



**APPLICATION FOR MERCHANT POLICE SERVICE LICENSE**

LICENSE FEE: **\$100.00** APPLICATION DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_

RESPONSIBLE PERSON ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

RESPONSIBLE PERSON PHONE NUMBER: \_\_\_\_\_

**APPLICANTS INVESTIGATION INFORMATION FOR LICENSE APPLICATIONS:** ALL OFFICERS, DIRECTORS AND INDIVIDUALS ACTIVELY INVOLVED IN THE BUSINESS ENTITY PROVIDING MERCHANT POLICE SERVICES MUST COMPLETE THIS FORM ANNUALLY.

**FINGERPRINT REQUIREMENTS:** ALL OFFICERS, DIRECTORS AND INDIVIDUALS ACTIVELY INVOLVED IN THE BUSINESS ENTITY PROVIDING MERCHANT POLICE SERVICES MUST SUBMIT FINGERPRINTS TAKEN BY THE SHERIFF'S OFFICE WITH THIS APPLICATION. FINGERPRINTS WILL REMAIN ON FILE WITH THE CITY OF GREAT BEND WHILE THE LICENSE REMAINS ACTIVE.

**DRIVER'S LICENSE COPIES:** ALL OFFICERS, DIRECTORS AND INDIVIDUALS ACTIVELY INVOLVED IN THE BUSINESS ENTITY PROVIDING MERCHANT POLICE SERVICES MUST SUBMIT A COPY OF THEIR CURRENT DRIVER'S LICENSE. COPIES WIL REMAIN ON FILE WITH THE CITY OF GREAT BEND WHILE THE LICENSE REMAINS ACTIVE.

**CERTIFICATE OF INSURANCE:** A CURRENT CERTIFICATE OF INSURANCE FOR THE BUSINESS MUST BE SUBMITTED ANNUALLY WITH THE APPLICATION.

DESCRIPTION OF ALL VEHICLES USED IN PROVIDING SUCH SERVICE INCLUDING VEHICLE REGISTRATION NUMBERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF THE NATURE AND TYPE OF BUSINESS TO BE CONDUCTED:

\_\_\_\_\_  
\_\_\_\_\_

SERVICE TO BE OFFERED AND AREA TO BE COVERED:

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF ALL WEAPONS REGISTERED TO THE APPLICANT INCLUDING SERIAL NUMBERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAS ANY OF THE STAFF THAT WILL BE PROVIDING MERCHANT POLICE SERVICE BEEN CONVICTED OF ANY FELONY, MISDEMEANOR OR ORDINANCE VIOLATION? \_\_\_\_\_

IF SO, STATE NATURE OF THE OFFENSE, PENALTY OR PUNISHMENT IMPOSED, AND DATE AND PLACE OF THE OCCURRENCE OF THE OFFENSE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAS ANY OF THE STAFF THAT WILL BE PROVIDING MERCHANT POLICE SERVICE EVER HAD A JUDGEMENT OR CONVICTION FOR FRAUD, DECEIT OR MISREPRESENTATION ENTERED AGAINST HIM/HER? \_\_\_\_\_

IF SO, GIVE DETAILS THEREOF:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT ALL BUSINESS OPERATIONS CONDUCTED UNDER SUCH LICENSE WILL BE IN COMPLIANCE WITH THE CODE OF ORDINANCES OF THE CITY OF GREAT BEND, KANSAS.

SIGNATURE OF APPLICANT \_\_\_\_\_

\*\*\*\*\*

--CITY OFFICE USE ONLY--

APPROVED / DENIED

LICENSE #: \_\_\_\_\_ ISSUED: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

CITY CLERK SIGNATURE: \_\_\_\_\_



**APPLICANTS INVESTIGATION INFORMATION FOR LICENSE APPLICATIONS**

**MERCHANT POLICE SERVICE LICENSE: ALL OFFICERS, DIRECTORS AND INDIVIDUALS ACTIVELY INVOLVED IN THE BUSINESS ENTITY PROVIDING MERCHANT POLICE SERVICES MUST COMPLETE THIS FORM ANNUALLY**

BUSINESS NAME: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**OWNER OR RESPONSIBLE PARTY INFORMATION:**

NAME: \_\_\_\_\_

LAST

FIRST

MIDDLE

MAIDEN

CURRENT ADDRESS (NO PO BOX): \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF ANY CRIME INVOLVING THE FOLLOWING:**

- A FELONY
- A CRIME INVOLVING MORAL TURPITUDE
- DRUNKNESS OR DRIVING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF INTOXICATING LIQUOR
- VIOLATION OF ANY INTOXICATING LIQUOR LAW OF ANY STATE OR OF THE UNITED STATES

YES

NO

I DO HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE AND AGREE TO ALLOW THE GREAT BEND POLICE DEPARTMENT TO CONDUCT A BACKGROUND AND DRIVERS LICENSE INVESTIGATION FOR THE PURPOSE OF THIS LICENSE APPLICATION ONLY.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED OR PRINTED NAME

## **CHAPTER 5.64 - MERCHANT POLICE SERVICE**

### **Sec. 5.64.010. - Definitions**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*License* means a certificate granting permission for a person to operate a merchant police service.

