



## APPLICATION INSTRUCTIONS

### PRIVATE SECURITY SERVICES PROFESSIONAL LICENSE

\*\*\*\*NOTE\*\*\*\* Private Security Company/Service are required to have both a Professional License obtained through the Greeley Police Department AND a Business License obtained through the Finance Department to conduct business in the City of Greeley.

Issuance of a Security Guard Service/Company License is governed by the Greeley Municipal Code, which can be found here:

[https://library.municode.com/co/greeley/codes/municipal\\_code?nodetd=TIT6BUTALIRE\\_CH6.12PRSESE](https://library.municode.com/co/greeley/codes/municipal_code?nodetd=TIT6BUTALIRE_CH6.12PRSESE), which states, in part:

- **6.12.010 - Definitions.**

(a) *Breach of the peace* means a violation of public tranquility and order. Crimes which are considered crimes of breach of the peace shall be determined by the Chief of Police and set forth in a rule, regulation or order which shall be available to the public.

(b) *Moral turpitude* means conduct that is considered contrary to community standards of justice, honesty and good morals. Crimes which are considered moral turpitude shall be determined by the Chief of Police and set forth in a rule, regulation or order; which shall be available to the public.

(c) *Private security services* means a person, firm or corporation, including its employees and agents, engaged in the business of providing protection to third persons, firms or corporations, and/or their property and preserving the peace and conduct of any business in the City, but does not mean persons who are employed to provide unarmed internal security for their employer's business.

(1) This definition includes, by way of example only and without limitation, all armed private security personnel; guard and patrol services and personnel for hire, investigative services and personnel for hire, vehicle escort services, and alarm services and personnel for hire.



(2) This definition does not include, by way of example only and without limitation, unarmed ATM service personnel, or any armored car or armored courier service which is regulated by the Federal Armored Car Industry Reciprocity Act of 1993, as amended.

(Ord. [36, 2016](#), §§1, 2(Exh. A), 12-20-2016)

- **6.12.020 - Licenses required for private security service, security guard.**

(a) It is unlawful for any person, firm or corporation to engage in the business of a private security service or to represent to any person or the public that the person, firm or corporation is a private security service without having first procured a license to operate as a security guard company as provided in this Chapter.

(b) It is unlawful for any person, or employee or agent of a person, firm, or corporation, to engage in employment as a security guard or an armed security guard, or to represent himself or herself to any person or the public that the person is a private security guard or armed private security guard without having first procured a license as provided in this Chapter. No person who is a peace officer having a valid certification shall be required to obtain a license pursuant to this Chapter to engage in off duty employment as a private security service within the jurisdiction of the governmental entity employing him or her as a peace officer.

(c) The Chief of Police may, upon written application, grant an exception to the license requirement for security guards or armed security guards if, in the judgment of the Chief of Police, the exception is reasonable. No exemption granted by the Chief of Police shall be for the duration of more than fourteen (14) calendar days.

(d) It shall be unlawful for any private security service to employ any agent or employee unless the person to be employed has obtained a license as herein provided, or the Chief of Police has granted an exception to the license requirement. This requirement is not intended to include employees whose job responsibilities are exclusively administrative and not functional; this includes, by way of example only without limitation, secretarial positions.

(e) It shall be unlawful for any person to accept employment as a private security service employee or agent operating within the City, without obtaining a license as herein provided or having been granted an exception by the Chief of Police. This requirement is not intended to include employees whose job responsibilities are exclusively administrative and not functional; this includes, by way of example only without limitation, secretarial positions.

(Ord. [36, 2016](#), §§1, 2(Exh. A), 12-20-2016)



- **6.12.030 - Application contents.**

(a) Applicants for license as a private security service shall file an application with the Chief of Police on a form to be provided by him or her for that purpose, which shall contain the following:

(1) A description of the nature and type of business to be conducted or services to be offered and the area expected to be covered in the conduct of business;

(2) A statement as to the number of persons to be employed as agents or employees;

(3) A statement as to the numbers and type of vehicles to be used in the conduct of the business, and description thereof;

(4) A description of any other equipment to be used in conducting the business;

(5) A statement as to whether any individual applicant, partner of a partnership, manager of a limited liability company, officer, director and holder of ten percent (10%) or more of the corporate stock of the corporation, applicant or holder of ten percent (10%) or more interest in a limited liability company, any person with a finance interest in the private security firm and all managers of the applicant has ever been convicted of any felony, misdemeanor or ordinance violation involving moral turpitude or a breach of peace, the nature of the offense, penalty or punishment imposed and the date and place where such offense occurred;

