



City of Arkansas City
Private Security Firm
Business Application

Type of Application

New \$100.00

Renewal \$50.00

APPLICANT INFORMATION:

Full Name		Home Phone	
Home Address		Zip Code	
Date of Birth		City & State of Birth	
Social Security Number		Drivers License #	State of Issue

- Please list the address(es) at which you have lived for the past three years:
- Please list the name(s) and address(es) of any previous employment held within the past three years:
- As required by Section 5.10.130 of the Arkansas City Municipal code, please list the name and address of the company that hold a surety bond for your business. Attach a copy of the bond to this application.
- As required by Section 5.10.150 of the Arkansas City Municipal code, please list the name and address of the company that provides insurance. Attach a copy of the insurance certificate to this application.

If the answer to any of the **FOLLOWING** questions is “YES”, explain **IN DETAIL** on reverse side of the application or attach a separate piece of paper to this application.

- Have you ever been REFUSED a security bond? Yes No
- Have you ever had a security bond revoked? Yes No
- Have you ever had a judgment or conviction for fraud, deceit, or misrepresentation against you? Yes No
- Do you have any present or past mental or emotional impairments that would affect your ability to carry out the duties of “Private Security Officer”? Yes No

If the answer to any of the **FOLLOWING** questions is “YES”, explain the charge, penalty, date, and place associated with the conviction(s). Place the information on the reverse side of the application or attach a separate piece of paper to this application.

- Have you ever been convicted of a felony, adult or juvenile? Yes No
- Have you ever been convicted of a misdemeanor? Yes No
- Have you ever been convicted of a crime involving moral turpitude? Yes No

BUSINESS INFORMATION:

Business Name		Phone	
Business Address		Zip Code	
Mailing Address (if different)		Zip Code	
Type of Service Offered		Coverage Area	
Kansas Sales Tax No.		Federal Tax No.	
No. of Security Officers Employed	Each Security Officer must complete “Officer Application“ and attach to this form		

Three letters must accompany this application from persons not related to the applicant, certifying to the applicant’s good character and business responsibility, and who have known the applicant for at least one year. Attach two photographs taken during the past 30 days (1 ½” x 2”) of the application and a copy of your current drivers license.

The undersigned, of lawful age, states that this application has been filled out and signed by the applicant with the understanding and agreement to the provision set forth in Municipal Code of the City of Arkansas City, Kansas Chapter 18, Article II, Section 18-19 to 18-27, and that the information and answers herein contained are complete and true and known by the affiant to be so. In addition, the applicant does hereby authorize the taking of his/her fingerprints and a background investigation.

Signature of Applicant

Date

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public



City of Arkansas City
Private Security Officer
Individual Application

Type of Application

New \$25.00 plus \$10.00 fingerprint fee
 "Cash Only"

Renewal \$15.00
 "Cash Only"

APPLICANT INFORMATION:

Full Name		Home Phone	
Home Street Address		City, State, Zip	
City & State of Birth		Date of Birth	
Social Security Number		Drivers License #	State of Issue
Employer:			

- Please list the address(es) at which you have lived for the past three years: _____
- Please list the name(s) and address(es) of any previous employment held within the past three years: _____

If the answer to any of the **FOLLOWING** questions is "YES", explain **IN DETAIL** on reverse side of the application or attach a separate piece of paper to this application.

- Have you ever been REFUSED a security bond? Yes No
- Have you ever had a security bond revoked? Yes No
- Have you ever had a judgment or conviction for fraud, deceit, or misrepresentation against you? Yes No
- Do you have any present or past mental or emotional impairment that would affect your ability to carry out the duties of "Private Security Officer"? Yes No

If the answer to any of the **FOLLOWING** questions is "YES", explain **IN DETAIL** the charge, penalty, date, and place associated with the arrests or conviction(s). Place the information on the reverse side of the application or attach a separate piece of paper to this application.

- Have you ever had any felony arrests or convictions, adult or juvenile? Yes No
- Have you ever had any misdemeanor arrests or convictions? Yes No
- Have you ever been arrested or convicted of a crime involving moral turpitude? Yes No

Three letters must accompany this application from persons not related to the applicant, certifying to the applicant's good character and business responsibility, and who have known the applicant for at least one year. Attach two photographs taken during the past 30 days of the application and a copy of your current drivers' license.

The undersigned, of lawful age, states that this application has been filled out and signed by the applicant with the understanding and agreement to the provision set forth in Municipal Code of the City of Arkansas City, Kansas Chapter 18, Article II, Section 18-19 to 18-27, and that the information and answers herein contained are complete and true and known by the affiant to be so. In addition, the applicant does hereby authorize the taking of his/her fingerprints and a background investigation.