*Merchant police officer* means any individual who is employed by a merchant police service to guard, watch, patrol or otherwise attempt to provide security for the real or personal property of another person.

*Merchant police service* means any person engaged for hire in the business of guarding, watching, patrolling or otherwise attempting to provide security for the real or personal property of another person.

*Permit* means a certificate granting permission for an individual who is employed by a merchant police service to operate as a merchant police officer. Permits shall be issued by licensed merchant police service.

### **Sec. 5.64.020. - License and permit; requirements**

- No person shall provide or engage in a business which provides merchant police service within the city, unless such person shall possess a valid license from the city to engage in such business.
- No individual shall perform any service within the city as a merchant police officer unless such individual shall have in said person's possession a valid permit from a merchant police service to perform such service.
- This chapter shall not apply to servants or employees who perform such duties for one employer only and as to that employer's premises, provided the servant or employee's name, address, and date of birth are on file with the city police department; nor to any members of any governmental agency or department within the scope of their employment.

### **Sec. 5.64.030. - License—Application**

- Any person desiring to obtain a merchant police service license shall submit to the city clerk in writing on a form provided by the city clerk containing the following information:
  1. Name, address, date of birth and social security number of person that will be engaged in providing such merchant police service;
  2. Name, address, date of birth and social security number of all officers, directors and other persons active in the management of the business entity which will provide such merchant police service;
  3. A description of all vehicles to be used in providing such service, including the vehicle registration numbers thereof;
  4. A description of the nature and type of business to be conducted;
  5. The service to be offered, and the area expected to be covered in the conduct of the business;
  6. A statement of the number of persons to be employed by the service;
  7. With respect to each person active in the day-to-day management of the merchant police service, one recent photograph, fingerprints, and employment history for the five years immediately preceding the date of this application;
  8. A statement as to whether or not the applicant has been convicted of any felony, misdemeanor or ordinance violation, the nature of the offense, the penalty or punishment imposed, and the date and place where such offense occurred;
  9. A statement as to whether or not the applicant has ever had a judgment or conviction for fraud, deceit or misrepresentation entered against the applicant, and if so, the details thereof;
  10. Such other information as the police chief may reasonably deem necessary.

### **Sec. 5.64.040. - License—Approval**

- Every application for a license shall be submitted to city council for approval.

### **Sec. 5.64.050. - Permits; application form and contents**

- Permits shall be issued by a licensed merchant police service to each employee employed as a merchant police officer, and within 24 hours of issuing the permit the merchant police service shall provide the following information to the police chief upon forms provided by the police chief concerning the individual to whom the permit is issued:
  1. Name, address, date of birth and social security number;

2. One recent photograph, fingerprints, and a history of residence and employment for the five years immediately preceding the date of the permit being issued;
3. If the permittee will use a personal vehicle in the course of acting as a merchant police officer, a description of such vehicle, including registration number thereof;
4. Such other information as the police chief may reasonably deem necessary.

**Sec. 5.64.060. - License or permit; revocation or suspension**

- The city council shall have the authority to revoke or suspend any permit or license granted pursuant to this chapter for violation of any federal or state statute or city ordinance, for falsification of application documents, for violation of any of the provisions of this chapter, or for any act committed by a licensee or permittee which is deemed by the city council to make such licensee or permittee unfit to handle the responsibilities of such a license or permit upon request. Suspension period shall be for a maximum of 60 days. In case of revocation or suspension of the license or permit, a hearing shall be held by the city council, and licensee or permittee may present any evidence or be heard with respect to the allegations contained in the request for revocation or suspension.

**Sec. 5.64.070. - In addition to other licenses or permits**

- This chapter is intended to be in addition to all other licenses and permits, or other law enforcement authority vested in persons by the state, the county or the city and it shall not be a defense to the failure to secure a license or permit that such person had such authority.

**Sec. 5.64.080. - Insurance required**

- All merchant police service business permittees shall carry insurance for the purpose of indemnifying third persons for bodily injury, in amounts not less than \$100,000.00. A certificate of insurance showing evidence of such coverage shall be issued to the city.

**Sec. 5.64.090. - Uniforms**

- Uniforms, if any, worn by agents or employees of merchant police service permittees while employed within the city will be of a color different from those worn by officers of the city police department.

