

VOLUNTARY SPECIAL EMPLOYMENT WORK REPORT
CHICAGO POLICE DEPARTMENT

TO: COMMANDING OFFICER		UNIT NO.	FROM: WATCH COMMANDER		UNIT NO.
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The following member(s) of your unit worked Voluntary Special Employment (SE) reporting at special employment location(s) (code), date and watch indicated. This information is to be recorded in the daily duty status section only of the member's Time and Attendance Record (CPD-11.602-A) for the date indicated following the procedure outlined in the Department Notice entitled "Time and Attendance Record -- Members Below the Rank of Sergeant." NO ENTRIES FOR PAYMENT are to be made on the Time and Attendance Record or the Overtime/Out of Grade Pay Listing (DPOL 8149A); responsibility for payment for time worked in Voluntary Special Employment is solely that of the applicable municipal corporation.

DATE OF WORK-WATCH	VOLUNTARY SPECIAL EMPLOYMENT CODES			OTHER-SPECIFY
	CHA 715	CHA 765	CTA 701	
NAME (LAST-FIRST-M.I.)	EMPLOYEE NO.			SE CODE

CPD-11.641 (Rev. 1/87)	WATCH COMMANDER'S SIGNATURE	STAR NO.
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