
**Rules of
Boards of Police Commissioners
Division 20—St. Louis Board
of Police Commissioners
Chapter 5—Corporate Security Advisor**

Title	Page
17 CSR 20-5.015 Administration and Command of Private Security Section	3
17 CSR 20-5.025 Definitions	3
17 CSR 20-5.035 Licensing	4
17 CSR 20-5.045 Personnel Records and Fees	6
17 CSR 20-5.055 Training	6
17 CSR 20-5.065 Authority	7
17 CSR 20-5.075 Duty to Cooperate With Police	7
17 CSR 20-5.085 Uniforms	8
17 CSR 20-5.095 Equipment	8
17 CSR 20-5.105 Weapons	8
17 CSR 20-5.115 Field Inspection	9
17 CSR 20-5.125 Complaint/Disciplinary Procedures	9
17 CSR 20-5.135 Contract Security Agency	10

**Title 17—BOARDS OF POLICE
COMMISSIONERS
Division 20—St. Louis Board of Police
Commissioners
Chapter 5—Corporate Security Advisor**

**17 CSR 20-5.015 Administration and
Command of Private Security Section**

PURPOSE: Under section 84.340, RSMo, the St. Louis Board of Police Commissioners has the authority to regulate and license all St. Louis private security personnel, serving or acting in St. Louis. These rules establish procedures, training requirements and license fees for those persons so employed in the security field.

(1) Board of Police Commissioners. The St. Louis Board of Police Commissioners (referred to as the board) is established by state statute and consists of five (5) members, four (4) of whom are appointed by the governor. The mayor of the City of St. Louis serves as an *ex officio* member. The board has sole charge and control of the Metropolitan Police Department of the City of St. Louis and of licensing, regulating and disciplining of all private security officers, corporate security advisors, private watchmen and couriers of the City of St. Louis. Private detectives are licensed by the Office of the License Collector of the City of St. Louis, not by the board. The board has delegated that responsibility to the city license collector's office.

(2) Private Security Section. The private security section is responsible for the interviewing, investigating, processing, licensing, inspecting and supervising of all persons seeking to be licensed, or currently licensed, as corporate security advisors, as well as persons seeking to be licensed, or currently licensed in certain other security capacities in the City of St. Louis.

(A) The private security section is further responsible for issuing and transferring all of these licenses and for reinstatements, for periodically inspecting license holders, for providing liaison with all suppliers of security personnel in the city, for maintaining of personnel files on all applicants and licensees in the City of St. Louis and for publishing, within the department, information of all terminations of employment of security personnel.

(B) Upon request of the license collector's office, the private security section also conducts background investigations of private detective/investigator applicants. The decision to issue the license, however, is made by the license collector's office.

(3) Private Security Personnel. The St. Louis Metropolitan Police Department Private Security program licenses four (4) distinct classifications of security personnel. Note: Only the private security officer, private courier and corporate security advisor classifications will be permitted to hold two (2) licenses. Each classification is licensed separately and functions as a distinct entity. This licensing does not include the private watchmen classification. The classifications are listed as follows:

(A) Private Security Officer. A person employed with certain police powers (as defined in 17 CSR 20-2.065) to protect life or property on or in designated premises. The private security officers' power extends only to the established property owned or leased by the contracting employer and only to incidents occurring on the premises. The private security officer may carry a firearm; provided, this individual is qualified (as defined in 17 CSR 20-2.055). Authorization to carry a firearm is designated on the identification (ID) card. The private security officer, whether armed or unarmed, may carry a slapper, baton, night-stick, aerosol tear gas and handcuffs;

(B) Courier. A person employed to transport property from one (1) designated area to another and to protect this property while in transit. A courier shall wear an approved military style uniform. A courier has no power of arrest, but may carry a firearm provided s/he is qualified (as defined in 17 CSR 20-3.055) to do so. Authorization to carry a firearm is designated on the ID card;

(C) Private Watchman. A person employed to perform the tasks of observing and reporting on or in a licensed premises or designated area (as defined in 17 CSR 20-4.055). This may include patrolling the public street. A private watchman has no power of arrest or other police powers. S/he is not authorized to carry weapons or protective devices. The private watchman shall wear a distinctive gray, military style uniform;

(D) Corporate Security Advisor. A person employed to provide all services rendered by a private security officer, as well as other specialized corporate security services related to the protection of his/her employer's/principal's resources and personnel. A licensed corporate security advisor may carry a firearm and protective devices in accordance with the guidelines established in these rules. S/he shall be authorized to exercise the same police powers granted to private security officers while on his/her employer's/principal's property. However, the corporate security advisor's powers and authority shall not be restricted to that property, but shall be coextensive with the geographic limits of the City of St. Louis (as defined in 17 CSR 20-

5.055), with the following restriction: A corporate security advisor, when not on the premises of his/her employer/principal, shall have the power of arrest—

1. While conducting official company business, and only for any felony, misdemeanor or city ordinance violation committed in his/her presence;

2. For attempted commission of any felony or misdemeanor occurring in his/her presence; and

3. For a felony or misdemeanor not committed in his/her presence when s/he has probable cause to believe that the offense was committed by the person to be arrested. Any arrest previously listed shall relate to the safety and welfare of his/her employer's/principal's personnel, family, property, or guests warranting special security consideration. A corporate security advisor, when not on the premises of his/her employer/principal, shall have the power of arrest only while conducting official company business and only for felonies, misdemeanors and city ordinance violations committed in his/her presence or which relate to the safety and welfare of his/her employer's/principal's personnel, family property or guests warranting special security consideration.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.025 Definitions

PURPOSE: This rule defines the terms used in this chapter.

