



How do I apply for a commission as a Special Law Enforcement Officer?

What is a Special Law Enforcement Officer (SLEO) and who is eligible to become one? ([KRS 61.900](#))

- (a) Means one whose duties include the protection of specific **public property** from intrusion, entry, larceny, vandalism, abuse, intermeddling, or trespass;
- (b) Means one whose duties include the prevention, observation, or detection of, or apprehension for, any unlawful activity on specific public property;
- (c) Means one whose special duties include the control of the operation, speed, and parking of motor vehicles, bicycles, and other vehicles, and the movement of pedestrian traffic on specific public property;
- (d) Means one whose duties include the answering of any intrusion alarm on specific public property;
- (e) **Shall include the Capitol police, the Capital Plaza police, public school district security officers, public airport authority security officers, and the officers of the other public security forces established for the purpose of protecting specific public property;** and
- (f) Shall **not** include members of a lawfully organized police unit or police force of state, county, city, or metropolitan government, or a combination of these, who are responsible for the detection of crime and the enforcement of the general criminal law enforcement of the state; it shall not include any of the following officials or officers:
 - 1. Sheriffs, sworn deputy sheriffs, city marshals, constables, sworn deputy constables, and coroners;
 - 2. Auxiliary and reserve police appointed under [KRS 95.160](#) or [95.445](#), or citation and safety officers authorized by [KRS 83A.087](#) and [83A.088](#);
 - 3. State park rangers and officers of the Division of Law Enforcement within the Department of Fish and Wildlife Resources;
 - 4. Officers of the Transportation Cabinet responsible for law enforcement;
 - 5. Officers of the Department of Corrections responsible for law enforcement;



6. Fire marshals and deputy fire marshals;
7. Other officers not mentioned above who are employed directly by state government and are responsible for law enforcement;
8. Federal peace officers;
9. Those campus security officers who are commissioned under [KRS 164.950](#);
10. Private security guards, private security patrolmen, and investigators licensed pursuant to state statute; and
11. Railroad policemen covered by [KRS 277.270](#) and [277.280](#); and

"Sworn public peace officer" means one who derives plenary or special law enforcement powers from, and is a full-time employee of, the federal government, the Commonwealth, or any political subdivision, agency, department, branch, or service of either, or of any municipality.

What is the definition of public property? ([KRS 61.900](#))

"Public property" means property currently owned or used by any organizational unit or agency of state, county, city, metropolitan government, or a combination of these. The term shall include property currently owned or used by public airport authorities;

What are the requirements to be appointed as a SLEO? ([KRS 61.900](#))

In order to qualify for a commission as a special law enforcement officer under KRS 61.900 to 61.930, an individual must present satisfactory evidence of compliance with the following conditions and requirements:

- (1) No person shall be eligible for a commission who:
 - (a) Has been dishonorably discharged from the Armed Forces of the United States;
 - (b) Has been convicted in any jurisdiction of any felony or of any crime involving moral turpitude for which he has not received a full pardon;
 - (c) Has been convicted of any other offense or offenses more than five (5) times within the previous three (3) years;



(d) Has by any court of competent jurisdiction been declared mentally disabled by reason of mental retardation or disease and has not been restored; or

(e) Suffers from habitual drunkenness or from narcotics addiction or dependence, or from any physical defect or deficiency which the secretary determines to materially impair the applicant's ability to perform the duties of a special law enforcement officer.

(2) Every person to be eligible for a commission shall:

(a) Have reached his twenty-first birthday;

(b) Provide, on forms supplied by the secretary, such information pertaining to himself as may reasonably be requested thereon, including, but not limited to his: name; age; date of birth; current address and employment; prior addresses and employment for the past ten (10) years; aliases, if any; arrest and conviction record, if any; Social Security number; fingerprints; photographs; and general physical description. The accuracy of such information shall be attested by the applicant and his attestation shall be notarized by one authorized to administer oaths;

(c) Be of good moral character;

(d) Provide references from two (2) reputable residents of the Commonwealth who are not related to him and who have known him well for a period of not less than three (3) years, attesting to his good character;

(e) Pay the fees provided in [KRS 61.908](#); and

(f) Provide evidence satisfactory to the secretary that he meets the following requirements:

1. Is a graduate of an accredited high school or of an equivalent technical or vocational training or education program satisfactory to the secretary; or holds a G.E.D. certificate; provided, however, that all special local peace officers formally commissioned under [KRS 61.360](#) and with unexpired commissions on December 31, 1976, shall be deemed to have met the requirements of this subsection;

