

PROFESSIONAL LICENSING PROGRAM MANUAL

rules and procedures

ST. LOUIS COUNTY POLICE DEPARTMENT

BOARD OF POLICE COMMISSIONERS

ST. LOUIS COUNTY POLICE DEPARTMENT

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Colonel Juan Cox
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STATEMENT OF POLICY

By virtue of the Charter of St. Louis County, Article IV, section 4.270, subsection 7 **(8),** provisions applicable to the Department of Police, the Board of Police Commissioners shall have the power to:

…regulate and license all private watchmen, private detectives and private police serving or acting in the county and no person shall act as such without first having obtained such license as authorized by law or by ordinance. From and after January 1, 1979, no municipality shall enact or enforce any regulation or license of private watchmen, private detectives or private police.

The expense of regulation and licensing under this subsection shall be defrayed by fees from the licenses prescribed under this subsection and the extent that said license fees are not sufficient to fund the regulation and licensing, such difference shall be financed by County general revenue funds.

Missouri statute section 84.340 grants the police commissioners, St. Louis Metropolitan Police Department, the power to regulate and license all private watchmen, private detectives, and private policemen serving or acting in the City of St. Louis.

The St. Louis County Police Department and the St. Louis Metropolitan Police Department have entered into a cooperative agreement regarding such licensure, known as the Professional Licensing Program. The rules and procedures contained in this manual are applicable in all areas of St. Louis County and the City of St. Louis and are enforced by the Private Security Section (**PSS**).

Adopted by Command Staff

By order of:

COLONEL JUAN COX
Chief of Police

JC:gr:mw

Approved at the regular Board meeting of Police Commissioners dated August 12, 2026.

_____
COMMISSIONER
Chair

_____
COMMISSIONER
Secretary

OVERSI**GHT** AUTHORITY

The St. Louis County Police Department Board of Police Commissioners and the Commissioners, St. Louis Metropolitan Police Department, confer upon the Private Security Section ("**PSS**") the authority to coordinate and administer the Professional Licensing Program, as described herein. The **PSS** is responsible for licensing all security agencies, private security officers, and private couriers who operate or work in St. Louis County ("County") and the City of St. Louis ("City") in accordance with the rules and procedures set forth in this manual. The **PSS** is also responsible for licensing all polygraph examiners who work in the County.

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Division of Operational Support
Bureau of Logistics and Technology
Central Police Records Unit
Private Security Section
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DEFINITIONS

The following terms used in this manual are defined below and may be used in conjunction with any section in this manual.

Applicant – An individual who applies for an initial professional license, a secondary license, a license renewal, a license transfer, or a license reinstatement.

Arrest – The apprehension and detention of an individual(s) **with probable cause to believe that a crime has been committed.**

Baton – A wooden, metal, or composite instrument, 22-26 inches in length, not more than two-inches in diameter, specifically designed by the manufacturer to be used as a personal protection device, such as an ASP.

Chiefs of Police – The Chief of the St. Louis County Police Department and the Chief of the St. Louis Metropolitan Police Department.

City – The St. Louis Metropolitan Police Department and its jurisdictional boundaries.

Commander – The Commander of the Central Police Records Unit.

Commanding Officers – The Lieutenant Colonel in charge of the St. Louis County Police Division of Operational Support and the Lieutenant Colonel in charge of St. Louis Metropolitan Police Support Operations.

Commissioners – The St. Louis County Police Department Board of Police Commissioners and the St. Louis Metropolitan Police Department Board of Police Commissioners.

Company – A security agency, or a public or private entity employing in-house security.

Company License – A document issued by the PSS that authorizes a company to use or deploy a private security officer and/or private courier.

Contracting Entity – Any firm, company, partnership, corporation, sole proprietorship, political subdivision or **other or public or private entity that has entered into** a contract or agreement with a security agency **for the provision of private security services or private courier services**.

County – The St. Louis County Police Department and its jurisdictional boundaries.

Designated Area – The established property owned or leased to which a licensed private security officer is assigned by **their** employer or the **route by** which a private courier is to transport property.

Felony – Any offense punishable by more than one year of incarceration, regardless of the jurisdiction in which the offense was prosecuted.

Firearm – Any weapon that is designed or adapted to expel a projectile by the action of an explosive. Only the following firearms are approved for use by the Security Officers: double action .38 Special caliber revolver, or double action or striker-fired semi-automatic pistol chambered in 9mm Luger or .40 caliber. Upon written request

to the PSS, 12-gauge shotguns may be approved by the PSS for use by armed, licensed couriers in armored courier vehicles.

Identification Card – Card provided by the PSS to evidence the issuance of a professional license. Also referred to as a professional identification card.

In-House Security – A group of individuals employed **directly** by a single firm, company, partnership, corporation, sole proprietorship, political subdivision or **other public or private entity** to perform private security services. (i.e. – **for** hospitals, utility companies, school districts, etc.).

License – Document issued by the **PSS** that authorizes a private security officer or private courier to perform certain duties as outlined in this manual. Also referred to as a professional license.

License Holder – Any professionally licensed private security officer or private courier.

Loss Prevention Agent - An unarmed, non-uniformed individual whose duties include but are not limited to being responsible for observing, investigating, and/or apprehending shoplifters, investigating fraudulent activity, internal thefts and the like within a designated area. For the purposes of this manual, loss prevention agents are considered unarmed private security officers.

Moral Turpitude – The wrongful quality shared by acts of fraud, theft, bribery, illegal drug use, sexual misconduct, and other similar acts as defined by the common law of Missouri.

Police Officer – For the purposes of this Manual, the term "Police Officer" refers only to a commissioned law enforcement officer. Police Officers are certified by Missouri Peace Officer Standards and Training (POST) Commission and commissioned by a law enforcement agency located in Missouri.

Pepper Spray – Oleoresin capsicum specifically designed by the manufacturer to be used as a personal protective device.

Polygraph Examiner – A person who conducts interviews in conjunction with the use of a polygraph for the purpose of determining the truth or falsity of statements or responses made by the person being interviewed.

Private Security Coordinator – An employee of the St. Louis County Police Department or the St. Louis Metropolitan Police Department designated to coordinate and administer the Professional Licensing Program.

Private Security Section (PSS) – The section of the St. Louis County Police Department's Central Police Records Unit, designated by the Commissioners to administer the Professional Licensing Program.

Probable Cause – A reasonable belief that a crime has been committed or is being committed, and that the person being arrested or detained committed the offense.

Protective **D**evices – Instruments **excluding firearms that are** approved for personal protection, including baton, pepper spray, TASER conducted energy weapon, and handcuffs.

Revocation – The withdrawal of a professional or company license by the PSS, in accordance with the rules and procedures set herein. The revocation period shall be longer than thirty days; persons or companies whose licenses have been revoked shall be eligible to apply for license reinstatement at the end of the revocation period.

Search - The examination of an individual or area to discover evidence, contraband or weapons.

Secondary License – A professional license issued to a private security officer or private courier in addition to their original license so that the private security officer or private courier may perform security services for multiple companies.

Security Agency – Any firm, company, partnership, corporation, sole proprietorship, political subdivision or the like engaging in the business of providing private security services or private courier services to contracting entities.

Security Vehicle – Any motor vehicle used for the purposes of providing security services by a private security officer.

Seizure - The act of taking or attempting to take possession of a person or property through the application of even slight force with the intent to restrain or exercise control over the person or property.

Suspension – The inactivation of a professional or company license for a period of a maximum of thirty days by the PSS, either pending an administrative investigation or as a disciplinary action.

TASER – A Conducted Energy Weapon (CEW), manufactured by TASER International.

Weapons – Firearm, and protective devices, as defined above.

Working Dog Team - A professionally certified canine handler and professionally certified canine.

PRIVATE SECURITY OFFICERS AND PRIVATE COURIERS LICENSING

I. GENERAL

By agreement of the St. Louis County and City, the **PSS** is the sole authority responsible for issuing **professional** licenses in the County and City.

No person shall perform the duties of a private security officer, private courier, or the like in the County or City without having a valid professional license issued by the **PSS** authorizing the performance of such duties. Performing the duties of a private security office **or** private courier shall include wearing a badge, uniform, or other indication of a security or courier function while in a space open to the public. **Private security officer and private courier duties shall also include all the powers and responsibilities described in Sections I., A. and I, B. of this Manual. Professions that require the performance of the duties of a** private security **officer or private couriers** include, **but are not limited to:** bouncers, doormen, loss prevention agents, **and** patrol agents.

No **company** shall use or deploy any person to any location in the County or City for the purposes of performing the duties of a private security officer or private courier unless the agency has a valid company license issued by the **PSS** and the person being used or deployed has a valid professional license issued by the **PSS** authorizing the performance of such duties.

No **company** shall use or deploy any private security officer or private courier in the City of St. Louis unless the company has a valid business license issued by the License Collector's Office – City of St. Louis.

Any professional license granted by the **PSS** shall constitute a privilege to do business and shall not provide the one licensed with any contractual interest or inherent right.

All professional licenses and professional identification cards are the property of the **PSS** and must be surrendered to the **PSS** upon demand.

All fees levied by the **PSS** are regulated by St. Louis County Ordinance **section** 701.119 and are non-refundable. A current fee schedule will be posted at the **PSS** office.

The Professional licenses **issued to private security officers and private couriers confer only the following duties and responsibilities on the license holders:**

A. Private Security Officer

1. Private Security Officer: Armed – A person employed with certain police powers to protect life and property on or in a designated area and who is authorized to carry a firearm while on duty after meeting the qualifications established by this manual. This individual must wear a **PSS**-approved uniform and carry at least one protective device.

