

**Chapter RL 32**  
**PRIVATE DETECTIVE AND AGENCY LICENSE RENEWAL**  
**AND REPORTING REQUIREMENTS**

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**RL 32.01 Authority.** The rules in this chapter are adopted pursuant to ss. 227.11 (2), 440.05 (7), 440.11 and 440.26 (3), (4), (5), (5m) and (5r), Stats.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; corrections made under s. 23.93 (2), (b) 7., Stats., Register, December, 1994, No. 468, r. and recr., Register, November, 1997, No. 503, eff. 12-1-97.

**RL 32.03 Renewal of license more than 5 years after renewal date.** A private detective who applies for renewal of a license more than 5 years after the renewal date, as defined in s. 440.01 (1) (dm), Stats., shall successfully pass the licensing examination pursuant to s. RL 31.04 and pay the fee specified in s. 440.08 (2) (a) 61., Stats.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. Register, December, 1994, No. 468, eff. 1-1-95; am., Register, January, 2001, No. 541, eff. 2-1-01.

**RL 32.04 Change of name.** A credential holder shall notify the department in writing within 30 days after a change of name or address.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. (1) and r. (2), Register, November, 1997, No. 503, eff. 12-1-97.

**RL 32.05 Transfer of employment. (1) PRIVATE DETECTIVES.** A licensed private detective who wishes to transfer employment from one private detective agency to another shall submit to the department a transfer application accompanied by the fee specified in s. 440.05 (7), Stats. The licensed private detective may not conduct licensed activity for the new employer until that person has mailed or delivered the transfer application and required fee to the department. Every licensed private detective shall notify the department of the name of the private detective's current employer or employers.

**Note:** Forms are available on request to the Department of Regulation and Licensing, Bureau of Direct Licensing and Real Estate, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**(2) PRIVATE SECURITY PERSONS.** A licensed private detective agency shall notify in writing within 5 days of any change in the information which the agency has provided the department pursuant to s. 440.26 (5), Stats.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; r. and recr., Register, November, 1997, No. 503, eff. 12-1-97.

**RL 32.06 Termination of employment. (1) PRIVATE DETECTIVES.** A licensed private detective who terminates employment with an employing private detective agency shall send written notice to the department within 10 days after the termination.

**(2) PRIVATE SECURITY PERSONS.** A private detective agency shall notify the department in writing within 5 days after the termination of employment of a private security person.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; r. and recr., Register, November, 1997, No. 503, eff. 12-1-97.

**RL 32.07 Change of owners or officers. (1) CHANGE OF OWNERS. (a)** If an agency undergoes a change of owner, the former owner shall surrender the agency license to the department within 30 days after receiving written notice from the department of the issuance of a license to the new owner.

**(b)** The prospective new owner of a licensed agency shall apply for and receive an original agency license before engaging in business.

**(2)** If there is a change in any of the officers of a corporation or members of a partnership or a limited liability company, the agency shall notify the department of the change before new officers or partners take office. Officers or members of an agency shall comply with s. RL 31.02 (1) (b). 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 required under s. 180.1508, Stats., to be filed with the department of financial institutions shall be filed with the department within 30 days after a change of registered agent.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. (1) (b) and (2), Register, November, 1997, No. 503, eff. 12-1-97.

**RL 32.08 Termination of private detective agency business.** An agency which terminates its business shall notify and surrender the agency license to the department within 30 days after termination.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The records should be kept up-to-date and should be easily accessible to all relevant parties.

2. The second part of the document outlines the procedures for handling cash and other assets. It is important to ensure that all cash receipts are properly recorded and that all disbursements are supported by valid documentation. Regular reconciliations should be performed to ensure that the books are in balance and that there are no discrepancies.

3. The third part of the document discusses the requirements for preparing financial statements. These statements should be prepared on a regular basis and should be reviewed by management before being distributed to the board of directors. The statements should provide a clear and concise summary of the company's financial performance and position.

4. The fourth part of the document outlines the responsibilities of the accounting department. The department is responsible for maintaining the accounting records, preparing the financial statements, and providing accurate and timely information to management. It is also responsible for ensuring that all transactions are properly recorded and that all assets are protected.

5. The fifth part of the document discusses the importance of internal controls. These controls are designed to prevent and detect errors and fraud, and to ensure that the company's assets are protected. It is important to have a strong system of internal controls in place to ensure the reliability of the financial information.