



ORDER OF THE DEPARTMENT OF REGULATION AND LICENSING ADOPTING RULES

Pursuant to authority vested in the Department of Regulation and Licensing by sections 227.014 (2) (a) and 440.26 (2) (c), Wis. Stats., the Department hereby adopts rules as follows:

Sections RL 3.01, RL 3.10, RL 3.11, RL 3.12, RL 3.13, RL 3.20, RL 3.21, RL 3.22, RL 3.23, RL 3.24, RL 3.25, RL 3.26, RL 3.27, RL 3.28, RL 3.29, RL 3.30, RL 3.31, RL 3.32, RL 3.33, RL 3.40, RL 3.41, RL 3.42 and RL 3.43 of the WISCONSIN ADMINISTRATIVE CODE are adopted to read:

Chapter RL 3

PRIVATE DETECTIVE LICENSES AND PRIVATE DETECTIVE AGENCY LICENSES

RL 3.01 Definitions. In this chapter, unless the context clearly requires a different meaning:

- (1) "License" means a license issued by the department to a private detective agency or a license issued by the department to a private detective;
- (2) "Licensee" means a holder of any license;
- (3) "Officer" means any person required by law to sign an application for an agency license, except a registered agent of a foreign corporation;

(4) "Original agency license" means:

(a) A license issued to an agency which did not, at the time it made application, hold an agency license issued by the department; or

(b) A license issued to an agency which has applied for a license under section RL 3.21(2) after undergoing a total change of ownership;

(5) "Original private detective license" means a license issued to a person who did not, at the time he made application, hold a private detective license issued by the department.

(6) "Owner" means, as to an agency:

(a) A sole proprietor; or

(b) Each member of a partnership; or

(c) Each officer or director of a firm, association, company, or corporation;

(7) "Private detective agency" or "Agency" means an individual, firm, association, company, partnership or corporation engaged in private detective work or employing persons engaged in private detective work, watchman and guard work, or both;

(8) (a) "Private detective" means a person engaged in obtaining or furnishing information with reference to:

1. Crimes or wrongs done or threatened against the United States or any state or territory thereof;

2. The identity, habits, conduct, business, occupation, honesty, integrity, creditability, knowledge, trustworthiness, efficiency, loyalty, activity, movement, whereabouts, affiliations, associations, transactions, acts, reputation or character of any person;

3. The location, disposition or recovery of lost or stolen property;

4. The cause or responsibility for fires, libels, losses, accidents, damage or injury to person or property;

5. The securing of evidence to be used before any court, board, officer or investigating committee.

(b) The following are not private detectives within the meaning of these rules:

1. A person who, by virtue of his occupation, is explicitly exempted by law from having to obtain a private detective license;

2. A person who is employed exclusively and regularly by one employer, in connection with the affairs of such employer only, where there exists an employer-employee relationship, unless the employer is required by law to obtain an agency license.

(9) "Watchman and guard" means a person who guards or patrols in uniform for the purpose of protecting persons or property, but does not mean a person not required by law to obtain a watchman and guard permit;

(10) "Permit" means a watchman and guard permit.

#### STANDARDS OF PROFESSIONAL, EDUCATIONAL AND MORAL QUALIFICATION

RL 3.10 Agency licenses. (1) Each individual applicant for an original agency license, at least one member of each partnership applying for an original agency license, and at least one of the officers signing the application in the case of a corporation applying for an original agency license, shall have had:

(a) At least 3 years' experience as a private detective with a licensed agency; or

(b) At least 3 years' experience as a supervisor or administrator in industrial security or with a licensed agency; or

(c) At least 3 years' experience as a sworn member of any federal investigative agency, or as a sworn member of the military police or as a sworn member of any state, county or municipal investigative agency or police department; or

(d) Such professionally-related education or training, or combination of professionally-related education or training and experience, as the department may determine to be equivalent to the foregoing experience requirements.

