

Off-Duty System Registration

Arlington Police Department Special Events

New User Application Process	
Step 1: Complete Departmental Requirements	<p>APD Personnel: Complete Off Duty Request Form</p> <p>Outside Agencies: As required by your Department</p>
Step 2: Create an Off-Duty Profile	<p>Go to https://www.apdoffduty.org</p> <p>Click <u>Request Access</u></p>
Step 3: Application Process	<ol style="list-style-type: none"> 1) <u>ID number</u> is your departmental badge number 2) Your payroll ID is NOT needed 3) Select a <u>Job Class</u> that most closely reflects your responsibilities 4) <u>Agency Date of Hire</u> 5) <u>Training</u>: Bobcat and T3 training are available once you have access to the system <ol style="list-style-type: none"> a. Corrections: for APD personnel ONLY b. Tactical School: <u>field</u> personnel must have attended tactical school 6) <u>Certification</u>: Select if you wish to work in one of these positions <ol style="list-style-type: none"> a. Bike: exterior bike patrol b. Motor: motor escort c. SWAT: APD Tactical Response Team Member d. K9: APD Personnel only
Step 4: Administrator Verification	<p>Your department will be contacted by an APD Administrator to verify you are clear to work off duty employment.</p>
Step 5: Confirmation	<p>Once your account is activated you will be sent an email from the Off-Duty System notifying you have access.</p>
Payroll Application	
ATT Stadium	<p><i>All documentation/training is located under Forms/References</i></p> <ol style="list-style-type: none"> 1. Upon activation, complete BEST Garda onboarding process <u>ATT Enrollment</u> 2. Review the <u>ATT Stadium Training</u> 3. Review the <u>Off-Duty System Training</u>
Rangers Ballpark	<p><i>All documentation/training is located under Forms/References</i></p> <ol style="list-style-type: none"> 1. Globe Life Park onboarding occurs annually, instructions for applying will be sent via email through the Off-duty system 2. Review Globe Life Field Training