

GENERAL ORDER 45.2.3

Licensing

GENERAL ORDER CROSS-REFERENCE: 32.1.1

SUMMARY

Establishes procedures for processing licenses/permits for persons or businesses.

DISCUSSION

Licensing of certain businesses and their employees is necessary to protect the public. Such licensing is required by Springfield City Code (Chapter 8) (Refer to General Order 32.1.1 about background investigations).

POLICY

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Computer background checks shall be conducted by the Investigations Management Analyst as outlined in General Order 32.1.1. If an individual has improperly completed an application, omitted arrests, or does not meet the criteria required to obtain a license, it shall be noted. A copy of the computer printout and recommendation for denial shall be forwarded to the Chief of Police. The Chief shall notify the developmental services licensing clerk and the Investigations Management Analyst when an application has been denied.

Richard L. Lewis
Chief of Police