(1) Applicant—A person who applies for a corporate security advisor license.

(2) Arrest—The authority to apprehend and detain individuals observed or suspected of committing a law violation.

(3) Badge/identification (ID) card—A card that is issued to security personnel which bears a picture of, and information about, the person to whom the card is issued.

(4) Cancellation—The inactivation of a license at the request of an employer.

(5) Company—Any company, incorporation, corporation, partnership, association or solo venture which is legally doing business within Missouri and which, if a corporation, is registered with the Office of the Secretary of State. The term company shall also include any Missouri city which is not within a county.



(6) Employer—The definition of employer shall be the same as the definition of company.

(7) Firearm—Revolvers or semiautomatic pistols approved by the board.

(8) Hot pursuit—The pursuit of suspects for on-view felonies only, which relates to the safety and welfare of his/her employer's/principal's personnel, family, property or guests warranting special security consideration.

(9) License—The document which is issued to licensed security personnel by the board authorizing the holder to perform specific security duties in the City of St. Louis as designed by their license classification and these rules.

(10) Principal(s)—The individual(s) whom a corporate security advisor is assigned to protect.

(11) Protective devices—Approved instruments for personal protection. Only the following are approved for use as protective devices: slapper, baton, nightstick, aerosol tear gas and handcuffs.

(12) Revocation—The inactivation of a license by the board pursuant to the procedures set forth in these rules.

(13) Suspension—The temporary suspension of a license pending an administrative investigation by the board.

(14) Termination—The inactivation of a license through resignation, cancellation, expiration or revocation.

(15) Weapons—Firearms and instruments authorized for use as protective devices by these rules.

*Auth: section 84.340, RSMo (1986).
Original rule filed June 30, 1992, effective
Feb. 26, 1993.*

**Original authority 1939.*

17 CSR 20-5.035 Licensing

PURPOSE: Under section 84.340, RSMo, the St. Louis Missouri Board of Police Commissioners has authority to regulate and license all St. Louis private security personnel, serving or acting as such, in St. Louis.

(1) General Procedures. Each applicant for licensing must appear in person and complete an application form at the office of the private security section. The applicant must provide

all the information requested on the form before a determination of his/her eligibility for licensing will be made. If requested to do so by the private security section, an applicant must also execute appropriate authorizations for release of information.

(A) Additionally, at the time of application, each applicant must also submit current documentation (issued no more than ten (10) days prior to the date of application) from his/her intended employer, indicating the employer's intention to hire the applicant in the capacity for which s/he is seeking licensure.

(B) In the case of an applicant for licensing as a corporate security advisor, this documentation shall also include:

1. A statement by the employer of the total number of employer's employees at locations in Missouri; and

2. Proof that employer is insured for liability in an amount not less than one (1) million dollars, and a statement that the applicant will be included in the policy as a named insured.

(C) No applicant for licensing as a corporate security advisor shall be licensed, nor shall any corporate security advisor's license be transferred, unless and until the private security section has verified that the applicant's—

1. Employer employs no fewer than one hundred fifty (150) employees in locations within Missouri;

2. Employer's business is headquartered in the City of St. Louis, St. Louis County or, alternatively, that the applicant's employer conducts a substantial portion of its business in the City of St. Louis or St. Louis County;

3. Employer is insured as stated in paragraph (1)(B)2.; and

4. Employer has executed an agreement, in a form acceptable to the board, to hold harmless and indemnify the board, in connection with any claims and causes of action which may arise from the licensing and employment of the applicant as a corporate security advisor.

(D) Before an application will be processed by the private security section, a criminal history inquiry of the applicant's criminal history will be made. If this inquiry reveals that the applicant has an open criminal arrest record, the applicant will be required to obtain a certified final court disposition, or a disposition report from the appropriate circuit or prosecuting attorney with respect to the disposition of each open charge. If the charge(s) are still unresolved at the time of application, the application process will be suspended until a final disposition(s) may be obtained.

