisdiction and working for a security agency must wear the agency's uniform with the agency's badge and security officer's license exposed.
  5. Commissioned police officers licensed to work as armed security officers outside of their department jurisdiction and unable to comply with numbers (3) and (4) of this section shall wear a navy blue or white long or short sleeve polo shirt, with generic police badge sewn to the left breast and the word "**Police**" in one (1) inch letters embroidered or silk screened under the badge in the color white or silver. Additionally, the word "**Police**" in four (4) inch, block style bold letters, in the color white or silver, shall be silk screened on the back of the shirt. The pants are to be navy blue BDU style. The Jefferson County security license shall be exposed.
- B. Municipal officers working in their jurisdictions are exempt from the licensing procedures as set forth in this manual.
- C. The initial security officer application (copy attached) must be returned in person to the Private Security Section, 400 First St., (P.O. Box 100) Hillsboro, MO. 63050. All additional secondary employment applications made within one year of the initial application date may be mailed or faxed. Each officer will be issued a Jefferson County license with his/her department name inserted into the space provided for the company name, but it is not

necessary to display the Jefferson County license while working in the department uniform. Only one Jefferson County license card is necessary for use in any and all secondary employment performed within Jefferson County, Missouri.

- D. A letter from the off-duty officer's security agency must be submitted with the application if the officer is working outside his/her jurisdiction.
- E. The officer's chief of police or sheriff must sign the Jefferson County security officer application.
- F. A mandatory annual drug test is necessary by the applicant. However, if the officer's department has a random drug test program in effect, the officer will not have to be tested. Charges for the drug test will be the responsibility of the officer. The officer may have to provide a copy of their department's policy and consent to the release of the drug test results to the Jefferson County Sheriff's Office. The Officer may be required to provide proof of a current prescription for use of prescription medications.
- G. During the one-year term of the license, all licenses granted under this provision are terminated simultaneously with termination of the officer's full-time commissioned status and shall surrender their license to the Jefferson County Sheriff's Office.
- H. No further training is required during employment as long as a police officer is qualified to work in the State of Missouri.
- I. Responsibilities and obligations when performing in licensed status shall be those applicable to the licensed function being performed, except that nothing in this manual shall diminish or enlarge upon the duties and responsibilities of the officer as provided for by statute and his/her department regulations.
- J. All police officers licensed by Jefferson County Sheriff's Office Private Security Section working within the unincorporated County of Jefferson, Missouri will have additional requirements. Officers must contact Jefferson County Sheriff's Office Private Security Section for additional conditions.
- K. All applicants will be issued a copy of this manual upon application for a license. (Manual is available for download at [www.jcsd.org](http://www.jcsd.org).)

**NOTE:** Police officers, when working secondary employment in their own jurisdiction, are allowed to direct traffic for their employer on a roadway, highway or street that abuts the property of the employer when working in full police uniform and when approved by their police chief. Traffic control will be performed in a safe manner and in accordance with prescribed law enforcement traffic control procedures.

## **VI. RETIRED POLICE OFFICER PROVISIONS**

- A. Former paid, full-time commissioned police officers who were certified as full-time police officers by the Missouri POST Commission and who worked in the State of Missouri as police officers may be licensed to perform the duties and carry out the responsibilities of watchmen, couriers (including armed couriers) or security officers (does not include reserve or certified reserve officers).
- B. Proof of retirement will be required and subject to the review and approval of the Private Security Coordinator/Supervisor.
- C. Retired police officers working as security officers or armed couriers may carry weapons

that were authorized to be carried on duty prior to retirement. An original letter from their department which show make, caliber, model and date of last firearms qualification will be required. Retirees will qualify bi-annually (every six months (twice) each year) each year. **L.E.O.S.A.** (Law Enforcement Officer Safety Act) qualification may be used as one of the mandatory qualifications. A mandatory annual drug test is necessary by the applicant. The retired police officer may be required to provide proof of a current prescription for use of prescription medications.

- D. Retired police officers licensed to work as armed security officers must be in their security agency's uniform with the agency's badge and Jefferson County security officer's license exposed.
- E. The original training for the **watchman's license** will be waived. There is no renewal training for the license. The original and renewal classroom training required for a **courier** (including armed courier) and/or **security officer license** will be waived during the first five (5) years immediately following the former police officer's retirement date.
- F. Responsibilities and obligations when performing in licensed status shall be those applicable to the licensed function being performed (watchman, courier (including armed courier), private security officer).
- G. All applicants will be issued a copy of this manual upon application for a license. (Manual is available for download at [www.jcsd.org](http://www.jcsd.org).)

## **VII. STATE OF EMERGENCY PROVISIONS FOR SECURITY OFFICERS**

- A. In the event of a State of Emergency declared by either the Jefferson County Executive, Governor of the State of Missouri or the President of the United States of America, security officer licensing exceptions will be made on a case by case basis by the Sheriff of Jefferson County, Missouri or his designee assigned as the Private Security Coordinator/Supervisor.

## **VIII. APPROVAL OF ORGANIZATIONS EMPLOYING SECURITY OFFICERS**

### **A. Approval of Organizations to Employ Security Officers**

Persons seeking to own or operate a security agency or in-house security force are required to provide photographic identification that includes the applicant's name, social security number, date of birth and a set of fingerprints so that a complete criminal and background investigation can be conducted.

### **B. All organizations must submit the following:**

1. Articles of Incorporation with State of Missouri or a copy of the organization's Fictitious Name (DBS) registry with the Missouri Secretary of State; and
2. A letter on the organization's letterhead, indicating their intent to have uniformed or uniform exempt officers and armed or unarmed officers; and
3. If a contract agency (not in-house), letters of intent from three separate businesses on

the businesses' letterhead, reflecting their intent to hire the organization to provide security services on their premises.

4. If a uniform is to be worn by the officers, the organization must also submit the following items to the Private Security Coordinator/Supervisor for review:
  - a. Two (2) color photographs of the uniform showing the front and one profile view (**NOTE: The uniform may not resemble the Jefferson County Sheriff's Office uniforms. A blazer ensemble is not considered a uniform;** and
  - b. A sample of the organization's shoulder patch (**NOTE: The organization name and the words "Security" or "Security Officer" must appear on the patch. They may be two separate patches;** and
  - c. One color photograph of the organization's badge. The word "**Police**" may not be used on the badge, and it may not indicate any affiliation with any police agency or prosecuting attorney's office. The organization's name must appear on the badge and "**Security**".
5. Vehicles used for security purposes must conform to Missouri State and local laws and not be equipped with red and blue lights and or sirens. An organization's vehicle cannot resemble a public safety/law enforcement emergency vehicle. Color photographs of the organization's vehicle must be submitted to the Private Security Coordinator/Supervisor for approval.

## **IX. LICENSING PROCEDURES**

### **A. General**

1. All applicants must appear in person at the Private Security Section office and apply for the appropriate license.
2. The applicant must present a letter, dated within the past ten (10) days, from his/her prospective employer that states the employer's intent to hire or retain the applicant after the successful completion of the licensing process.

### **B. Character Investigation**

The Jefferson County Sheriff's Office's Private Security Section will be responsible for a character investigation of each applicant, including a check for a prior criminal history.

### **C. Temporary License**

1. If an applicant appears to meet the standards for licensing and the background investigation has been completed the Private Security Section may issue a temporary license until original training has been completed. If an applicant failed to attend the original training without rescheduling in person, a temporary license will not be re-issued or extended. A temporary license is only valid for sixty (60) days. All fees shall be paid at the time the temporary license is issued.
2. While working under a temporary license, the license holder does not possess any powers of arrest, search or seizure, and may not have any firearms or protective device(s) upon or about his person at any time while exercising the privileges granted by this temporary license. The temporary license will become invalid at the time the formal license is issued, or upon receipt of denial of a formal license.

3. Any abuse of the privileges granted by the temporary license or any improper actions as outlined in, “*Causes for Disciplinary Action*,” **Section XIV.C** of this chapter may be cause for denial of a formal license.
4. All temporary license holders shall carry the license on their person during the times and at the locations that they are assigned to duty.
5. The holder of the temporary license will be required to attend the training class on an assigned scheduled day. The holder will be rescheduled if a reasonable excuse is presented to the Private Security Section in person prior to the beginning of the class. If a scheduling problem occurs, it will be the responsibility of the temporary license holder to notify the Private Security Section by telephone prior to the scheduled class.
6. Applicants who fail to give prior notification to the Private Security Section that they will be unable to attend the scheduled class, their temporary license will not be re-issued or extended, effective the date of the class and no fees will be refunded.
7. No applicant will be allowed to cancel his/her class appointment on more than two (2) occasions.
8. The Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor may grant a thirty (30) day extension of the temporary license under justifiable conditions. **NO** applicant will receive more than one (1) temporary license extension without direct approval from the Sheriff of Jefferson County.

#### **D. Issuance or Denial of a License**

1. The Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor will have the authority to issue a license after ensuring that the applicant has met the minimum qualifications, completed training and paid the required fees.
2. The Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor shall have the authority to deny the license or permit of an applicant on the basis of:
  - a. Failure to meet the minimum qualifications and training specified for each license;
  - b. Information on the application is found to be false, misleading or inadequate;
  - c. Criminal history, references, and/or employment background indicate a poor character or work record;
  - d. Failure to pay fees.
3. The applicant will be given written notification as to the basis for denial of his/her license. No information will be given to any party by telephone. The applicant will be allowed a personal conference with the Private Security Coordinator/Supervisor concerning the denial of the application.
  - a. An applicant denied a license by the Jefferson County Sheriff Office’s Private Security Coordinator/Supervisor may appeal such denial to the committee, in writing, within fifteen (15) days after receipt of his written denial.

