

KITSAP COUNTY SHERIFF'S OFFICE
614 Division St, MS-37, Port Orchard, WA 98366

OFF-DUTY SECURITY EMPLOYMENT APPROVAL REQUEST AND RELEASE

[Chief Law Enforcement Officer Approval Under RCW 18.170.020(3)]

Purpose. A sworn peace officer ("Officer") may work off duty as a private security guard without a security guard license only if the chief law enforcement officer of the jurisdiction where the work takes place approves it. For sites in unincorporated Kitsap County, the approval comes from the Kitsap County Sheriff. Approval is discretionary and subject to Section 4. RCW 18.170.020(3)

1. OFFICER INFORMATION

Officer Name: _____ Badge #: _____

Rank / Title: _____

Officer's Direct Phone: _____ Email (for notices): _____

Employing Agency: _____

Supervisor Name: _____ Phone: _____ Email: _____

Agency Type: ☐ Federal ☐ State ☐ County ☐ Municipal ☐ Tribal

Tribal Officers: KCSO will determine on a case-by-case basis whether the officer is a "sworn peace officer" as defined in RCW 18.170.010. Attach verification that the Officer is a general authority Washington peace officer under chapter 10.92 RCW and any agreement granting the tribal officer state law enforcement authority.

2. PRIVATE SECURITY COMPANY / OFF-DUTY EMPLOYER INFORMATION

Company name: _____

WA DOL private security company license #: _____ (If applicable)

Company address: _____

Company contact name/title: _____

Company contact phone: _____

3. EMPLOYMENT SITES, DATES, AND JURISDICTION

This request covers only sites in unincorporated Kitsap County. Requests for sites within city limits should be directed to that city's police chief. To add a site, submit a new request.

Site name and street address (*Identify each site location in unincorporated Kitsap County*):

Proposed Start Date: _____ Anticipated End Date (if any): _____

4. ATTESTATIONS, CONDITIONS, AND RELEASE

I attest that I am a currently a general authority Washington peace officer, that I have general authority police powers in Kitsap County, that I am in good standing as to both my peace officer powers and my employing agency, that my employing agency permits this off-duty employment, and that I will not employ, contract with, or broker for profit other persons to assist me. I agree that any approval is limited to the sites identified in Section 3 and is subject to the following conditions:

- a. Duration. The approval does not require renewal and remains in effect until terminated.
- b. Compliance. I understand that I am solely responsible for complying with the requirements of chapter 18.170 RCW, employing agency's policies, and these conditions. KCSO has no duty to monitor my compliance. I must notify KCSO in writing within five (5) business days if any information in this request changes.
- c. Automatic Termination. This approval terminates automatically on the Anticipated End Date, if any, or earlier if I: (i) am placed on administrative leave or light duty by my employing agency; (ii) am arrested for, charged with, or convicted of any crime; (iii) become subject to a court order restricting my possession of firearms; (iv) leave my employing agency; (v) my peace officer certification or commission is suspended, revoked, or restricted; (v) change the private security company or off-duty employer for the sites herein; (vi) employ or broker others to assist me. In such an event, I understand that I must immediately stop working under this approval and notify KCSO in writing of the event within five (5) business days. To resume off-duty employment, I must submit a new request.
- d. Revocation. KCSO may revoke the approval at any time, with or without cause, by email to the address in Section 1. Revocation is effective when the email is sent. The approval creates no property rights or entitlement.
- e. Information Requests. I must respond to any KCSO request for updated information within ten (10) business days.
- f. No County Responsibility. Kitsap County, and its officers, employees, and agents (collectively "County") assume no responsibility or liability by reviewing this request or by issuing, denying, revoking, or suspending the approval. The approval is not an endorsement of, or a determination about, me, my off-duty employer, or any site, and it creates no duty to me or any other person. I am not a County employee or agent when performing the off-duty employment, and the County provides no insurance, defense, or indemnification for it. This paragraph does not alter my rights with respect to my employing agency.

g. Release and Hold Harmless. To the fullest extent permitted by law, I release the County from all claims related to my off-duty employment or any decision on this request. I will defend, indemnify, and hold harmless the County from all claims, losses, and expenses, including attorney fees arising from my off-duty employment, except to the extent caused by the County's sole negligence.

h. Public Records. This form is a public record subject to disclosure under chapter 42.56 RCW.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed at (City) _____ (State) _____ on (Date) _____

Signature: _____

Printed name (officer): _____

Completed applications should be submitted electronically to kcsorecords@kitsap.gov

FOR SHERIFF'S OFFICE USE ONLY

Date received: _____ Reviewed by: _____

☐ Approved ☐ Denied ☐ Approved with conditions (specify below)

Conditions: _____

Approving authority signature: _____ Date: _____

Printed name/title: _____