



## Applicant's Checklist

**Items to be provided by the applicant WITH APPLICATION:**

- 1. One (1) photograph of **uniform** and one of **vehicle** showing emblems or shoulder patches
- 2. **Insurance Bond**
- 3. Proof of **Liability Insurance**
- 4. Copy of **Driver's License**
- 5. Fee of **\$25.00**

**FOR OFFICIAL USE ONLY**

Approval of Uniform by Police Chief \_\_\_\_\_

Local Involvement Check completed on Date: \_\_\_\_\_ by Staff Name: \_\_\_\_\_


Reviewed/Approved: Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_

## Clerk's Checklist

Description of Item	 For office use only
<b>Application Fee: \$25</b>	
<b>Copy of Driver's License:</b> Must be current within the state who issued the license.	
<b>Insurance Bond</b>	
<b>Proof of Liability Insurance</b>	
<b>Photo(s) of <input type="checkbox"/> Uniform and <input type="checkbox"/> Vehicle</b>	

## Private Patrol Services REQUIREMENTS

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- Licensing is required for any business offering private patrol services. Any employee of a private patrol services business shall be licensed as well.
- Applicants must be over the age of 18, and a citizen of the United States. Applicants must be free of conviction of any felony or a misdemeanor involving moral turpitude within three years prior to the date of the private patrol/private patrol services application.
- Applicants will be required to submit to the Chief of Police their uniforms and emblems for the chief's approval. No uniform, clothing, uniform emblems or shoulder patches shall have a color, design and/or shape with an appearance similar to those used by the City Police Department.
- It shall be unlawful for any private patrol service to use the word "police" on any vehicle, building, uniform, or article of wearing apparel.
- Applicants are required to furnish proof of insurance as per the code of the City of Caldwell, section 06-21-15 (1) and (2) which states:
  - *"The applicant shall be required to give a bond with the obligee being the City in a sum not to exceed two thousand five hundred dollars (\$2,500.00) for any private patrolman and ten thousand dollars (\$10,000.00) for each private patrol service, conditioned upon the fact that the applicant shall comply fully with the provisions of this Article and all other ordinances of the City and the statutes of the State of Idaho."*
  - *"General and personal liability insurance for bodily injury, sickness, disease or death sustained by persons and arising out of assault, battery, false imprisonment, false arrest, malicious prosecution, abuse of process, libel, slander, misrepresentation, deceit or interference with property and contract rights. The insurance shall be one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per accident, and one hundred thousand dollars (\$100,000.00) property damage per accident. (Ord. 1788, 9-19-88)*
  - Proof of insurance shall also list the City of Caldwell (PO Box 1179, Caldwell ID 83606) as certificate holder and additional insured.
- When the application is completed, it shall be turned in to the City Clerk, where it will then be forwarded to the Police Department for completion of a criminal background records check.
- At the completion of the application process and with the approval of the Chief of Police and the City Clerk, the applicant will be issued a license. Fees will also be collected at that time.