(2) Standards. Each applicant for licensing as a corporate security advisor in the City of St. Louis shall meet the following standards set by the board which require that an applicant:

(A) Be a United States citizen or legal resident-alien permitted to work in this country;

(B) Be at least twenty-five (25) years old;

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

(D) Meet physical and mental standards established by the board;

(E) Not be simultaneously licensed as a private detective;

(F) Be capable of understanding and performing the duties and responsibilities of a licensed corporate security advisor within the scope of departmental policies and procedures, as well as the rules of this chapter;

(G) Be in possession of either an Honorable Discharge or a General Discharge Under Honorable Conditions, if previously a member of the Armed Forces of the United States, whether assigned to active or reserve duty, if presently a member of the Armed Forces of the United States, be in good standing with no pending disciplinary actions;

(H) Be of good moral character;

(I) Have no felony convictions;

(J) Be able to pass a character investigation by this department;

(K) Satisfactorily complete any training program prescribed by the board for licensing, if required to do so by these rules;

(L) Pass, if required to do so by these rules, a written examination based on the contents of the training course mentioned in subsection (2)(K);

(M) Not have had a peace officer's certification or security license revoked by any jurisdiction for a criminal law violation;

(N) Not have withheld any information pertinent to fitness for licensing as a corporate security advisor;

(O) Be free of any type of chemical dependency;

(P) Be formerly employed by one (1) of the following agencies as a credentialed special agent and have completed a specialized training course in personal protective service while in the employ of—

1. The Federal Bureau of Investigation;

2. The United States Secret Service;

3. The United States Department of State, Office of Diplomatic Security;

4. The United States Air Force Office of Special Investigations;

5. The United States Naval Investigative Services; and

6. The United States Army Criminal Investigation Division;

(Q) If subsection (2)(P) is not applicable, a graduate of, and possess a certificate of completion from, a police training academy which is certified by the Missouri Police Officer Safety Training (P.O.S.T.) Commission and which provided no fewer than six hundred (600) hours of basic police training; or have been certified as a peace officer by the P.O.S.T. Commission pursuant to any applicable grandfather clause; provided, however, that if certification is pursuant to a grandfather clause, the applicant shall have received no fewer than four hundred eighty (480) hours of basic police training, and additionally shall have no fewer than ten (10) years experience as a peace officer. If an applicant has fewer than four hundred eighty hours (480) of basic police training due to peace officer training requirements at the time of his/her commissioning, the commander of the private security section shall evaluate the applicant's training and experience and shall render a determination if the applicant meets the requirements for licensing.

1. If an applicant for the position of corporate security advisor has either—a) received peace officer certification or its equivalent from a jurisdiction other than Missouri or b) has received basic police training in a jurisdiction other than Missouri, the private security section shall review the certification and training of this applicant and shall render a determination as to whether the certification and training is equivalent to and meets the requirements of subsection (2)(Q). Only the private security section shall determine that the applicant's certification/training does meet the requirements of subsection (2)(Q), if the applicant provides s/he is also otherwise qualified and eligible for licensing as a corporate security advisor.

2. If an applicant was formerly employed as a credentialed special agent by one (1) of the agencies set forth in subsection (2)(P), but has not completed a specialized training course in the personal protective service as required in subsection (2)(P), the applicant, if otherwise qualified for licensing, will nevertheless not be licensed as a corporate security advisor until s/he has successfully completed a forty (40)-hour training course in personal protective service, as prescribed by the board, and conducted by an instructor who meets all requirements of subsections (2)(P) and (Q), and who has been approved by the board to provide the specialized training. Assistant instructors and guest speakers will not be required to meet the corporate security advisor qualifications in order to assist in these training classes;

(R) Undergo urinalysis testing for indication of the presence of unlawful drugs in the manner prescribed by the board.

1. An applicant who refuses to undergo urinalysis testing shall be denied both initial licensing and renewal licensing.

2. An applicant whose urinalysis test results indicate the presence of unlawful drugs shall be ineligible for licensing at that time and may not reapply for a period of one (1) year after that.

3. A corporate security advisor who is a candidate for license renewal and whose urinalysis test results indicate the presence of unlawful drugs shall be subject to license revocation; and

(S) Execute an agreement, in a form acceptable to board, to hold harmless and indemnify the board, in connection with any claims and causes of action which may arise out of applicant's licensing and employment as a corporate security advisor.

(3) Urinalysis Testing. An applicant for licensing or for renewal as a corporate security advisor shall undergo urinalysis testing at the time and place prescribed by the private security section at the time application for licensing or license renewal is made.

(A) Urinalysis testing shall consist of a drug screen test, the Enzyme Multiplied Immunoassay Test (EMIT), which detects the presence of amphetamines, barbiturates, benzodiazepines, cocaine, marijuana (cannabinoids THC), opiates, phencyclidine (PCP), methadone and propoxyphene.

(B) If the results of an applicant's or renewal candidate's drug screen test indicate the presence of unlawful drugs, the urine sample provided by the applicant or renewal candidate shall be subjected to confirmatory testing by the Gas Chromatography Mass Spectroscopy (GCMS) method.

(C) If the results of either EMIT or GCMS testing are negative, that is indicate the absence of unlawful drugs in the sample, the applicant or candidate for renewal shall be deemed to have passed the drug testing requirement.

(D) All expenses connected with drug testing shall be borne by the applicant or candidate for license renewal.

