

## 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