(2) Each person who as of the effective date of these rules is not of record with the department as an officer of an agency and thereafter signs an application for a license or notifies the department of his taking office under section R.L. 3.21(4)(a), shall:

(a) Have at least a high school education or its equivalent;

(b) Not be a user of controlled substances, as defined in chapter 161, Wis. Stats., or alcoholic beverages to an extent dangerous to other persons or to an extent which impairs his ability to perform his work responsibly;

(c) Not have been convicted of a misdemeanor or ordinance violation relating to misappropriation, gambling, controlled substances or sexual morality within the 3 years prior to application; and shall

(d) Otherwise possess good moral character and integrity.

(3) Every owner of an agency must be 25 years of age on or before the date on which the agency's license is issued.

RL 3.11 Private detective licenses. Each applicant for an original private detective license shall qualify under section RL 3.10(2) (b), (c) and (d).

RL 3.12 Examination. (1) Except for those persons holding licenses the day before these rules take effect, no person will be granted a renewal of a private detective license after a date 12 months after these rules take effect unless he attains an average grade of 70% in the following subjects in an examination administered by the department:

(a) Wisconsin statutes and rules governing private detective agencies and private detectives; conduct reflecting on professional qualification;

(b) Criminal law and procedure; constitutional rights of suspects; limitations on a private detective's ability to make arrests and conduct searches and seizures;

(c) Preserving and giving evidence; notetaking, report writing, testifying on deposition and in court.

(2) If a licensee who has passed the examination fails to renew his license and remains unlicensed for a year or more, he shall again take and pass the examination before being relicensed.

RL 3.13 Examination procedures. (1) The department will administer examinations once each month, if any candidate applies, at its offices in Madison.

(2) There is no limit on the number of times any person may take the examination.

(3) Candidates shall inform the department in writing of intent to take the examination on or before the 15th day of the month preceding the month in which they wish to take the examination. Those whose letters are postmarked on or before the 15th will be scheduled for the next examination.

(4) Candidates will not be permitted to take the examination unless they present their official private detective identification cards for inspection by the person monitoring the examination.

(5) Candidates must check all books, notebooks or other papers with department staff before taking the examination, and may not take with them any papers from the room in which the examination is administered.

(6) A fee of \$5 will be charged for each examination administered. A candidate will not be examined if the fee is not paid.

#### GENERAL PROVISIONS

RL 3.20 Branch offices. (1) The license, bond or liability policy and fee of an agency shall cover all branch, divisional or departmental

offices located in this state as shown on the application, and such additional offices as the licensee may wish to establish after the license is issued provided that prior notice is given to the department.

(2) All branch, divisional or departmental offices must be operated under the same name as the principal office, unless they are separately licensed.

RL 3.21 Transfer, termination or change of name of agency. (1) An agency which terminates its business shall surrender its license to the department.

(2) (a) If an agency undergoes a total change of ownership, the former owner or owners shall surrender the agency license to the department after the issuance of a license to the new owner or owners.

(b) The prospective new owner or owners of an already licensed agency must apply for and receive an original agency license before engaging in business, and shall attach to the license application a notarized statement by the current owner or owners certifying that he or they will have no control of or pecuniary interest in the agency after the issuance of a license to the prospective new owner or owners.

(3) An agency which changes its name or the location of its principal office without undergoing a change of ownership shall apply for and receive an amended license, without fee, before engaging in business under the new name. The amended license shall bear the same expiration date as the license issued to the agency under its previous name or location.

(4) (a) An agency which acquires a new officer or officers legally required to sign agency license application forms, without undergoing a total change of ownership, shall notify the department of the change, before the new officer or officers take office.

(b) One officer of an agency must qualify under section RL 3.10 before any new officer takes office, if a change of officers would cause an agency to have no officers qualified thereunder.

(c) This subsection does not apply to a change of registered agent by a foreign corporation holding an agency license, but a copy of any statement which section 180.10, Wis. Stats., requires a foreign corporation to file with the Secretary of State shall be filed with the department.