- b. An applicant denied a license by the Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor may appeal such denial to the Private Security Coordinator/Supervisor in writing within fifteen (15) days after receipt of his written denial.
  - c. Any applicant who is denied a license may reapply after one year unless the applicant no longer meets the minimum qualifications.
4. Fees may not be refunded if the license is denied.

**E. Personnel Records**

- 1. The Private Security Section shall maintain the computer personnel record for each applicant or licensee for at least 5 ½ years.
- 2. The personnel record shall include information from the original application and material from previous years when licensed, administrative materials (transfers, etc.), letters of disciplinary actions.
- 3. The computer personnel record shall be the property of the Jefferson County Sheriff's Office. Requests for verification of a license status will be released to any individual, security company or private citizen in compliance with the **Missouri Sunshine Law Section 610 RSMo**. Other information from the personnel record will be released only to a law enforcement agency conducting an investigation of a licensee. The licensee shall have access to his/her computer personnel record.
- 4. Each licensee shall immediately notify the Private Security Section of any change in name, home address, telephone number or employer.

**F. Fees**

The County Council and Sheriff of Jefferson County shall prescribe all fees charged for licenses, renewals, transfers, secondary licenses, reinstatements or training. **An approved fee schedule is available upon request.**

**X. LICENSING RENEWALS**

**A. General**

Licenses will be valid for one (1) year from the date of issuance. Each security company will be responsible for monitoring its employees to facilitate the renewal of the licenses of their licensees prior to expiration. No other notice will be provided.

**B. Renewal Procedures**

**1. Watchman**

The Private Security Section will require the licensed watchman to:

- a. Present a company letter on letterhead stationery signed by his/her private security employer, requesting renewal of the license;

- b. Attend a refresher course prescribed by the County Executive, County Council and Sheriff of Jefferson County, every five (5) years.

**1. Courier (Un-armed)**

The Private Security Section will require the licensed courier to:

- a. Present an original company letter on letterhead stationery, signed by his/her private security employer, requesting renewal of the license;
- b. Attend a refresher course prescribed by the County Executive, County Council and Sheriff of Jefferson County, every five (5) years;

**2. Security Officer (Patrol Security Officer) and Armed Courier**

The Private Security Section will require the licensed security officer and armed courier to:

- a. Present a company letter on letterhead stationary signed by his/her private security employer requesting renewal of the license;
- b. Attend bi-annual firearms qualification and attain a passing score (if an armed license is requested);
- c. Attend a refresher course prescribed by the County Executive, County Council and Sheriff of Jefferson County annually;

- 3. Should the licensee fail to renew a license by the date of expiration the license will be inactivated.
- 4. If the Private Security Section is notified in writing prior to the date of expiration of an acceptable reason for not complying with the renewal procedures the Private Security Coordinator/Supervisor may grant a temporary extension not to exceed thirty (30) days.
- 5. Failure to comply with the renewal requirements will cause the license to expire. The Private Security Coordinator/Supervisor shall have the discretion to extend the renewal period by not more than thirty (30) days.

**XI. TRANSFER OF A LICENSE**

- A. If a licensee ends employment with the employer for which he/she is currently licensed and wishes to enter the employment of another agency, firm, organization or company, the licensee must complete the following procedures:
  - 1. Obtain an original letter from the new private security employer on their letterhead addressed to the Private Security Coordinator/Supervisor outlining the duties to be performed and request a transfer or reinstatement;
  - 2. Present the letter in person to the Private Security Section;
  - 3. Pay the required fee established for license transfer or reinstatement.
- B. If approved by the Private Security Section, the transfer or reinstatement will be recorded, and a license issued.

## **XII. SECONDARY LICENSE**

- A. A licensee may obtain a license in addition to the original license for which he/she is certified and must complete the following procedures:
1. Obtain an original letter from the additional private security employer on their letterhead addressed to the Private Security Section outlining their intent to employ the officer at the specific category of license; and
  2. Present the letter in person to the Private Security Section; and
  3. Pay the required fee for the secondary license.

## **XIII. UNIFORM REGULATIONS AND EQUIPMENT**

### **A. Uniforms**

1. The Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor may prohibit the use of all or any part of a uniform to be worn by a licensee.
2. All licensed watchmen (unless authorized exemption granted), couriers and security officers must wear a uniform; which, at minimum shall consist of trousers (or skirt) and shirt with uniform jacket and cap optional. All weapons and protective devices shall only be carried on the approved uniform duty belt.
3. A company shoulder patch must be worn on either the right or left sleeve or both of the outermost garment, approximately one inch below shoulder seams. The patch must have the company name in the design of the patch. In cases where that is not possible, then the officer shall wear patches indicating "Security."
4. Special use uniforms such as for bicycle patrol or for protected environments may be approved for use by the Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor.

### **B. Issue of Equipment**

1. At the conclusion of the training period and upon final issuance of a permanent license, each licensed watchman, courier or private security officer shall receive from the Private Security Section the following;
  - a. One professional licensing manual. (Manual is available for download at [www.jcsd.org](http://www.jcsd.org).)
  - b. Jefferson County license(s).
2. The Jefferson County license(s) shall remain Sheriff's Office property and should be returned immediately to the Private Security Section by a licensee who resigns, is terminated or has a license revoked or suspended. In some situations, it may be returned by the employer.

### **C. Jefferson County License**

1. The licensee shall not utilize any security license other than that issued by the



Jefferson County Sheriff's Office Private Security Section.

2. The Jefferson County license is to be worn in plain sight over the left breast pocket of the outermost garment. The license must be displayed at all times. The approved security badge may only be worn on the approved uniform and not on corporate or civilian attire. This includes uniform exempt licenses.
3. In the event the Jefferson County license of a licensee is lost or stolen, the licensee must notify the Private Security Section, in person, and provide a written explanation immediately upon discovery of theft or loss. The licensee will report the incident to the appropriate police department where the loss or theft occurred. A copy of that report shall be forwarded within fifteen (15) days to the Private Security Section.
4. A security officer may wear civilian attire (if authorized) while performing security officer duties; but may not carry a firearm or taser. The license must be in their possession noting their exempt status and authorization to carry approved protective devices.
5. A license, while in the official discharge of his/her duties is required to furnish all information on the Jefferson County license to any individual who may so request including private citizens.

#### **XIV. FIELD INSPECTIONS**

All licenses are subject to inspection by personnel from the Jefferson County Sheriff's Office and/or from the police department having jurisdiction over the particular area where the licensee is working.

- A. The purpose of this inspection is to ensure that the licensee is in compliance with the limits of his/her license and the provisions of this manual. This inspection will include a check of the following:
  1. The licensee has in his/her possession a valid Jefferson County license issued by the Private Security Section.
  2. The security officer or courier is wearing an approved uniform when carrying an exposed firearm and protective device(s).
- B. Any deviation or disregard for these regulations will be reported by the inspecting law enforcement agency to the Private Security Section as soon as possible.
- C. During an inspection, if a licensee is arrested for Municipal, County or State charge the agency making the arrest will seize the Jefferson County license from the licensee and forward same to the Private Security Section with a copy of the report.
- D. Failure by any licensee to cooperate with any police agency in the inspection procedures will be reason for disciplinary action.

#### **XV. USE OF FORCE**

## General

1. A licensed security officer or courier authorized to carry a firearm is permitted to carry an exposed firearm and protective device only when on duty and when wearing an approved company uniform. The security officer or courier may also carry an exposed weapon and protective device when traveling between the designated areas of his/her primary employer.
2. In addition to their duty hours, while in uniform, a security officer or courier licensed by the Private Security Section is permitted to carry upon his/her person an exposed firearm and protective device while traveling in either direction between his/her place of residence and place of assignment by the most direct route. The security officer or courier must be in uniform and wearing the issued Jefferson County license.
3. These provisions are only for purposes of license status and discipline. These guidelines are not and should not be interpreted as a defense to any legal action, whether criminal or civil, that may arise out of a use of force by an armed security guard or courier.

### A. Authorized Firearms

1. Only **one** (1) approved double-action .38 special caliber revolver with a barrel length not less than four inches nor more than five inches **or** a semi-automatic pistol in either 9mm or .40 caliber double-action only may be carried on duty. All firearm used by corporate security advisors, security officers and couriers must be inspected by personnel approved by the Private Security Coordinator/Supervisor to ensure they meet the standards set forth by this manual. In some security operations, the Sheriff of Jefferson County will authorize rifles.
2. A security officer or courier must report the make, model, barrel length and serial number of the firearm that he/she will utilize while on duty. Inspection and approval of the firearm must be completed before the weapon can be registered with the Private Security Section. The information must be supplied to the Private Security Section on the date of the original or renewal firearms training class to which the security officer or courier is assigned.
3. A security officer or courier may change duty weapons only after the new firearm is inspected. The aforementioned specifications of the firearm will then be supplied to the Private Security Section. The security officer or courier will then be required to qualify with the new weapon prior to carrying it on duty.
4. **Firearms Qualifications** – All security officers and armed couriers who are licensed to carry firearms will be required to qualify bi-annually (**every six months**) each year. This includes shotgun and/or rifle qualification if applicable to the licensee. The Sheriff of the Jefferson County Sheriff's Office or his designee assigned as the Private Security Coordinator/Supervisor may assist in the establishment of the qualifications course(s) of fire description. The qualifications course(s) will be provided to the Jefferson College Law Enforcement Training Academy, or to an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee, for instruction and qualification purposes.
5. **Exception** – The Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor may authorize armed, licensed couriers to carry 12-gauge shotguns in armored courier vehicles under the conditions approved by the Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor and found in this manual. The Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor **may** authorize

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requests by companies for weapons not previously mentioned when justification of specific circumstances can be documented, and approved training is provided.

