

# ANTIOCH POLICE FACILITY TOUR REQUEST

Please complete the form below and return to the Chief of Police, 300 "L" Street, Antioch, CA 94509. Tours must be requested at least **three weeks** in advance and are limited to 15 children or adults per tour group.

NAME OF ORGANIZATION: \_\_\_\_\_

DATE TOUR REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_ (A.M.) (P.M.)

ALTERNATE TOUR DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ (A.M.) (P.M.)

NUMBER OF PARTICIPANTS: \_\_\_\_\_ Age of Group: \_\_\_\_\_  
(Limited to 15 per tour group)

NAME OF CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

ALTERNATE CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

**\*\*TO CANCEL THE TOUR, PLEASE CALL 779-6831 AT LEAST 24 HOURS IN ADVANCE.\*\***

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## (For Department Use Only)

AUTHORIZING SUPERVISOR: \_\_\_\_\_

DATE OF TOUR: \_\_\_\_\_

TIME OF TOUR: \_\_\_\_\_

VOLUNTEER ASSIGNED: \_\_\_\_\_

(Revised: 03/28/03)



## ANTIOCH POLICE DEPARTMENT TOURS PROCEDURE

- All requesting parties must complete a Tour Request Form (refer to attached). Police personnel shall not accept phone requests but shall mail interested parties the appropriate form. **(Instructions for Front Counter Staff)**
- All completed forms shall be forwarded to Lonnie Karste, Administrative Police Manager, for consideration and approval. **(Instructions for Front Counter Staff)**
- Approved Tour Request Forms shall be directed to volunteer tour guides.
- The volunteer guides will then contact the requesting party by phone and confirm the tour's date, time, number in the tour, and age group.
- The volunteer will then schedule the tour on the tour calendar and assign a guide to conduct the tour.
- The original Tour Request Form shall then be filed in the Tour Binder.