(4) If an applicant successfully meets all requirements of the board for licensing, s/he shall be licensed as a corporate security advisor. Licensing, however, may be denied for any of the following reasons:

(A) Failing to meet the standards set forth in section (2);

(B) Falsifying information on any form provided by the private security section. An applicant who falsifies information on any of these forms shall be ineligible for immediate licensing as a corporate security advisor and shall not be eligible to reapply for at least six (6) months after the falsification is discovered;

(C) Failing to comply with any request for additional information deemed necessary by the private security section in order to determine an applicant's eligibility;

(D) Providing references and employment background records which indicate a poor or unsatisfactory character or work record;

(E) Discovering any additional information which would indicate that the applicant is unsuitable or ineligible for licensing; and

(F) Discovering that the applicant resigned under investigation, resigned under charges, or was dismissed for cause from any police department.

(5) Notification of License Denial. Applicants and their employers, in the event of license denial, will be given a written notification. Specific reasons for denial will be given to an applicant who appears in person at the office of the private security section.

(A) Applicants may appeal, in writing, to the board within thirty (30) days of denial notification. The appeal should contain a brief rebuttal of the reasons for denial.

(B) The St. Louis Board of Police Commissioners will then notify the applicant, in writing, of its final decision in the matter.

(6) Restricted License. To obtain a corporate security advisor license, applicants must qualify for arming according to the current standards applicable to commissioned officers of the St. Louis Metropolitan Police Department.

(7) Temporary License. No temporary license will be issued to corporate security advisors.

(8) Special Assignment. A licensed corporate security advisor may perform the duties of a corporate security advisor within the guidelines of this chapter, on a temporary basis, for a company other than his/her primary employer, with the approval of the commander of the private security section or his/her designee, providing the company(s) involved meets the licensing requirements for the employment of a corporate security advisor as specified in this chapter.

(9) License Renewal. A corporate security advisor's license is valid for one (1) year from the date of issuance and must be renewed in the month of expiration.

(A) A St. Louis Metropolitan Police Department computer inquiry will be made with regard to each corporate security advisor renewing his/her license. If this inquiry reveals an open arrest within the previous year, s/he will be required to obtain a certified copy of the final court disposition or a report from a circuit or prosecuting attorney. If the case is still open, the renewal process will not

be completed until final disposition of the charge.

(B) A corporate security advisor wishing to renew his/her license must report to the private security section in the month of license expiration, bringing—

1. The license identification (ID) card which is about to expire;
2. A letter from his/her employer requesting renewal; and
3. The fee for the renewal.

(C) The corporate security advisor, to renew a license, must successfully complete firearms requalification through a firearms course approved by the private security section and complete an eight (8)-hour protective service refresher course approved by the private security section.

(D) If a licensee does not renew his/her license during the month it expires, the licensee shall have no authority to perform the duties of a corporate security advisor, unless the holder has previously applied to the commander of the private security section and received an extension of time for license renewal.

(10) License Transfer. A license holder may work only for the company, agency or business entity named on the license/ID card, except as provided in section (8) of this rule. A St. Louis Metropolitan Police Department computer inquiry will be made with respect to each corporate security advisor requesting license transfer. If this inquiry reveals an open arrest record within the previous year, s/he will be required to obtain a certified copy of the final court disposition or a report from a circuit or prosecuting attorney. If the case is still open, the transfer process will not be completed until final disposition of the charge. If a license holder changes employers, s/he may not act as a corporate security advisor for the new employer until the time as the license holder appears in person at the private security section to—

(A) Submit a current dated letter, no more than (10) days prior to application, from the new employer, addressed to the St. Louis Board of Police Commissioners, outlining the duties of the new job and requesting the transfer of license;

(B) Submit his/her current license/ID card;

(C) Pay the fee established for processing transfer; and

(D) Submit—

1. A statement by his/her new employer setting forth the total number of the new employer's employees at locations in Missouri;

2. Proof that the new employer is insured for liability in an amount not less than one (1) million dollars and a statement that the

corporate security advisor will be included as a named insured; and

3. An agreement, in a form acceptable to the board, executed by applicant's new employer, where the new employer agrees to hold harmless and indemnify the board in connection with any claims and causes of action which may arise from the licensing and employment of the applicant as a corporate security advisor.

(11) License Reinstatement. A licensed corporate security advisor who resigns may apply for reinstatement of his/her license under the following requirements and procedures:

(A) The application must be made within three (3) months of the resignation date;

(B) The applicant must have resigned while his/her license was in good standing;

(C) The applicant must appear at the private security section with a currently dated letter from an employer requesting reinstatement;

(D) The applicant must pay the fee established for processing license reinstatement; and

(E) A St. Louis Metropolitan Police Department computer inquiry will be made on each corporate security advisor requesting reinstatement of license. If this inquiry reveals an open arrest record within the previous year, s/he will be required to obtain a certified copy of the final court disposition or a report from a circuit or prosecuting attorney. If the case is still open, the reinstatement process will not be completed until final disposition of the charge.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.045 Personnel Records and Fees

PURPOSE: This rule indicates which records must be maintained for licensed security personnel and the establishment of fees.

