

PRIVATE SECURITY-GENERAL DUTIES AND RESPONSIBILITIES

AUTHORITY AND RESPONSIBILITY - Provide security services on behalf of a licensed security company. Patrol, guard, observe, enforce property rules and regulations and report crimes.

- If you find an open door, window, or evidence of a crime, **Call 9-1-1 Do not enter the business.**
- Do not take property or evidence into your possession.
- You do not possess and you are not to assume police powers.
 - This includes matters of traffic control / enforcement, criminal investigations or identification.
 - If criminal matters arise, **Call 9-1-1.**

PRIVATE SECURITY PERMIT - Carry and maintain a valid permit at all times, when working.

- **You are responsible** for maintaining a valid permit and acquiring the proper training.
 - Failure to obtain a Basic or Armored permit within ninety (90) days will disqualify you from obtaining an additional Temporary permit for two (2) years.
- Contact the WPD private security office **before you expire**, if the training requirements cannot be met within 90 days.
- Contact the WPD Training, if your permit is lost or stolen.
- Return your permit in to the WPD Training when you are no longer working for the company.
- **Do not work without a valid permit, you could be arrested.**

WEARING OF UNIFORMS (including badges) – Wear only from home, to work, on duty, and back home.

- Do not wear a security uniform into any bar, tavern or private club, unless you are actively on duty, at the location.
- It is unlawful for any private security officer to wear a security uniform including an identifying private security badge, except as follows: Directly to and from his/her place of residence and to the location of duty.
- The uniform must be different than those worn by the Wichita Police, SG Co. Sheriff, the Kansas Highway Patrol or any reserve component of these agencies.
- Your last name must be displayed on the outer garment of your uniform.

REQUIREMENTS OF PRIVATE SECURITY PERMIT

- All contracted private security services are accountable to city ordinance Chapter 3.72.
- Applicants must pass the required Basic Private Security Class or Armored training within 90 days.
- After completing the Basic / Armored training*, **bring in the certificate and permit to upgrade.** **Armored will also need a psychological evaluation, firearm qualification paperwork and \$25 upgrade fee.*
- Working on an expired permit can result in arrest and/or disqualified from receiving another permit.
- A Temporary Permit **does not allow you to carry ANY type of weapon.** **NO** firearm, baton, mace, taser or handcuffs.
- The Private Security Permit is property of the Wichita Police Department; **return it immediately to the Training Bureau if it expires or you are no longer working for the security company.**

Sergeant Kenneth Kimble
Wichita Police Department –Training Bureau

I understand that by signing this document all the information provided is complete and accurate. I will be disqualified or my permit revoked for falsifying information and will not be eligible to re- apply for a private security or armored permit for one year.

Signature

Date