**Sec. 5.64.100. - Unlawful acts**

- It is unlawful for any licensee or permittee to:
  1. Hinder or interfere with any investigation under the jurisdiction of the city police department;
  2. Fail to report immediately to the city police department violations of city, state or federal laws which constitute felonies or breach of peace coming to the attention of the licensee or permittee, provided this section shall not apply to those violations coming to the attention of the licensee or permittee while on a client's business for which the client does not wish to pursue;
  3. Fail to notify the city police department of any arrests and to fail to turn such person over to the city police department, provided the licensee or permittee, upon refusal of the city police department to take custody of the subject, may turn the individual over to any competent law enforcement agency;
  4. Represent themselves to be member of the city police department;
  5. Willfully suppress facts that pertain to any violation of city, state or federal law under investigation by the city police department.

**Sec. 5.64.110. - Change in personnel**

- When an agent or employee of a merchant police service is discharged for any reason, the employer shall immediately notify the police chief of such fact.
- When an agent or employee of a merchant police service is dismissed, the agent or employee shall forthwith surrender the permit to the agent's employer, which shall forward the same to the police chief.

**Sec. 5.64.120. - Change of vehicles**

- If any licensee or permittee acquires a new vehicle for use in the conduct of business, the type and description of such vehicle shall be immediately reported to the police chief.

**Sec. 5.64.130. - Change of business address**

- Any permittee changing place of business or abode shall immediately notify the police chief.

**Sec. 5.64.140. - Additional insured**

- The applicant for a license hereunder shall file with the city clerk evidence that the city has been named as an additional insured on the permittee's liability insurance.
- The permittee and its insurance carrier will indemnify and save harmless the city from all liability for any injury to persons of property which the permittee, its agents, servants or employees may cause by reason of engaging in the business of merchant police service.

**Full Code of Ordinances for CHAPTER 5.64 - MERCHANT POLICE SERVICE can be found under the Business page of the City of Great Bend website.**

**Chapter 5.04 – BUSINESS LICENSES GENERALLY**

**Sec. 5.04.140. - Expiration; notice to police chief**

- Within 24 hours after any license has expired, the city clerk shall notify the police chief of such expiration, unless the same has been renewed.

**Sec. 5.04.150. - Violation; penalty**

- Any person who shall conduct or pursue any occupation, business, trade or profession for which a license is required by this chapter, without having obtained such license, shall be deemed to do so unlawfully, and for such violation, shall be deemed guilty of a misdemeanor and upon conviction or a plea of guilty, shall be punished for each offense by a fine in the amount set out in the master fee schedule established pursuant to for each offense. Each day that any business, occupation, trade or profession is conducted without the license shall constitute a separate offense. Any person failing, neglecting or refusing to comply with any provision of this chapter shall likewise be guilty of a misdemeanor and so punishable.
- When any firm or corporation engages in any business, trade or occupation required to be licensed without first obtaining a license as required, the manager, local agent, party in charge or any employee may be arrested and charged for such violation, and either or any member of a partnership, or the party in charge of its business, shall be equally liable and subject to the penalty herein provided.

**Full Code of Ordinances for Chapter 5.04 – BUSINESS LICENSES GENERALLY can be found under the Business page of the City of Great Bend website.**

**THE BUSINESS LICENSE YEAR IS JULY 1 – JUNE 30.**

**NEW LICENSES**

- **COUNCIL APPROVAL IS REQUIRED FOR A MERCHANT POLICE SERVICE LICENSE.**
- **COUNCIL MEETS THE FIRST AND THIRD MONDAYS OF EACH MONTH, UNLESS IT LANDS ON A HOLIDAY THE CITY OBSERVES.**
- **NEW LICENSE APPLICATIONS MUST BE SUBMITTED NO LATER THAN NOON ON THE MONDAY OF THE WEEK PRIOR TO THE SCHEDULED COUNCIL MEETING.**
- **THE LICENSE FEE RATE WILL NOT BE PRORATED BASED ON APPLICATION DATE.**

**LICENSE RENEWALS**

- **RENEWAL APPLICATION PACKETS ARE MAILED OUT THE LAST FRIDAY IN MARCH & DUE THE FIRST FRIDAY IN MAY.**
- **A \$15.00 LATE FEE WILL BE APPLIED TO RENEWAL APPLICATIONS RECEIVED AFTER THE FIRST FRIDAY IN MAY DEADLINE.**
- **RENEWAL APPLICATIONS ARE APPROVED BY COUNCIL THE THIRD MONDAY IN JUNE.**
- **RENEWED LICENSES ARE MAILED THE SAME WEEK THEY ARE APPROVED BY COUNCIL.**