2. Private Security Officer: Unarmed – A person employed with certain police powers to protect life and property on or in a designated area, but who is not authorized to possess a firearm, firearm holster, or ammunition while on duty. This individual must wear a **PSS**-approved uniform and may carry protective devices.

3. **Private Security Officer: Watchman Restriction – A person employed without police powers and without authorization to carry a firearm or protective device. This individual will perform the tasks of observing and reporting on**

or in a designated area, which may include patrolling a public street. This individual may wear a PSS-approved uniform or be uniform exempt.

4. Private Security Officer: Uniform Exempt – Unarmed – A person employed with certain police powers to protect life and property on or in a designated area who is not authorized to possess a firearm, firearm holster, or ammunition while on duty. This individual does not have to wear a uniform but is authorized to carry protective devices.

5. Private Security Officer: Uniform Exempt – Armed – A person employed with certain police powers to protect life and property on or in designated areas who is authorized to carry a firearm while on duty after meeting the qualifications established by this manual. This individual must wear corporate attire that conceals the firearm and must carry at least one protective device. **Use of this** classification **requires** approval from the Chiefs of Police.

B. Private Courier

1. Private Courier: Armed – A person employed to carry out the assignment of protecting and transporting property from one designated area to another. This individual shall wear a **PSS**-approved uniform and carry a firearm while on duty after meeting the qualifications established by this manual. This individual must carry at least one protective device.

2. Private Courier: Unarmed – A person employed to carry out the assignment of protecting and transporting property from one designated area to another. This individual may wear a **PSS**-approved uniform, but is not authorized to possess a firearm, firearm holster, or ammunition while on duty. This individual may carry protective devices.

C. Security Agencies

1. Security agencies shall be licensed in addition to any individual license required under these rules and procedures. Any license granted under this section shall be designated a “company license” and will be evidenced by a document issued by the **PSS**. No professional identification card will be issued in conjunction with a company license. A company license is not a business license.

2. Security agencies wishing to use or deploy private security officers and/or private couriers in the City of St. Louis shall first obtain the proper business license and present a copy of said license to the **PSS**.

3. The **PSS** will approve all uniforms to be worn by any private security officer and private courier in accordance with the provisions of section **I, F., 4**. of this manual. Companies licensed under the provisions of this manual shall provide the **PSS** with a written description and color image of the uniform for approval.

D. Company Licens**es**

1. **Licensing Requirements for** Owner or Registered Agent

Any owner or registered agent seeking to operate a security agency or in-house security force is required to provide picture identification that includes their name, social security number, and date of birth, and a set of fingerprints so that a complete criminal record inquiry and background investigation can be conducted.

Owners or registered agents with a conviction for any felony offense will be denied a company license.

2. Licensing Requirements for Companies

Any security **company** that wishes to obtain a company license shall provide **PSS** with:

a. A completed company licensing application; and

b. Proof that the head of the **company** has at least two (2) years of experience in the security field as a licensed private security officer, or full-time commissioned **police** officer; and

c. Proof that the agency is registered **business entity** with the Missouri Secretary of State. Such proof must include names of corporate officers and current mailing addresses; and

d. A copy of their Articles of Incorporation with the state of Missouri or a copy of the organization's Fictitious Name (DBA) certification with the **S**tate of Missouri; and

e. Federal and state employment identification numbers, where applicable; and

f. A current business license. (For those security agencies that wish to deploy a private security officer or private courier to a designated area located in the City);

g. Proof that the company has a use of force policy that:

1) Defines force as any action that varies from standard handcuffing procedures or detention techniques; and

2) Limits the amount of force necessary to that which is reasonably required to subdue a person or bring an unlawful situation safely under control; and

3) Requires the private security officer or private courier to immediately notify the law enforcement agency of jurisdiction any time force is used against an individual.

h. Proof of insurance as follows:

1) A certificate of liability insurance in the amount of one (1) million dollars or the equivalent, naming the County, the City, and the Commissioners as additional insured and certificate holders, and protecting them from liability judgements, suits, and claims, including but not limited to suits for bodily injury, personal injury, including false arrest, libel, slander, invasion of privacy, and property damage arising out of the licensing of individuals and entities providing private security services.

2) The insurance must be written by a company approved by the Missouri superintendent of insurance and approved by the **PSS** with respect to its form, manner of execution, and sufficiency, provided further, however, before a license is issued to a nonresident of Missouri, the applicant must

file with the Missouri Secretary of State a written consent for jurisdiction of the courts of Missouri, and any case(s) arising from: any contract for performance of private security services made within the County or City, **any private security services actually** performed wholly or in part, in the County or City, or **an act or omission** in any way connected with the business of the one licensed **to provide security services** within the County or City.

3) The insurance must cover all employees.

4) In the event a suit is filed, or a claim is made involving the County, City, and/or Commissioners, the security agency shall immediately notify the Commissioners at which time the security agency may be required to furnish additional insurance.

5) Failure of a security agency to maintain insurance is grounds for revocation of the company license.

6) In the absence of adequate insurance, all licenses granted to employees and/or contractors of that security agency will be considered inactive until such time the security agency complies with the insurance requirement.

7) The naming of the County, City, and Commissioners as additional insured in no way constitutes or should be construed as a waiver or limitation of the rights or defenses of the County, City, or Commissioners regarding sovereign immunity, governmental immunity, official immunity, and/or any of the protections provided under federal or state constitutions or by law.

i. Security agencies are fully responsible for the acts and omissions of their employees, contracted or otherwise, acting in the course and scope of their duties. It is the responsibility of the security agency and/or contracting entity to ensure their personnel are properly trained. The **County and City through PSS are** the licensing authority, not an employer, and assumes no responsibility for the acts or omissions of any security agency or private security officer/private courier providing such services. The **PSS's** functions are limited to the duties set forth herein.

j. All those licensed under these rules shall immediately notify the **PSS**, in writing, of any change in agency name, address, or telephone number.

k. A security agency shall notify the **PSS**, in writing, of the termination of employment of any person listed on the company application and any private security officer or private courier.

3. Uniforms- Company Requirements

If a uniform is to be worn by the private security officers/private couriers, the **company** must submit the following items to the **PSS** for review:

a. Two (2) color images of the uniform showing the front and profile view; and

b. One (1) color image of the security agency's shoulder patch(es); and

c. One (1) color image of the badge.

For specific uniform requirements, refer to section **I, F., 4.** of this manual.

4. Renewal of Company License

   a. All company licenses shall expire one (1) year from the date of initial issuance.

   b. All licensed companies are required to pay a company fee each year and are required to comply with the terms of this manual and all federal, state, and local laws. Failure to pay such a fee will result in the company license expiring even if the company provides renewal documents described in subsection d below. In the absence of the annual company license, all professional licenses granted to employees or contractors of that company will be deemed inactive until such time the proper fee has been paid and application made.

   c. Company licenses to be renewed after their expiration date will be processed as a new application.

   d. A company license may be renewed if the agency still meets the licensing standards and provides the PSS with the following:

      1) Proof of insurance; and

      2) An updated list of agency representatives and contact information; and

      3) A copy of a current St. Louis City business license, when required.

5. Reinstatement of Company License

   Companies must provide proof to the PSS that they meet the minimum licensing standards and pay the proper fee prior to reinstatement.

6. Security Vehicles

   a. A private security officer may use a motor vehicle to patrol a single designated area. A private security officer may use a motor vehicle to travel between designated areas but has limited authority while traveling from one designated area to another designated area.

   b. Security agencies will be required to furnish a color image of all vehicles to be used by private security officers during the performance of their duties.

   c. All vehicles must be clearly distinguishable from a police department vehicle and display the company, agency, or entity name.

   d. Use of any sign, signal, or other device contrary to the ordinances of the County or City, or which is similar in appearance to those used by the County or City, is prohibited and may be grounds for denial, suspension, or revocation of an individual and/or company license.

   e. Private security officers and private couriers are not authorized to operate any emergency vehicle while on duty based on how the term "emergency vehicle" is defined by RSMo § 304.022.

   f. Vehicles must not be equipped with red or blue auxiliary lights or siren.

g. Security agency vehicles may use flashing amber lights while being operated within the designated area. Security agency vehicles are prohibited from using a flashing red or blue light similar to that of an emergency vehicle.

h. Security agency vehicles shall not be used to block or direct the flow of traffic on any public thoroughfare.

i. Vehicle rules do not apply to a police officer licensed as a private security officer or who is license-exempt when using a police vehicle owned by their law enforcement agency or political subdivision.

7. <u>Sanctions-Company License</u>

a. <u>Probation</u>

1) A company license may be placed on probation by the PSS for a period of one-hundred-eighty (180) days when:

a) A company fails to take reasonable steps to ensure their employees comply with the rules and procedures of the Professional Licensing Program; and/or

b) A company fails to maintain the minimum licensing standards.

2) The company shall be notified when placed on probation that the failure to maintain licensing standards or achieve employee compliance with the Professional Licensing Program will result in revocation of the company license.

3) A license may be returned to regular status at the end of the period of probation upon a satisfactory showing that:

a) The company has taken reasonable steps to ensure their employees comply with the rules and procedures of the Professional Licensing Program; and

b) The violation leading to the probation has been rectified, such that the company meets the minimum licensing requirements.

b. <u>Suspension</u>

1) A company license may be suspended by the **PSS** when:

a) A company fails to follow the rules and procedures set forth in this manual; and/or

b) A company fails to take reasonable steps to ensure their employees comply with the rules and procedures of the Professional Licensing Program; and

c) The PSS determines that the seriousness of the offense requires a sanction beyond a period of probation.

