

# ACKNOWLEDGMENT AND APPROVAL FORM

## Olathe Police Department – Off Duty Employer

Name of Off-Duty Employer: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ Name of Employer Contact Person: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_ E mail Address: \_\_\_\_\_

Description of Business Activity: \_\_\_\_\_ TIMES OFFICER NEEDED \_\_\_\_\_ # of Officers \_\_\_\_\_

Description of Duties to be Performed by Off-Duty Police Department Members: \_\_\_\_\_

Annual Renewal     Single Event Application - Single event date: \_\_\_\_\_ Wage: \_\_\_\_\_

- \_\_\_\_\_ 1. Employment As Private-Security Employees. Off-Duty Olathe Police Officers may be hired to perform the duties of private-security employees and not the duties of certified law enforcement officers.
- \_\_\_\_\_ 2. Response To Criminal Activity. Should a response to criminal activity require an on-duty law enforcement officer, off-duty officers employed as private-security employees shall request law enforcement assistance by calling 911 or otherwise seek such assistance. Off-duty officers employed as private-security personnel will not respond as on-duty law enforcement officers unless the off-duty officer determines within their discretion and best judgment that an emergency situation supports an on-duty law enforcement response. Off-duty officers employed as security personnel will not provide an on-duty response when the matter can be properly handled by requesting the assistance of an on-duty Police Officer.
- \_\_\_\_\_ 3. OPD Call Backs: Officers are responsible to return to duty for OPD when called upon.
- \_\_\_\_\_ 4. Insurance Required. Employers interested in hiring off-duty Olathe Police Officers for security work shall carry the statutory limits for Workers Compensation Insurance, and a minimum of \$500,000 general liability insurance coverage. The employer has attached a copy of the general liability insurance certificate.         Yes         No
- \_\_\_\_\_ 5. Use Of Force, Uniforms and Weapons. Off-duty OPD Police Officers employed as private-security personnel will only wear the OPD uniform and will carry and use OPD weapons in accordance with OPD Policy. OPD Police Officers working as off-duty security personnel will only utilize deadly and non-deadly force in accordance with Departmental Policy.    **NEED POLICE CAR**    YES \_\_\_\_\_ NO \_\_\_\_\_
- \_\_\_\_\_ 6. Gratuities And Adherence To OPD And City Policy. Further, OPD Officers will adhere to all OPD and City Policies. If those policies conflict with your policies or directives as an Off-Duty Employer, OPD and City Policy shall prevail. Additionally, any discounts or employee benefits you provide Off-Duty Officers will be reported in the Off-Duty Officer's Outside Employment Request as compensation for review by the Chief of Police, or a designee. **I will not provide any benefit that would not normally be provided to any other employee of the business .**
- \_\_\_\_\_ 7. Notice Of Work Opportunities. The Olathe Police Department provides notice of off-duty work opportunities as a service to its employees. Posting such notices does not establish in any fashion or form a duty, responsibility or relationship on the part of the Department to assist off-duty employers in hiring Department Members for off-duty employment. OPD will not assist or participate in the establishment of any off-duty work relationship between the Off-Duty Employer and any Department Member.
- \_\_\_\_\_ 8. Annual Renewal Of Approval. Unless revoked, this approval is valid for one year from the date it was signed by the Chief of Police, or a designee. If the insurance coverage or the job duties change, an amended Employer Acknowledgement and Approval Form must be submitted and approved by the Chief of Police, or a designee, prior to employing or continuing to employ Off-Duty OPD Officers.
- \_\_\_\_\_ 9. Future Requests. OPD may request at any time, information pertaining to the Members' duties, responsibilities, and their actual days and hours worked.
- \_\_\_\_\_ 10. Suspension or Revocation of Authorization. OPD may suspend or revoke any authorization for any Off-Duty Employer or any Off-Duty Member at any time if either fails to comply with this Policy, if a conflict of interest is identified or it is no longer in OPD's best interests to permit Members to work for the Off-Duty Employer.

\_\_\_\_\_  
Signature of Authorized Individual for Off-Duty Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police or Designee

\_\_\_\_\_  
Date

Approved     Denied