2. Has successfully completed not fewer than eighty (80) hours of training in a program approved by the council and dealing comprehensively with the subjects of criminal law and the law of arrest, search and seizure; or has been employed as a full-time sworn public peace officer for a period of not less than one (1) year within the past five (5) years, and has never been discharged for cause from employment as a sworn public peace officer; or has been employed in a full-time capacity as a military policeman engaged in



law enforcement for the United States Armed Forces for a period of not less than one (1) year within the past five (5) years; or has successfully completed a written, oral and practical examination approved by the council and dealing comprehensively with the subject matter of criminal law and the law of arrest, search and seizure; and

3. Demonstrates, in written and practical examinations approved by the council, knowledge of and proficiency in firearms safety, range firing, the moral and legal aspects of firearms use, and first aid. Provided, however, that all special local peace officers formally commissioned under [KRS 61.360](#) and with unexpired commissions on December 31, 1976, shall be deemed to have met the requirements of these subsections.

How is the training obtained if the applicant is not eligible to have it waived?

The Department of Criminal Justice Training (DOCJT) provides three classes that when combined, meet the eighty (80) hour requirement. The classes are Basic Officers Skills (40 hrs.), Legal Update: Constitutional Procedures (16 hrs.), and Legal Update: Penal Code (24 hrs.). To register for these classes, the applicant must complete the first page of the Form F and Form 29-1. Both of these are DOCJT forms and are available on their web site. The class schedule is available on the same web site. (<http://docjt.jus.state.ky.us>)

What is the cost associated with the application process?

1. A non-refundable check or money-order in the amount of \$25.00 made payable to the Kentucky State Treasurer must be submitted with the applications. ([KRS 61.908](#)) ([500 KAR 2:020 Section 5](#))
2. The certified copy of the birth certificate is \$10.00 in Kentucky, other states could charge more.
3. Some County Clerks may charge to administer the oath of office, between \$10.00-\$13.00.
4. The Department of Criminal Justice Training will charge for the required 80-hours of training. Currently the cost is approximately \$1,200.00 for the 80-hours.

What is the process to be commissioned as a SLEO? ([500 KAR 2:020](#))

1. Submit two copies of the application (SLEO-1). The applications must be filled out completely and must be notarized. **One copy of the application must be the original. Page 7, which contains the applicant's notarized signature, must be an original on both copies. Please utilize the application on this web site.**



2. Submit **two full-face photographs** taken **within the last thirty (30) days**. They shall be 3”x 5” in size. [Section 4 (C)]
3. On the application, list the names of **two references**. The references shall be reputable residents of the Commonwealth, shall not be related to the applicant, and shall have known the applicant for period of not less than three years. [[KRS 61.906 \(2\) \(d\)](#)]
4. Provide a **certified copy** of the applicant’s birth certificate. [Section 4 (b)]
5. Provide a copy of a **high school diploma** from an accredited high school or an equivalent technical or vocational training or education program satisfactory to the Justice and Public Safety Cabinet Secretary, or a GED. [Section 4 (a) [KRS 61.906 \(2\) \(f\) 1](#)]
6. If the applicant is a veteran of the armed forces, they must submit a copy of their DD-214. A **DD-214** is required for each branch of service an applicant served. [Section 4 (d)]
7. Submit a **Letter of Intent Form** (SLEO-3). [Section 4 (f)]
8. Submit an **Authority to Release Information Form** (SLEO-2). The applicant’s signature must be witnessed by a second person. [Section 4 (e)]
9. Submit an **SLEO Acknowledgement Notice Form** (SLEO-4). This form must be signed by the applicant and by the individual who provided the listed items. [Section 4 (4)]
10. Submit a non-refundable **\$25.00 check or money order** made payable to the Kentucky State Treasurer. [[KRS 61.906 \(Section 4\) \(h\)](#)]
11. Submit verification the applicant has completed the required **eighty (80) hours of training** approved by the Kentucky Law Enforcement Counsel. [[KRS 61.906 \(f\) \(2\)](#)]
12. Submit proof the applicant has completed a recognized course and is certified in First-Aid and CPR. This requirement may be waived if the agency hiring the applicant has full-time EMTs on staff. Section 4 (g)



13. School security officers, if applicable, must submit verification of their Police Officer Professional Standards (POPS) certificate and required training. [\[KRS 15.380 \(e\)\]](#)
14. After the application is received, the applicant will be contacted by the assigned investigator to schedule an interview. While the applicant is in Frankfort for the interview, they will be provided a form to take to the Kentucky State Police AFIS Section to have their fingerprints rolled at no additional charge. [Section 4 (2)]
15. Upon approval, one copy of the application along with two County Clerk Oath Verification forms (SLEO-6) will be returned to the governmental unit. The applicant shall take the application and the SLEO-6 forms to the County Clerk's Office in the county the applicant will serve, to have the oath of office administered. The County Clerk shall retain the copy of the application and the governmental unit shall return one original of the SLEO-6 form signed by the County Clerk within thirty (30) days to the Internal Investigations Branch. [Section 8 (2) (3)]
16. Once the County Clerk Oath Verification form (SLEO-6) is received, the certificate of commission will be sent to the governmental unit. [Section 8 (5)]
The applicant shall not exercise the authority of a SLEO until he or she has received the commission certificate from the cabinet. Section 8 (9)

How long are the commissions valid? [\[500 KAR 2:020 Section 8 \(10\)\]](#)

The SLEO Commissions are issued for a period of two (2) years, provided that the officer continues to meet all statutory and regulatory criteria.