2) Suspensions range from a period of five (5) days to thirty (30) days, as determined by the PSS upon consideration of the seriousness of the offense(s).

3) During a suspension, the company and any of its agents or employees may not provide security services or perform security officer duties.

4) A license may be returned to regular status following a period of suspension upon satisfactory showing that:

a) The company has taken reasonable steps to ensure their employees comply with the rules and procedures of the Professional Licensing Program; and

b) The violation leading to the probation has been rectified, such that the company meets the minimum licensing requirements.

5) A company whose license is returned to regular status following a suspension may be required to repeat the initial registration process at the discretion of the PSS coordinator.

c. Revocation

1) A company license may be revoked by **PSS** when:

a) A company fails to respond to PSS's inquiries; and/or

b) There have been repeated rules and procedures violations, and the security agency has not adequately responded to such violations; and/or

c) The company willfully fails or refuses to maintain the minimum licensing standards.

2) A company whose license is revoked shall be required to repeat the initial application process to return the license to regular status.

d. Termination

A termination is distinguished from a revocation in that the company may not apply for return of their license to regular status.

A company license may be terminated by the PSS when:

1) A company operates during a period of suspension or revocation; and/or

2) A company attempts to circumvent the licensing process to avoid paying the necessary fees and/or to avoid meeting the minimum standards for obtaining and maintaining a company license; and/or

3) A company license that has been revoked on more than two occasions, and the company has failed or refused to rectify the deficiencies leading to prior revocations.

A company will be provided with written notice of probation, suspension, and/or revocation by certified mail to the agency's last known address.

E. Individual Licenses

1. A private security officer or private courier may be an employee of a security agency, contracted or otherwise, or may be employed directly by the entity receiving security services (i.e. – hospital, school district, etc.).

2. No individual shall perform the duties of a private security officer or private courier in the County or City without having first obtained a professional license issued by the PSS authorizing the performance of such duties.

3. No company shall use or deploy any individual to any location in the County or City for the purposes of performing the duties of a private security officer or private courier unless the agency has a valid company license issued by the PSS and the person being used or deployed has a valid professional license issued by the PSS authorizing the performance of such duties.

4. Any professional license issued by the PSS, which will be evidenced by an identification card, will constitute a privilege to do business and shall not provide the individual licensed with any contractual interest or inherent right.

5. Professional licenses issued by the PSS will authorize the private security officer or private courier to perform the duties of security officers or private couriers authorized by this Manual in the County and City. However, private security officers or private couriers who work in the City, who are employed or contracted by a company, must work for a company with a current business license on file with the License Collector's Office – City of St. Louis. Failure of the company to have and maintain a business license when a private security officer or private courier works within the city limits shall render every professional license issued to individuals employed by that company invalid until such business license is obtained and a copy provided to the PSS.

6. A license holder, while in the official discharge of their duties, is required to furnish all information on the professional identification card to any individual who requests it, including a private citizen.

7. Licensing Procedures

   a. Each applicant must:

      1) Appear in person at the **PSS** office; and

      2) Complete an application form; and

      3) Provide all information requested in the application for a determination of **their** qualifications to hold the license they are applying for; and

      4) Present a current letter (no older than 10 days) from **a company that states the company's** intention to hire and retain the applicant upon successful completion of the licensing process.

   b. Prior to an application being processed by the **PSS**, an initial electronic criminal history inquiry will be made. **Each applicant shall successfully complete the**

criminal history inquiry process as described fully in Section I., e., 9. below.

8. Standards

a. To meet the minimum licensing standards, an applicant must:

1) Be a citizen of the United States or legal resident-alien permitted to work in this country. (Two forms of identification are required, including one with a facial image); and

2) Be at least twenty-one (21) years of age to be licensed as a private security officer or private courier or at least eighteen (18) years of age to be licensed as a private security officer with a watchman restriction; and

3) Be able to read, write, and understand the English language; and

4) Be capable of understanding and performing the duties and responsibilities of the licensed position **as described in Section I., A. of this Manual**; and

5) If applicable, have received either an Honorable Discharge or a General Discharge Under Honorable Conditions from any prior military service. A Dishonorable Discharge, a Discharge for Bad Conduct, or a Discharge Under Other Than Honorable Conditions will disqualify the applicant from being licensed; and

6) Be of good moral character; and

7) Have no felony conviction; and

8) Have not pled guilty to, entered a plea of nolo contendere to, or been found guilty of any felony offense within the last thirty-six (36) months immediately preceding application for licensing; and

9) Have not pled guilty to, entered a plea of nolo contendere to, or been found guilty of any ordinance or misdemeanor involving moral turpitude or crime of violence within the last thirty-six (36) months immediately preceding application for licensing; and

10) Have not pled guilty to, entered a plea of nolo contendere to, or been found guilty of any ordinance or misdemeanor involving conduct prohibited under chapter 566, chapter 568, or chapter 573 RSMo, regardless of the jurisdiction in which the conviction occurred and regardless of the age of the conviction; and

11) Not be a fugitive from justice; and

12) **Have no pending criminal cases or open investigations that may lead to criminal charges**; and

13) Not be actively on probation for any offense; and

14) Not have engaged in a pattern of behavior, documented in public or closed records, that causes the coordinator to have a reasonable belief that the applicant presents a danger to themselves or another; and

15) Not have been adjudicated mentally incompetent or been committed to a mental health facility under the order of any court; and

16) Have never had a professional license revoked or denied by another jurisdiction for a criminal law violation; and

17) Not withhold any information which would determine fitness relevant to being licensed; and

18) Be free of any type of chemical dependency; and

19) Satisfactorily complete the appropriate training course(s) prescribed by the **PSS**.

b. An armed private security officer applicant or armed private courier applicant shall not be named as a respondent in a full order of protection currently in effect after a hearing by a court of competent jurisdiction and must not otherwise be prohibited from possessing a firearm under state or federal law.

c. An armed private security officer applicant or armed private courier applicant shall be able to pass a drug test administered by a **PSS**-approved service provider in accordance with the drug screening policy provided in section **I, H.** of this manual.

d. Applicants who have resigned **from any police department,** while under investigation, resigned under charges, or been discharged from any police **department** may be denied a professional license.

9. Criminal History Records Inquiry

a. A criminal history inquiry will be made any time an individual applies for an initial or secondary license, license renewal, license reinstatement, license transfer, or license replacement. If this inquiry reveals an open arrest record, the applicant will be required to obtain a certified copy of the final court disposition or a report from the appropriate circuit or prosecuting attorney. The licensing process will not be completed until final disposition is obtained in any pending criminal case.

b. Each applicant will be fingerprinted and photographed by the PSS for the purposes of a criminal history record inquiry in accordance with section 43.543, RSMo, to determine if the applicant has a criminal history record on file with the Missouri criminal records repository or the Federal Bureau of Investigation. The applicant must pay the non-refundable fee for the criminal history inquiry and fingerprinting at the time of application, renewal, or reinstatement.

10. Training

a. All training fees, as authorized by St. Louis County Revised Ordinance Section 701.119, must be paid after the criminal history inquiry has been completed and are non-refundable.

b. Each applicant is required to attend classroom training before a license will be issued to them. The PSS shall provide the classroom training.

c. Each applicant must take a written test on the subject matter presented in the classroom training and must attain a passing score of at least seventy percent (70%).

d. Applicants who fail to achieve a passing score will be required to attend the training class again at their own expense. Applicants may be required to re-submit training fees for each classroom training session they attend.

e. A second failure to pass the required test following classroom training will cause the applicant to be ineligible for licensing for a period of thirty (30) days. The applicant will be supplied with training materials and allowed to reattend the basic class at their own expense. Upon successful completion of the subsequent training and test, the applicant may be issued a license.

f. Cheating and/or dishonest behavior during the testing period is grounds for license denial.

g. Unexcused absence from any classroom training session may disqualify the applicant from licensing. The applicant may be required to arrange attendance at a future training class at the applicant's expense.

h. Each private security officer applicant renewing a license is required to complete refresher training course annually. The PSS shall provide the refresher training course.

i. Each private courier applicant shall be required to re-attend their original classroom training program every five (5) years.

j. Before carrying a firearm, if approved by the PSS, all applicants will be required to attend a PSS-approved initial firearms training. Firearms training will be provided by the PSS unless an applicant requests and receives written approval from the PSS for firearms training from another entity.

11. Firearms

a. Inspection and Registration

1) All firearms used by private security officers or private couriers must be inspected by a **PSS**-approved range instructor and must be registered with the **PSS** office. Armed private security officers and private couriers may only use a duty weapon which is personally owned by them or owned by their **company**.

2) Only one (1) approved firearm may be carried **in the performance of security duties.**

3) Armed private security officers and armed private couriers **may carry only those types of weapons, calibers, or ammunition described as follows:**

a) Pistols: Armed private security officers and armed private couriers must carry a double action (or striker fired) semi-automatic pistol, **classified as a compact or larger sized frame.** The semi-automatic pistol must be chambered in either 9mm Luger (9x19) or .40 caliber and rounds must be jacketed hollow point. The semi-automatic pistol must

be able to carry a minimum of six (6) rounds in the magazine, without the use of an extended magazine or magazine extension. **Pistols must be able to be holstered and worn as a sidearm on a duty belt. Pistols that are derivatives of rifles, short barrel rifles, machine guns, or sub-machine guns are expressly prohibited. Weapons meeting the above criteria and manufactured by Beretta, Glock, Ruger, Sig-Sauer, Smith & Wesson, and Springfield Armory are approved by the PSS. Upon written request to the PSS, weapons by other manufacturers may be considered and approved for use on a case-by-case basis.**

b) Revolvers: Armed private security officers and armed private couriers **may carry** , a six-shot, .38 caliber revolver may be carried. The barrel length of the revolver. **The barrel length of the revolver** shall be no less than four (4) inches and no longer than five (5) inches. The rounds must be jacketed hollow point.