(1) Personnel Records. The private security section will maintain the personnel records of each license holder. These records and all information pertaining to the individual shall be the property of the private security section. Applicants and license holders are personally responsible for immediately notifying the private security section of any change in name, address, telephone number or employer.

(2) Fees. The Board of Police Commissioners, from time-to-time, will establish a schedule of fees for various services provided by the private security section. The schedule of fees

shall be posted in the private security section office. Fees are not refundable, except on the day they are paid.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.055 Training

PURPOSE: This rule requires candidates for licensing to attend training classes and requires applicants who have been approved for licensing by the board of police commissioners to attend and complete a program of basic training.

(1) Length and Content. The training program shall consist of forty (40) hours of training. Within that period, eight (8) hours shall be devoted to firearms training, responsibility, liability and qualification. Classroom activities shall consist of the study of departmental regulations, the use of firearms or specialized training in personal protective service or a combination of these.

(2) Absences. Candidates for licensing who are absent and remain away unexcused from any class sessions may be disqualified or required to reschedule attendance at a future class.

(3) Final Test. Each applicant required to successfully complete the forty (40) hour specialized training course, as prescribed in this chapter, must take a written test on the subject matter presented in class and must attain a passing score of at least seventy percent (70%).

(A) Applicants who fail to achieve a seventy percent (70%) score will be allowed one (1) opportunity to retest. Retesting must be done within sixty (60) days of the first test.

(B) A second failure will cause the applicant to be disqualified for licensing for six (6) months from the date of the second examination. After this period, the applicant may reapply for licensing.

(4) Firearms Qualification. On the firing range an applicant must display the ability to safely and properly handle his/her weapon(s) and must achieve a score(s) at or above the standard established by the board for recruits.

(A) All applicants for licensing as corporate security advisors must attain the same level of firearms proficiency as required of police officers of the St. Louis Metropolitan Police Department.

(B) An applicant who does not attain the minimum score on the firing range will be given two (2) additional opportunities to qualify. The retest time will be determined by the private security section.

(5) Training Fee. A nonrefundable training fee established by the board must be paid before an applicant is enrolled in a training session.

(6) Exemptions. Applicants who meet the necessary requirements for licensing listed in 17 CSR 20-5.035(2) shall only be required to complete the firearms qualifications for licensing.

(7) Oath. Prior to issuance of his/her license, the applicant must swear the following oath:

IDO SOLEMNLY SWEAR that I am a citizen of the United States, or a legal resident-alien, that I will faithfully support the Constitution and Laws of the United States, the Constitution and Laws of the State of Missouri, and the Charter and City Ordinances of the City of St. Louis; that I have never been convicted of a felony; that I have no physical or mental disability or habit that disqualifies me from performing the duties of a corporate security advisor; that I will carry such license/ID card as the board of police commissioners designates; that I will, to the best of my skill and ability, diligently and faithfully, without partiality or prejudice, discharge my duties according to the Constitution and Laws of the State of Missouri and Charter and Ordinances of the City of St. Louis; that I will strictly obey all lawful orders and regulations of the Board of Police Commissioners of the City of St. Louis; the Chief of Police, or any officer placed by them over me; that I will not cease to perform my duties until my resignation is accepted by the Board of Police Commissioners; that I will not become a member of, or affiliate myself with, any organization of any kind or character whatsoever, membership which will or may impose upon me obligations inconsistent with the full performance of my duties as a corporate security advisor, or commissioners and to comply with its lawful orders, rules and regulations, or which will or may in any degree interfere with the performance of my duties as a licensed corporate security advisor.

*Auth: section 84.340, RSMo (1986).**
Original filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.065 Authority

PURPOSE: This rule establishes the arrest powers of a licensed corporate security advisor. These powers are in effect while the licensed corporate security advisor is actively employed, as prescribed by this chapter, and is on company property with additional limitations when performing specialized security duties off company property.

(1) Authority On Company Property. While on company property, the corporate security advisor shall have all the authority of a licensed security officer and may carry a firearm, make arrests and search for and seize evidence in connection with an arrest. All these actions may be carried out pursuant to the same conditions as may apply to commissioned officers of the St. Louis Metropolitan Police Department.

(A) A corporate security advisor may perform arrests for a felony, misdemeanor and city ordinance violation committed in his/her presence (on-view);

(B) An attempted commission of a felony or misdemeanor occurring in his/her presence;

(C) May arrest for a felony or misdemeanor not committed in his/her presence when s/he has probable cause to believe that the offense was committed by the person to be arrested; and

(D) Off his/her licensed premises when in hot pursuit for an on-view felony is involved. (For an on-view felony, offense is an offense the corporate security advisor sees committed.)

(2) Authority Off Company Property. When on-duty, but not on company property, the corporate security advisor shall have the following authority within the geographical boundaries of the City of St. Louis:

(A) S/he may carry a firearm.

(B) S/he may perform arrests as indicated in subsections (1)(A)—(C) for felonies, misdemeanors and city ordinance violations which occur off company property, but which are directly related to the safety and welfare of his/her employer's personnel, property or guests warranting special security consideration; and

(C) S/he may effect arrests as set forth in subsections (1)(A)—(C) or, when in hot pursuit for an on-view felony which occurred off company property, if the offense is directly related to the safety and welfare of her/his employer's/principal's personnel, family, property or guests warranting special security consideration.

