

Palacios Police Department
Request for Secondary Employment of Law Enforcement
Office: (361) 972-2728 Fax: (361) 972-2793

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 Office will Report to _____

Contact No _____ **# of Officers _____ **# of Vehicles _____ Uniform **Plain Clothes

****The Palacios Police Department reserves the right to determine the number of officers needed for all requests and if job requires plain clothes officers.**

Comments _____

THE PALACIOS POLICE DEPARTMENT 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 PD 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.

OFFICER RESPONSIBILITIES: peace officer, in uniform or plain clothes, is the enforcement of Federal and State laws and City Ordinances, to protect life and property and to keep the peace. A commissioned Palacios Police department Officer's primary responsibility while working in a secondary employment capacity as a OFFICER 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 Smithville Police Department (SPD) 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 PPD and all PPD personnel from losses of any kind caused while at the site of the off duty employment. All traffic control jobs must be inspected by SPD 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.

REVOCAION FOR SECONDARY EMPLOYMENT APPLICATION/PERMIT: The Chief's designee will not approve any permit or Application by a prospective Contractor that does not meet the requirements of any PPD 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 City and the outside Contractor; nonpayment 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 Chief, acting personally or through a designee, reserves the right to deny any application or job.

LESS THAN 48 BUSINESS HOURS NOTICE - WILL BE CHARGED \$50.00 PER HOUR PER OFFICER AT 4 HOUR MINIMUM, \$20.00 AN HOUR FOR THE CAR. LESS THAN 24 BUSINESS HOURS NOTICE AND Holidays or SPECIALIZED SECURITY - WILL BE CHARGED 65.00 PER HOUR AT A 4 HOUR MINIMUM, \$20.00 AN HOUR FOR THE CAR. LESS THAN 24 BUSINESS HOURS NOTICE OF CANCELATION - REQUIRES THE MINIMUM HOURS TO BE CHARGED FOR OFFICER AND CAR (IF CAR IS USED). VEHICLES THAT ARE USED FOR TRANSPORT OR THAT ARE DRIVEN WILL ACCRUE ADDITIONAL CHARGE OF MILEAGE AT THE SET FEDERAL RATE.

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 Palacios Police Department and/or the City of Palacios.

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

Signature of Contractor _____ Print Name _____ Date _____

[For SPD Use Only]
Supervisor Signature _____ Date _____ Approved Decline

Supervisor Comments _____

Assigned to Officer(s) _____