CLEVELAND DIVISION OF POLICE

CLEVELAND, OHIO

DIVISIONAL INFORMATION

DIST./BUR. ZONE/UNIT _____ 20 _____

EXAMINED BY _____ RANK _____ _____ 20 _____

FROM TO

SUBJECT Ceremonial Detail

COPIES TO Chief's Office, Special Events Coordinator, Ceremonial Unit Files, District/Unit Files

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Sir/Ma'am:

I respectfully request permission to participate in the below Ceremonial Team event. This event has been authorized by the Chief of Police and I request that my participation be approved as a tour of duty detail.

Ceremonial Event:
Location:
Date: **Times:**
Signature of Team Member Supervisor (name/badge) indicating approval: _____ **Signature of Ceremonial Team Coordinator (name/badge):** _____

Respectfully,

_____

Ceremonial Team member must bring this Form-1 to the Ceremonial Team event and submit it to the Ceremonial Team OIC.

Original: District/Unit Timekeeping Files
Copies: Ceremonial Team Coordinator, Special Events Coordinator