 Signature of Applicant

 Date

Subscribed and sworn to before me this _____ day of _____, _____

 Notary Public

ARTICLE II. - PRIVATE SECURITY COMPANIES ^[2]

[Sec. 18-19. - Definitions.](#)

[Sec. 18-20. - Licensure.](#)

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Sec. 18-19. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Private security officer means any person regularly employed by a person, firm or corporation and whose duties, in addition to patrolling, guarding and watching the property of the employer or any client of the employer, including conducting investigations concerning the reputation or character of employees or prospective employees and investigations concerning the location of property of employer that becomes lost or stolen. This also includes any person regularly employed by a licensed armored car carrier whose duties include secured transportation, protecting and safeguarding valuable cargo from one place to another and providing cash services for automated teller machines all by means of bullet resistant armored vehicles.

Private security service means any person, firm or corporation engaged in a business for hire to provide a protective service for the property of others and whose duties and activities in that connection include patrolling, guarding or watching the property of a subscriber, a purchaser or a client under a contract or agreement to provide such protective service.

(Prior Code(2), § 5.10.010; Ord. No. 3978, § 1, 2003)

Sec. 18-20. - Licensure.

- (a) Every private security officer and private security service within the city must have a valid license from the city at all times.
- (b) The completed application for a license shall be filed with the city clerk, accompanied by:
 - (1) A full set of the applicant's fingerprints, and if applicable, fingerprints of its owners and employees;
 - (2) Two black and white or colored photographs of the applicant, and if applicable, its owners and employees, taken within the past 30 days;
 - (3) Proof that the applicant is age 18 years or older, or in the case of a service, that all of its owners are age 21 years or older;
 - (4) The non-refundable application fee established by the board of city commissioners;
 - (5) In the case of a private security officer, a drug screen test indicating the applicant is free from illegal drugs and a letter from a licensed psychologist or psychiatrist stating that the applicant does not suffer from any mental or emotional impairments which would adversely affect the applicant's abilities to carry out the duties of a private security officer;
 - (6) For a private security service, a corporate surety bond executed by a company authorized to do business in the state in the principal sum of \$5,000.00, conditioned for the faithful and honest conduct of his business. Such bond shall be taken in the name of the city and every person injured by any unlawful act of the principal, whether licensed or not, may bring an action on the bond in his own name to recover damages suffered by reason of such unlawful act; and
 - (7) Proof of insurance in amounts of not less than:
 - a. \$200,000.00 for each bodily injury and \$500,000.00 aggregate limit; and \$100,000.00 per claimant; and
 - b. \$300,000.00 aggregate limit for property damage.
- (c) All questions on the application shall be answered truthfully and fully in the applicant's own handwriting. The applicant must certify that he, or its owners or employees (if applicable):
 - (1) Within the last ten years has no felony convictions, shall not currently be under indictment, charge or information, or on diversion or deferred judgment for a felony

offense, or a conviction act involving a morals charge or the illegal use, carrying or possession of a dangerous weapon, or crime of violence or use of physical force or threat thereof, nor shall have been adjudged to be juvenile offender as a result of the commission of an act that would constituted a felony or these offenses if done by an adult (The term "morals charge" shall include those charges or acts involving dishonesty, prostitution, promoting prostitution, patronizing a prostitute, soliciting for immoral purposes, lewd and lascivious behavior, illegal use, possession or sale of narcotics or non-narcotic drugs, sodomy, sodomy for hire, promoting sodomy for hire, patronizing a person offering sodomy for hire, loitering for the purpose of soliciting, incest, gambling, promoting obscenity, promoting obscenity to minors, displaying material harmful to minors, sexual battery, adultery and bigamy.); and

- (2) Has no past or present history of any mental or emotional impairment unless in the opinion of a licensed psychiatrist or psychologist, such impairment would not adversely affect the licensee's ability to carry out the duties of a private security officer.
- (d) Unless the private security officer applicant itemizes past experience and training in law enforcement in the application, private security officers must satisfactorily complete the private security officer course or courses of study approved by the chief of police within 180 days from the date of application.
- (e) The chief of police may deny a license if the applicant or any of its owners or employees:
 - (1) Has personally, or been an officer, director, partner, associate or manager of any license holder who has, been, refused a license under this article or had a similar license refused or revoked in other jurisdiction;
 - (2) Committed or aided or abetted the commission of any act for which a license is required by this article without said license; or
 - (3) Made any false statement in the application for license.
- (f) Any license issued shall be valid for the calendar year in which issued and shall expire on December 31, of such year of issuance. Such license shall not be assignable.
(Prior Code(2), §§ 5.10.020, 5.10.030, 5.10.150; Ord. No. 3978, § 1, 2003; Ord. No. 4175, § 1, 2008)

Sec. 18-21. - Identification cards; uniforms.

- (a) Every private security officer shall carry a city permit identification card.
- (b) Uniforms and insignias of a private security officer shall be distinctively different from those worn by officers of the city, state police department, the county sheriff's office, the state highway patrol and/or the Cowley College Criminal Justice Program.
(Prior Code(2), § 5.10.090; Ord. No. 3978, § 1, 2003)

Sec. 18-22. - Authorized duties of a private security officer.

