

OFF-DUTY SECURITY EMPLOYMENT FORM--REDESIGNED

The application form for Off-Duty Security Employment has been redesigned. Please note that this version of the form replaces the previous version. As you know, this form must be used by "peace officer" employees who are requesting approval to work off-duty in a security-related position for an employer other than the Unified Court System.

Please be reminded:

- **Peace officers assigned to CSEA's bargaining Unit**

All approvals to work off-duty security employment expire on April 30. Renewal applications must be submitted to the OCA Administrative Director by April 1 of each year.

- **Peace officers assigned to NYC, 9th and 10th Judicial Districts**

All approvals to work off-duty security employment expire on December 31. Renewal applications must be submitted to the OCA Administrative Director by October 1 of each year.

The newly designed form is available on the court system's intranet. To access the form go to: OCA>Human Resources>Peace Officers>Off-Duty Employment Forms & Policies.



APPLICATION FOR OFF-DUTY SECURITY EMPLOYMENT

PEACE OFFICER TITLES - ONLY

New Application Renewal

SUBMIT COMPLETED FORM TO:
OFFICE OF COURT ADMINISTRATION
DIVISION OF HUMAN RESOURCES
25 Beaver Street, Room 1056, New York, NY 10004
Fax (212) 295-4876 Phone (646)386-3400

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

Contact Phone Number (Cell or Home): _____
[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: _____

Final determinations will no longer be mailed directly to employee via postal service. To receive a copy of determination please provide e-mail address: _____

PRIOR APPROVAL IS REQUIRED BEFORE STARTING OFF-DUTY EMPLOYMENT

FOR OCA USE ONLY

LOG REFERENCE # _____ DATE RECEIVED: _____