(6) A statement as to whether any individual applicant, partner of a partnership, manager of a limited liability company, officer, director and holder of ten percent (10%) or more of the corporate stock of the corporation, applicant or holder of ten percent (10%) or more interest in a limited liability company, any person with a finance interest in the private security firm and all managers of the applicant has had a driver's license suspended or revoked, a statement as to the nature of the offense or offenses leading to the suspension or revocation, and the date and place where such offense occurred;

(7) A statement as to whether or not any individual applicant, partner of a partnership, manager of a limited liability company, officer, director and holder of ten percent (10%) or more of the corporate stock of the corporation, applicant or holder of ten percent (10%) or more interest in a limited liability company, any person with a finance interest in the private security firm and all managers of the applicant has ever had a judgment or conviction for fraud, deceit or misrepresentation entered against him or her and if so, the details thereof;

(8) A statement as to the business or employment record of any individual applicant, partner of a partnership, manager of a limited liability company, officer, director and holder of ten percent (10%) or



more of the corporate stock of the corporation, applicant or holder of ten percent (10%) or more interest in a limited liability company, any person with a finance interest in the private security firm and all managers of the applicant for the ten (10) years immediately preceding the date of application of the applicant;

(9) A certificate showing satisfactory completion by all of its managers and security guard employees of an approved and generally accepted private security training course consisting of at least twenty-four (24) hours of instruction or an acceptable equivalent amount of training as determined by the Chief of Police. Acceptable course of instruction shall include and address legal powers, limitations on the use of deadly force in general, and the use of deadly force specifically;

(10) Written consent to a background check signed by any individual applicant, partner of a partnership, manager of a limited liability company, officer, director and holder of the ten percent (10%) or more of the corporate stock of the corporate applicant or holder of ten percent (10%) or more interest in a limited liability company, any person with a financial interest in the private security firm, and all managers of the private security firm which background check shall be a prerequisite to obtaining a license under this Section.

(B) Applicants for license as a security guard or an armed security guard shall file an application with the Chief of Police on a form to be provided by him or her for that purpose, which shall contain the following:

(1) The name of the company employing the applicant or a description of the nature and type of business to be conducted or services to be offered and the area expected to be covered in the conduct of business;

(2) A statement of the applicant's intention relative to carrying a firearm;

(3) If the applicant is to be employed by any other firm, corporation or person, the identity of the employer shall be stated, together with the nature of services to be rendered to the employer and any other pertinent facts required by the Chief of Police;

(4) The statement as to whether the applicant has ever been convicted of any felony, misdemeanor or ordinance violation involving moral turpitude or a breach of peace, the nature of the offense, penalty or punishment imposed and the date and place where such offense occurred;

(5) A statement as to whether the applicant has had a driver's license suspended or revoked, a statement as to the nature of the offense or offenses leading to the suspension or revocation, and the date and place where such offense occurred;

(6) A statement as to whether or not the applicant has ever had a judgment or conviction for fraud, deceit or misrepresentation entered against him or her and if so, the details thereof;



(7) A statement as to the business or employment record of the applicant for the ten (10) years immediately preceding the date of application of the applicant;

(8) If applying to be an armed private security guard, a certificate of a licensed physician reciting that the applicant has been examined by him or her within the sixty (60) days preceding the application date and was found to be able to satisfactorily perform the duties required as an armed private security service employee;

(9) A certificate showing satisfactory completion of an approved and generally accepted private security training course consisting of at least twenty-four (24) hours of instruction or an acceptable equivalent amount of training as determined by the Chief of Police, acceptable course of instruction shall include and address legal powers, limitation on the use of deadly force in general, and the use of deadly force specifically;

(10) Written consent to a background investigation, which background investigation shall be a prerequisite to obtaining a license under this Section.

(Ord. [36, 2016](#), §§1, 2(Exh. A), 12-20-2016)

- **6.12.040 - Issuance; term; renewal.**

The Chief of Police shall issue licenses to applicants who are eligible to be licensed under the terms and provisions of this Chapter. Such licenses shall be issued for a maximum of one (1) year. Licensees desiring the renewal of their licenses must apply for renewal within the thirty (30) days immediately preceding the expiration date. As a part of the license renewal process, the licensee must demonstrate documentation of the receipt of no less than twenty-four (24) hours of additional in-service training during the previous year.

(Ord. [36, 2016](#), §§1, 2(Exh. A), 12-20-2016)

- **6.12.050 - Fee.**

(a) The annual license fee for private security services, security guard, and armed security guard shall be set in writing annually by the City Manager.

(b) In addition to the fee set forth above, any applicant shall be responsible for payment of the costs of the background investigation, whether such background investigation is completed by the Police Department or by another entity.



