

OUTSIDE EMPLOYMENT REQUEST

Employee's name: _____ Shift: ___ Days off: _____ Division: _____

Date request submitted: _____ What date do you need to start: _____

Name of business: _____ Address: _____

Name of employer: _____ Phone number: _____

Estimated size of crowd: _____

Are you presently attending school or college? (If yes, attach schedule) Yes No

Are you currently on light duty? (If yes attach work release) Yes No

Are you on probation? Yes No

Is this a party, company event, or wedding where alcohol will be served? * Yes No

Is the event a charitable event? Yes No

Is alcohol served at this event? Yes No

Did this job come through the Chief's Office? Yes No

Are you available for emergency call? Yes No

Is the police uniform worn? Yes No

Are you required to be armed? Yes No

Is the work performed inside the city? Yes No

If (no) explain: _____

Describe duties to be performed: _____

How long do you expect this job to last? _____

Work schedule	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total for the week
Date								
Police Department work schedule *								
Off-duty work schedule								

* Complete Police Department work schedule for the entire week.

**Normally company events (or parties), weddings and non-charitable events will not be approved when alcohol is served.

I certify I have read and understand general orders section 3.32 of the rules and regulations of the Amarillo Police Department and further certify the above outside employment is not prohibited by these rules and regulations.

Employee's Signature Date

Sergeant's Signature Date

Lieutenant's Signature Date

Captain's Signature Date

Asst. Chief's Signature Date

Chief of Police Signature Date

Approved?

Yes No

Yes No

Yes No

Yes No

Yes No