

REQUEST FOR EXTRA-DUTY POLICE OFFICERS

(This form may be submitted by the employer or an officer after receiving information from the employer)

EMPLOYER or BUSINESS _____

Type of Business: _____ Phone: _____

Address: _____ PD-119 attached: Yes No

City: _____ State: _____ Zip: _____ MOU involved: Yes No

Employer Representative: _____ Title: _____

Location of Assignment: _____

This location is: In the City of Richmond: Yes No On: Public Property Private Property

Will alcoholic beverages be consumed? Yes No (If yes, explain) _____

Description of Assignment: (include type of assignment, number of people expected, type of services requested, etc.)

Comments: _____

Date(s) of Assignment: _____

Hours of Assignment: _____

Number of Officers Required: _____ Number of Supervisors Required: _____

Site Contact: _____ Title: _____ Phone: _____

How will payment be made? Certified Check Money Order Payroll

Name of Person submitting report: _____ Signature: _____

Title or Assignment: _____ Date: _____

For Departmental Use – Outside Employment Coordinator

CLASSIFICATION OF EXTRA EMPLOYMENT

Short-term On-going/Small On-going/Small-Coordinated On-going/Large City Contract

Job Coordinator Assigned: _____ Division: _____

Additional Approvals _____

Outside Employment Coordinator Decision - APPROVED DISAPPROVED

Reason for Disapproval _____