4) **Firearms must be in the original manufacturer configuration. Aftermarket modifications to the firearm are prohibited.**

5) Only factory loaded, commercially available ammunition may be carried.

6) For armed, uniformed private security officers and private couriers, the firearm shall be exposed and worn on a belt at the waist on the side of the dominant hand. **No other methods, such as shoulder holster, ankle holster, inside the waistband holster, etc., are permitted. The holster must positively secure the weapon with a level two retention or better.**

7) For armed private security officers on uniform-exempt status the firearm shall be worn on a belt at the waist on the side of the dominant hand. No other methods, such as shoulder holster, ankle holster, etc., are permitted. The holster must positively secure the weapon with a strap or snap.

8) Unarmed private security officers, unarmed private couriers, and private security officers with a watchman restriction shall not wear a firearm holster or carry ammunition while **performing the duties of their security service positions.**

9) Private security officers and private couriers are required to qualify with their firearms during the month prior to license renewal, and at six (6) month intervals **thereafter**.

10) Notwithstanding the foregoing, any **requests for** deviation from the mandates of this section **may be made in writing to the PSS**, for good cause. **If solely in the discretion of the Chiefs of Police, they find good cause for deviation of the mandates of this section, they may issue a** written order **authorizing such deviation.**

11) A CCW license or LEOSA (Law Enforcement Officers Safety Act) qualification has no bearing on whether a private security officer or private courier may **perform their duties while** armed. Such a right can only be granted by the **PSS** through the licensing process.

12) The **PSS** may authorize armed, licensed couriers to carry 12-gauge shotguns in armored courier vehicles upon written request. Proof of weapon qualification is required.

13) he **PSS**, upon approval of the Chiefs of Police, may authorize private security officers and private couriers to carry **firearms** not herein mentioned. Written requests should be submitted to the **PSS** for approval.

b. Discharge of Firearms

1) A private security officer or private courier may not discharge a firearm in the performance of their duties (other than for practice or training at a firing range or similar authorized location) except when reasonably necessary to protect themselves or another from death or serious physical injury.

2) A private security officer or private courier is not permitted to discharge their weapon to destroy any injured or dangerous animal unless their safety or the safety of a third party is directly threatened.

c. Shots Fired Report

1) A private security officer or private courier, upon discharging a firearm, shall immediately notify the law enforcement agency of jurisdiction as soon as it is safe to do so. This rule applies regardless of the reason for firearm discharge.

2) The private security officer or private courier who discharged their firearm shall:

a) Notify the PSS within twenty-four (24) hours of the event; and

b) Forward an independent, personally written account of the facts and circumstances surrounding the firearm discharge to the PSS within forty-eight (48) hours of the event.

3) A professional license may be administratively suspended pending the outcome of an investigation into a firearm discharge.

4) A professional license may be administratively suspended, at the discretion of the PSS, pending an evaluation of the involved private security officer or private courier by a PSS-approved clinical psychologist. All fees and costs associated with such evaluation will be the responsibility of the individual license holder and/or their company.

d. Firearms Qualification

1) On the firing range a private security officer or private courier applicant must display the ability to safely and properly handle their firearm using their duty holster and must achieve a score at or above the standard established by **PSS Procedure 001.**

2) An applicant who does not attain the minimum score on the firing range or who demonstrates an inability to handle a firearm safely will not be issued an armed license.

3) An applicant who does not follow range rules, including the requirement to bring proper equipment to the range, may be removed from the firearms qualification process. In such cases, the **PSS** will notify **any company employing the applicant, and** the applicant's **qualification** may be rescheduled.

4) An applicant who does not wish to have an armed license, or who cannot attain the minimum required score on the firing range, may be issued a restricted license allowing them to work as an unarmed private security officer or unarmed private courier.

12. Protective Devices

a. Authorized private security officers and authorized private couriers may carry pepper spray, handcuffs, baton, and/or TASER upon completion of **PSS**-approved training and the written approval of their **company. Written approval from an entity that contracts with a company for the provision of security services (i.e., the owner of the premises where security services are being provided) is not sufficient to authorize the carrying of protective devices.**

b. Private security officers with a watchman restriction are not authorized to carry a protective device.

c. Private security officers and private couriers must be trained in the use of whichever protective device(s) **their company** allows them to carry. Training must **be successfully completed** every five years for all protective devices except TASER, **for** which **training** must **be completed** annually. Proof of successful training must be provided to the **PSS** prior to carrying a protective device.

13. Issuance of a Temporary License

a. If an applicant appears to meet the standards for licensing, the **PSS** may issue a temporary license **while a complete background check is pending**. This permits the applicant to work with restrictions until an annual license is issued.

b. **Restrictions:** Private security officers and private couriers working under a temporary license:

1) May not have a firearm, firearm holster, ammunition, or protective device upon or about their person.

2) Must be attired in an approved uniform, unless uniform exempt.

3) Must always work in tandem with an annually licensed private security officer or annually licensed private courier.

4) A temporary license holder must return their temporary identification card to the **PSS** if they transfer employment to another security agency or at the time the annual license is issued.

5) While working under a temporary license the private security officer does not possess the power of arrest and search/seizure authority.

c. Temporary licenses shall be valid for forty-five (45) days from the date of issue unless otherwise inactivated. A second temporary license will not be issued. No private security officer or private courier shall work with an expired temporary license.

14. Issuance of an Annual License

The **PSS** will have the authority to issue a professional license after ensuring that the applicant has met the minimum standards, satisfactorily completed all required training, paid the required fees, and submitted a satisfactory drug screen (when required). However, merely meeting the requirements herein does not guarantee the issuance of a license, which remains at the discretion of the **PSS** based on the facts and circumstances of each individual license application.

15. Denial of a License

a. An applicant may be denied a license if they do not meet the minimum standards:

1) They provide false or misleading information to the **PSS**; **or**

2) They fail to provide sufficient information necessary to establish eligibility; **or**

3) They fail to pay the required fee; **or**

4) The **company that is their employer or perspective employer** is not in good standing with the **PSS; or**

5) At the discretion of the PSS based on the facts and circumstances of each individual license application.

b. Licenses and license renewals shall not be denied based on race, sex, gender, religious creed, color, national origin, ancestry, veteran status, or any other basis prohibited by federal, state, or local law.

16. Restricted License

a. Private security officers with a watchman restriction may not possess a firearm, firearm holster, ammunition, or protective device while on duty.

b. The **PSS** reserves the right to prohibit the holder of a license from carrying any firearms while on duty. Any such prohibition will be noted on the license holder's identification card.

17. Notification of License Denial

a. An applicant and their security agency will, in the event of license denial, be given a written notification of the denial via U.S. Postal Service (USPS) certified mail. Specific reasons will be given to an applicant who appears in person at the **PSS** office. Applicants may file an appeal according to the procedures outlined in section **I, K, 5.** of this manual.

b. An applicant who is denied a professional license may reapply at any time they meet minimum standards for licensing. How far along in the process the

applicant has advanced prior to denial will determine whether a licensing fee must be resubmitted. The **PSS** has sole discretion regarding this matter.

c. Fees will not be refunded if the applicant is denied a professional license.

18. License Renewals

a. A professional license is valid until the expiration date noted on the license. **Licenses automatically expire on the first day of the month unless the holder has requested and received an extension from the PSS.**

b. A private security officer or private courier wishing to renew their license must report to the PSS office and provide the **PSS with an application for renewal consisting of** the identification card that is about to expire, a letter from their **company** requesting renewal, and the renewal fee.

c. An application for renewal may be submitted up to sixty (60) days **before** expiration.

d. If firearms-qualified, the private security officer or private courier wishing to renew a license must provide proof of two (2) firearms qualifications through a **PSS**-approved firearms course and complete an acceptable **PSS**-approved drug screening.

e. Applicants for license renewal will be required to participate annually in a renewal training program approved by the **PSS**.

f. If the **PSS** is notified, in writing, **before** the date of expiration of **good cause why a licensee cannot timely comply** with the renewal procedures, the coordinator may grant a temporary extension, not to exceed thirty (30) days.

19. **Company** License Transfers

a. A license holder may work only for the **company** named on the identification card. A license holder who changes employers must transfer their license to the new **company** before they begin working for the new **company**.

b. To transfer a license from one **company** to another, the license holder must appear in person at the **PSS** office, present a current dated letter of intent-to-hire from the intended employer, no older than ten (10) days, outlining the duties of the new job and requesting the license transfer.

c. If approved by the **PSS**, the transfer will be recorded and a new identification card issued upon payment of the transfer fee.

20. Second or Subsequent License

a. Additional licenses may be approved and issued by the **PSS** to a private security officer or private courier who wishes to work for more than one **company.**

b. A private security officer or private courier desiring a second or subsequent license must appear in person at the **PSS** office, present a current dated letter of intent-to-hire from the secondary or subsequent employer or intended employer, no older than ten (10) days, and pay the applicable fee.