How to request a commission to be renewed? [\(500 KAR 2:020 Section 10\)](#)

A Letter of Intent (SLEO-3) from the governmental unit stating its request to renew a commission and two complete signed and notarized SLEO Renewal Application Forms (SLEO-5) for each individual involved shall be filed with the Justice Cabinet program administrator at least **sixty (60) days** before the expiration date of the existing commission. The applicant for renewal shall undergo a background investigation to bring their records current. The same procedures concerning the applications listed in the section entitled, "**What is the Process to be Commissioned**" applies to renewals.

Submit the \$25.00 application fee.

Submit updated training records. SLEO commissioned officers **who must be POPS certified**, must submit records documenting they have attended the required 40-hours of



training in each of the two years since their last renewal. **All** SLEO commissioned officers must submit documents confirming that their First-Aid and CPR training are current. **All** SLEO commissioned officers must submit documents confirming that they have qualified with a firearm using the same marksmanship qualification required as a certified police officer for each of the two years since their last renewal. [\[KRS 15.383\] \(Section 11 \(C\)\)](#)

With the renewal applications, the applicant **does not** need to submit copies of information that is already on-file, such as the birth certificate, DD-214, fingerprints or high school diploma.

What are the requirements for the SLEO agency?

1. Submit a Letter Of Intent Form (SLEO-3) with each application giving the name of applicant and the specific public property to be protected. The letter is to accompany the application forms for SLEO initial applications or renewals. [\[500 KAR 2:020 Section 4 \(f\)\]](#)
2. Return the submitted SLEO-6 (County Clerk Oath Verification form) within 30 days to SLEO program administrator for the purpose of indicating that the oath (by the county clerk in the county where the applicant is to serve) was administered and it is filed with the county clerk. The commission certificate shall be kept by the governmental agency so long as the officer is employed. [\[500 KAR 2:020 Section 8 \(10\)\]](#)
3. After the SLEO officer has received the commission certificate, issue an identification card which is to be carried by the SLEO officer whenever he or she is acting under the authority of the office. If the officer is terminated or relieved of duty, the officer shall immediately return this identification card to the governmental unit for destruction. [\[500 KAR 2:020 Section 8 \(14\)\]](#) The card shall be billfold size (2 ¼ x 3 ½”) and shall be composed on one side a full-faced photograph of the officer along with his name, identification or notation that the officer has been commissioned a “Special Law Enforcement Officer”, the governmental unit employing the officer, badge number, if any, and the signature of the officer’s chief, supervisor, or employer. The other side of the card shall contain the language, **“The holder of this card has been commissioned as a Special Law Enforcement Officer (SLEO), pursuant to KRS 61.902. As a SLEO, the holder of this card is deemed to be a peace officer within the meaning of KRS 527.020 and may exercise the powers of a peace officer in accordance with KRS 61.900 to 61.930.”** It shall be encased in plastic. [\[500 KAR 2:020 Section 11 \(5\)\]](#)



4. Maintain current files and make renewal applications at least sixty (60) days prior to the officer's expiration date. [[500 KAR 2:020 Section 10 \(1\)](#)]
5. Post a copy of the SLEO administrative regulations and a copy of [KRS 61.900-61.930](#), [61.990](#) and [61.991](#) of the SLEO Act in a conspicuous location. [[500 KAR 2:020 Section 11 \(2\)](#)]
6. Notify the program administrator by direct verbal communication within twenty-four (24) hours of any reported incident involving the misconduct or unlawful act by any officer. A follow-up written report shall be filed within thirty (30) days of the original oral report, setting forth the details of the incident and listing any action taken by the agency. If formal charges are filed, report the trial dates and the final disposition of the charge(s). [[500 KAR 2:020 Section 11 \(3\)](#)]. The program administrator may investigate any and all complaints or unusual incidents involving SLEO officers, if there is reason to believe the provision or KRS 61.900-61.930 or other applicable laws have been violated. The investigation conducted by the Justice Cabinet shall become part to the official record of the involved officer. [[500 KAR 2:020 Section 14 \(1, 2 & 3\)](#)]
7. Mail or e-mail a current list of all active SLEO personnel by June 30 of each year. [[500 KAR 2:020 Section 11 \(1\) \(d\)](#)]
8. Mail or e-mail the number of arrests made or citations issued by the agency for the previous calendar year by June 30 of each year. Section 11 (d) 2
9. Shall be subject to inspection and investigation by the Justice Cabinet as circumstances warrant for possible violations. Violations may result in prosecution and recommendation to the Secretary that the commission be revoked. ([500 KAR 2:020 Section 12](#))
10. Return commission certificate to the Justice Cabinet if the officer's authority is withdrawn for any reason. [[500 KAR 2:020 Section 11 \(1\) \(b\)](#)]

What are the special requirements for a SLEO who is employed by local boards of education?

