NOTICE OF SECONDARY EMPLOYMENT

CHICAGO POLICE DEPARTMENT

INSTRUCTIONS: This form must be submitted by sergeants, lieutenants, and captains prior to engaging in secondary employment consistent with Employee Resource E01-11, "Secondary Employment" and Article 16 of the Agreement Between the City of Chicago and the Policeman's Benevolent & Protective Association (PBPA) of Illinois for Sergeants, Lieutenants, and Captains.

MEMBER'S NAME	RANK	STAR NO.	EMPLOYEE NO.

UNIT NAME	UNIT NO.	UNIT PHONE NO.	WATCH	RDO

SECONDARY EMPLOYER'S NAME	SELF EMPLOYED? ☐ NO ☐ YES	ADDRESS	CITY

PHONE NO.	JOB TITLE	START DATE

JOB DESCRIPTION

DOES YOUR SELF EMPLOYMENT INVOLVE ANY CITY, STATE, OR FEDERAL LICENSE REGISTRATION? ☐ NO ☐ YES	IF YES, STATE THE TYPE AND REGISTRATION NUMBER?

COMPLETE THE BOX BELOW WITH YOUR ANTICIPATED START AND END TIMES AND THE ANTICIPATED DAILY TOTAL HOURS WORKED FOR YOUR **SECONDARY EMPLOYMENT**.

TYPE	ANTICIPATED START TIME	ANTICIPATED END TIME	TOTAL HOURS
RDO			
REGULAR WORK DAY			

ADDITIONAL INFORMATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE. I AUTHORIZE MY OUTSIDE ("SECONDARY) EMPLOYER TO FURNISH ANY AUTHORIZED REPRESENTATIVE OF THE CHICAGO POLICE DEPARTMENT OR CITY OF CHICAGO WITH ANY ADDITIONAL INFORMATION AS TO THE TIME, HOURS, AND NATURE OF MY OUTSIDE ("SECONDARY) EMPLOYMENT. SHOULD ANY OF THE ABOVE INFORMATION CHANGE, I WILL NOTIFY MY IMMEDIATE SUPERVISOR AND COMPLETE AND SUBMIT A NEW NOTICE OF SECONDARY EMPLOYMENT (CPD-62.224). I SUBMIT THAT I HAVE READ THE RULES AND REGULATIONS OF THE CHICAGO POLICE DEPARTMENT, EMPLOYEE RESOURCE E01-11, "SECONDARY EMPLOYMENT," AND ARTICLE 16 OF MY RESPECTIVE COLLECTIVE BARGAINING AGREEMENT; THAT I HAVE NO CONFLICT OF INTEREST WITH ENGAGING IN THIS SECONDARY EMPLOYMENT; AND THAT ANY FALSIFICATION OF THIS REPORT IS A VIOLATION OF DEPARTMENT POLICY AND RULE 14 AND WILL BE CAUSE FOR DISCIPLINARY ACTION, UP TO AND INCLUDING SEPARATION.

SUBMITTING MEMBER'S SIGNATURE _____ STAR NO. _____ DATE _____

SUPERVISORY REVIEW

☐ I HAVE REVIEWED EMPLOYEE RESOURCE E01-11, "SECONDARY EMPLOYMENT" WITH THE ABOVE-LISTED MEMBER AND INFORMED THE MEMBER THAT THEY WILL NOT BE ALLOWED TO WORK, INCLUDING WORK FOR A SECONDARY EMPLOYER, IN EXCESS OF 16 HOURS IN ANY 24-HOUR PERIOD, UNLESS ORDERED BY THE DEPARTMENT.

☐ I HAVE REVIEWED THE NOTICE OF SECONDARY EMPLOYMENT AND DETERMINED THAT THE CRITERIA OUTLINED IN EMPLOYEE RESOURCE E01-11, "SECONDARY EMPLOYMENT" IS: ☐ MET ☐ NOT MET (Explain): _____

IMMEDIATE SUPERVISOR'S SIGNATURE _____ STAR NO. _____ RANK _____ DATE _____

EXEMPT-RANK SUPERVISORY REVIEW

☐ APPROVED ☐ DENIED (Explain): _____

EXEMPT-RANK UNIT COMMANDING OFFICER'S SIGNATURE _____ STAR NO. _____ RANK _____ DATE _____