



**TRAVIS COUNTY SHERIFF'S OFFICE**  
 Request for Secondary Employment of Law Enforcement  
 PO Box 1748, Austin, Texas 78701 Office: (512) 854-7271 Fax: (512) 854-4554  
 E-mail: offduty@co.travis.tx.us

Today's Date: \_\_\_\_\_ Name of Citizen/Business: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Owner Name: Address, City, State, Zip: \_\_\_\_\_  
 Citizen/Owner Driver's License & State: \_\_\_\_\_ Business ID/Citizen SSN: \_\_\_\_\_

**SECONDARY EMPLOYMENT DESCRIPTION:**

Job Type:  Traffic Control  Security  Private Party  Retail  Other: \_\_\_\_\_  
 Job Status:  Temporary (Less than 30 days)  Permanent (More than 30 days)  Periodically  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Employment Duties: \_\_\_\_\_  
 Job Location: \_\_\_\_\_ Person Whom Officer Will Report To: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_ \*\*No. of Deputies: \_\_\_\_\_ \*\*No. of Vehicles: \_\_\_\_\_  Uniform  \*\*Plain Clothes

*\*\*The Travis County Sheriff's Office reserves the right to determine the number of officers needed for all requests and if job requires plain clothes officer.*

Comments: \_\_\_\_\_

***THE TRAVIS COUNTY SHERIFF'S OFFICE RESERVES THE RIGHT TO DECLINE ANY REQUEST FOR SECONDARY EMPLOYMENT.***

**ALL REQUESTS ARE SUBJECT TO APPROVAL.** Local background checks are done on individuals requesting security for private functions. Contractors wanting to hire officers with the use of a County-owned vehicle are required to sign a "Vehicle User Agreement". Requests for private functions must be submitted 14 business days prior to actual job date. Jobs are filled with the availability of officers, there is no guarantee, especially if the request is received in less than 48-hours (on business days only) of date of job. The Off Duty Facilitator will, to the best of their ability, fill all requests. Officers are not allowed to work out of Travis County.

**OFFICER RESPONSIBILITIES:** A commissioned Travis County Sheriff's Officer's primary responsibility while working in a secondary employment capacity as a peace officer, in uniform or plain clothes, 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 outside employment Contractor. Officers shall follow all Travis County Sheriff's Office (TCSO) Policies and Procedures.

Officers engaged in a Law Enforcement function 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 off duty employment. All traffic control jobs must be inspected by TCSO and approved for safety devices and placement before officers are allowed to work. Any traffic control job that involves road closures must have been previously approved and permits acquired by the appropriate city, state, federal agency (i.e. Texas Department of Transportation). Scheduling officers DOES NOT constitute safety approval.

**REVOCATION FOR SECONDARY EMPLOYMENT APPLICATION/PERMIT:** The Sheriff's designee will not approve any permit or application by a prospective Contractor that does not meet the requirements of any TCSO Policies and Procedures. REASONS FOR REVOCATION: Examples are for information purposes only and is not intended to be exclusive of other reasons not contained therein: a conflict of interest develops between the County and the outside Contractor; non payment of employees; Contractor is arrested; the Contractor is under investigation by the District and County Attorney's Office, or any Law Enforcement Agency for violations of law; the Contractor refuses to cooperate with an investigation related to the extra employment job; the job becomes controversial, such as labor or civil disputes; the Sheriff, acting personally or through a designee, reserves the right to deny any application or job.

**PAY RATES:** Officers - \$35.00 per hour with a 4-hour minimum. Vehicles - \$15.00 per hour with a 2-hour minimum. Officers must be paid individually and vehicle payment is made out to the Travis County Sheriff's Office.

**LESS THAN 48 BUSINESS HOURS NOTICE, COUNTY HOLIDAYS OR SPECIALIZED PERSONNEL** will be charged \$50.00 per hour per officer at 4 hour minimum. **LESS THAN 24 BUSINESS HOURS NOTICE OF CANCELATION** requires the minimum hours to be charged for officer and car (if car is used).

**SPECIAL NOTE for Long Term Contracts:** Officer and Vehicle rates are subject to change during a contract period dependant on actions set forth by the Travis County Sheriff's Office and/or the Travis County Commissioners Courts. Officer Coordinators may charge an administrative fee for scheduling and billing.

**CONTRACTOR'S ACKNOWLEDGEMENT OF ALL RESPONSIBILITIES AND RULES AS LISTED ABOVE.**

CONTRACTOR SIGNATURE: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

[FOR TCSO USE ONLY]

Major Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approve  Decline

Major Comments: \_\_\_\_\_

Assigned to Coordinator: \_\_\_\_\_