RL 3.22 Fingerprints and employment records. All applicants for original detective licenses and all persons who sign applications for original agency licenses, including any person of whose taking office the department is notified under section RL 3.21(4) but not including the registered agent of a foreign corporation, shall supply, in addition to such other pertinent information as the department may require, the following:

(1) Two complete and satisfactory sets of fingerprints on forms supplied by the department, the fingerprints to be taken by any federal, state, county or municipal officer and the forms to be signed by such officer and stamped with his official stamp, or taken by any other person and the forms to be notarized;

(2) Applicant's employment record for the 10 years immediately preceding the date of application, listing type of employment and name and address of employer.

RL 3.23 Photographs. (1) Each person who applies for an original private detective license, or who applies the first time after the effective date of these rules for the renewal of a private detective license, shall supply with the application, in addition to such other pertinent information as the department may require, 2 full face, head and shoulders color photographs, no larger than one inch by one inch, with the applicant's name typed or printed on the back. The department shall affix one photograph to the official identification card and retain the other photograph in its files.

(2) Each person who applies for a second or subsequent time after the effective date of these rules for the renewal of a private detective license shall submit one such photograph with his application.

(3) Each photograph submitted shall fairly and accurately represent the appearance of the applicant at the time the application is submitted. If the department determines that its file copy of any photograph does not bear substantial resemblance to the photograph submitted with a license renewal application, it may request the submission of a new file copy.

RL 3.24 Identification cards, badges, shields and stars. The only official identification card for a licensed private detective is that which is issued by the department. Licensees shall not wear, use or display any badge, shield or star in the course of private detective activity, and shall not wear or display any identification card in the course of private detective activity other than the official card, unless the official card is worn or displayed as prominently as a nonofficial card.

RL 3.25 Minors not to be employed as watchmen and guards. No agency shall employ minors as watchmen and guards.

RL 3.26 Agencies to notify department of termination of private detectives. An agency shall notify the department within 5 days of the termination of any agent in its employ, returning the agent's identification card or a written explanation of failure to return the card, and specifying the reason for and date of termination.

RL 3.27 Private detectives to receive new licenses before working for new employers. A private detective leaving the employ of one agency and entering the employ of another shall not be assigned to private detective work by his new employer until he has applied for and received a new license.

RL 3.28 Private detectives not to be licensed to more than one agency. A private detective shall not be licensed to more than one agency at the same time.

RL 3.29 Licensee's responsibility to maintain bond or liability policy. Each licensee shall be responsible for maintaining the bond or liability policy submitted to the department before the issuance of a license. Failure to meet this responsibility shall be cause for the revocation of a license under section RL 3.32(10).

#### REVOCATION OF LICENSES

RL 3.30 Felony convictions. The department shall, after notice and hearing, revoke a license upon proof that any person who signed the application therefor has been convicted of a felony after the issuance of the license.

RL 3.31 False statements in license applications. The department shall, after notice and hearing, revoke a license upon proof that any person who signed the application therefor made a false statement in the application.

RL 3.32 Conduct reflecting adversely on professional qualification. The department shall, after notice and hearing, revoke a license upon proof that the licensee or any person who signed the application therefor has engaged in conduct reflecting adversely on professional qualification. Such conduct is hereby defined as, without being limited to:

(1) The use of controlled substances or alcohol to the extent defined by section RL 3.10(2) (b);

(2) Conviction of any of the offenses named in section RL 3.10(2) (c), or conviction of any other misdemeanor or ordinance violation if the offense is directly and demonstrably related to fitness to hold a license;

(3) The operation of a branch, divisional or departmental office under a different name than that of the agency's principal office in this state, unless the branch, division or department has received a separate license;

(4) The use, wearing or display of a badge, shield, star or identification card contrary to section RL 3.24;

(5) Pretending to be a peace officer;

(6) False or misleading advertising;

(7) Advising any person to engage in an illegal act or course of conduct;

(8) Any violation of regulations duly promulgated by the department relative to proficiency in the care, handling and use of firearms and other dangerous weapons;

(9) Employing any person who engages in any act or course of conduct for which the department may revoke the license of a private detective, if the



circumstances are such that the licensee knows or should know that such person is engaging or has engaged in such act or course of conduct.

(10) Failure to maintain the bond or liability policy submitted with a license application.

