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| Police | Town of Kansas, OK | **ENTER AGENCY NAME HERE** |
| OUTSIDE EMPLOYMENT REQUEST [3.3.1] |
| Employee Name: | Request Date: [3.3.1 a] | Start Date: [3.3.1 a] |
|  |  |  |
| Indicate the Type of Outside Employment Being Requested: |
| [ ]  **Extra-Duty Employment** | [ ]  **Off-Duty Employment** |
| *Extra-Duty Employment is defined as any employment that is conditioned on the actual or potential use of law enforcement powers by a police officer employee when the officer is employed and compensated by outside organizations.* | *Off-Duty Employment is defined as any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.* |
| Requesting Permission To Use: [3.3.1 d] | List Agency Equipment Requested: [3.3.1 d] |
| Agency Uniform: | Agency Equipment: |  |
| [ ]  **Yes** [ ]  **No** | [ ]  **Yes** [ ]  **No** |
| Business Name: | Establishment Type: [3.3.1 b] |
|  |  |
| Business Street Address: | Business City, State, Zip |
|  |  |
| Does the Establish Serve Alcohol? | Number of Hours & Frequency to be Worked [3.3.1 e] |
| [ ]  **Yes** [ ]  **No** |  | [ ]  **Daily** [ ]  **Weekly** [ ]  **Monthly** [ ]  **Yearly** |
| Describe Duties to be Performed: |
|  |
| *I certify I have read and understand agency policy related to outside employment and further certify the above outside employment is not prohibited by policy. I agree to abide by all employee conduct requirements and restrictions for working any off-duty and extra-duty employment while on sick leave, leave without pay, administrative duty, injury leave, and any other limited duty status. I agree to follow all limitations of hours that may be worked and understand it is my responsibility to inform my agency of any changes in my outside employment.* [3.3.1 c] [3.3.1e] [3.3.1 f] |
|  |  |  |  |  |
| *Employee’s Printed Title & Name* |  | *Employee’s Signature* |  | *Date Signed* |

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| **Chain of Command Recommendations & CLEO, or designee’s, Authorization [3.3.1 a]** |
|  |  |  |  |  | [ ]  Approved [ ]  Denied |
| *Printed Title & Name* |  | *Signature* |  | *Date* |  |
|  |  |  |  |  | [ ]  Approved [ ]  Denied |
| *Printed Title & Name* |  | *Signature* |  | *Date* |  |
|   |  |  |  |  | [ ]  Approved [ ]  Denied |
| *Printed Title & Name* |  | *Signature* |  | *Date* |  |
|  |  |  |  |  | [ ]  Approved [ ]  Denied |
| *Printed Title & Name* |  | *Signature* |  | *Date* |  |

|  |  |
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| ***Reason(s) for Denial:*** |  |