### **B. Protected Devices**

1. Couriers and security officers can carry protective devices [TASER (Conducted Electrical Weapon), baton, or pepper spray] if authorized by the Private Security Section and their employer. The Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee; must certify security officers or couriers. The employer must also submit a letter giving authorization to carry each protective device.
2. The Jefferson College Law Enforcement Training Academy, or an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee, or an approved TASER instructor shall certify security officers or couriers using TASER (CEW-Conducted Electrical Weapon). Prior to certification, the employer shall provide the Private Security Section with a letter giving authorization for the security officer or courier to carry a CEW. The type of CEW shall be limited to the brand and model currently being instructed by the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
3. Taser instructors or training providers must be pre-approved by the Private Security Section before any certification is accepted. Approved training providers are approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
4. All couriers and security officers must be re-certified on each protective device every five (5) years after initial training. All couriers and security officers carrying a CEW must be re-certified annually (yearly).
5. All armed couriers and security officers shall be certified in and shall carry at least one protective device other than their firearm.
6. No watchman, security officer, or courier engaged in the course of his/her duties shall be authorized to utilize a working dog, patrol or detection canine without a letter of authorization issued from either the Sheriff of Jefferson County or his designee assigned as the Private Security Coordinator/Supervisor.

### **C. Use of Deadly Force**

**The following guidelines for the use of deadly force only applies to the license status and shall be interpreted as a defense in any legal matter, civil or criminal.**

1. A licensee may only use deadly force when:
  - a. He reasonably believes such deadly force is necessary to protect himself or another against death, serious physical injury.
  - b. He reasonably believes such to be authorized under the circumstances and he is directed or authorized by a police officer to use deadly force; or
    - 1) He reasonably believes such use of deadly force is immediately necessary to effect the arrest of a person who at that time and in his presence:
      - a) The suspect committed or attempted to commit a felony; and

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- b) The crime involved the use or threatened use of deadly force; and
  - c) There is a substantial risk that the fleeing suspect will cause death or serious physical injury if apprehension is delayed.
- c. If feasible, a verbal warning shall be given prior to the use of deadly force.

### D. Procedures to be Followed when a Firearm is Discharged

Whenever a firearm is discharged, whether intentionally or by accident (negligence), the licensee must:

1. **Immediately** notify the Sheriff's Office through Jefferson County 911 Dispatch and the police department of the jurisdiction in which the incident occurred to have a police report filed. A copy of the police report will be forwarded to the Jefferson County Sheriff's Office Private Security Coordinator/Supervisor from which the license was issued; and
2. Notify the Jefferson County Sheriff's Office Private Security Coordinator/Supervisor within twenty-four (24) hours of the incident; and
3. Forward an independent, personal written account of the facts and circumstances surrounding the incident to the Jefferson County Sheriff's Office Private Security Coordinator/Supervisor within twenty-four (24) hours.
4. The licensing status may be restricted and/or suspended until it has been determined that no criminal charges are going to be filed and the licensee has been determined fit to return to duty by a department approved Clinical Psychologist. Clinical Psychologist fees and costs will be the responsibility of the individual officer or employing company.

### E. Safety Rules for Handling Firearms

1. All weapons should be handled with care and respect.
2. The weapon should be checked for ammunition each time it is handled.
3. The barrel and action must be cleared of obstruction before use.
4. The weapon must be kept in good working condition.
5. The weapon shall not be drawn or pointed at any person unless the situation justifies such action.
6. The weapon must be secured against access by children and other curious people when left unattended.
7. Ammunition carried on duty shall be new factory service ammunition; no reloads or wad cutter ammunition is permitted.

### F. Firearms Restrictions

Security officer and couriers licensed to carry a firearm shall be forbidden to do so based upon an employer's request and/or upon restrictions imposed by the Private Security Section. This restriction shall be noted on his/her Jefferson County license.

### G. Use of Non-deadly Force

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1. Where deadly force is not authorized licensees should assess the incident in order to determine which non-deadly technique will best de-escalate the incident and bring it under control in a safe manner. Only the appropriate amount of force necessary to bring an incident under control is authorized. In making an arrest, no more force shall be used than is reasonably necessary for the safe custody of the suspect or for overcoming any resistance that may be offered and for ensuring the delivery of the suspect into police custody. Licensees are not authorized to use chokeholds, neck restraints, shoulder pins or similar weaponless control techniques with a potential for serious injury.

### 2. Parameters for Use of Non-deadly Force

Licensees are authorized to use non-deadly force including the use of approved less lethal weapons for resolution of incidents, as follows:

- a. To protect themselves or another from physical harm; or
- b. To restrain or subdue a resistant individual; or
- c. To bring an unlawful situation safely and effectively under control on their designated area.

### H. Procedures to be Followed when Non-deadly Force is Used

Whenever any licensee uses non-deadly force, he/she must:

1. **Immediately** notify the Sheriff's Office through Jefferson County 911 Dispatch and the police department of the jurisdiction in which the incident occurred to have a police report filed. A copy of the police report will be forwarded to the Jefferson County Sheriff's Office Private Security Coordinator/Supervisor.
2. Notify the Jefferson County Sheriff's Office Private Security Coordinator/Supervisor within twenty-four (24) hours of the incident; and
3. Forward an independent personal written account of the facts and circumstances surrounding the incident to the Jefferson County Sheriff's Office Private Security Coordinator/Supervisor.

## **XVI. DISCIPLINE AND DEPARTMENT**

### A. General

The Private Security Coordinator/Supervisor may reprimand a licensee or suspend or revoke the license as herein provided. In cases of suspension or revocation, the licensee shall immediately surrender his/her Jefferson County license to the Private Security Section.

### B. Investigation/Notification

1. The Private Security Coordinator/Supervisor shall investigate all complaints against a licensee for the purpose of determining the most judicious method for handling disciplinary action if any is warranted in the investigation. If a licensee is arrested, he/she must notify the Private Security Coordinator/Supervisor within twenty-four (24) hours of his/her arrest or if he/she has been taken into custody within twenty-

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four (24) hours from release of custody. If charges should arise from the arrest or if charges should otherwise arise against the licensee, the Private Security Coordinator/Supervisor may revoke the license of the licensee until such time as the matter is resolved.

### C. Causes for Disciplinary Action

A licensee may be disciplined for the following reasons:

1. Neglect of duty; or
2. Conduct prejudicial to the good order, discipline or reputation of County of Jefferson, Missouri or the Jefferson County Sheriff's Office; or
3. No longer meets minimum qualification of licensing due to recent criminal offenses; or
4. Drinking intoxicating beverages or use of a narcotic drug without prescription while on duty or if prescribed so soon before going on duty or while on duty as to affect the performance of duty or at any time when in uniform; or
5. Assumption of any licensed authority when not on duty or not duly authorized by the regulations for the category of license; or
6. Overbearing, abusive or oppressive conduct in the discharge of duty; or
7. Any conduct constituting a breach of security or confidence; or
8. Interference with any commissioned police officer in the officer's line of duty; or
9. Wrongful or improper use of firearms or nonlethal weapons; or
10. Disobedience of a lawful order of a police officer; or
11. Knowingly making a false or misleading official statement concerning or when performing his/her duties; or
12. Committing any criminal offense that is not defined under minimum qualifications while on duty may be subject to suspension and/or revocation of license; or
13. For violation of any regulation or rule found in this manual; or
14. Failure to promptly report any use of force as outlined in this manual.

## **XVII. REPRIMANDS, SUSPENSIONS and REVOCATIONS**

### A. General

1. The Private Security Coordinator/Supervisor shall institute disciplinary action as prescribed below only after a review of the facts of an alleged offense. In the event that any disciplinary action is instituted the Private Security Coordinator/Supervisor shall notify, in writing, the licensee of the reasons for and the extent of disciplinary action. In all cases the licensee's employer shall be notified.
2. In all cases where discipline is imposed, a written statement of the charges and

action taken will be placed in the licensee's personnel file.

**B. Reprimands**

In cases of misconduct not sufficiently serious to merit suspension or revocation of a license, the licensee may be reprimanded in writing by the Private Security Coordinator/Supervisor. Any violation of the provisions in this manual may be grounds for a written reprimand. Reprimands will be a factor considered upon the licensee's application for renewal of the license and upon consideration of any subsequent disciplinary action. **There is no appeal to a reprimand.**

**C. Suspensions**

1. The Private Security Coordinator/Supervisor may suspend a license for any violation of provisions in this manual. Such suspension shall not exceed thirty (30) calendar days for any one offense or for any one calendar year. In cases of such suspension, the Private Security Coordinator/Supervisor shall notify, in writing, the licensee of the duration and grounds for suspension. If the improper actions of a licensee would result in a suspension for more than thirty (30) days in any one calendar year, the Private Security Coordinator/Supervisor may invoke revocation proceedings. At the written request of a licensee a non-adversary review will be arranged with the Private Security Coordinator/Supervisor. The licensee will be given the opportunity to make statements on his/her own behalf.