(3) Limitations of Authority. Failure by a corporate security advisor to observe and comply with the following limitations and

restrictions may result in suspension or revocation of the corporate security advisor's license:

(A) All authority granted to a corporate security advisor in this chapter shall be strictly construed and none of this authority may be exercised outside the geographical boundaries of the City of St. Louis;

(B) All authority granted to a corporate security advisor in this chapter may be exercised solely when the corporate security advisor is actively on duty and engaged on behalf of an employer authorized by the private security section; and

(C) A corporate security advisor may not exercise any authority granted in this chapter in connection with the service of process or in connection with investigative activities on behalf of an attorney engaged in either civil or criminal practice.

(4) Manner of Effecting Arrest. An arrest is performed by the physical restraint of the arrestee, or by the arrestee's submission to the arrest authority of the corporate security advisor. The arrest authority for corporate security advisors is established by the board pursuant to section 84.340, RSMo, which grants the board authority to regulate and license all private security personnel.

(A) When effecting an arrest, a corporate security advisor may use only the minimum amount of force necessary to accomplish his/her lawful objectives indicated in this chapter.

(B) Once an arrestee has been physically restrained, a corporate security advisor may employ no force against the arrestee except as may be necessary to prevent escape.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.075 Duty to Cooperate With Police

PURPOSE: This rule requires corporate security advisors to perform certain duties. They have responsibilities to citizens of St. Louis, as well as their employers. The corporate security advisor also has the duty to assist and cooperate with St. Louis police officers.

(1) Duties. It is the duty of every licensed corporate security advisor to—

(A) Observe and obey these regulations and to obey all lawful orders of any commissioned St. Louis police officer in all matters involving the need for police services;

(B) Assist St. Louis police officers in preserving the peace or in taking other action as may be necessary to effect an arrest at the location, and during the time, of his/her assignment;

(C) Cooperate with St. Louis police officers in the performance of their duties upon request.

1. Participation by licensed corporate security advisors, on- or off-duty, in police action where police officers are on the scene, shall be limited to identifying themselves to the officer(s) and offering assistance, when not in conflict with obligation to principal.

2. The judgment of the officer(s) shall prevail in any situation where police are present. They are responsible for the proper handling and reporting of the incident in accordance with departmental policies.

3. Failure to cooperate with a St. Louis police officer may be cause for disciplinary action against a licensed corporate security advisor.

4. Failure to assist a law enforcement agency or to aid in prosecution of a crime may be cause for disciplinary action against a corporate security advisor.

5. Any failure to aid or otherwise cooperate with any law enforcement agency is expressly permitted only if the refusal is felt necessary in order to protect the corporate security advisor's company personnel, family, property or guests of the company or personnel that warrant special security consideration; and

(D) Notify the St. Louis Metropolitan Police Department when an arrest has been made by the corporate security advisor, to furnish all pertinent facts and evidence to any police officer(s) and to surrender the custody of any prisoner to the officer(s).

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.085 Uniforms

PURPOSE: This rule states that the St. Louis Board of Police Commissioners may prescribe, by regulation, the uniforms to be worn by licensed corporate security advisors.

(1) All corporate security advisors should be aware of the following guidelines:

(A) Corporate security advisors will not be required to wear a uniform but must have their identification (ID) cards in their possession at all times while performing duties as corporate security advisors;

(B) No buttons, insignia or decorations which are marked in any way with the St. Louis Metropolitan Police Department imprint may be worn by a licensed corporate security advisor; and

(C) The use of company vehicles for security purposes must conform with the rules established by City Ordinances. The word police will not be displayed on any of these vehicles.

(2) Uniform Exemption Conduct. Each licensed corporate security advisor possesses the privilege of carrying an authorized loaded firearm on his/her person while traveling in either direction between place of residence and place of assignment by the most direct route; provided, that s/he is also carrying a valid corporate security advisor's ID card. At other times, the corporate security advisor will obey the laws of the jurisdiction with respect to carrying firearms.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.095 Equipment

PURPOSE: This rule states that the St. Louis Board of Police Commissioners issues equipment to the licensed corporate security advisors. This equipment remains the property of the police department and the corporate security advisor is responsible for its maintenance and care.

(1) Equipment Issue. At the conclusion of the training period and upon final approval by the board, each corporate security advisor shall receive from the private security section one (1) identification (ID) card/license and one (1) corporate security advisor's manual. These items are departmental property. They must be returned to the private security section by any corporate security advisor who resigns, is suspended or has his/her license revoked.

(2) Equipment Responsibility. It is the responsibility of the corporate security advisor to care for and safeguard this departmental property.

(A) After the cost has been determined, all issued items of departmental property lost, stolen, damaged or destroyed must be replaced by the licensee.

(B) The loss of any item must be reported immediately to the private security section. No formal police report is required. The corporate security advisor then becomes responsible for

appearing at the private security section to obtain and pay for a replacement.