A private security officer may observe and report crimes and incidents; stop and question if otherwise authorized by law; provide security against loss from fire or mechanical equipment failure and enforce property rules and regulations; control access to specific areas of a facility or building; and act occasionally as a crowd monitor or to maintain order. These duties shall include vehicle patrol when an approved course on defensive driving has been completed. These authorized duties shall not include: authority beyond that of a private citizen; the right to use force in the performance of these duties, except as otherwise authorized by law; or acting in the capacity of a private security officer for anyone other than a client for which the private security officer is contracted to provide services.

Sec. 18-23. - Exceptions to regulations.

The following persons shall not be private security officers:

- (1) Any person employed where such duties are carried out exclusively on private property on his employer and provided that such person does not wear a uniform or badge from his residence to his place of employment or vice versa.
- (2) Any officer or employee of the United States of America or of the state or any political subdivision thereof while engaged in the performance of their official duties.
- (3) A person engaged exclusively in the business of obtaining and furnishing information as to the financial rating of persons.
- (4) A charitable philanthropic society or association duly incorporated under the laws of the state which is organized and maintained for the public good and not for private profit.
- (5) An attorney at law performing his duties as such attorney at law.

- (6) A collection agency or an employee thereof while acting within the scope of his employment while making an investigation incidental to the business of the collection agency, including an investigation as to the location of a debtor or his property where the contract with an assignor creditor is for collection of claims owed or due or asserted to be owed or due or the equivalent thereof.
 - (7) Insurers and agents and insurance brokers licensed by the state performing duties in connection with insurance transacted by them.
 - (8) The legal owner of personal property which has been sold under a conditional sales agreement or a mortgagee under the terms of a chattel mortgage.
 - (9) Any bank subject to the state bank commissioner's rules and regulations of the state.
 - (10) A person engaged solely in the business of securing information about persons or property from public records.
 - (11) An insurance adjuster.
 - (12) A private detective.
 - (13) A commissioned law enforcement officer.
- (Prior Code(2), § 5.10.100; Ord. No. 3978, § 1, 2003)

Sec. 18-24. - License fee.

Every application for a private security officer or private security service license shall include a non-refundable processing fee, set by the board of city commissioners. By January 1 of each year, the licensee shall submit to the city clerk the annual renewal fee set by the board of city commissioners.

(Prior Code(2), § 5.10.120; Ord. No. 3978, § 1, 2003)

Sec. 18-25. - Suspension of license.

- (a) A license shall be suspended by the chief of police if the licensee is not eligible to receive a license upon application, or for the following:
 - (1) Violations of any provision of this article;
 - (2) Impersonation or permitted or aided and abetted an employee or another to impersonate a law enforcement officer or an employee of the United States of America or of any state or political subdivision thereof;
 - (3) Acting as a private security officer or private security service without a valid license;
 - (4) Knowingly violating or advising, encouraging or assisting the violation of any court order or injunction in the course of business as a licensee; or
 - (5) The licensee or if applicable its owners or employees has committed any act in the course of the licensee's business constituting dishonesty or fraud.
- (b) The license may be suspended by the chief of police without notice; provided that the licensee shall immediately be given notice of the cause of the suspension or revocation. The chief of police, after conducting a hearing upon request by the licensee, may make an order affirming the suspension or revocation which shall afford the licensee the right to appeal to the board of city commissioners.

(Prior Code(2), §§ 5.10.140, 5.10.070; Ord. No. 3978, § 1, 2003)

Sec. 18-26. - Vehicles.

- (a) The vehicles used in the conduct of a private security service within the city by any licensee shall be a color different from that of the vehicles of the city police department, the county sheriff's office, the state highway patrol, and Cowley College Criminal Justice Program; in addition, such vehicles shall be lawfully operated, and only be equipped with lighting devices as required or authorized by applicable law. Insignias painted on the sides of any private security vehicles shall not be similar to or which could be confused with insignias painted on the sides of the vehicles of the city police department, the county sheriff's office, the state highway patrol, and Cowley College Criminal Justice Program.
- (b) The vehicles used in the conduct of a private security service are prohibited from:
 - (1) Being used by any permit holder for pursuit of a motor vehicle that has refused to stop in compliance with a verbal order or emergency lights or siren; or
 - (2) Routine traffic stops.

(Prior Code(2), § 5.10.160; Ord. No. 3978, § 1, 2003)

Sec. 18-27. - Unlawful acts.

It shall be unlawful for:

- (1) Any licensee to engage in any activities regulated by this article without having a city identification card upon their person;
- (2) Any private security officer to fail to immediately surrender his license and/or city identification card to the police department upon termination of employment;
- (3) Any unlicensed person to act or hold himself out as a private security officer;
- (4) A private security officer to carry a firearm or engage in high speed pursuit by motor vehicle;
- (5) Any person to engage in the private security business unless such person is licensed as a private security service.

(Prior Code(2), § 5.10.170; Ord. No. 3978, § 1, 2003)

Secs. 18-28—18-57. - Reserved.

FOOTNOTE(S):

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State Law reference— Private investigative or security businesses, K.S.A. 756-7b01 et seq.; fingerprints required, etc., K.S.A. 12-1679. ([Back](#))