

MEMORANDUM

TO: Office of the Director

FROM:

DATE:

SUBJECT: Request for Outside Employment ____ Law Enforcement Related ____ Non-Law Enforcement Related

I request approval to engage in the following outside employment. A description of the outside employment sought, including the actual hours to be worked, is:

This employment will be on a part-time basis and will occur outside of my department duty hours. I acknowledge that I may be ordered to terminate my outside job if it is determined to violate department policy or if it impacts upon the performance of my duties for the department. I understand that I may be disciplined and may be terminated from my position with the department if I refuse to quit my outside employment after being ordered to do so by the Director or his designee.

____ **Recommended** ____ **Not Recommended**

Immediate Supervisor

Supervisor Comments:

____ **Preliminary written approval granted** ____ **Not Recommended Captain or equivalent** _____

____ **Approval Verified** ____ **Approval Withdrawn**

Date Director or Deputy Director

Final form is sent to Human Resources for record keeping purposes