

**RICHMOND POLICE DEPARTMENT
 RICHMOND, VIRGINIA**

Request for Extra-Duty Police Officers

Request			
<i>(This form may be submitted by the employer or an officer after receiving information from the employer)</i>			
Employer or Business Name:			Phone: <input type="text"/>
Type of Business:	<input type="text"/>		
Address:	<input type="text"/> <small>Street</small>	<input type="text"/> <small>City</small>	<input type="text"/> <small>State</small> <input type="text"/> <small>Zip Code</small>
Employer Representative:	<input type="text"/>		Title: <input type="text"/>
Location of Assignment:	<input type="text"/>		
Is this location in the City of Richmond:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this location on:	<input type="checkbox"/> Private Property <input type="checkbox"/> Public Property
Will Alcoholic Beverages be Consumed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Explain:	<input type="text"/>
Description of Assignment			
<i>(Include Type of Assignment, Number of People Expected, Type of Services Requested, etc.)</i>			
Additional Comments or Instructions:	<input type="text"/>		
Date(s) of Assignment:	<input type="text"/>		
Hours of Assignment:	<input type="text"/>		
Number of Officers Required:	<input type="text"/>	Number of Supervisors Required:	<input type="text"/>
Site Contact:	<input type="text"/>	Title:	<input type="text"/> Phone: <input type="text"/>
How will payment be made?	<input type="checkbox"/> Certified Check <input type="checkbox"/> Money Order <input type="checkbox"/> Payroll		
Name of Person Submitting Request		Signature	
Title or Assignment:	<input type="text"/>		Date: <input type="text"/>

For Departmental Use Only – Outside Employment Coordinator	
<input type="checkbox"/> Short-Term <input type="checkbox"/> On-Going / Small <input type="checkbox"/> On-Going / Small – Coordinated <input type="checkbox"/> On-Going / Large <input type="checkbox"/> City Contract	
Job Coordinator Assigned:	<input type="text"/> Division: <input type="text"/>
Additional Approvals:	<input type="text"/>
Outside Employment Coordinator Decision:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
Reason for Disapproval:	<input type="text"/>