



# **POLICE DEPARTMENT PRIVATE SECURITY OFFICER PERMIT**



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**SUBMIT COMPLETED APPLICATIONS TO THE  
NARCOTICS UNIT AT THE KANSAS CITY, KANSAS  
POLICE DEPARTMENT HEADQUARTERS LOCATED AT  
700 MINNESOTA AVE.**

# **APPLICATIONS ACCEPTED:**

## **MONDAY – FRIDAY**

**8:30 – 11:00 A.M.**

**1:30 – 3:30 P.M.**

# Application for Private Security Officer Permit Kansas City, Kansas Police Department

## INSTRUCTIONS TO APPLICANT:

In filling out this application, use a typewriter or print legibly in ink. **ANSWER ALL QUESTIONS IN THE SPACE PROVIDED.** Applications improperly or insufficiently filled out will be denied on the spot. If a question is not applicable to you personally, so indicate by inserting "N/A" in the appropriate space. It is important for you to answer each question truthfully and accurately. In the event that estimates are made as to dates, please identify them as such so that they are not interpreted as deliberate misrepresentations or errors. Any false or misleading answer to any question contained in this application shall be grounds for denial of your permit.

## STANDARDS FOR ISSUANCE OF PERMIT:

1. The applicant must be at least eighteen (18) years of age if the applicant will not carry or use a firearm. If the applicant will carry or use a firearm, he/she must be at least twenty-one (21) years of age.
2. The applicant must not have been convicted of a felony or an offense of moral turpitude.

For the purpose of this application, "offense of moral turpitude" shall mean and include those charges involving prostitution; pimping; lewd and lascivious conduct; illegal use, possession and/or sale of narcotics, marijuana or any and all "controlled substances" as that term is defined in Chapter 65, Article 41 of the Kansas Statutes Annotated [K.S.A. 65-4101 et seq.]; sodomy; indecent exposure; incest; gambling; or any sex offenses as provided in Chapter 21, Article 35 of the Kansas Statutes Annotated [K.S.A. 21-2501 et seq.].

3. If the applicant will be carrying a firearm, the applicant must satisfy Police Department requirements, as established by the Chief of Police, for knowledge and use of firearms.
4. The applicant must not have been convicted of a crime of carrying or possessing a dangerous weapon during the 10-year period immediately prior to the date of this application.
5. The applicant must not have been refused a license or permit or had a license or permit revoked or suspended by this jurisdiction, or under similar laws of any other jurisdiction, within five (5) years of the date of this application.
6. The applicant must not have been convicted of the offense of impersonated a law enforcement officer or permitted or aided and abetted a person to impersonate a law enforcement officer.
7. The applicant must not have any active or outstanding warrants filed against him/her in any jurisdiction.
8. The applicant must not have provided false, misleading or inaccurate information to any question or requirement on this application.
9. The applicant must not have been convicted of a misdemeanor assault or battery during the 5-year period immediately prior to the date of this application.

## OTHER REQUIREMENTS

1. The applicant must appear in person to submit an application for a private security guard permit. A permit fee of fifty dollars (\$50) must be paid at the time the application is submitted. Note: This fee is non-refundable.

2. The applicant must provide a letter from a licensed security company attesting that the applicant is to be employed at that firm as a private security officer and whether the applicant is to be armed or unarmed. That letter must accompany this application. Note: That letter needs to be submitted for renewals as well as first time permits. **\*\*We will no longer accept faxes\*\***
3. Applicants required to carry a firearm in conjunction with their security duties must relate that fact at the time that they apply for a permit. The applicant shall provide the make, model, caliber and serial number of the firearm to be used while on duty and must submit a written statement from an approved range or law enforcement agency stating that the applicant has qualified with a firearm of the same make, model, and caliber and has acquired the necessary knowledge in the use of firearms. The applicant will be given a written test concerning firearms at the time the application is presented to the Police Department.
4. The applicant must have a valid State issued ID card (ID) or Driver's license (DL) that displays the current address that he/she resides at. If the address on the ID or DL is incorrect, the ID or DL must be updated by the state that supplied the same before a security officer permit will be issued.
5. **The applicant must declare any and all felony, misdemeanor or traffic citation convictions on the application. If the applicant is unsure of any traffic or misdemeanor charges, they may purchase a copy of their criminal history from the Kansas City, Kansas Police Department Records Unit for \$10. If this question is not filled out properly, the applicant will be denied. NO EXCEPTIONS.**
6. The applicant must furnish proof that they have, currently in effect, a policy or policies of general liability insurance issued by an insurance carrier which is licensed to do business in the state and has or maintains a local officer or agent in the state upon whom service of process may be had, and which carries a Best's policyholder rating of B+ or better. If the applicant is working for a licensed security company that provides approved liability insurance coverage for the applicant's position, the applicant will not be required to have further insurance coverage.

"Liability insurance" means a policy of insurance under which an insurance company obligates itself to handle claims under the coverage of the policy and to indemnify the permit holder, its employees and agents, and all additional named insureds, as applicable, and to pay to the claimant all amounts owing up to the limit of coverage.

## **Approved Firing Ranges for Security Guard Applicants**

The following firing ranges are approved ranges where you can obtain your firearms qualifications for armed guard permits:

**Bullet Hole** – 6201 Robinson Shawnee, KS 66202 913-432-0050 (**Conditionally approved for Allegiance Security** – only under direct supervision of Kenneth Smedley; Also for **Simmons Security & Protection** – only under the direct supervision of Patricia Stoneking; Also for **Clarence Kelley & Associates** – only under the direct supervision of Johnathan Ensley)

**Show Me Shooters Indoor Range** – 287 E 69 Highway Claycomo, MO 64119 816-452-7468 (under the direct supervision of Corporal Sabri Esmahan & Don M Pind)

**Crossfire Indoor Range** – 21200 E Truman Rd Independence, MO 816-796-0023 (**Conditionally approved for LawCo Uniformed Patrol & MVM, Inc**) and under the direct supervision of Lawrence Cook for LawCo; Lloyd Cook, David D Edmonds, Roger D Moore, John E Pemberton, William Graff, Ricardo F Martinez, Mike Pennington, R H Woody Haywood, Jack Ellis or Micah Mahaney for MVM, Inc.)

**KCMOPD Range** – 6900 Coal Mine Rd Kansas City, MO 816-929-2720

**The Armory** – 701 N Country Avenue Kearney, MO 64060 816-903-0999 (under the direct supervision of James Thomas only)

Armed security applicants must have their qualification pass/fail slip from the range when they submit their application whether it is for initial commission or renewal. Applicants will be turned away if this is not provided. We will no longer accept faxes.

**Applicants are responsible for any and all fees. Kansas City Kansas Police Department does not endorse any particular range.**

**NOTE:** *The information contained in the application is of a personal nature and will be treated as confidential. A background investigation will be conducted on each applicant. Any false, misleading or incomplete information will result in the denial of the permit.*

*Submission of the application for a permit for a private security officer does not automatically infer that the permit will be granted. City ordinance requires that the application for such permit be approved or denied within twenty (20) days of the receipt of the application.*

***Permits will no longer be issued the same day. They will be mailed to the employer within 20 days of the application being submitted.***

*Upon being denied a permit, the applicant may appeal to the County Administrator, in writing, within ten (10) days of the notice of denial. The County Administrator must then act upon the appeal within thirty (30) days of the notice of appeal.*

Applicants: If you have any questions in regard to the application, please contact the office of the Narcotics Unit at (913) 573-6280.