

The University of Kansas  
Kansas Law Enforcement Training Center  
Hutchinson, Kansas

**Authorization for Overnight Absence(s) Away From KLETC Campus**

<b>Student and Agency Information</b>	<b>Box 1</b>
Student Printed Name _____	
Basic Training Class # _____	Date form is being completed ____ / ____ / ____
Agency _____	Agency Telephone Number _____
Student's Cell Telephone Number for Emergency Contact _____	

<b>Authorization for Overnight Absence(s) Away From KLETC Campus</b>	<b>Box 2</b>
<ul style="list-style-type: none"><li>• The KLETC Assistant Director or his designee may approve a student officer's overnight absence(s) away from the KLETC campus. Only those student officers authorized by their agency administrators or designees and whose agency officially communicates that authorization to KLETC by submission of this form are permitted to stay overnight away from KLETC campus.</li><li>• As agency administrator or as the agency administrator's designee, I authorize the above captioned student officer an overnight absence(s) away from the KLETC campus on the date(s) specified below.</li></ul>	

<b>Single Overnight Absence</b>	<b>Box 3</b>
Date of Overnight Absence ____ / ____ / ____	Day of Week _____
Location of Overnight Absence _____	
Specify Detailed Reason for Absence _____	

<b>Multiple Overnight Absence(s)</b>	<b>Box 4</b>
Overnight Absence(s) ____ / ____ / ____	thru ____ / ____ / ____
Days of Week _____ thru _____	
Location of Overnight Absence _____	
Specify Detailed Reason for Absence _____	

<b>Administrator and Student Signatures Required</b>	<b>Box 5</b>
By signing below we acknowledge and fully understand that in those instances where a student officer has authorization from an agency head or designee for an overnight absence(s) away from the KLETC campus, the KLETC student code of conduct and the alcohol prohibition rule remain in effect and are applicable to a student officer's overnight absence(s). Moreover, the KLETC alcohol prohibition rule applies during the <u>entire basic training course week</u> regardless of whether the student officer is physically present on the KLETC campus, elsewhere during off-duty hours or elsewhere during an authorized overnight absence(s) away from the KLETC campus.	
Agency Administrator's Printed Name _____	Date ____ / ____ / ____
Administrator's Signature _____	Date ____ / ____ / ____
Student Officer's Printed Name _____	Date ____ / ____ / ____
Student Officer's Signature _____	Date ____ / ____ / ____