**D. Revocations**

1. The Private Security Coordinator/Supervisor may revoke a license for:
  - a. Performing the duties of a licensee while under suspension;
  - b. Any repetition of misconduct for which a suspension or a reprimand has previously been invoked;
  - c. Any misconduct listed in this manual;
  - d. Charges pending against licensee involving any of the criminal offenses listed in the minimum qualifications. However, if the licensee favorably resolves the charges wherein he/she is not convicted nor pleads guilty, or entered a plea or nolo contendere, the Private Security Coordinator/Supervisor shall reinstate when licensee provides evidence of the disposition of the matter.
2. In the event of a revocation the Private Security Coordinator/Supervisor shall notify the licensee, in writing, of the reasons for the revocation and its effective date.

**XVIII. APPEALS**

**A. Non-Adversary Review**

In the event the license of a watchman, courier or security officer is suspended or revoked, the Private Security Section shall notify the licensee in writing of the action. This notice will be mailed to his/her last address of record and state the effective date of the discipline. The licensee shall have ten (10) days from the date of mailing notice at his/her last address of record to request a review for the disciplinary action. The right to a non-adversary review appeal will be restricted to a licensee who is suspended. In such cases of appeal, a

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written request from the licensee for review of the action must be received by the Private Security Coordinator/Supervisor within ten (10) days of the effective date of the suspension and shall state additional supporting facts in his/her defense. Upon receipt of the notice of appeal the suspension shall be stayed until the appeal is completed.

The Private Security Section Supervisor reserves the right to meet with the licensee if he/she so chooses and discuss his/her request for review and/or may conduct a further investigation of the disciplinary case.

1. Within fourteen (14) days of receipt of the notice of appeal, the Private Security Coordinator/Supervisor and the Administrative Commander over the Records Division will hold a review of the suspension, at which time, the affected licensee and the Private Security Coordinator/Supervisor may give their respective reasons why the disciplinary action should or should not be sustained.
2. As a non-adversary procedure, the licensee will neither be permitted to have legal counsel present during the hearing, nor shall there be the right of confrontation and cross-examination of adverse witnesses. No voice recordings of the proceeding shall be kept.
3. If the Administrative Commander, after listening to the parties, doubts the justice of the disciplinary action, he/she may make further informal investigation and inquiries as deemed necessary. Immediately after hearing the parties (or if they make a further investigation, immediately upon completion of it), modify the suspension and notify the parties in writing of his/her decision. The decision of the Administrative Commander is final.

### B. Adversary Hearing

1. A licensee shall have the right to an adversary hearing if his/her license is revoked as provided under **Section XVI.C** (Index Page: 1.22) of this chapter.
2. Whenever a licensee is entitled to an adversary hearing, it shall be the duty of the Private Security Coordinator/Supervisor to advise the licensee, in writing, via certified mail (return receipt requested), of the charges against him/her, the proposed discipline and of his/her right to an adversary appeal. Within ten (10) days of his/her receipt of this written communication, the licensee may request, in writing to the Private Security Advisory Committee, an adversary hearing to appeal the discipline. In the notification of his/her desire for an adversary appeal, the licensee shall state the reason for his appeal.
3. All requests for an adversary hearing of the revocation shall be directed to the to the Sheriff of Jefferson County, Jefferson County Sheriff's Office, P.O. Box 100 (400 First St.,) Hillsboro, MO. 63050.
4. The procedure for an appeal shall be as follows:
  - a. Immediately upon receipt of a written notification of desire for an adversary appeal, it shall be the duty of the Private Security Coordinator/Supervisor to obtain a date for the hearing of the appeal. Before making its decision on an appeal, the Private Security Advisory Committee shall hold a public hearing thereon. Appellant shall be notified immediately of the date and time selected for the appeal.
  - b. The adversary hearing shall be held before the Private Security Advisory Committee. At the hearing, the licensee may be represented by counsel, shall have the right of confrontation and cross-examination of adverse witnesses, the



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right to produce witnesses and the right to present evidence in his/her own behalf. A voice recording of the proceedings shall be kept.

- 1) A quorum of the Private Security Advisory Committee must be present at the time of the appeal unless the appellant waives this. If the appellant waives this, a written transcript of the hearing must be provided to the members of the Private Security Advisory Committee not present as soon as possible and not more than seven (7) work days after the hearing, not counting the weekend and/or holidays. If a quorum of the committee is not present and the appellant does not waive his/her right to the presence of the quorum of the Private Security Advisory Committee, then a new hearing date shall be set for the next scheduled meeting of the Private Security Advisory Committee.
  - 2) A majority of the Private Security Advisory Committee must rule under either situation.
- c. The Private Security Advisory Committee may affirm, modify or rescind the action being appealed and shall do so within ten (10) calendar days of the hearing to any extent that in their judgment is equitable. The Private Security Advisory Committee shall render a decision in writing, setting out the grounds for the decision. After review by the Sheriff of Jefferson County, Missouri, a copy of the decision shall be transmitted to the appellant or the appellant's counsel.
  - d. The Private Security Section Coordinator/Supervisor shall, within thirty (30) days of the appeal process completion, submit the appeal in a report to the Sheriff of Jefferson County, Missouri for final action.
  - e. Judgments and decisions of the Private Security Advisory Committee concerning appeals in disciplinary matters are subject to review by the Sheriff of Jefferson County, Missouri and upon the Sheriff of Jefferson County's ruling, the matter is permanently closed.
  - f. The Sheriff of Jefferson County, Missouri retains final authority in all disciplinary matters; including re-instruction, verbal reprimand, written reprimand, suspension and revocation.
  - g. Individuals who resign while under investigation will not be considered for a license in the future.



# Jefferson County Missouri Private Security Licensing



*Read every question carefully and answer each fully and accurately. An applicant may be disqualified from further processing if he/she knowingly makes false statement of material fact, or practices or attempts to practice, any deception or fraud in this application. If the 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.*

Please print legibly

This application must be submitted with the employer's letter of request for licensing.

1. Name: \_\_\_\_\_

List all other names you have used (alias and maiden names): \_\_\_\_\_

2. Present address: \_\_\_\_\_  
Street Number- No Post Office Box

City State Zip

3. Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EXT: \_\_\_\_\_

4. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

5. Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye: \_\_\_\_\_ Hair: \_\_\_\_\_

6. Are you a citizen of the United States or a legal Resident Alien? Yes \_\_\_\_ No \_\_\_\_

7. State of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_

8. Have you ever served on active duty in the Armed Forces of the United States?

Yes \_\_\_\_ No \_\_\_\_ If yes, Branch: \_\_\_\_\_ Dates: \_\_\_\_\_

Type discharge: \_\_\_\_\_

While on active duty was any type of disciplinary action taken against you? Yes \_\_\_\_ No \_\_\_\_

Explanation: \_\_\_\_\_

**IF ANY DISCIPLINARY ACTION IS DISCOVERED, FORM DD-214 INDICATING THE TYPE OF DISCHARGE MUST BE SUBMITTED WITH THE APPLICATION. (Form DD-214 is the document issued by the branches of the United States armed forces upon a *military* service member's separation or *discharge* from active-duty *military*.)**

9. Do you have any criminal charges pending? Yes \_\_\_\_ No \_\_\_\_

Explanation: \_\_\_\_\_

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10. Have you ever been convicted of a MISDEMEANOR or a non-traffic COUNTY/CITY Ordinance Violation? Yes \_\_\_\_\_ No \_\_\_\_\_

11. List any record of CONVICTIONS from any City, County, State or Federal agency:

Date	Charge	Location	Disposition

Failure to list any conviction record will be basis for denial of the application for licensing. A felony conviction is an automatic denial.

12. List any Arrests OR Suspended Imposition of Sentences:

Date	Charge	Location	Disposition

13. As a security officer or watchman; have you ever been suspended, revoked, investigated or voluntarily surrendered your license? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, state where, when and why: \_\_\_\_\_

14. Where did you attended your Private Security Training Course: \_\_\_\_\_

(Applicant ***MUST*** provide a copy of their security training certificate or provide proof of completion.)

Arrests and convictions will not result in automatic disqualification. If an applicant has an open criminal arrest record they will not be able to obtain a license to perform security in the County of Jefferson until the final disposition for the charge(s) are entered in the appropriate record system database. This includes probation. Applicants cannot apply for a Security License if they have a conviction of stealing, assault, domestic violence or crimes involving moral turpitude within the last 3 years.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved License Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date



# Jefferson County Missouri Security Officer Application For Full-Time Commissioned Police Officers



**Instructions:**

Date: \_\_\_\_\_

Please print legibly

One form is required for each secondary employer

Fill in the information below with requesting officer's information

This application must be submitted with the security employer's letter of request for licensing.