Officers must be Peace Officer Professional Standards (POPS) certified ([KRS 15.380](#)). This means they must have attended basic training and the 40-hours of in-service training each calendar year.



What is the authority of a SLEO?

61.912 Power of arrest.

Any duly commissioned special law enforcement officer shall, while performing law enforcement duties upon the public property he or she is hired to protect, be empowered to arrest:

- (1) Persons committing, in his presence and upon the public property he is hired to protect, any misdemeanor, any traffic violation, or any other violation as defined by [KRS 500.080\(17\)](#);
- (2) Provided there exists probable cause to believe a felony has been committed upon the premises he is hired to protect, any person whom the officer reasonably and actually believes to have committed such felony upon the public property.

61.914 Other powers.

Duly commissioned special law enforcement officers shall have the power to issue tickets for parking violations committed upon the public property in their presence and the power of peace officers under [KRS 431.015](#) to issue citations for misdemeanors, and other violations as defined by [KRS 500.080\(17\)](#), committed in their presence upon the public property.

61.916 Use of deadly force to make an arrest.

A special law enforcement officer may, in the course of accomplishing any lawful arrest for a felony committed upon the public property as herein provided, use and apply that force which he believes is necessary to make the arrest, except that he may only use deadly force to make such an arrest if:

- (1) The officer, in making the arrest, is authorized to act as a special law enforcement officer; and
- (2) The arrest is for a felony involving the use or threatened use of physical force likely to cause death or serious physical injury; and
- (3) The officer believes that the person to be arrested is likely to endanger human life unless arrested without delay.



61.918 Use of force less than deadly force.

A special law enforcement officer may, in the course of accomplishing any lawful arrest for a criminal offense other than a felony committed upon the public property as herein provided, use and apply that force, less than deadly force, which he believes is necessary to make the arrest.

61.920 Area of jurisdiction of special officer.

The powers and duties of special law enforcement officers shall be confined to the premises of the public property to be protected, except while in pursuit of a person fleeing from the property after committing any felony or misdemeanor, other than traffic violations, on the property. In such case the officer may pursue the person and make arrest anywhere within this state. In the course of making a lawful arrest for a felony after such pursuit, he may use and apply that force which he believes is necessary to make the arrest, except that he may only use deadly force in making such an arrest if the conditions specified in [KRS 61.916](#) are satisfied. In the course of making a lawful arrest for a criminal offense other than a felony after such pursuit, he may use and apply that force, less than deadly force, which he believes is necessary to make the arrest.

61.924 Use of public emergency vehicles.

Duly commissioned special law enforcement officers shall have the right to use and operate public emergency vehicles in accordance with [KRS 189.910](#) through [189.993](#).

61.926 Special officers designated peace officers -- Authorization to carry a concealed deadly weapon.

Special law enforcement officers duly commissioned under KRS 61.900 to 61.930 shall be deemed "peace officers" within the meaning of [KRS 527.020](#) and shall be authorized to carry a concealed deadly weapon on or about their persons when necessary for their protection in the discharge of their official duties.

Who do I contact for information or to submit an application?

The Internal Investigations Branch (IIB) has been designated by the Secretary of the Justice and Public Safety Cabinet to oversee and administer the program. IIB is located at 125 Holmes Street Frankfort, Kentucky 40601. The telephone number is (502) 564-6688. You can e-mail questions to barney.kinman@ky.gov



Please see below for the links to KRS and KAR guidelines:

KRS Statues

KAR Regulations

KRS 15.380	KRS 61.922
KRS 15.383	KRS 61.924
KRS 61.300	KRS 61.926
KRS 61.900	KRS 61.930
KRS 61.902	KRS 61.990
KRS 61.904	KRS 61.991
KRS 61.906	KRS 62.990
KRS 61.908	KRS 237.140
KRS 61.910	KRS 431.015
KRS 61.912	KRS 500.080 (17)
KRS 61.914	KRS 527.020
KRS 61.916	
KRS 61.918	
KRS 61.920	

500 KAR 2:010
500 KAR 2:020
500 KAR 2:030
503 KAR 1:110
503 KAR 1:120