(C) Careless handling of departmental property may result in disciplinary action.

(3) ID Card. The ID card which is issued by the private security section to a licensed corporate security advisor is an easily recognized symbol of authority and responsibility.

(A) The ID card is stamped with an issue date and an expiration date.

(B) It must be returned to the private security section upon resignation, suspension or license revocation.

(C) Tampering, defacing or altering of this card may result in disciplinary action or revocation.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.105 Weapons

PURPOSE: This rule states that the St. Louis Board of Police Commissioners authorizes corporate security advisors, as indicated in this rule, to carry a firearm in the performance of his/her duties.

(1) Inspection and Registration. All firearms used by corporate security advisors must be inspected by the departmental armorer and must be registered with the private security section.

(A) Only one (1) approved firearm at a time may be carried while on duty.

(B) Only weapons approved for use by the board may be carried.

(C) The firearm may be worn on a belt at the waist or in a shoulder holster. It may be concealed from the public.

(D) Corporate security advisors are required annually to requalify with their firearm(s) during the month of license renewal. Corporate security advisors must qualify with the board-approved weapon(s) they intend to use.

(2) Discharge of Firearms. A corporate security advisor may not discharge a firearm in the performance of his/her duties (other than for practice or training at a firing range or similar authorized location), except—

(A) When reasonably necessary, in defense of him/herself or another, in order to prevent death or serious bodily harm; and

(B) Authorization to carry a firearm may be revoked if the weapon is used in violation of this rule.

(3) **Shots Fired Report.** A corporate security advisor, upon firing his/her weapon or using force to make an arrest, or both, shall notify the nearest police district and request that an official police report be prepared and that a copy be forwarded to the commander of the private security section.

(4) **Safety First Rules for Gun Handling.** The licensed corporate security advisor is responsible at all times for his/her weapon whether in or out of his/her possession. The following rules shall be observed:

(A) All weapons should be handled with care and respect;

(B) The weapon should be checked for ammunition each time it is handled;

(C) The barrel and action must be cleared of obstructions before use;

(D) The weapon must be kept in good working condition;

(E) The weapon should not be drawn or pointed at any person unless the situation justifies this action;

(F) When the weapon is unattended, it must be secured against access by children and curious people; and

(G) Ammunition carried on duty must be new factory service ammunition. No reloads or wad cutter ammunition is permitted.

(5) **Nonlethal Weapons.** Corporate security advisors may carry only the following nonlethal defensive weapons or equipment:

(A) Leather pocket baton or slapper;

(B) Aerosol tear gas dispenser;

(C) Baton or nightstick; and

(D) Handcuffs.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.115 Field Inspection

PURPOSE: *This rule states that the St. Louis Board of Police Commissioners has delegated to the members of the St. Louis Metropolitan Police Department the responsibility for the inspection of corporate security advisors.*

(1) **Standards of Conduct.** Corporate security advisors are required to conduct themselves at all times in a manner reflecting the highest standards of professional behavior. Any conduct on the part of a corporate security advisor which, in the judgment of a commissioned officer of this department, may be harmful to the good order, discipline or reputation of this department, may be pun-

ished by oral or written reprimand, suspension for a designed period of time or permanent revocation of license.

(2) **Field Inspections.** All corporate security advisors are subject to unannounced field inspections by officers of the St. Louis Metropolitan Police Department to insure that the corporate security advisor is in compliance with the provisions of this chapter. This inspection will determine that the corporate security advisor has—

(A) In his/her possession a proper identification (ID) card issued by the St. Louis Board of Police Commissioners; and

(B) Not disregarded or deviated from this chapter.

(3) **Failure to Cooperate.** Failure by any corporate security advisor to cooperate with a commissioned member of the St. Louis Metropolitan Police Department in the inspection procedures will constitute grounds for disciplinary action.

(4) **Arrest of Corporate Security Advisor.** If it is discovered during an inspection that a corporate security advisor has been arrested for a felony, misdemeanor or infraction involving moral turpitude or license violation, the corporate security advisor's ID card will be seized and forwarded to the private security section of the St. Louis Metropolitan Police Department with a copy of the arrest report. The corporate security advisor shall be suspended and shall not be permitted to continue working until the matter is resolved by the private security section. If arrested for a felony violation, a formal suspension number will be obtained in the normal manner. The private security section will conduct any necessary investigation or make notification to the jurisdictional agency.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.125 Complaint/Disciplinary Procedures

PURPOSE: *This rule states that the St. Louis Board of Police Commissioners has established rules of conduct and the procedures for the investigation of and the discipline for breaches of these rules.*

(1) **Complaints.** Investigation of complaints against a licensed corporate security advisor will be handled by the private security section. The results of the investigation will be

forwarded in the form of a report with recommendations through the chain of command to the board. The board will render a judgment concerning disciplinary action. The individual concerned and his/her employer will be informed by the private security section of all decisions made by the board of police commissioners.

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

(3) **Suspension.** In instances where a corporate security advisor is arrested for a felony, the commander or watch commander of the district or any officer acting in that capacity will suspend the corporate security advisor.

