

**OUT OF GRADE WORK AUTHORIZATION
CHICAGO POLICE DEPARTMENT**

NAME (LAST- FIRST- MI)			EMPLOYEE NO.		SOCIAL SECURITY NO.		PRESENT WATCH	D.O.G.	UNIT NO ASSIGN.			
DATE(S) WORKED OUT OF GRADE				ACTUAL HOURS WORKED			TOTAL HOURS WORKED					
DAY:	MO.	YR.	FROM	HRS.	TO	HRS.						
ACTUAL GRADE	<input type="checkbox"/>	D-1 POLICE OFFICER	<input type="checkbox"/>	D-2 FIELD TRAINING OFFICER, ETC.	<input type="checkbox"/>	D-2-A DETECTIVE	<input type="checkbox"/>	D-3 SERGEANT	<input type="checkbox"/>	D-4 LIEUTENANT	<input type="checkbox"/>	D-5 CAPTAIN
GRADE WORKED	<input type="checkbox"/>	D-2 FTO, ET, CANINE, MARINE, MOUNTED TRAFFIC SPECIALIST	<input type="checkbox"/>	D-2-A DETECTIVE	<input type="checkbox"/>	D-3 SERGEANT, EXPLOSIVE TECH.	<input type="checkbox"/>	D-4 LIEUTENANT	<input type="checkbox"/>	D-5 CAPTAIN	<input type="checkbox"/>	D-6 EXEMPT COMMANDER
REASON FOR WORKING OUT OF GRADE			<input type="checkbox"/>	ANNUAL FURLOUGH	<input type="checkbox"/>	COMPENSATORY TIME FURLOUGH	<input type="checkbox"/>	MEDICAL ABSENCE	<input type="checkbox"/>	OTHER (EXPLAIN IN THE REMARKS SECTION)		
LIEUTENANT			<input type="checkbox"/>	BID	<input type="checkbox"/>	MANAGEMENT	<input type="checkbox"/>	OUT OF DISTRICT	<input type="checkbox"/>	OUT OF AREA		
REMARKS												
AUTHORIZED BY				STAR NO.	DATE	TIME	APPROVED BY			STAR NO.	DATE	
SIGNATURE OF MEMBER AUTHORIZED TO WORK OUT OF GRADE							TIMEKEEPER			DATE		

CPD-11.639 (REV. 9/05)