Missouri P.O.S.T. Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ DSN: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye: \_\_\_\_\_ Hair: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Present address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

Street Number- No Post Office Box

City

State

Zip

Police Department: \_\_\_\_\_ Department Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Firearm Make: \_\_\_\_\_ Model: \_\_\_\_\_ SN#: \_\_\_\_\_

Employment Performed For: \_\_\_\_\_

A random drug testing program is in effect for the Officer's Department? Yes \_\_\_\_\_ No \_\_\_\_\_

(If "No", the Officer must submit to the required test) Date of Drug Test: \_\_\_\_\_

*By signing below you attest that you (Officer) are a full-time, POST Certified commissioned Police Officer in good standing (Turn Key / Jailer DOES NOT QUALIFY). See Professional Licensing Manual Chapter 1, Section V for qualifications and provisions.*

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name) Chief of Police

\_\_\_\_\_  
Approval: Chief of Police

\_\_\_\_\_  
Date

*\*Please attach a letter from each secondary security employer indicating the intention to employ. Proof of department firearm qualification and / or academy training certification may be requested. No faxed copies of Security Officer Application for Police Officers are accepted.*

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# Jefferson County Missouri Security Officer Application For Full-Time Commissioned Police Officers



## AUTHORITY FOR RELEASE OF INFORMATION

To Whom It May Concern:

I request and authorize you to furnish the Private Security Licensing Unit with any and all information that you may have concerning my commissioned status as recorded with the Missouri Department of Public Safety P.O.S.T. Program. The information is to be used to assist this office in determining my qualification for the position I am seeking.

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

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Agency or Police Department

\_\_\_\_\_  
Signature

# **CHAPTER II**

## **CORPORATE SECURITY ADVISOR LICENSE**

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## **CHAPTER TWO Corporate Security Advisor License**

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## **I. DEFINITIONS**

- A. Corporate Security Advisor** - A person employed to provide all the services rendered by a private security officer, as well as other specialized corporate security services related to the protection of his employer's and/or principal's resources and personnel. A licensed Corporate Security Advisor may carry a firearm and protective devices in accordance with the guidelines established in this manual. He/she shall be authorized to exercise the same police powers granted to private security officers while on his/her employer's/principal's property.

**NOTE:** To be armed, the Corporate Security Advisor must be a U.S. citizen.

- B. Principal(s)** – the individual or individuals whom a Corporate Security Advisor is assigned to protect.

## **II. LICENSING OF CORPORATE SECURITY ADVISOR**

### **A. General Procedures**

1. Each applicant for licensing as a Corporate Security Advisor must appear in person at the office of the Private Security Coordinator/Supervisor and must complete an application form. The applicant must provide all the information requested on said form before a determination of his eligibility for licensing will be made. If requested to do so by the Private Security Coordinator/Supervisor an applicant must also execute appropriate authorizations for release information.
2. At the time of application each applicant must also submit current documentation (issued no more than ten [10] days prior to the date of application) from his/her intended employer indicating the employer's intention to hire the applicant in the capacity for which he/she is seeking a license. Such documentation shall also include:
  - a. A statement by the employer of the total number of employer's employees at locations in the State of Missouri, and
  - b. Proof that employer is insured for liability in an amount not less than \$1,000,000.00 and a statement that the applicant will be included there under as a named insured.
3. No applicant for licensing as a Corporate Security Advisor shall be licensed as such, nor shall any Corporate Security Advisor's license be transferred unless and until the Private Security Coordinator/Supervisor has verified:
  - a. That the applicant's employer employs no less than one-hundred and fifty



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(150) employees in locations within the State of Missouri, and

- b. That the applicant's employer's business is headquartered in the County of Jefferson, State of Missouri, or, alternatively, that the applicant's employer conducts a substantial portion of its business in the County of Jefferson, State of Missouri
  - c. That the applicant's employer is insured in the amount and manner set forth supra, and
  - d. That the applicant's employer has executed an agreement, in a form acceptable to the Jefferson County, County Council, the Jefferson County, County Executive, the Jefferson County Sheriff's Office to hold harmless and indemnify the County Council, the County Executive, the Jefferson County Sheriff's Office and the County of Jefferson, State of Missouri, in connection with any and all claims and causes of action which may arise from the licensing and employment of applicant as a Corporate Security Advisor, and
- B.** Before the Private Security Section will process an application, an inquiry of the applicant's criminal history will be made. If said inquiry reveals that the applicant has an open criminal arrest record, the applicant will be required to obtain a certified final court disposition or a disposition report from the appropriate circuit or prosecuting attorney with respect to the disposition of each open charge. If the charge or charges are still unresolved at the time of application, the application process will be suspended until such time as a final disposition or dispositions may be obtained.

### **C. Standards**

Each applicant for licensing as a Corporate Security Advisor in the County of Jefferson, State of Missouri, shall meet the standards as set forth by the Jefferson County, County Council, the Jefferson County, County Executive, which requires that an applicant:

1. Be a citizen of the United States or a legal alien resident (**NOTE: To be armed, must be a U.S. citizen**);
2. Be at least twenty-five (25) years of age;
3. Be able to read, write and understand the English language;
4. Be capable of understanding and performing the duties and responsibilities of a licensed Corporate Security Advisor within the scope of departmental policies and procedures, as well as these rules;

5. Be of good moral character;
6. Have no felony convictions;
7. Be able to pass a character investigation conducted by the Jefferson County Sheriff's Office;
8. Satisfactorily complete any training program prescribed by the County of Jefferson, State of Missouri Municipal Ordinance as enacted by the Jefferson County, County Council and the Jefferson County, County Executive, and regulated by the Jefferson County Sheriff's Office, via the Private Security Coordinator/Supervisor, as required to do so by this manual;
9. If required to do so by this manual, pass a written examination based on the contents of any such training course;
10. Not have had a peace officer's certification or security license revoked by any Local, State or Federal Law Enforcement Agency/Entity for a criminal law violation;
11. Not have withheld any information pertinent to fitness licensing as a Corporate Security Advisor;
12. Be free of any type of chemical dependency.

**In addition, each applicant for licensing as a Corporate Security Advisor shall:**

13. Be formerly employed by one of the following agencies as a credentialed special agent and have completed a specialized training course in personal protective service while in said employ:
  - a. Federal Bureau of Investigation
  - b. United States Secret Service
  - c. U.S. Department of State, Office of Diplomatic Security
  - d. U.S. Air Force Office of Special Investigations
  - e. U.S. Naval Investigation Services
  - f. U.S. Army Criminal Investigation Division; or
14. Be a graduate of and possesses, a certificate of completion from a police training academy which is certified by the Missouri POST Commission, and which provided no less than six-hundred (600) hours of basic police training; or have been certified

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as a peace officer by said POST Commission pursuant to any applicable “grandfather” clause provided, however, that if certification is pursuant to a “grandfather” clause, the applicant shall have received no less than four-hundred and eighty (480) hours of basic police training and shall additionally have no less than ten (10) years-experience as a peace officer. If an applicant has less than four-hundred and eighty (480) hours of basic police training due to peace officer training requirements at the time of his/her commissioning, the Private Security Coordinator/Supervisor shall evaluate such applicant’s training and experience and shall render a determination if such applicant meets the requirements for licensing.

- a. If an applicant for the position of Corporate Security Advisor has either (a) received peace officer certification or its equivalent from a jurisdiction other than the State of Missouri, or (b) has received basic police training in a jurisdiction other than the State of Missouri, the Private Security Coordinator/Supervisor shall review the certification and/or training of such applicant and shall render a determination as to whether said certification and/or training is equivalent to and meets the requirements of paragraph 16 herein. If the Private Security Coordinator/Supervisor should determine that the applicant’s certification/training does not meet the requirements of paragraph 16, but otherwise the applicant is qualified, the applicant shall be eligible for licensing as a Corporate Security Advisor.
  - b. If an applicant was formerly employed as a credentialed special agent by one of the agencies set forth in paragraph **C.15**, supra, but has not completed a specialized training course in the personal protective service as required in said paragraph **C.15**, the applicant, who is otherwise qualified for licensing, will not be licensed as a Corporate Security Advisor until such time as the applicant successfully completes a forty (40) hour training course in personal protective service, as prescribed by the County of Jefferson, State of Missouri Municipal Ordinance as enacted by the Jefferson County, County Council and the Jefferson County, County Executive, and regulated by the Jefferson County Sheriff’s Office, via the Private Security Coordinator/Supervisor, and conducted by an instructor who, himself, meets all requirements of paragraphs **C.15** and **C.16**, including subparagraphs of **C.15** and **C.16**, supra, County Sheriff’s Office, via the Private Security Coordinator/Supervisor to provide such specialized training. Assistant instructors and guest speakers will not be required to meet the Corporate Security Advisor qualifications in order to assist in the aforesaid training classes.
15. Execute an agreement, in a form acceptable to the Jefferson County, County Council, the Jefferson County, County Executive, the Jefferson County Sheriff’s Office to hold harmless and indemnify the County Council, the County Executive, the Jefferson County Sheriff’s Office and the County of Jefferson, State of Missouri

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in connection with any and all claims and causes of action which may arise from the licensing and employment of applicant as a Corporate Security Advisor.

