



SUBMIT COMPLETED FORM TO:
ADMINISTRATIVE DIRECTOR
OFFICE OF COURT ADMINISTRATION
25 Beaver Street, 11th Floor, New York, NY 10004

APPLICATION FOR OFF-DUTY SECURITY EMPLOYMENT

PEACE OFFICER TITLES - ONLY

New Application Renewal

Last Name: _____ First Name: _____
[Grid of boxes for name entry]

Contact Phone Number (Cell or Home): _____
[Grid of boxes for phone number entry]

Contact Phone Number (Work): _____
[Grid of boxes for phone number entry]

Present Assignment: _____ Title: _____
(UCS Assignment: Court/Judicial District)

_____ Phone: _____
(UCS Assignment: Mailing Address)

Outside Employment: _____ Title of Position: _____
(Name of Firm or Person)

_____ (Employer's Address) (Street) (City) (County) (State) (Zip Code)

Describe Type of Business (Provide NYS License # if Guard Service)

Firearm Required Firearm Not Required

Exact Location(s) of Employment: _____
(Name and Address of Company or Individual to be Guarded)

Describe Specific Duties and Responsibilities:

employee's Signature: _____ Date: _____

PRIOR APPROVAL IS REQUIRED BEFORE STARTING OFF-DUTY EMPLOYMENT

← FOR OCA USE ONLY →

LOG REFERENCE # _____ DATE RECEIVED: _____

THIS REQUEST FOR OFF-DUTY EMPLOYMENT IS:
 APPROVED / DENIED

SIGNATURE - ADMINISTRATIVE DIRECTOR, OCA DATE

OFF-DUTY EMPLOYMENT POLICY FOR PEACE OFFICERS

All peace officers shall comply with the following regulations governing off-duty employment.

GENERAL:

1. Any off-duty employment at the following locations is strictly prohibited:
 - a. a location where illegal activity is taking place.
 - b. a location owned or operated by individuals with involvement in organized criminal enterprises.
2. A knowing violation of section 1 above shall result in a disciplinary action, subject to the Disciplinary Procedures article of the appropriate collective bargaining Agreement.

OFF-DUTY SECURITY EMPLOYMENT:

1. Off-duty employment to provide security at the following locations is strictly prohibited:
 - a. a location where the primary business activity is the selling of alcohol for consumption on the premises, for example bars and taverns. Employment is allowed at locations where alcohol is sold for on premises consumption as long as this is not the primary business activity, for example security employment at hotels or stadiums hosting sporting events.
 - b. any night club or dance hall, including locations not required to be licensed by the State Liquor Authority.
2. Off-duty Security Employment Form
 - a. Peace officers must submit an Off-Duty Security Employment Form to the Administrative Director of the Office of Court Administration and obtain approval for all off-duty security positions. No off-duty security position can be accepted without prior approval. The Administrative Director of the Office of Court Administration, in consultation with the appropriate Deputy Chief Administrative Judge, may disapprove off-duty employment not in compliance with the Rules of the Chief Judge or this procedure. The Administrative Director will respond within ten business days of receipt of the Off-Duty Security Employment Form.
 - b. Every peace officer presently engaged in off-duty security employment must file an Off-Duty Security Employment Form with the Administrative Director of the Office of Court Administration within ten days of receipt of this directive. If disapproved, the peace officer must terminate the off-duty employment.
 - c. All approvals to work off-duty security employment expire on December 31st. A renewal application must be submitted to the Administrative Director for the Office of Court Administration by October 1st of each year.
 - d. A determination by the Administrative Director may be appealed by petition to the Chief Administrative Judge or by application to the courts in accordance with the provisions of Article 78 of the Civil Practice Law and Rules.