21. Lost or Stolen Identification Card

If a professional identification card is lost or stolen, the license holder shall immediately notify the **PSS**. A replacement identification card will be issued upon payment of the replacement fee.

F. **Limitations** on Authority

1. Private Security Officer- No Watchman Restriction

a. Arrests

1) An arrest is made by the actual restraint of a person or by **their** submission to the authority of the private security officer.

2) Private security officers without a watchman restriction have the authority to make an arrest and to search for and seize evidence in connection with the arrest, at the**ir** designated area **of service**, and during the time of their assignments, under the following circumstances:

a) When a felony, misdemeanor, or ordinance violation occurs in their presence; or

b) During an attempt to commit a felony, misdemeanor, or ordinance violation when the attempt occurs in their presence; or

c) For a criminal offense not committed in the presence of the private security officer, **the private security officer may detain the individual suspected of committing a crime.**

3) Private security officers without **a** watchman restriction have the authority to make an arrest and to search for and seize evidence in connection with the arrest outside **of** the designated area **of service**:

a) **During a** foot pursuit **arising from** a felony **in the security officer's** designated area **in their presence** continues, through a single course of action, to a location outside of the designated area; or

b) While escorting employer's employees and visitors from a designated area to their parked vehicles or other means of transportation, but only within a two (2) block radius of the designated area; or

c) While escorting employer or employer's designee, by the most direct route, to and/or from a bank or other financial institution for the purpose of making a cash deposit or withdrawal.

4) In making an arrest, no more force may be used than is reasonably necessary for overcoming any resistance that may be offered and for ensuring the safe delivery of the subject into custody.

5) When a private security officer with no watchman restriction has made a custodial arrest, it shall be **their** duty to immediately notify the law enforcement agency of jurisdiction. Immediately in this scenario shall mean as soon as it is safe to do so.

6) All property seized by a private security officer shall be turned over to the responding **police** officer.

7) The authority granted private security officers herein is limited and said limitations shall be strictly construed. It does not permit private security officers to serve as bodyguards, process servers, surety recovery agents, corporate security advisors, or private investigators.

b. Traffic Control

With the **written** permission of the **PSS**, uniformed private security officers working for a proprietary employer may be empowered to direct traffic on public streets adjacent to their designated area, provided they have successfully completed a traffic direction and control training program approved by the **PSS**. Such approvals will be site specific.

2. Private Security Officer- Watchman Restriction

Private security officers with a watchman restriction do not have the authority to make arrests or to search/seize evidence. Their primary function is to observe and report incidents and activities in or on designated areas. This function may be met by monitoring camera and alarm systems.

3. Private Courier

a. The duties performed by a private courier may include delivering currency, documents, **or other property or** articles, from one designated area to another designated area. Their authority is limited to the defense and protection of the **property.**

b. If firearms-qualified, a licensed private courier has the authority to bear a firearm during the time they are assigned to protect and transport property from one designated area to another and conduct their activity on the public thoroughfares of the County and City.

c. Private couriers are prohibited from making an arrest or detention.

d. If firearms-qualified, the licensed private courier must be dressed in an approved uniform, wear an exposed weapon as defined in section **I, E., 11.** of this manual, and carry at least one additional protective device.

4. Uniforms

a. Armed private security officers and armed private couriers shall wear a police/military style, button-up uniform shirt with breast pockets. The shirt must have a security agency shoulder patch on at least one sleeve, located approximately one (1) inch below the shoulder seam.

b. The armed private security officer patch will state the **company's** name in full or by abbreviation and have the word "Security" printed on it.

c. The armed private courier patch shall state the **company** name in full or by abbreviation.

d. In the event a security agency has a **patch** that does not have the word "Security" on it, an approved "Security" rocker patch may be sewn above or below the **company patch**.

e. Armed private security officers and armed private couriers may choose to wear a ballistic outer carrier over their uniform. The wearing of such a garment shall meet the following requirements and restrictions:

1) The ballistic outer carrier must be all black or a color matching the uniform shirt being worn underneath.

2) A firearm shall not be worn or carried on the ballistic outer carrier.

3) Armed private security officers shall have the word "Security" in letters measuring at least one (1) inch tall affixed to the front of the garment and the word "Security" in letters measuring at least four (4) inches tall affixed to the back of the garment. Armed private couriers may have the word "Courier" affixed to the garment in the same fashion.

4) A polo style shirt may be worn underneath the ballistic outer carrier in lieu of the required military style shirt. The polo style shirt must conform to the same patch requirements as **in sections a-c. above**. If the ballistic outer carrier is not worn, the polo style shirt is not authorized.

5) Outer carriers that provide no ballistic protection will not be worn unless expressly authorized by the PSS in writing. A detailed, written request must be submitted to the PSS stating the reason(s) the non-ballistic garment is needed. Permission, if granted, will be stipulated on the worker's professional licensing file.

6) Unarmed private security officers and unarmed private couriers may wear the military style uniform shirt or the polo style shirt if requested by the license holder's agency and approved by the **PSS**.

7) All uniformed private security officers and private couriers shall wear police/military style pants/trousers or **Battle Dress Uniform (BDU)-**style pants.

8) All uniformed private security officers and uniformed private couriers must wear uniform shoes or boots that are substantially black in color.

9) A security officer or courier badge may be placed on any of the approved shirts, outer garment, or ballistic outer carrier. The words "Police" or "Law Enforcement," are prohibited as are any other terms that imply the badge confers the authority of a commissioned law enforcement officer. The badge may be embroidered or made of metal. The badge may not indicate a rank. Indicators of rank may be affixed to the uniform sleeves or collar.

10) A coat, jacket, or uniform-style sweater may be worn over the uniform shirt. When worn over the uniform, the outer garment must conform to the same standards outlined for the military-style, button-up shirt. A patch with the word "Security" or "Courier" may be added to the front and/or back of the garment.

11) Uniformed private security officers and private couriers shall wear a name tag or name plate on their uniform shirt or outer garment. The name tag must state their last name and may also state their first name.

12) T-shirts, denim pants, shorts, comfort wear, athletic wear, or any similar clothing items are prohibited for wear as part of the uniform.

13) Unauthorized patches, tags, pins, or other accoutrement is prohibited.

f. When in uniform and **performing security duties**, all private security officers and private couriers shall wear their professional identification card, in plain view, on the left breast of the outermost garment. The security agency name on the card must match the name on the uniform. Uniform exempt license holders shall have their professional identification card in their possession while **performing security duties**.

g. No private security officer or private courier uniform shall resemble any uniform worn by the County or City **police forces**.

h. The approved private security officer badge may only be worn on the approved uniform. **Private security officers shall not wear the badge on civilian attire.**

i. The **PSS** may prohibit **an individual license holder** from the use of all or any part of a uniform.

j. Special use uniforms, such as for bicycle patrols or those designed for protected environments, may be approved for use by the **PSS** upon written request.

5. Armed Uniform Exemption

Either the Chief of Police for St. Louis County or the Chief of Police for St. Louis City may exempt an armed licensed private security officer, upon written application from their company, from wearing a uniform and/or insignia. The company must show, in writing, that the wearing of a uniform or insignia hinders the efficient performance of security duties by the licensed private security officer. Such approval will be limited to the security officer's duties at a specified location. Armed private security officers who are not in uniform must carry at least one protective device. Once issued, a uniform-exempt license is non-transferable.

6. Duties **of Cooperation**

a. It is the duty of every private security officer and private courier to:

1) Observe and obey these rules and procedures and obey all lawful orders of any **police** officer in all matters involving the need for police services; and

2) Cooperate with **police** officers in the performance of their duties.

b. Additionally, a private security officer without watchman restriction must:

1) Assist **police** officers 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 **their** assignment when requested to do so by a **police** officer; and

2) Notify the law enforcement agency of jurisdiction when they have made an arrest, to furnish all pertinent facts and evidence to the responding **police** officer, and to surrender to such **police** officer custody of any prisoner and any evidence related to the arrest.

c. Participation by licensed private security officers, **either while performing security duties or while** off duty, in police action where police officers are on the scene, shall be limited to identifying themselves to the officer(s) and **providing** assistance **as directed by police officers**.

d. The judgement of the on-duty **police** officer(s) shall prevail in any situation where police are present.

7. Use of **Deadly** Force

A license holder may only use deadly force when:

a. **The license holder** reasonably believes such deadly force is necessary to protect **themself** or another from death or serious physical injury.

b. **The license holder is** directed or authorized by a **police** officer at the scene to use deadly force**, and reasonably believes the use of force as directed to be authorized under the circumstances**; or

c. **The license holder** reasonably believes such use of deadly force is immediately necessary to **e**ffect the arrest of a **subject** who**,** at the time **force is used** and in **the** presence **of the license holder:**

1) **C**ommitted or attempted to commit a felony **involving the:**

a) **U**se or threatened use of deadly force**; and**

b) **Poses an immediate threat of death or serious injury to the license holder, the subject, or another person at the scene** if apprehension is delayed.

2) If feasible, a verbal warning shall be given prior to the use of deadly force.

8. Non-Deadly Force

a. License holders are authorized to use non-deadly force, including the use of approved protective devices, under the following circumstances, while in their designated area:

1) To protect themselves or another person from physical harm; or

2) To restrain or subdue a resistant individual **to achieve an authorized arrest or other lawful objective**; or

3) To bring an unlawful situation safely and effectively under control.

b. Only the appropriate amount of force necessary to bring the situation under control is authorized.

c. In making an arrest, no more force shall be used than is reasonably necessary to overcome resistance and to take the suspect safely into custody.

d. Respiratory chokeholds, neck restraints, shoulder pins, or similar weaponless control techniques that possess the potential to cause serious physical injury are prohibited unless deadly force is authorized.