### **D. Licensing May Be Denied for Any Of The Following Reasons:**

1. Failure to meet the standards set forth in **paragraph II.C**, (including any of the subparagraphs) supra.
2. Falsifying information on any form provided by the Private Security Coordinator/Supervisor. An applicant who falsifies information on any such document shall be ineligible for immediate licensing as a Corporate Security Advisor and, moreover, shall not be eligible to reapply for at least six months after the falsification is discovered.
3. Failure to comply with any request for additional information deemed necessary by the Private Security Coordinator/Supervisor in order to determine an applicant's eligibility.
4. References and/or employment background records which indicate a poor or unsatisfactory character or work record.
5. Discovery of any additional information which would indicate that the applicant is unsuitable or ineligible for licensing.
6. Discovery that the applicant resigned under investigation, resigned under charges or was dismissed for cause from any police department.
7. **Denial of License**  
The procedure listed under **Chapter 1, Section IX.D** of this manual shall apply in the case of denial of a Corporate Security Advisor license to any individual.
8. **Firearms Qualification**  
To obtain a Corporate Security Advisor license, applicants must qualify for arming according to the current standards applicable to students of the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
9. **Temporary License**  
No temporary license will be issued to Corporate Security Advisors.
10. **Performance of Duties with Other Than Principal Employer**  
A licensed Corporate Security Advisor may perform the duties of a Corporate Security Advisor within the guidelines of this manual, on a temporary basis, for a

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company other than his/her primary employer, with the approval of the Private Security Coordinator/Supervisor or his/her designee, providing the company(s) involved meets the licensing requirements for the employment of a Corporate Security Advisor as specified in this manual, including the limits of insurance required for a Corporate Security Advisor.

#### **11. License Renewals**

A Corporate Security Advisor's license is valid for one (1) year from the date of issuance and must be renewed in the month in which it expires.

1. A Jefferson County Sheriff's Office computer inquiry will be made with regard to each Corporate Security Advisor renewing his/her license. If this inquiry reveals an open arrest record within the previous year, he/she will be required to obtain a certified copy of the final court disposition or a report from a circuit or prosecuting attorney. If this case is still open, the renewal process will not be completed until final disposition of the charge.
2. A Corporate Security Advisor wishing to renew his/her license must report to the Private Security Coordinator/Supervisor in the month the license expires, bringing:
  - a. The corporate security license which is about to expire; and
  - b. A letter from his/her employer requesting renewal; and
  - c. The fee for the renewal.
  - d. Must provide proof of their successful completion of bi-annual (every six months (twice) each year) firearms qualifications, wherein they attained a passing score. Firearms qualifications must be completed through the Jefferson College Law Enforcement Training Academy or through an approved training provider as, approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
  - e. Must provide proof of their successful completion of eight (8) hour protective service refresher course approved by the Jefferson College Law Enforcement Training Academy, or through an approved training provider as, approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
3. If a licensee does not renew his/her license during the month it expires, the licensee shall have no authority to perform the duties of a Corporate Security Advisor unless the holder has previously applied to the Private Security Coordinator/Supervisor and received an extension of time for license renewal.

## **12. License Transfer**

A license holder may work only for the company, agency or business entity name on the corporate security license, except as provided in **Chapter 2, Section III, "Contract Security Agency,"** of this manual. If a license holder changes employer, he/she may not act as a Corporate Security Advisor for the new employer until such time as the license holder appears in person to the Private Security Coordinator/Supervisor and:

1. Submits a current letter, dated no more than ten (10) days prior to application, from the new employer, addressed to the Private Security Coordinator/Supervisor, outlining the duties of the new job and requesting the transfer of license; and
2. Submits his/her current corporate security license; and
3. Pays the fee established for processing transfers; and
4. Submits;
  - (1) a statement by his new employer setting forth the total number of the new employer's employees at locations in the State of Missouri;
  - (2) proof that the new employer is insured for liability in an amount not less than \$1,000,000.00 and a statement that Corporate Security Advisor will be included there under as a named insured; and
  - (3) an agreement, in a form acceptable to the Jefferson County, County Council, the Jefferson County, County Executive, the Jefferson County Sheriff's Office to hold harmless and indemnify the County Council, the County Executive, the Jefferson County Sheriff's Office and the County of Jefferson, State of Missouri in connection with any and all claims and causes of action which may arise from the licensing and employment of applicant as a Corporate Security Advisor.
5. A Jefferson County Sheriff's Office computer inquiry will be made on each Corporate Security Advisor requesting license transfer. If this inquiry reveals an open arrest record within the previous year, he/she 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 transfer process will not be completed until final disposition of the charge.

## **13. Licensing Reinstatements**

A licensed Corporate Security Advisor who resigns may apply for reinstatement of his/her license under the following requirements and procedures:

1. Application must be made within three (3) months of resignation date; and

2. The applicant must have resigned while his/her license was in good standing; and
3. The applicant must appear before the Private Security Coordinator/Supervisor with a currently dated letter from an employer requesting reinstatement; and
4. The applicant must pay the fee established for processing license reinstatement; and
5. A Jefferson County Sheriff's Office computer inquiry will be made on each Corporate Security Advisor requesting a reinstatement of license. If this inquiry reveals an open arrest record within the previous year, he/she will be required to obtain a certified copy of the final court disposition of the charge before he/she will be qualified to have his/her license reinstated.

### **III. CONTRACT SECURITY AGENCY**

- A. A contract security agency that is incorporated under the laws of the State of Missouri, is in good standing and meets the criteria set forth in this manual for licensing of a Corporate Security Advisor, may provide a licensed Corporate Security Advisor to perform duties for an employer or individual who itself/himself does not meet the criteria for licensing.
- B. The employees of the above authorized contract security agencies shall each be subject to all of the provisions of this manual and shall each be individually licensed as Corporate Security Advisors, subject to all disciplinary action(s) within this manual for any breach or neglect of any regulations herein.
- C. The contract security agencies so authorized by this section shall be fully responsible for the acts of its Corporate Security Advisor/employees when providing said services, and the Jefferson County, County Council, the Jefferson County, County Executive, the Sheriff of the Jefferson County Sheriff's Office or his designee the Private Security Coordinator/Supervisor shall have the authority to suspend or revoke the authority of such contract security agency to provide said services because of any individual Corporate Security Advisor employed by said company.
- D. Contract security agencies so authorized by this section shall show proof of insurance to the County of Jefferson and the Private Security Coordinator/Supervisor for liability in an amount no less than \$1,000,000.00 for each person employed by a contract security agency and a Corporate Security Advisor is named insured on the insurance policy and the Corporate Security Agency and its employees shall execute a in a form acceptable to the Jefferson County, County Council, the Jefferson County, County Executive, the Jefferson County Sheriff's Office to hold harmless and indemnify the County Council,

the County Executive, the Jefferson County Sheriff's Office and the County of Jefferson, State of Missouri in connection with any and all claims and causes of action which may arise from the licensing and employment of applicant as a hold harmless and indemnification agreement on behalf of the County of Jefferson, Missouri, in connection with any and all claims and causes of action which may arise from the business activity of the Corporate Security Agency and the licensing and employment of the applicant by the Corporate Security Agency as a Corporate Security Advisor.

#### **IV. RECORD RETENTION AND FEES**

##### **A. Personnel Records**

The Private Security Coordinator/Supervisor will maintain the personnel records of each license holder. Such records and all information pertaining to the individual shall be the property of the Jefferson County Sheriff's Office. Applicants and license holders are personally responsible for immediately notifying the Private Security Coordinator/Supervisor of any change in name, address, telephone number or employer.

##### **B. Fees**

The Jefferson County, County Council, in conjunction with the Jefferson County, County Executive and the Sheriff of the Jefferson County Sheriff's Office will establish, from time to time, a schedule of fees for various services provided by the Private Security Coordinator/Supervisor. The schedule of fees shall be posted in the Private Security Coordinator/Supervisor's office and publicly posted. Fees are not refundable except on the day they are paid.

#### **V. TRAINING**

##### **A. Length and Content**

The training program shall consist of forty (40) hours of training through the Jefferson College Law Enforcement Training Academy, or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee. Within that period, eight (8) hours shall be devoted to firearms training, responsibility, liability and qualification. In conjunction with this training, four (4) hours of classroom training shall be devoted to the duties, power and authority of persons licensed as Corporate Security Advisors in Jefferson County, Missouri. Further, classroom activities shall consist of the study of the Jefferson College Law Enforcement Training Academy regulations and/or specialized training in personal protective service and the use of firearms; or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.

##### **B. Absences**

Candidates for licensing who are absent and remain away unexcused from any class



sessions may be disqualified or required to reschedule attendance at a future class at the Jefferson College Law Enforcement Training Academy, or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.

**C. Final Test**

Each applicant must take a written test on the subject matter presented in class at Jefferson College Law Enforcement Training Academy, or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee; and must attain a passing score of at least seventy percent (70%).

1. Applicants who fail to achieve a seventy percent (70%) score will be allowed one (1) opportunity to retest by the Jefferson College Law Enforcement Training Academy, or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee. Retesting must be completed within sixty (60) days of the first test.
2. A second failure will cause the applicant to be disqualified for licensing consideration for six (6) months from the date of the second examination. After this period, the applicant may re-apply for licensing.

**D. Firearms Qualification**

On the firing range, an applicant must display the ability to safely and properly handle his/her weapon(s) and must achieve a passing score which is established by the Jefferson College Law Enforcement Training Academy, or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.

