

Rule 1.1 The Arkansas Board of Private Investigators and Private Security Agencies, hereinafter referred to as the Board, shall meet at least once in each quarter at the call of the Chairman and will continue in session until business is completed insofar as possible. A majority of the Board shall constitute a quorum.

Rule 1.2 Special meetings of the Board may be called at anytime by the Chairman or by a majority of the membership of the Board.

Rule 1.3 The official address of the Board shall be "Arkansas Board of Private Investigators and Private Security Agencies , #1 State Police Plaza Drive, Little Rock, Arkansas 72209. Regular meetings of the Board shall be held at its official address.

Rule 1.4 Any Person desiring to appear before the Board at any regular meeting on any matter within the jurisdiction of the Board shall, at least twenty (20) days prior to such meeting, file with the Administrator a written request in which the nature and purpose of the appearance shall be clearly and precisely stated in sufficient detail to fully apprise the Board of the basis and extent of the business. This requirement may be waived by unanimous consent of the Board members present at any meeting, provided, that when such a request is in the nature of a complaint against a licensee under the provisions of Act 429 of 1977, as amended, or the security department of a private business, with the provisions of Rules 1.7 through 1.16 shall be complied with.

Rule 1.5 The Administrator shall arrange the order of business of all meetings of the Board and shall, at least ten (10) days prior thereto, notify all persons who are to appear before such meeting of the place and time of the meeting.

Rule 1.6 The Administrator shall keep and maintain on file in the Board's office a record of all proceedings of the Board. The Administrator shall keep on file in the Board office copies of all rules and regulations adopted by the Board, copies of all orders issued by the Board and copies of all application and license forms adopted by the Board.

Rule 1.7 Any hearing to be conducted by the Board may be held at a regular Board meeting or at a special Board meeting convened for that purpose.

Rule 1.8 Before denying any application under the provisions of this chapter and its rules and regulations, or revoking, suspending, or reprimanding any person who is under the jurisdiction of the Board pursuant to Act 429 of 1977, as amended, the Board shall advise the person of his right to a hearing before the Board; provided, however, that the Board may suspend for a period not exceeding sixty (60) days that person when he has been convicted in any jurisdiction of a felony, class "A" misdemeanor, crime involving an act of violence or crime involving moral turpitude.

Rule 1.9 If, as a result of its own investigation or as a result of any complaint filed against a person under the jurisdiction of the Board, it is determined that there exists sufficient proof that the actions of the person constitutes a violation of this chapter and/or its rules and regulations, the Board, before taking any action, shall provide twenty (20) days written notice to the person of his right to a hearing before the Board. The Board, when issuing an order and notice of hearing shall state the legal authority and jurisdiction under which the hearing is to be held along with a brief and concise statement of the matters of fact and law involved. The order and notice of the hearing shall be served on the person at least twenty (20) days prior to the hearing by mailing a copy to his last known address by certified mail or hand delivering the notice to him personally.

Rule 1.10 The Administrator shall assign a file number to each order and notice of hearing and thereafter all documents pertaining to the matter shall bear that assigned number. All pleadings and motions to be filed relative to the hearing shall be in duplicate, signed, verified and dated, and filed with the Administrator.

Rule 1.11 If the Board determines that there exists good cause to believe that an applicant under the provisions of this chapter and its rules and regulations does not meet the qualifications as outlined herein, the Board shall notify the applicant of his right to a hearing before the Board. Upon receipt of a request for such a hearing, the Administrator shall set the matter for a hearing at the next regularly scheduled meeting of the Board or at a special meeting called to hear the matter. Notice of the hearing shall be served on the applicant by mailing the notification to his last known address by certified mail or hand delivering it to him personally.

Rule 1.12 In the conduct of any investigation conducted under the provisions of this chapter and its rules and regulations, the Board may

issue subpoenas to compel the attendance of witnesses and the production of pertinent books, accounts, documents and records. Any person who is required to meet any of the qualifications under this chapter and its rules and regulations, whose rights may be affected at any hearing before the Board, may request the issuance of subpoenas to compel the attendance of witnesses and the production of pertinent books, accounts, documents and records by filing a written request with the Administrator for the issuance of such subpoenas at least fifteen (15) days prior to the hearing. Any and all costs anticipated must be deposited with the Administrator of the Board at the time of filing such request.

Rule 1.13 The Board shall not be bound by the technical rules of evidence and it may admit and give probative value to any evidence which possesses such probative value as would entitle it to be accepted by reasonable and prudent men in the conduct of their affairs, provided, however, that the Board shall give effect to the rules of privilege recognized by the law and may exclude hearsay, incompetent, irrelevant, immaterial or repetitious evidence and may make rulings to protect witnesses from undue harassment or oppression.

Rule 1.14 All evidence, including records and documents, in the possession of the Board of which it desires to avail itself shall be offered and made part of the record in a hearing, and no other factual information or evidence shall be considered in the determination of any cause. Any person who is required to meet any of the qualifications under this chapter and its rules and regulations, whose rights may be affected in any hearing shall have the right to appear personally and by counsel to introduce evidence in their behalf, to cross-examine witnesses and to examine any document or other evidence submitted.

Rule 1.15 In any hearing held for the purpose of affording any applicant the opportunity to show his qualifications under this chapter and its rules and regulations, the burden of proof shall be on the applicant. In hearings held for the purpose of revoking, suspending, fining and/or reprimanding any person who has qualified under the provisions of this chapter and its rules and regulations, the burden of proof shall be on the Board or complainant.

Rule 1.16 All decisions by the Board shall be in writing and signed by the Chairman of the Board or his designee and shall include findings of fact and conclusions of law separately stated in an appropriate order entered in accordance therewith. A copy of the findings of fact and

conclusions of law and order shall be sent to each party of the hearing within two (2) days after entry of the order.

Rule 1.17 All applicants shall either provide the Board proof of a state background check or remit applicable fees so the Board can process the state background check.

Rule 1.18 All applicants shall remit applicable federal background check fees to the Board so the Board can process the federal background check.