

# REQUEST FOR SERVICE

VIDEO SERVICES UNIT/TRAINING AND SUPPORT GROUP/CHICAGO POLICE DEPARTMENT

DATE REQUESTED

DATE NEEDED

REQUESTER'S NAME

TITLE

UNIT OR DEPARTMENT

AUTHORIZED BY - NAME

TITLE

### WORK CATEGORY

TRAINING AND SUPPORT GROUP (QX)

OTHER POLICE DEPARTMENT UNIT (QY)

OTHER CITY AGENCY (QZ)

DESCRIPTION OF SERVICES REQUESTED

### DO NOT WRITE BELOW THIS LINE - FOR VIDEO SERVICES UNIT USE ONLY

#### WORK ANALYSIS (SERVICE CODES)

##### PRE-PRODUCTION

- PLANNING (01)
- RESEARCH (02)
- SCRIPT WRITING (03)
- SCRIPT TYPING (04)
- SCRIPT EDITING (05)
- OTHER (06)

##### PRODUCTION

- VIDEO (21)
- AUDIO (22)
- STUDIO (23)
- LOCATION (24)
- TALENT (25)
- OTHER (26)

##### POST-PRODUCTION

- VIDEO EDITING (31)
- AUDIO EDITING (32)
- VIDEO DUBBING (33)
- AUDIO DUBBING (34)
- FILM TRANSFER (35)
- OTHER (36)

REMARKS

SERVICE ORDER NO.

APPROVED - DEPUTY CHIEF, TRAINING AND SUPPORT GROUP

DATE

ASSIGNED TO

DATE

DATE COMPLETED

PERSON RECEIVING COMPLETED JOB - SIGNATURE

DATE RECEIVED