1. All applicants for licensing as Corporate Security Advisors must attain the same level of firearms proficiency as required of police academy cadets attending the Jefferson College Law Enforcement Training Academy, or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
2. An applicant who does not attain the minimum score on the firing range will be given an additional opportunity to qualify by the Jefferson College Law Enforcement Training Academy, or through an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee. The retest time will be determined by the Jefferson College Law Enforcement Training Academy Training Coordinator, or their designee, or by the approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.

**E. Training Fee**

A non-refundable training fee established by the Jefferson College Law Enforcement

Training Academy, or by the approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee, must be paid to the training provider before an applicant is enrolled in a training session.

**F. Exemptions**

Applicants who meet the necessary requirements for licensing listed under **Section II.C** of this chapter and who meet the requirements of **Sections II.C.15** and **II.C.16** of this chapter shall only be required to complete the firearms qualifications for licensing.

**G. Oath**

Prior to issuance of his/her license, the applicant must swear the following oath:

*I do solemnly swear that I am a citizen of the United States, or a legal resident alien, that I will faithfully support the Constitution and Laws of the United States, the Constitution and Laws of the State of Missouri, and the Charter and County Ordinances of Jefferson County, Missouri; that I have never been convicted of a felony; that I will carry such corporate security license as the Jefferson County, County Council, the Jefferson County, County Executive and the Sheriff of the Jefferson County Sheriff's Office designates; that I will, to the best of my skill and ability, diligently and faithfully, without partiality or prejudice, discharge my duties according to the Constitution and Laws of the United States, the Constitution and laws of the State of Missouri, and Charter and Ordinances of Jefferson County, Missouri; that I will strictly obey all lawful orders and regulations of the Jefferson County, County Council, the Jefferson County, County Executive and the Sheriff of the Jefferson County Sheriff's Office, or any officer placed by them over me; that I will not cease to perform my duties until my resignation is accepted by the Sheriff of the Jefferson County Sheriff's Office or his designee; that I will not become a member of, or affiliate myself with, any organization of any kind or character whatsoever, membership which will or may impose upon me obligations inconsistent with the full performance of my duties as a Security Officer, Watchman, Courier, or Corporate Security Advisor, or inconsistent with the oath herein taken to carry out the orders of the Sheriff of the Jefferson County Sheriff's Office or his designee and to comply with its lawful orders, rules and regulations or which will or may in any degree interfere with the performance of my duties.*

**VI. AUTHORITY**

**A. Authority on Company Property**

While on company property, the Corporate Security Advisor shall have all the authority of a licensed security officer and may carry one (1) firearm, make arrests and search for and seize evidence in connection with an arrest on the company property.

**B. Authority Off Company Property**

When on duty, but not on company property, the Corporate Security Advisor shall have authority within the geographical boundaries of the Jefferson County to carry one (1) firearm on or about his/her person.

**C. Limitations of Authority**

Failure by a Corporate Security Advisor to observe and comply with the following limitations and restrictions may result in suspension or revocation of the Corporate Security Advisor's license:

1. All authority granted to a Corporate Security Advisor hereunder shall be strictly construed and none of said authority may be exercised outside the geographical boundaries of Jefferson County, Missouri.
2. All authority granted to a Corporate Security Advisor hereunder may be exercised solely when the Corporate Security Advisor is actively on duty and engaged on behalf of an employer authorized by the Private Security Coordinator/Supervisor.
3. A Corporate Security Advisor may not exercise any authority granted hereunder in connection with the service of process, or in connection with investigative activities on behalf of an attorney engaged in either civil or criminal practice.

**D. Manner of effecting Arrest**

1. An arrest is effected by the physical restraint of the arrestee, or by the arrestee's submission to the arrest authority of the Corporate Security Advisor. Arrest authority for Corporate Security Advisors is similar to private security officers.
2. When effecting an arrest, a Corporate Security Advisor may use only the minimum amount of force necessary to accomplish his/her lawful objectives here under.
3. Once an arrestee has been physically restrained, a Corporate Security Advisor may employ no force against the arrestee except as may be necessary to prevent escape.

**VII. DUTY TO COOPERATE WITH POLICE**

It is the duty of every licensed Corporate Security Advisor to:

- A. Observe and obey these regulations and to obey all lawful orders of any commissioned Jefferson County Sheriff's Office Deputy in all matters involving the need for police services;
- B. Assist Jefferson County Sheriff's Office Deputies in preserving the peace or in taking

such other action as may be necessary to effect an arrest at the location and during the time of his/her assignment;

- C. Cooperate with Jefferson County Sheriff's Office Deputies in the performance of their duties upon request.
  - 1. Participation by licensed Corporate Security Advisors, on duty or off duty, in police action where police officers are on the scene shall be limited to identifying themselves to the officer(s) and offering assistance.
  - 2. The judgement of the officer(s) shall prevail in any situation where police are present. The police are responsible for the proper handling and reporting of the incident in accordance with Department policies.
  - 3. Failure to cooperate with a Jefferson County Sheriff's Office Deputy may be cause for disciplinary action against a licensed Corporate Security Advisor.
  - 4. Failure to assist a law enforcement agency or to aid in prosecution of a crime may be cause for disciplinary action against a Corporate Security Advisor.
- D. Notify the Jefferson County Sheriff's Office when an arrest has been made by the Corporate Security Advisor, to furnish all pertinent facts and evidence to any police officer(s) and to surrender to such officer(s) custody of any prisoner.

## VIII. UNIFORMS

- A. Corporate Security Advisors will not be required to wear a uniform but must have in their possession a Corporate Security Advisor identification card at all times while performing duties as a Corporate Security Advisor.
- B. A licensed Corporate Security Advisor may not wear buttons, insignia or decoration, which are marked in any way with the Jefferson County Sheriff's Office imprint.
- C. The use of company vehicles for security purposes must conform to rules established by County ordinances. The word "*police*" will not be displayed on any such vehicle.
- D. Uniform Exception Conduct  
Each licensed Corporate Security Advisor possesses the privilege of carrying an authorized loaded firearm on his/her person while traveling in either direction between place of residence and place of assignment by the most direct route, provided that he/she is also carrying a valid Corporate Security Advisor's corporate security license. At other times, the Corporate Security Advisor will obey the laws of the jurisdiction with respect to carrying firearms.

## **IX. CORPORATE SECURITY LICENSE**

- A. The corporate security license which is issued by the Private Security Coordinator/Supervisor to a Licensed Corporate Security Advisor shall be stamped with an issue date and an Expiration date.
- B. The corporate security license shall be returned to the Private Security Coordinator/Supervisor upon the expiration of the card, resignation, suspension or revocation of the license.
- C. Tampering, defacing, or altering of this card shall result in disciplinary action or revocation.

## **X. WEAPONS**

### **A. Inspection and Registration**

- 1. All firearms used by Corporate Security Advisors must be inspected by and registered with the Private Security Coordinator/Supervisor or his designee within the Jefferson County Sheriff's Office.
- 2. Only one approved firearm at a time may be carried while on duty.
- 3. Only firearms and protective devices approved for use by the Private Security Coordinator/Supervisor per the Jefferson County Municipal Ordinance regulating Security Licenses, which was enacted by the Jefferson County, County Executive, Jefferson County, County Council and is overseen by the Sheriff of the Jefferson County Sheriff's Office may be carried.
- 4. The firearm may be worn on a belt at the waist or in a shoulder holster. It may be concealed from the public.
- 5. Corporate Security Advisors are required to qualify bi-annually (every six months twice) each year).
- 6. Corporate Security Advisors must qualify with the approved weapon(s) they intend to use.

### **B. Use of Deadly Force – Discharge of Firearm**

**The following guidelines for the use of deadly force only applies to the license status and shall be interpreted as a defense in any legal matter, civil or criminal.**

1. A Corporate Security Advisor may discharge a firearm only under the following circumstances:
  - a. To protect him/herself or others from what is reasonably believed to be an immediate threat of serious physical injury, or
  - b. To effect the capture or prevent the escape of a suspect when:
    - 1) The suspect committed or attempted to commit a felony; and
    - 2) The crime involved the use or threatened use of deadly force; and
    - 3) There is substantial risk that the fleeing suspect will cause death or serious physical injury if apprehension is delayed; or
  - c. To destroy an animal which presents a substantial risk of harm to the officer or another, or when an animal is so badly injured that it should be destroyed to prevent additional suffering, or
  - d. To give alarm or to call for assistance in an emergency when no other means can reasonably be used, and only in a safe direction, or
  - e. At a sporting event, to include hunting and organized shooting matches and target practice, where the discharging of a firearm is not in violation of any law or ordinance and all safety procedures can be followed, or at the approved firearm training facility.
  - f. A Corporate Security Officer **shall not discharge a firearm** under the following circumstances:
    1. As a warning shot.
    2. At or from a moving vehicle, unless the occupant(s) of the vehicle represents a direct and immediate threat to the life or safety of the officer or an innocent person, and then only as a last resort.
    3. Into a crowd or during a situation where it appears likely that an innocent person may be injured.

C. **Procedures to be Followed when a Firearm is Discharged**

Whenever a firearm is discharged, whether intentionally or by accident, the licensee must:

1. **Immediately** notify the Sheriff's Office through Jefferson County 911 Dispatch and the police department of the jurisdiction in which the incident

occurred to have a police report filed. A copy of the police report will be forwarded to the Private Security Coordinator/Supervisor at the Jefferson County Sheriff's Office; and

2. Notify the Private Security Coordinator within the 24 hours of the incident; and
3. Forward an independent, personal written account of the facts and circumstances surrounding the incident to the Private Security Coordinator/Supervisor at the Jefferson County Sheriff's Office within twenty-four (24) hours.