9. Procedures to be Followed When Force is Used

a. Whenever a license holder has used force, **they** must:

1) Render medical aid to the individual within the parameters of training; and

2) Immediately notify the police department of the jurisdiction in which the incident occurred; and

3) Request a report be filed; and

4) Notify the **PSS** within twenty-four (24) hours of the event; and

5) Forward an independent personal written account of the facts and circumstances of the event to the **PSS** within forty-eight (48) hours of the event.

b. The PSS shall investigate every use of force incident.

G. **Police** Officers

1. **Police** officers and reserve **police** officers performing the duties of a private security officer or private courier in their department's jurisdiction are not required to obtain a professional license from the **PSS** but are required to follow all rules and procedures included in this manual **from which they are not expressly exempted.**

2. **Police** officers performing the functions of a private security officer or private courier outside of their department's jurisdiction must be licensed to do so by the **PSS**.

3. **Police** officers who are on probation with their agency are not eligible for a professional license.

4. Reserve **police** officers performing the **duties** of a private security officer or private courier outside of their department's jurisdiction must follow the rules and procedures applicable to non-**police** officers, including all training requirements.

5. **Police** officers may be required to provide **employment documentation and/or other** proof to the **PSS** that they are employed full time by a law enforcement agency in Missouri.

6. Firearms

   Police officers are authorized to carry only a firearm that the officer has qualified with annually at an approved firing range. The **police** officer may be required to provide proof of an annual firearm qualification with their current department and/or an academy training certification.

7. Uniforms

   Police officers performing the **duties** of a private security officer or private courier must wear a uniform, as herein provided, unless they request and are granted an exception to this rule by the **PSS**.

8. Department Uniform

   Police officers may wear their department uniform while performing the **duties** of a private security officer or private courier outside of their department's jurisdiction if their chief or sheriff provides written permission to the **PSS**.

9. **Company** Uniform

   Police officers who wish to wear the uniform of the**ir company shall** follow the same rules and procedures as a non-**police** officer.

10. Alternative Uniform

    a. **Police** officers who are not allowed to wear their department uniform and who do not wish to wear the security agency's uniform may wear a navy blue or white long or short sleeve polo style shirt, with generic police badge sewn to the left breast and the word "POLICE" in one (1) inch letters embroidered or silkscreened under the badge. The word "POLICE" in four (4) inch, block style bold letters shall be silkscreened on the back of the shirt. The pants are to be navy blue BDU style. The shoes or boots worn with this uniform, and any other uniform, shall be substantially black in color.

    b. Only one professional license is needed regardless of the number of assignments the **police** officer works.

    c. All professional licenses are valid until the date of expiration and must be renewed prior to the month of expiration.

11. Training

    Police officers shall be exempt from basic classroom training requirements.

12. Application for License

    a. The initial private security officer application from a **police** officer must be submitted in person to the **PSS** and be accompanied by a current letter of intent-to-hire, no older than ten (10) days. Any additional applications made within one (1) year of the initial application date may be submitted electronically to the **PSS**. The professional identification card will contain the name of the **police** officer's department in the space provided for the company name.

    b. The officer's chief of police or sheriff must sign the security officer application.

c. A mandatory annual drug test is necessary. However, if the applicant's department has a random drug testing program in effect, the applicant will not have to be tested. Charges for the drug test will be the responsibility of the applicant. **The applicant shall submit directly to the testing facility.** The applicant may **be required** to provide a copy of their department's policy **to the PSS.**

d. All professional licenses are terminated simultaneously with the termination of an officer's full-time commission**ed** status. Professional licenses may be transferred if the **police** officer leaves one law enforcement agency for another. Identification card fees, including transfer fees, are the responsibility of the applicant.

13. Responsibilities

a. **Police officers performing private security duties shall have all responsibilities associated with their security duties,** except that nothing in this manual shall diminish or enlarge upon the duties and responsibilities of the **police** officer as provided for by statute and **their** departmental regulations.

b. **Police** officers, when working as a private security officer within 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, upon approval of their chief or sheriff. Traffic control must be performed in a safe manner and in accordance with prescribed law enforcement traffic control procedures.

14. Retired **Police** Officers

a. Retired **police** officers who wish to obtain a professional license shall provide the **PSS** with:

1) The appropriate private security officer or private courier application; and

2) Satisfactory proof of retirement; and

3) An original letter from their **company** showing the make, model, caliber of the firearm they wish to carry; and

4) Satisfactory proof of firearms qualification. Retirees are required to qualify with their firearm **semi-**annually. A Law Enforcement Officer Safety Act (LEOSA) qualification may be used.

b. Retired **police** officers licensed to work as a uniformed private security officer or private courier shall wear their security agency's uniform with the agency's badge and private security officer or private courier identification card exposed on the left breast of the outermost garment.

c. Training requirements will be waived for the first three (3) years immediately following the former police officer's retirement date. After that time, the retired police officer must complete training as outlined in section I., E., 10. of this manual.

d. Retired police officers are not required to be fingerprinted during the first year following the former police officer's retirement date. Retired police officers shall submit to fingerprinting for the purpose of a criminal history inquiry and shall pay all applicable licensing fees after the first year.

e. Retired **police** officers performing an armed function shall submit to an annual drug screen as described **below** in section **H.**

f. **Retired police officers performing private security duties shall have all responsibilities associated with their security duties.**

H. <u>Drug Testing Policy</u>

1. Private security officers and private couriers, armed and unarmed, are prohibited from engaging in any statutorily defined illegal drug use, on and off duty.

2. The following shall apply to all individuals seeking an armed private security officer or armed private courier license, as well as all individuals seeking renewal or reinstatement of such licenses.

3. Any individual seeking licensure as an armed security officer, or any individual seeking reinstatement of such license, shall submit to PSS-approved urinalysis testing before a license is granted, renewed or reinstated. Refusal to comply with this requirement shall result in license denial.

4. If the results of an individual's urinalysis test are positive, that is, indicative of the presence of an illegal drug(s) in the sample, the following penalties shall apply:

a. If the individual is an applicant for initial licensing, they shall be denied a license and shall not be eligible to reapply for a period of one (1) year.

b. The PSS shall revoke a license for one (1) year based on a positive drug screen.

c. If the individual is an applicant for reinstatement of license, reinstatement shall be denied for a period of one (1) year; and

d. A second positive drug test will result in license termination and permanently exclude the applicant from holding a professional license.

5. If an applicant provides documentation from a medical treatment provider stating that they are unable to submit to a urinalysis, the PSS may allow for a blood screen in lieu of urinalysis. The cost of the blood screen shall be the responsibility of the applicant and payment shall be submitted directly to the testing facility.

6. Urinalysis testing pursuant to this rule shall consist of a drug screen test and, if the results are positive, a confirmatory test. The drug screen test shall

be the Enzyme Multiplied Immunoassay Test (EMIT) which detects the following:

a. **Marijuana (Cannabinoids THC)**

b. **Phencyclidine (PCP)**

c. **Amphetamines**

d. **Barbiturates**

e. **Cocaine**

f. **Propoxyphene**

g. **Opiates**

h. **Benzodiazepines**

i. **Methadone**

j. **Methaqualone**

7. **The confirmatory testing method to be used shall be Gas Chromatography Mass Spectroscopy (GCMS). No applicant shall be denied a license, renewal, or reinstatement based on a positive test result on the EMIT test, unless the result is first confirmed by GCMS.**

8. **Samples for urinalysis testing shall be taken at the times and locations designated by the PSS for this purpose. Samples shall be analyzed at a laboratory facility designated by the PSS.**

9. **The expense of the drug test and urinalysis shall be borne by the individual seeking licensure. The applicant shall submit payment for the drug test and urinalysis directly to the testing facility.**

10. **A portion of each sample taken pursuant to this rule shall be preserved by the service provider and, upon request, made available to the applicant from whom it was taken for the purpose of contesting the results of the analysis performed. The expense of any analysis for the purpose of contesting the results shall be borne entirely by the applicant. Procedures for contesting the results of a drug analysis shall be determined by PSS procedure 002 that will be made available upon request.**

11. **Any request made by an applicant for the preserved portion of a sample must be made immediately upon receipt of the denial of license notification letter. Notification must be made to the testing company, and a copy of the notification must be provided to the PSS.**

12. **Individuals who have been reported by their company, appear to be in an intoxicated condition while performing security duties, or appear at the PSS where there is reasonable suspicion the individual is in an intoxicated condition, will be required to submit to drug testing within 24-hours by the PSS. Failure to complete the drug test will result in revocation or denial of license.**

13. **The expense of the drug test and urinalysis shall be borne by the license holder. The license holder shall be responsible for submitting** payment for the drug test and urinalysis to the testing facility.

I. Field Inspections

1. All private security officers and private couriers are subject to field inspections by **police** officers from the County or City. The purpose of such an inspection is to ensure that the license holder follows the rules and procedures contained in this manual.

2. When a **police** officer conducting a field inspection has probable cause to believe a private security officer or private courier is under the influence of alcohol or illegal drugs, or is impaired by prescription drugs, they have the authority to immediately relieve the worker from duty. Whenever a private security officer or private courier has been relieved from duty, the relieving **police** officer shall make immediate notification to the **PSS**. The **PSS**, upon the finding of probable cause to believe the worker is under the influence of illegal drugs, may administratively suspend the worker's professional license and order them to submit to a urinalysis at the earliest opportunity. The **PSS**, upon the finding of probable cause to believe the worker is under the influence of alcohol, may administratively suspend the worker's professional license pending further investigation.

