THE TRAVIS COUNTY SHERIFF'S OFFICE RESERVES THE RIGHT TO DENY ANY REQUEST

APPLICATION FOR SECONDARY EMPLOYMENT OF LAW ENFORCEMENT

5555 Airport Blvd., Austin, Texas 78751, Desk: (512) 854-7271 - Fax: (512) 854-4554 - E-mail: off.duty@traviscountytx.gov

PERSON / BUSINESS / ORGANIZATION HIRING OFFICER: _____

ADDRESS (No PO Box)**:** _____ **City:** _____ **State:** _____ **Zip:** _____

PERSON SUBMITTING APPLICATION: _____ **BUSINESS PHONE:** _____ **PHONE:** _____

E-MAIL: _____ **DRIVER'S LICENSE / STATE:** _____ **SSN OR TAX ID:** _____

TRAFFIC ☐ **SECURITY** ☐ **NO. OF DEPUTIES*:** _____ **NO. OF VEHICLES*:** _____ **NO. OF EXPECTED GUESTS:** _____

***WE WILL MAKE THE FINAL DETERMINATION ON NUMBER OF OFFICERS AND UNITS.**

WILL ALCOHOL BE AVAILABLE: ☐ **Yes** ☐ **No**

TEMPORARY ☐ **PERIODICALLY (throughout year)** ☐ **FOR THIS CALENDAR YEAR** ☐

START DATE: _____ **END DATE:** _____ **START TIME:** _____ **END TIME:** _____ **EVENT TITLE:** _____

OFFICERS NEEDED FOR: _____

JOB LOCATION (include facility name and address)**:** _____

JOB SITE POINT OF CONTACT: _____ **CELL PHONE:** _____

COMMENTS: _____

FROM THIS POINT FORWARD TRAVIS COUNTY SHERIFF'S OFFICE IS REFERRED TO AS TCSO, APPLICANT IS REFERRED TO AS CONTRACTOR.

ALL REQUESTS ARE SUBJECT TO APPROVAL: The Sheriff, acting personally or through a designee, reserves the right to deny any application for secondary employment of law enforcement. Application approval is subject to guidelines set forth by TCSO Policies and Procedures. Local background checks are done on individuals requesting security for private functions.

TIMELINE SUBMISSION OF APPLICATION:

- Events under 500 people submit 30 days prior to event.
- Events 500 – 1,000 people submit 60 days prior to event.
- Events over 1,000 people, foot or bike races, submit 90 days prior to event.

OFFICER RESPONSIBILITIES: A TCSO Deputy's primary responsibility while working in a secondary employment capacity, is the enforcement of Federal and State laws and County ordinances; to protect life and property and to keep the peace. DEPUTIES ARE PROHIBITED FROM ENFORCING HOUSE RULES. House rules are defined as rules that are not specifically authorized by state or federal law, and are typically rules of the Contractor. Officers shall follow all TCSO Policies and Procedures.

Officers engaged in a secondary employment job will not refuse to assist any citizen requesting or needing assistance. Officers are expected to take necessary action in an attempt to assist citizens in need of help by calling on-duty officers, taking reports, effecting arrests, or providing any other services related with the duties of a peace officer.

CONTRACTOR'S RESPONSIBILITIES: The Contractor agrees to hold harmless TCSO and all TCSO personnel from losses of any kind caused while at the site of the secondary employment. All traffic control jobs must be approved by the jurisdictional authority, such as and not limited to the Texas Department of Transportation or Travis County Transportation and Natural Resources before we allow our officers to work. If permits are required, the Contractor must show proof of approved permits before officers are allowed to work. A Contractor's signature on this application serves as an acknowledgment of all information provided on our application.