#### **D. Use of Non-deadly Force**

A Corporate Security Advisor may use non-deadly force as follows:

1. To protect themselves or another from physical harm, or
2. To restrain or subdue a resistant individual, or
3. To bring an unlawful situation safely and effectively under control

#### **E. Procedures to be Followed when Non-deadly Force is Used**

Whenever any Corporate Security Advisor uses non-deadly force, he/she must:

1. **Immediately** notify the Sheriff's Office through Jefferson County 911 Dispatch and the police department of the jurisdiction in which the incident occurred to have a police report filed. A copy of the police report will be forwarded to the Private Security Coordinator/Supervisor at the Jefferson County Sheriff's Office; and
2. Notify the Private Security Coordinator/Supervisor at the Jefferson County Sheriff's Office within twenty-four (24) hours of the incident; and
3. Forward an independent, personal written account of the facts and circumstances surrounding the incident to the Private Security Coordinator (the same department as above) within twenty-four (24) hours.

#### **F. Safety First Rules for Gun Handling**

The licensed Corporate Security Advisor is responsible for his/her weapon at all times, whether in or out of his/her possession. The following rules shall be observed:

1. All weapons should be handled with care and respect.
2. The weapon should be checked for ammunition each time it is handled.

3. The barrel and action must be cleared of obstructions before use.
4. The weapon must be kept in good working condition.
5. The weapon shall not be drawn or pointed at any person unless the situation justifies such action.
6. When the weapon is unattended, it must be secured against access by children and curious people.
7. Ammunition carried on duty shall be new factory service ammunition. No reloads or wad cutter ammunition is permitted.

**G. Nonlethal (Less-Lethal) Weapons/Protected Devices**

1. Corporate Security Advisors may only carry the following non-lethal (less-lethal) defensive weapons/protective devices or equipment), if authorized by the Private Security Section and their employer.
  - A. Oleoresin capsicum pepper spray, if certified.
  - B. Baton, if certified.
  - C. TASER (Conducted Electrical Weapon)
2. The Corporate Security Advisors shall receive certification training in the use of the above listed nonlethal protective devices they are authorized to carry by the Private Security Section and their employer through the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
  - A. Taser (CEW-Conducted Electrical Weapon) instructors or training providers must be pre-approved by the Private Security Section before any certification is accepted.
3. The Corporate Security Advisor's employer shall provide the Private Security Section with a letter giving authorization for the Corporate Security Advisor to carry a CEW or other nonlethal protective device.
4. The type of CEW shall be limited to the brand and model currently being instructed by the Jefferson College Law Enforcement Training Academy, or by an approved training provider, as approved by the Sheriff of the Jefferson County Sheriff's Office or his designee.
5. All Corporate Security Advisors must be re-certified on each nonlethal protective



device every five (5) years after initial training.

6. All Corporate Security Advisors carrying a CEW must be re-certified annually (yearly).
7. All Corporate Security Advisors shall be certified in and shall carry at least one protective device other than their firearm.

## **XI. FIELD INSPECTIONS**

### **A. Standards of Conduct**

Corporate Security Advisors are required to conduct themselves, at all times, in a manner reflecting the highest standards of professional behavior. Any conduct on the part of a Corporate Security Advisor which, in the judgment of a commissioned Deputy(s) of the Jefferson County Sheriff's Office, may be harmful to the good order, discipline or reputation of the department, may be punished by oral or written reprimand, suspension for a designated period of time or permanent revocation of license by the Private Security Coordinator/Supervisor.

### **B. Field Inspections**

All Corporate Security Advisors are subject to unannounced field inspections by Deputies of the Jefferson County Sheriff's Office to ensure that the Corporate Security Advisor is in compliance with the provision of this rule. Such an inspection will determine that:

1. The Corporate Security Advisor has in his/her possession a proper corporate security license issued by the Sheriff of the Jefferson County Sheriff's Office.
2. The Corporate Security Advisor has not disregarded or deviated from the manual.

### **C. Failure to Cooperate**

Failure by any Corporate Security Advisor to cooperate with a commissioned member of the Jefferson County Sheriff's Office in the inspection procedures will constitute grounds for disciplinary action.

### **D. Arrest of Corporate Security Advisor**

If a Corporate Security Advisor is arrested, written notification of the occurrences must be forwarded by the Corporate Security Advisor to the Private Security Coordinator/Supervisor, Private Security Section, within forty-eight (48) hours from release from custody. If Charges should arise from the arrest or if charges should otherwise arise against the Corporate Security Advisor, the Private Security

Coordinator/Supervisor may revoke the License until such time the matter is resolved.

## **XII. COMPLAINT/DISCIPLINARY PROCEDURES**

### **A. Complaints**

Investigation of complaints against a licensed Corporate Security Advisor will be handled by the Private Security Coordinator/Supervisor.

### **B. Reprimands**

In instances of misconduct not sufficiently serious to merit suspension or revocation of a license, the license holder may be reprimanded orally or in writing. Any violation of the provisions of these rules may be grounds for a reprimand by the Private Security Coordinator/Supervisor. Reprimands will be a factor considered upon a licensee's application for a renewal of a license or upon the occasion of any later disciplinary action. There is no appeal from a reprimand.

### **C. Suspensions**

In instances where a Corporate Security Advisor is arrested for a felony, the commander or watch commander of the Sheriff's Office or any Deputy or law enforcement officer acting in that capacity, may seize the corporate security license of the Corporate Security Advisor and forward it to the Private Security Coordinator/Supervisor.

1. In instances where a Corporate Security Advisor is arrested for a crime or ordinance violation, other than a felony, the commander or watch commander of the Sheriff's Office or any Deputy or law enforcement officer acting in that capacity, shall contact the Private Security Coordinator/Supervisor, who will determine whether or not the Corporate Security Advisor is to be suspended. If unable to contact the Private Security Coordinator/Supervisor, the report of the incident will be forwarded to the Private Security Coordinator/Supervisor at the earliest opportunity.
2. Whenever a licensed Corporate Security Advisor is suspended he/she shall surrender his/her corporate security license until final disposition by the Private Security Coordinator/Supervisor.
3. Where no warrant is issued and/or no cause for discipline is apparent, the Corporate Security Advisor's return to duty shall be determined by the Private Security Coordinator/Supervisor.

### **D. Revocations**

A license may be revoked by order of the Private Security Coordinator/Supervisor for any violation of the rules.

### **E. Notification/Appeal**

Whenever the license of a Corporate Security Advisor is suspended or revoked by the Private Security Coordinator/Supervisor, the Private Security Coordinator/Supervisor shall notify the licensee, in writing of the action. The procedure for appeal for a suspension or revocation of a Corporate Security Advisor's license shall be the same procedure as provided under **Chapter I, Section XVIII.B, "Adversary Hearing"**, of this manual.

### **F. Disciplinary Action and/or Punishment**

Licensed Corporate Security Advisors whether on or off duty, are subject to disciplinary action for violations of these rules by the Private Security Coordinator/Supervisor.

Offenses meriting disciplinary action shall include, but not be limited to, the following:

1. Conviction of a felony, misdemeanor or County or City ordinance violation.
2. Intoxication or drinking on duty.
3. Possession or illegal use of narcotic or potent drugs (controlled substance).
4. Assumption of police authority when not on duty.
5. Conduct contrary to the public peace and welfare.
6. Interference with any police officer engaged in the performance of his/her duties.
7. Overbearing or oppressive conduct during the performance of his/her duties.
8. Failure to obey a reasonable order by a Deputy of the Jefferson County Sheriff's Office while conducting official business as a Corporate Security Advisor.
9. Any conduct or actions which might jeopardize the reputation or integrity of the Jefferson County Sheriff's Office or its members.
10. The carrying of any unapproved/unauthorized weapon while performing the duties of a Corporate Security Advisor.
11. Failure to have his/her weapon(s) inspected by the Private Security Coordinator/Supervisor and/or not having a record of his/her weapon(s) on file with the Private Security Coordinator/Supervisor.

12. Carrying more than one authorized weapon on duty.
  13. Failure to carry a valid corporate security license issued by the Private Security Section of the Sheriff's Office while on duty.
  14. Serving or acting as a licensed Corporate Security Advisor for any agency or other business entity other than the one listed on his/her corporate security license(s) without the prior approval of the Private Security Coordinator/Supervisor, as specified in this manual.
  15. Working as a Corporate Security Advisor while under suspension.
  16. Illegally carrying a firearm when not actually engaged in duty as a Corporate Security Advisor.
  17. Any conduct constituting a breach of security or confidence.
  18. Neglect of duty.
  19. Failure to notify the Private Security Coordinator/Supervisor when and if arrested on any charge.
  20. Failure to aid in prosecution.
  21. Defacing or altering the corporate security license.
  22. Carrying unauthorized nonlethal weapons and/or protective devices.
  23. Acts of sexual harassment.
- G.** When a license is ordered revoked by the Private Security Coordinator/Supervisor, the corporate security license will be surrendered and all power to act as a Corporate Security Advisor ceases.
- H.** Individuals who resign while under investigation will not be considered for a license in the future.