(A) In instances where a corporate security advisor is arrested for a crime or ordinance violation, other than a felony, the commander or watch commander of the district, or any officer acting in that capacity, has the choice of suspending the corporate security advisor or contacting the commander of the private security section, who will determine whether or not the corporate security advisor is to be suspended. If unable to contact the commander of the private security section, the report of the incident will be forwarded to the private security section at the earliest opportunity.

(B) Whenever a licensed corporate security advisor is suspended, s/he shall surrender his/her identification (ID) card until final disposition by the commander of the private security section or the board, as may be appropriate.

(C) Where no warrant is issued or no cause for discipline is apparent, the corporate security advisor's return to duty shall be determined by the commander of the private security section.

(4) **Revocations.** A license may be revoked by order of the board for any violation of the rules.

(5) **Notification/Appeal.** Whenever the license of a corporate security advisor is suspended or revoked by the board, the private security section shall notify the licensee in writing of the action. The licensee shall have ten (10) days from the date of notification to request a review of the disciplinary action. The request shall be directed in writing to the commander of the private security section. The request shall state all pertinent information in support



of the corporate security advisor's position and in rebuttal of the board's decision.

(A) The commander of the private security section may meet with the licensee and discuss his/her request for review, shall conduct a further investigation of the disciplinary case, or both.

(B) The commander, within thirty (30) days of appeal, shall render a decision affirming or reversing the original disciplinary action. The commander then shall send his/her decision and report to the board for final action.

(C) Judgment and decision of the board concerning appeals in disciplinary matters are final, except as otherwise may be provided by law.

(6) Disciplinary Action or Punishment.

(A) The board retains final authority in all disciplinary matters, including reinstruction, verbal reprimand, written reprimand, suspension and revocation.

(B) Licensed corporate security advisors, whether on or off duty, are subject to disciplinary action for violations of these rules. Offenses meriting disciplinary action shall include, but not be limited to, the following:

1. Convictions of a felony, misdemeanor or city ordinance violation;
2. Intoxication or drinking on duty;
3. Possession or illegal use of narcotic or potent drugs (controlled substance);
4. Assumption of police authority when not on duty;
5. Conduct contrary to the public peace and welfare;
6. Interference with any police officer engaged in the performance of his/her duties;
7. Overbearing or oppressive conduct during the performance of duty;
8. Failure to obey a reasonable order by an officer of the St. Louis Metropolitan Police Department while conducting official business as a corporate security advisor;
9. Any conduct or actions which might jeopardize the reputation or integrity of the St. Louis Metropolitan Police Department or its members;
10. The carrying of any unapproved/unauthorized weapon while performing the duties of a corporate security advisor;
11. Failure to have his/her weapon(s) inspected by the department armorer, not having a record of his/her weapon(s) on file with the private security section, or both;
12. The carrying of more than one (1) authorized weapon on duty;
13. Failure to carry a valid ID card issued by the St. Louis Metropolitan Police Department while on duty;
14. Serving or acting as a licensed corporate security advisor for any agency or other business entity other than the one listed on

his/her ID card(s), without the prior approval of the private security section as specified in this chapter;

15. Work as a corporate security advisor while under suspension;
16. The illegal carrying of a firearm when not actually engaged in duty as a corporate security advisor;
17. Any conduct constituting a breach of security or confidence;
18. Neglect of duty;
19. Failure to notify the private security section;
20. Failure to aid in prosecution;
21. Alteration or defacing of the ID card; and
22. The carrying of unauthorized non-lethal weapons, protective devices, or both.

(7) Categories of Discipline. The board retains final authority in all disciplinary matters, including reinstruction and firearm training, verbal reprimand, written reprimand, suspension and revocation. Judgments and decisions of the board are final.

(8) When a license is ordered revoked by the board, the ID card/license will be surrendered and all power to act as a corporate security advisor ceases.

(9) Individuals who resign while under investigation will not be considered for a license in the future.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*

17 CSR 20-5.135 Contract Security Agency

PURPOSE: This rule provides for the provision of corporate security advisor service by authorized contract security agencies.

(1) A contract security agency that meets the criteria set forth in this chapter for licensing of a corporate security advisor may provide a licensed corporate security advisor to perform duties for an employer or individual who does not meet the criteria for licensing.

(2) The employees of the authorized contract security agencies each shall be subject to all of the provisions of this chapter and each shall be individually licensed as a corporate security advisor, subject to all disciplinary action mentioned in this chapter for any breach or neglect of any rule in this chapter.

(3) The contract security agencies authorized by subsection 17 CSR 20-5.035 (1)(A) shall be fully responsible for the acts of its corporate security advisor/employees when providing services and the board shall have the authority to suspend or revoke the authority of a contract security agency referred to in 17 CSR 20-5.035(1)(A) to provide services because of any act or omission in contravention of these rules an individual corporate security advisor employed by the company.

*Auth: section 84.340, RSMo (1986).**
Original rule filed June 30, 1992, effective Feb. 26, 1993.

**Original authority 1939.*