(Ord. [36, 2016](#), §§1, 2(Exh. A), 12-20-2016)

- **6.12.060 - Conditions barring issuance.**

No license for private security services, security guards, or armed security guards shall be issued to the following:

- (1) Any person under eighteen (18) years of age, or to any corporation, partnership, or limited liability company who maintains a partner, manager, officer, director or holder of ten percent (10%) or more of the corporate stock interest, or any manager who is under eighteen (18) years of age;
- (2) Any person who has been convicted of a felony, misdemeanor or violation of the laws or ordinances of any jurisdiction pertaining to moral turpitude or breach of the peace in the ten (10) years immediately preceding the date of application; or to any corporation, partnership, or limited liability company who maintains a partner, manager, officer, director or holder of ten percent (10%) or more of the corporate stock interest, or any manager who has been convicted of a felony, misdemeanor or violation of the laws or ordinances of any jurisdiction pertaining to moral turpitude or breach of the peace in the ten (10) years immediately preceding the date of application;
- (3) Any person against whom judgment or conviction for fraud, deceit or misrepresentation has been entered within ten (10) years immediately preceding the application; or to any corporation, partnership, or limited liability company who maintains a partner, manager, officer, director or holder of ten percent (10%) or more of the corporate stock interest, or any manager against whom judgement or conviction for fraud, deceit, or misrepresentation has been entered within ten (10) years immediately preceding the application;
- (4) Any person who has been convicted of a felony relating to controlled substances or illegal drugs in the ten (10) years immediately preceding the date of the application; or to any corporation, partnership, or limited liability company who maintains a partner, manager, officer, director or holder of ten percent (10%) or more of the corporate stock interest, or any manager who has been convicted of a felony relating to controlled substances or illegal drugs in the ten (10) years immediately preceding the date of the application;
- (5) Any person who currently has a suspended or revoked license, or had had a driver's license suspended or revoked in the prior three (3) years;



(6) Any person who person who has a conviction for any violent acts against persons; or to any corporation, partnership or limited liability company who maintains a partner, manager, officer, director holder of ten percent (10%) or more of the corporate stock interest, or any manager who had a conviction for any violent acts against persons;

(7) Any person applicant who fails to comply with all license requirements.

(Ord. [36, 2016](#), §§1, 2(Exh. A), 12-20-2016)

The full ordinance may be found at:

[https://library.municode.com/co/greeley/codes/municipal\\_code?nodet=TIT6BUTALIRE\\_CH6.12PRSESE](https://library.municode.com/co/greeley/codes/municipal_code?nodet=TIT6BUTALIRE_CH6.12PRSESE)

The partner, manager, officer, or director of a security guard company license must be fingerprinted by a State of Colorado Applicant Background Services vendor prior to submitting this application and fees for background investigation to Greeley Police Records at 1551 North 17<sup>th</sup> Avenue, Greeley, CO. Applicants will be required to pay fingerprinting fees directly to the vendor (this will include the fee for the fingerprinting and the fingerprint based background check.) Please see attached documents from IdentGO for information on fingerprinting or go to this website: <https://uenroll.identogo.com/workflows/25yqkr>

IdentGO will ask for a SERVICE CODE. This is the service code you will need to provide: 25YQKR

Required Fees to be paid at the time your application is dropped off:

Security Guard Company License Fee -	\$30.00
CCIC Annual Fee -	<u>6.85</u>
Total	\$36.85

Please make checks or money orders payable to: Greeley Police Records for the total amount.

DEFINITION –

Private Security Services – means a person, firm or corporation, including its employees and agents, engaged in the business of providing protection to third persons, firms or corporations, and/or their property and preserving the peace and conduct of any business in the City, but does not mean persons who are employed to provide unarmed internal security of the their employer’s business.



This definition includes, by way of example only and without limitation, all armed private security personnel; guard and patrol services and personnel for hire; investigative services and personnel for hire; and alarm services and personnel for hire. This definition does not include, by way of example only and without limitation, unarmed ATM service personnel, or any armored car or armored courier service which is regulated by the Federal Armored Car Industry Reciprocity Act of 1993, as amended.

Private Security Service Professional License Checklist –

- Complete and sign application form
- Include copy of training certificate(s) (see last page of application)
- Complete and have notarized the Release of Information Form
- Take completed application, fingerprint card and proof of identification to Greeley/Weld County Criminal Justice Records, 1551 N. 17<sup>th</sup> Ave, Greeley, CO
- Payment to Greeley Police Records of \$36.85 for Company Professional License OR \$48.85 for Company Professional License, & Security Guard License