3. Failure of the license holder to cooperate with any portion of the field inspection process, administrative suspension process, or drug screen urinalysis order may result in disciplinary action.

4. Failure of the license holder to cooperate with any portion of the field inspection process, administrative suspension process, or drug screen urinalysis order may result in disciplinary action.

5. License holders may receive an immediate administrative suspension or revocation by the PSS or their designee if a field inspection identifies a manual violation or criminal act is committed by the license holder.

J. Working Dog Teams

1. A private security officer may be endorsed to use a Working Dog Team.

2. Any private security officer wishing to obtain a Working Dog Team endorsement shall provide the following documents and information to the PSU:

a. A written request from a managing representative of their company detailing the type of working canine they intend to use (i.e. – accelerant detection, explosives). Canines certified in narcotics detection and/or apprehension will not be authorized.

b. Company policies and procedures relating to working dog teams including, but not limited to:

1) Type of uniform

2) Purpose

3) Definition

c. Detailed training documentation to include date, time, location, and number of hours for both team members.

d. Canine handler responsibilities

e. Canine medical history

f. Regulations for the use and deployment of the canine to include alerts and notifications to law enforcement

g. Procedures for the reporting of accidental canine bites to the PSS.

h. Copy of a valid, annual certification from a nationally recognized third-party certification body such as North American Police Working Dog Association, United States Police Canine Association, or National Police Canine Association.

K. Complaints, Discipline, and Appeals

1. Investigation of complaints against a licensed private security officer or private courier will be handled by the **PSS**.

2. Complaint investigations can result in one of four (4) dispositions:

a. Sustained – Classification assigned to an allegation which has been proven true by a preponderance of evidence based on findings of fact.

b. Not Sustained – Classification assigned to an allegation when it has been determined there is insufficient evidence or the presence of a significant amount of conflicting evidence to allow the allegation to be classified as exonerated, sustained, or unfounded.

c. Unfounded – Classification assigned to an allegation when it has been determined the facts discovered during the investigation do not support that the alleged misconduct occurred.

d. Exonerated – Classification assigned to an allegation when it has been determined the alleged conduct occurred but was lawful and proper.

3. Disciplinary Articles

A license holder may be disciplined for violation of any of the following articles:

Article 1: Conviction of any Felony, Misdemeanor or Ordinance Violation While a License Holder

Article 2: Being Intoxicated or Drinking an Alcoholic Beverage While on Duty

Article 3: Unlawful Possession or Use of a Controlled Substance

Article 4: Assumption of Police Authority When Off-Duty

Article 5: Conduct Contrary to Public Peace and Welfare

Article 6: Interference with any Police Officer in the Performance of Their Duties

Article 7: Overbearing or Oppressive Conduct During the Performance of Their Duties

Article 8: Failure to Obey a Reasonable Order of a Police Officer

Article 9: Engaging in Conduct or Actions Which Might Jeopardize the Reputation of the St. Louis Metropolitan Police Department or the St. Louis County Police Department

Article 10: Failure to Comply with Firearm Regulations

Article 11: Failure to Wear a Valid Identification Card on the Left Breast of the Outermost Garment When Required

Article 12: Failure to Possess an Identification Card Authorizing Uniform Exemption While Working Without a Uniform

Article 13: Serving or Acting as a Private Security Officer or Private Courier for Any Agency or Employer Other Than the One Listed on Their Identification Card

Article 14: Failure to Conform to Uniform Requirements

Article 15: Working With a Suspended/Revoked/Inactive Professional License

Article 16: Possession or Presentation of an Altered Professional License

Article 17: Carrying a Firearm Concealed or Otherwise in Civilian Attire While Purporting to be Working Security but Not Actually Engaged in Providing a *bona fide* Security Function at the Time

Article 18: Any Conduct Constituting a Breach of Security or Confidence of a Law Enforcement Agency or a Member of the Public

Article 19: Neglect of Duty

Article 20: Failure to Notify the PSS Within Twenty-Four (24) Hours of Release When License Holder has been Arrested

Article 21: Failure to Aid in Prosecution

Article 22: Defacing or Altering a Professional Identification Card

Article 23: Carrying Unauthorized Protective Device or Unauthorized Firearm

Article 24: Using Unnecessary Force

Article 25: Maltreatment of Any Person

Article 26: Submitting a Urine Specimen Which Tests Positive for Illegal Drugs

Article 27: Failure to Maintain a Current Address and Telephone Number with PSS

Article 28: Failure to Surrender Identification Card to PSS when License Suspended/Revoked/Expired/Terminated

Article 29: Failure to Cooperate in PSS Investigation

Article 30: False Identification

Article 31: Engaging in Vehicle Pursuit

Article 32: Failure to Surrender Weapon for Testing and Identification Purposes Following Discharge

Article 33: Knowingly Makes a False, Inaccurate, or Misleading Statement to the PSS

Article 34: Pending Criminal Violation or Failure to Maintain Minimum Licensing Standards

4. Disciplinary Actions

a. Sustained complaints may result in the imposition of one of five (5) disciplines:

1) Letter of Warning – In instances of misconduct not sufficiently serious to merit a reprimand, license suspension, or license revocation, a letter of warning may be issued. A letter of warning will not be a factor considered upon a license holder's application for renewal but may be considered upon the occasion of any later disciplinary action. A letter of warning may not be appealed.

2) Written Reprimand – In instances of misconduct not sufficiently serious to merit license suspension or license revocation, the license holder may be reprimanded in writing. Any violation of the provisions in these rules and procedures may be grounds for a reprimand. A reprimand(s) will be a factor considered upon a license holder's application for renewal or upon the occasion of any later disciplinary action. A written reprimand may not be appealed.

3) License Suspension – In instances of misconduct not sufficiently serious to merit a license revocation, the professional license may be suspended for a period ranging from five (5) days to thirty (30) days. Suspended licenses are reinstated automatically at the expiration of the suspension period.

4) License Revocation – In instances of serious misconduct, a license may be revoked. The PSS shall notify the license holder, at the time of revocation, when the license holder shall become eligible to apply for reinstatement through the completion and resubmission of the initial application. The license shall remain revoked until the license

holder meets all requirements for reinstatement of the revoked license.

5) <u>License Termination</u> – In instances that involve misconduct so serious it is unlikely the license holder will ever meet the minimum qualification for future licensing the license will be terminated. The holder of a terminated license cannot apply for reinstatement.

b. Remedial training may be required in addition to discipline.

c. If one professional license is suspended, revoked, or terminated, then all professional licenses held by the affected individual will be suspended, revoked, or terminated.

d. License suspensions, revocations, and terminations may be appealed according to the provisions herein contained.

e. <u>Administrative Suspension</u>

A professional license will be suspended pending the outcome of a **PSS** investigation when a license holder has been arrested for suspicion of committing a felony, a misdemeanor involving moral turpitude, an ordinance involving moral turpitude, or any crime of violence. An administrative suspension may not be appealed. **The license holder will be required to surrender their professional identification card to the PSS upon request.**

f. <u>Notification</u>

When it has been determined that disciplinary action is warranted, written notification will be sent to the address of the license holder that is on file with the PSS, the license holder's last known email address (as provided by the license holder), and to the address of license holder's employer that is on file with the PSS via USPS certified mail. Such notification will state the nature of the sustained violation(s), the date(s) of violation(s), the location(s) of violation(s), the date of license suspension/revocation, when warranted, and the date of license reinstatement, when applicable.

5. <u>Appeals</u>

a. <u>License Denial</u>

1) The applicant shall have ten (10) business days from the date of mailing to request a review of a license denial. The request shall be directed in writing to the Commander, Record Room Unit. The appellant shall provide a rebuttal of the decision to deny.

2) The Commander of the Record Room Unit may meet with the appellant to discuss the request for review and/or conduct further investigation into the reason(s) for denial. The Commander, within fifteen (15) business days of appeal, shall submit a report, through the chain of command, to the Chiefs of Police.

3) **Either the Chief of Police of St. Louis County or the Chief of Police of St. Louis City shall make a final decision, and the notification will be mailed to the appellant's last known address by USPS certified mail.**

4) **Judgements and decisions of the Chiefs of Police in licensing matters are final and once the Chiefs of Police have issued a final decision, the matter is permanently closed.**

5) **An applicant whose license was denied and believes they are now eligible for licensure may reapply after paying the appropriate fee.**

b. Disciplinary Action

1) **The license holder shall have ten (10) business days from the date of mailing notice to request a review of the disciplinary action.** The request shall be directed in writing to the Commander, Record Room Unit. The appellant shall provide a rebuttal of the decision to discipline. License suspensions, in whole or in portion, may be held in abeyance pending appeal at the discretion of the Commander.

2) For violations originating in the County, the report shall be forwarded to the St. Louis County Chief of Police. For violations originating in the City, the report shall be forwarded to the St. Louis Metropolitan Chief of Police. When the origin of the complaint cannot be determined or it occurred in both locales, the report shall be forwarded to both Chiefs of Police.

3) Judgements and decisions of the Chiefs in disciplinary matters are final and once the Chiefs have ruled, the matter is permanently closed for further appeal.