(11) Neglect, failure or refusal to render professional services to any person solely because of that person's age, race, color, handicap, sex, creed, national origin or ancestry.

RL 3.33 Automatic suspension of private detective licenses upon revocation of agency license. (1) Revocation of an agency license shall automatically suspend the license of every private detective employed by the agency at the time of the revocation of the agency's license.

(2) A private detective whose license is suspended by the department pursuant to subsection (1) may apply for reinstatement of his license upon his employment by another agency, provided that he was not a party to the act or course of conduct which caused the revocation of the agency license of his former employer.

#### FIREARMS AND OTHER DANGEROUS WEAPONS

RL 3.40 Policy (1) No principal or employe of any agency shall carry on, about or near his person any firearm or other dangerous weapon when he is on duty, unless:

(a) The circumstances or conditions of his work give rise to a substantial need for his being so armed; and

(b) He is currently certified under section RL 3.41 as being proficient in the care, handling and use of such weapon.

(2) No principal or employe of any agency shall carry on, about or near his person any concealed firearm or other dangerous weapon at a time when he is on duty unless:

(a) He has received explicit permission to do so from each and every person whose permission he must secure under the law;

(b) The circumstances or conditions of his work give rise to a substantial need for his being so armed; and

(c) He is currently certified under section RL 3.41 as being proficient in the care, handling and use of such weapon.

RL 3.41 Certification of Proficiency. (1) Proficiency in the care, handling and use of a weapon shall be certified as to any principal or employe of an agency before assignment with the weapon and at least annually thereafter.

(2) Certification may be made by any person competent to attest to the proficiency of the principal or employe in question. It shall be notarized, and shall include, at least:

(a) A full and complete description of each type of weapon in whose care, handling and use the principal or employe is proficient;

(b) Statements to the effect that the principal or employe understands safety rules, range rules, and the procedures for the care and cleaning of each type of weapon with which he is proficient, and that he understands the legal limits on the use of such weapon;

(c) A detailed statement of the standards of marksmanship attained by the principal or employe for each type of weapon with which he is proficient.

(3) A copy of each certificate in the care, handling and use of a weapon shall be filed with the department as soon as possible after issuance of the certificate.

RL 3.42 Reporting. If any principal or employe of any agency is responsible for the accidental or intentional discharge of any firearm (other than in target practice, competition, or licensed hunting), or the accidental or intentional use of deadly force by any means, he shall as soon as possible notify the appropriate law enforcement agencies and inform his supervisor of the incident. His supervisor, or another person assigned by the agency, shall investigate the incident as soon as possible, and shall make a signed, written report of the incident, identifying all persons involved in the incident, the investigator, and the agency, and fully describing the circumstances of the incident. One copy of the report shall be filed with the department, and another with the local law enforcement agency, as soon as possible after the investigation is completed.

RL 3.43 Violations of this sub-chapter to be causes for license revocation. A proven violation of section RL 3.40, RL 3.41, or RL 3.42 shall be cause for the revocation of the license of the agency, the employe (if a private detective) or both, under section RL 3.32 (8) or (9).

The rules contained herein shall take effect as provided in section 227.026, Wis. Stats.

Dated:

May 17, 1974

DEPARTMENT OF REGULATION  
AND LICENSING

Virginia B. Hart  
Virginia B. Hart  
Secretary

(SEAL)

STATE OF WISCONSIN )  
DEPARTMENT OF REGULATION AND LICENSING ) SS

I, Lillian M. Quinn, Deputy Secretary of the Department of Regulation and Licensing, do hereby certify that members of the appropriate committees of the assembly and of the senate were notified pursuant to section 227.018 (2), Stats., when the annexed rules relating to the licensing of private detectives and private detective agencies were in final form, and that such notification occurred on April 17, 1974.

I further certify that neither of said committees has communicated to this department during the 30-day period beginning April 17, 1974, a request for a meeting to review the annexed rules.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at 201 East Washington Avenue in the city of Madison, this 17th day of May, A.D. 1974.

Lillian M. Quinn  
Deputy Secretary