REVOCATION OF APPROVED APPLICATIONS: The application/contract can be canceled at any time by the TCSO or the Contractor for no reason. Cancellation notice must by in writing by letter or email. Examples for revocation are for informational purposes only and are not intended to be exclusive of other reasons not contained therein: a conflict of interest develops between the County and the Contractor; non-payment of officers; Contractor is arrested; the Contractor is under investigation by the District or County Attorney's Office, or any Law Enforcement Agency for violations of law; the Contractor refuses to cooperate with an investigation related to the secondary employment job; the job becomes controversial, such as labor or civil disputes.

RATES: Payment due upon service rendered, or no later than 2- weeks for long-term contracts.

COUNTY-OWNED VEHICLES: $20 per hour with a 2-hour minimum.

OFFICERS: $60 per hour: General Security. 4-hour minimum for all rates, except Contract Coordinator.
$63 per hour: Police Bicycle Certified Officers
$60 per hour: Contract Coordinator. The coordinator may charge this rate for administrative duties performed.
$70 per hour: Emergency requests received with less than 2 business days notice.
$70 per hour: Supervisors when required. Requirement is determined by complexity of request.
$75 per hour: Holidays: New Years Eve, New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day (July 4th), Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, and Christmas Day.

CANCELLATIONS: Any cancellation made after 4:00 PM Central Standard Time on the business day prior to the Contractor's scheduled event will result in a cancellation fee, equal to 4 hours at applicable Officer Pay Rate per scheduled Officer. Contractor must receive confirmation of receipt of cancellation request from TCSO to avoid cancellation fee.

CONTRACTOR SIGNATURE: _____ **PRINT NAME:** _____ **DATE:** _____

[THIS SECTION FOR TCSO USE ONLY]

MAJOR SIGNATURE: _____ **DATE:** _____ **APPROVE** **DENY** **CONTRACTOR ID:** _____

MAJOR COMMENTS: _____ **JOB ID:** _____

COORDINATOR ASSIGNED: _____

REV 10282026

LIABILITY AGREEMENT FOR
LAW ENFORCEMENT RELATED SECONDARY EMPLOYMENT

For and in consideration of the permission given by the Travis County Sheriff's Office (hereinafter TCSO) for _____ (hereinafter called CONTRACTOR) to engage as independent contractors employees of the TCSO (hereinafter EMPLOYEES), while said EMPLOYEES are not on duty with and for the TCSO, it is agreed as follows:

1. It is mutually agreed that while the EMPLOYEE performs services for the CONTRACTOR as an independent contractor, said EMPLOYEE is not acting as an employee of TCSO.

2. The CONTRACTOR, binding its heirs, administrators, executors, estate, successors, and assigns, hereby agrees to indemnify, protect, defend, and hold harmless Travis County, TCSO, and their elected officials, officers, employees and agents (the "Releasees") from any and all damages, including without limitation: interest, court costs, attorney's fees and other expenses which the Releasees may incur or become liable for as the result of any claim, demand, obligation, liability suit or cause of action arising in whole or part from the work of said EMPLOYEES for the CONTRACTOR, whether or not such claim, demand, or suit be frivolous, and whether or not it be made or brought by the CONTRACTOR or by a third person or entity.

3. It is understood by CONTRACTOR that TCSO shall retain the right to withdraw at any time its permission for its EMPLOYEES to work in a private capacity. If the permission of TCSO is withdrawn, the CONTRACTOR agrees to terminate its contracting relationships with said EMPLOYEES. The CONTRACTOR, as part of this agreement binds itself to release and hold harmless the Releasees from any liability or claim for damages in the event such permission is withdrawn by the TCSO.

4. The CONTRACTOR shall maintain a comprehensive general liability insurance policy from a company authorized to do business in the State of Texas with minimum amounts of Twenty-Five Thousand Dollars ($25,000) per occurrence for property damage, One Hundred Thousand Dollars ($100,000) per person and Three Hundred Thousand Dollars ($300,000) per occurrence for personal injury.

5. This Agreement shall remain in effect for a period of one (1) year from the date of the last signature below.

_____ _____

TCSO Major Signature Date

_____ _____

Employer or Authorized Agent of CONTRACTOR Date