L. **License Applicant and Holder** Records

1. The **PSS** will maintain the **license holder and applicant** records of each license holder. This record, and all information pertaining to the individual, shall be the **County's** property. Applicants and license holders are personally responsible for immediately notifying the **PSS** of any change in name, address, telephone number, email address or employer.

2. Requests for license verification will be released to any individual, security agency, or private citizen in compliance with chapter 610 RSMo. Other information from the personnel record will be released only to a law enforcement agency for investigative purposes **pertaining to criminal matters**. The license holder shall be provided access to **their** personnel record.

M. St. Louis County Police Department Security Officers and Security Guards

Security officers and security guards employed by the St. Louis County Police Department shall have the same authority as a licensed private security officer. All rules and procedures applicable to St. Louis County Police Department security officers and security guards are contained in St. Louis County Police Department written directives with the exception of Departmental General Order 029, in which case, Section I., F., 6-9 of this Manual shall act as the sole guidance on how use force for all security officers and guards employed by St. Louis County shall be used.

N. State of Emergency

In the event a state of emergency is declared by the President of the United States or the Governor of Missouri, which affects St. Louis County or the City of St. Louis, or by the St. Louis County Executive or St. Louis Mayor, professional licensing exceptions may be made on a case-by-case basis at the discretion of the **PSS**.

POLYGRAPH EXAMINER LICENSING

II. GENERAL

The Chief of the St. Louis County Police Department is authorized to license and regulate polygraph examiners in St. Louis County under the Charter of St. Louis County, Article IV, section 4.270, subsection 7 **and under St. Louis County Revised Ordinances sections 701.115 and 701.119.** The Chief has assigned the **PSS** the responsibility of overseeing the licensing program. The following rules and regulations **are** applicable to the licensing or regulating of polygraph examiners and shall be considered a chapter of the Professional Licensing Program Manual.

A. Definitions

The following terms are defined below and may be used in conjunction with this chapter.

1. Polygraph – Any mechanical or electronic instrument or device, regardless of name or design, to be used to test or question an individual's truthfulness, that is capable of monitoring and recording at least the following four human physiological activities:

   a. Cardiovascular activity – to mean an ongoing monitoring and recording of pulse rate and blood pressure changes.

   b. Respiratory activity – to mean an ongoing monitoring and recording of rate and volume of breathing.

   c. Skin resistance response – to mean a monitoring and recording of the resistance of the skin on ohms-to-energy impulses.

   d. Motion sensor – recording movement activity.

2. Polygraph examiner – any person who conducts interviews in St. Louis County in conjunction with the use of a polygraph, for the purpose of determining the truthfulness or falsity of statements or responses made by the person being interviewed.

3. Polygraph examination – the questioning or interviewing of a person in conjunction with the use of a polygraph instrument.

B. Licensing Requirements

1. The Chief of Police shall maintain a public register which shall include, but not be limited to, the following information for each licensed or intern polygraph examiner:

   a. Full name

   b. Date of birth

   c. Address of business

   d. Date of license issuance and renewal

e. Disclosure of any revocation or suspension of a polygraph license

2. Each polygraph examiner licensed in accordance with this chapter of the Professional Licensing Program Manual shall pay an initial and renewal fee established by ordinance. **Licenses are valid for one year from the date of issuance License holders may obtain a two-year license upon request to the PSS. The license holder will be required to pay a renewal fee for the second year of licensure.**

3. The **PSS** shall not license any person as a polygraph examiner unless such person:

   a. Is 21 years of age or older;

   b. Is a citizen of the United States;

   c. Is not suffering from chemical dependency;

   d. Possesses an undergraduate degree from a college or university accredited by the Regional Accreditation Board or have had a minimum of five years full-time investigative experience with a local, state, or federal law enforcement agency;

   e. Has graduated from, possesses a certification of completion from, or has been trained through a course of study in basic polygraph training techniques and such course of study has been accredited by the American Polygraph Association (APA);

   f. Has no felony conviction or misdemeanor conviction involving moral turpitude;

   g. Presents proof of having conducted a minimum of twenty (20) specific-issue polygraph examinations within the twelve (12) months preceding **their** application. An individual who has complied with section II**., B.,3., e.** but has not conducted a minimum of twenty (2) examinations may be registered as an intern and issued a temporary license for a period of time not to exceed twelve (12) months;

   h. Presents proof of having successfully completed advanced training and certification in post-conviction sex offender testing consistent with standards prescribed by the APA, if conducting said examinations.

4. An intern polygraph examiner who has received training as required in Section II., **B., 3., e.** shall be permitted to administer examinations in order to complete the requirements in Section II**., B.,3., g.** only under on-site supervision of a licensed polygraph examiner.

5. The issuance of a polygraph examiner license shall not be construed as an endorsement by St. Louis County and any public advertisement of such endorsement is prohibited.

6. No person shall perform a polygraph examination within St. Louis County unless they are licensed by the **PSS** to perform such an examination.

7. Active local, state, federal or contract government examiners are exempt from licensing when conducting polygraph examinations in their official capacity.

C. Polygraph Examination Practices

The practice standards of the American Polygraph Association ("APA") shall apply whenever they do not conflict with this Manual. When this Manual and the APA standards conflict, the Manual shall take precedence. Nothing within this chapter of the Professional Licensing Program Manul shall require association membership.

1. PRE-TEST

   a. The examinee shall be told **they have** the right to terminate the polygraph interview or examination at any time.

   b. The polygraph examiner shall make reasonable efforts to determine that the examinee is mentally and physically fit for testing.

   c. The polygraph examiner shall review with the examinee each test question word-for-word prior to the actual polygraph examination. The examinee shall be afforded the opportunity to qualify any answer to such question prior to the polygraph examination.

2. IN-TEST

   a. Each polygraph examination shall be conducted in private.

   b. No person other than a licensed polygraph examiner shall be physically present during the examination without written consent of the examinee and the approval of the examiner.

   c. A valid polygraph technique or format for which the examiner has been trained shall be used.

   d. All polygraph charts generated shall be appropriately marked with the tested person's name, the date, initials of the examiner, times indicating the starting and stopping of each test, question sequence and number, any movements or adjustments occurring during the recordings and appropriate sensitivity or pressure readings at the outset and conclusion of each test.

   e. An audiovisual recording shall be made of all test phases and maintained as part of the examination file.

   f. No polygraph examiner shall ask any questions concerning the religious, political, union or sexual activities of the examinee unless such activities are directly under investigation or in the case of pre-employment examinations, such activity has a direct bearing on actual job performance.

   g. No polygraph examiner may administer more than five polygraph examinations in any one calendar day.

   h. Each polygraph instrument used by a polygraph examiner shall be given a functionality or calibration test consistent with the manufacturer's recommendations. A record showing this process shall be retained for at least one (1) year.

3. POST-TEST

   a. No polygraph examiner shall render a verbal or written opinion or report based on chart analysis without having administered a completed examination within the testing technique or format protocols.

   b. No report of results of a polygraph examination shall be made by any examiner to any other person, without the written approval of the person who is the subject of the report.

   c. A polygraph examiner shall report only examinee chart responses to the relevant questions used during the actual examination.

   d. Examiners subject to quality control shall utilize a review of their work product periodically.

   e. All polygraph charts and related paper and documents along with audio and video recording will be retained for a period of two (2) years.

   f. No polygraph examiner shall render a verbal or written opinion or report based on chart analysis without having first administered at least two (2) polygraph charts during which each relevant question is asked on each chart. An exception is when testing is interrupted or terminated by the actions of the individual being examined.

D. Complaints

1. Any person who believes that a **polygraph examiner has engaged in** a violation of this manual may, within thirty (30) days of the date of examination, file a written complaint with the **PSS** coordinator, setting forth the facts upon which the allegation is being made. The **PSS** coordinator shall be responsible for investigating such complaints. However, the **PSS** does not investigate disputes involving the interpretation of polygraph charts.

2. The **PSS** coordinator may work in conjunction with any professional polygraph organization **to which the polygraph examiner is a member.**

3. Upon final disposition of the complaint, the polygraph examiner shall have the right to receive all information related to the investigation.

E. Disciplinary Actions

Licensed polygraph examiners are subject to disciplinary action for violating any of the following rules and standards:

1. Conviction of a felony offense or misdemeanor involving moral turpitude **while a license holder**.

2. Being under the influence of alcohol while on duty.

3. Being impaired by a controlled substance while on duty.

4. Illegal possession or use of a controlled substance.

5. Conduct contrary to the public peace and welfare.

6. Interference with a police officer engaged in the performance of **their** duties.

7. Overbearing or oppressive conduct during the performance of **their** duties.

8. Failure to obey a reasonable order of a St. Louis County **police** officer while **performing duties related to a polygraph examination.**

9. Any conduct or action that may jeopardize the reputation or integrity of the St. Louis County Police Department or its employees.

10. Failure to display a valid **PSS**-issued identification card while on duty.

11. Working as a polygraph examiner without a valid **PSS**-issued license.

12. Any conduct constituting a breach of security, or **a breach of confidence of a law enforcement agency, an examinee, or any other member of the public**.

13. Neglect of duty.

14. Failure to notify the **PSS** coordinator within 24 hours of being arrested for any offense.

15. Failure to aid in prosecution for any offense.

16. Defacing or altering a **PSS**-issued identification card.

17. Carrying any weapons or protective devices while on duty (**police** officers are exempt).

18. Workplace harassment.

19. Failure to **promptly** direct knowledge of a violation of any rule or procedure to the **PSS** coordinator.

20. Failure to adhere to any provision of **the Polygraph Examiner Licensing portion of** this manual.