



JOHN W. HAYDEN, *POLICE COMMISSIONER*

Service, Integrity, Leadership And Fair Treatment To All

METROPOLITAN POLICE DEPARTMENT

CITY OF ST. LOUIS – 1915 OLIVE STREET - ST. LOUIS, MISSOURI 63103

GENERAL GUIDELINES FOR OPENING A SECURITY AGENCY

1. The St. Louis Metropolitan Police Department and St. Louis County Police Department limits new agencies to persons who have served two (2) years in the security field, either as a licensed private security officer or police officer. Agency owner qualifications should be provided to the Private Security Section in the form of a letter. The letter should also indicate the intent to have uniformed or uniform exempt security officers and armed or unarmed security officers.
2. The firm should be registered with the Office of Secretary of State, located in the U.S. Customs House & Old Post Office Building at 815 Olive Street, Suite 210, in St. Louis. A copy of the papers issued by the Office of Secretary of State shall be made available for the files of the Private Security Section. These papers should include a listing of names of corporate officers to include their current mailing addresses.
3. Persons seeking to own or operate a security agency or in-house security force, who are unknown to members of the Private Security Section, may be required to provide picture identification that includes the applicant's name, social security number, and date of birth.
4. Firms that presently are operational in other areas of the state, or in other states, to provide security service, shall provide a request on company letterhead to the Private Security Section before being granted a letter for presentation to the License Collector's Office. The letter should also indicate the intent to have uniformed or uniform exempt security officers and armed or unarmed security officers.
5. New agency operators, when applying for a license, shall present two color photographs of the uniform, one front and one profile view. (NOTE: The uniform may not resemble St. Louis City or St. Louis County Police uniforms. A blazer ensemble is not considered a uniform.) ARMED security personnel are required to wear a police/military style button-up shirt. A company shoulder patch, approved by the Private Security Section, will be mandatory on all shirts, coats and jackets worn by ARMED, on-duty security personnel and will state the company name and the word "SECURITY" or "SECURITY OFFICER" on the patch. Two separate patches placed together is allowed. Current rules prohibit the use of the word "POLICE" on patches or uniforms. Metal badges are optional but if used shall have the organizations name and "SECURITY" or "SECURITY OFFICER" on the badge and will only be worn while on duty. The word "POLICE" may not be used on the badge and wording may not indicate any affiliation with any police agency.
6. Once this information has been compiled, it may be sent/delivered to the Private Security Section where it will be reviewed in a timely manner. After reviewing this material, the Private Security Section will notify the owner/agent of the company of the outcome of the investigation and provide any additional instructions as necessary.

7. Individuals who meet these criteria and who will be doing business in the City of St. Louis will be provided a letter of introduction from the Private Security Section to the License Collector's Office, Room 104, City Hall. This letter will authorize the company to obtain a St. Louis business license, which allows the firm to hire private security officers, couriers and private watchman.

8. Once a business license has been issued by the License Collector's Office, a copy of the license will be forwarded to the Private Security Section for its files and at that time the company will be placed on active status.

Individuals with questions may call the Private Security Section at 314-615-5348 (City) or 314-615-4656 (County).

Documents can be mailed to:

St. Louis County Police Department
Private Security Section
7900 Forsyth, Room B021
Clayton, Missouri 63105
FAX: 314-615-5301

