



LINCOLN POLICE DEPARTMENT REQUEST TO PARTICIPATE

Use to request participation in any committee, task force, or special activity outside your normal job assignment which may require duty time, schedule changes, or overtime.

Date of Request: _____

Employee name: _____ **Emp#:** _____

Committee/activity name or description: _____

Expected dates and times of meetings or participation:

Employee's shift and days off: _____

List committees, task forces, and activities that you participate in at present. Include days and times these events take place, if applicable:

Tentative approval:

Employee's Immediate Supervisor: _____

Employee's C.O. or Unit Manager: _____

Committee / Activity Chair: _____

Final Approval: *(Complete only if a Personnel Order is required.)*

You are are not authorized to participate.

Division Assistant Chief: _____ **Date:** _____

Procedure for submitting a Request to Participate form

1. Submit the request to you first line supervisor. If approved, the supervisor is responsible to place any schedule variations into the "Alpha" system. The form should then be submitted to the Unit Head for approval or denial.
2. Unit Head is to review the request and approve or deny. If denied, the request will be returned to the employee. If approved, the request will be directed to the Committee/Activity Chair.
3. Committee/Activity Chair will review the request and approve or deny the request. If the request is denied, the form will be returned to the employee. If approved and the request requires a Personnel Order to be cut, (examples: Santa Cop, Torch Run, Police Summer Camp, etc) then the form will be directed to the Assistant Chief of Police for approval or denial.
4. The Assistant Chief will review the request and approve or deny. If denied, it will be returned to the employee in reverse order so all approving personnel are informed. If approved, the Assistant Chief will ensure a Personnel Order is made and distributed. The Request to Participate form will be returned to the Committee/Activity Chair for their file.

****Note:** If the Request to Participate form is used at a Unit level for requests within the Unit or to assist in a training exercise, it is not necessary to forward the request beyond step #2.