



ANTHONY JOHNSON
Chief Deputy

SALLY HERNANDEZ

TRAVIS COUNTY SHERIFF

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NELDA "SALLY" PEÑA
Major - Corrections

WES PRIDDY
Major - Administration & Support

CRAIG SMITH
Major - Law Enforcement

October 14, 2020

To our Contractors,

Effective January 1, 2021, our rates for officers will increase. Enclosed is a list of the new rate price list. These rates will not affect you before the 2021 renewal season.

We are committed to providing the utmost professional service to you. Our officers strive to not only ensure to keep their mandated training current; many seek additional training above and beyond their certificate requirements. Not only does this benefit the citizens that we protect and serve, it benefits you and your organization as well.

We look forward to your continued support.

Sincerely,

Craig Smith, Major
Law Enforcement Bureau

CS:sc

**TRAVIS COUNTY SHERIFF'S OFFICE
2021 OFFICER RATE INCREASE
Effective January 1, 2021**

All rates are with the 4-hour minimum with the exception of the Coordinator Fee.

\$50 per hour: for general security

\$53 per hour: for Police Bicycle Certified Officers.

\$60 per hour: (long-term contracts) for requests received less than 48-business hours' notice for need of an officer.

\$60 per hour: New requests for emergency situations received less than 48-business hours' notice.

\$60 per hour: for supervisors, if your request requires a supervisor. Requirement is determined by complexity of request.

\$65 per hour: per officer on holidays **OR** plain-clothed officers (specially trained officers utilized).
Holidays are: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day.

\$50 per hour Officer Coordinator Fee: for officers who act as Contract Coordinator. The Coordinator may or may not charge a fee.



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: *UNIFORM *NON-UNIFORMED
WE WILL MAKE THE FINAL DETERMINATION ON NUMBER OF OFFICERS AND UNITS OR IF YOUR REQUEST WILL NEED UNIFORMED/NON-UNIFORMED OFFICERS.
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 acknowledgement of all information provided on our application.

REVOCAION OF APPROVED APPLICATIONS: The application/contract can be canceled at any time by the TCSO or the Contractor for no reason. Cancellation notice must be in writing by letter or email. Examples for revocation are for informational 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 Contractor; non-payment of officers; 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 secondary employment job; the job becomes controversial, such as labor or civil disputes.

RATES: - All officer rates have a 4-hour minimum. There is a cancellation fee of the minimum for officers and vehicles if you cancel with less than 24-business hours' notice. 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 - \$50 per hour: General Security
\$53 per hour: for Police Bicycle Certified Officers.
\$60 per hour: long-term contracts - for requests received less than 48-business hours' notice for need of officer.
\$60 per hour: for requests for emergency situations received less than 48-business hours' notice.
\$60 per hour: for supervisors when required. Requirement is determined by complexity of request.
\$65 per hour: for holidays OR plain-clothed officers (specially trained officers utilized). Holidays are: New Years Eve, New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day- July 4th, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve and Christmas Day.
\$50 per hour: Contract Coordinator. The coordinator may charge this rate for administrative duties performed

CONTRACTOR SIGNATURE: PRINT NAME: DATE: (If not electronically signed, print and date below:)

[THIS SECTION FOR TCSO USE ONLY]
MAJOR SIGNATURE: DATE: APPROVE DENY CONTRACTOR ID:
MAJOR COMMENTS: JOB ID:
COORDINATOR ASSIGNED:



**Agreement With Regard To Use of Vehicle(s) In Connection
With Off Duty Employment of County Peace Officer(s)**

This Agreement is made and entered into by and between the following parties: Travis County, acting by and through the Travis County Sheriff's Office (hereinafter referred to as "COUNTY"), and _____, (hereinafter referred to as "CONTRACTOR").

CONTRACTOR will employ one or more off-duty officers to provide security services/traffic control services, etc. The services to be provided will involve the use of one or more COUNTY vehicles. The Sheriff has determined that the use of the COUNTY vehicle(s) will serve a public purpose (conserve the peace, protect life and property, ensure the public safety, etc.). To ensure that the public purpose is met, the Sheriff will at all times retain control over the vehicle(s). CONTRACTOR will compensate the off-duty officer(s) directly in accordance with a separate agreement or understanding entered into between the CONTRACTOR and the officer(s). CONTRACTOR will reimburse COUNTY \$20.00 per hour for use of the COUNTY vehicle. The parties agree that such reimbursement shall be deemed a donation to the COUNTY under section 81.032 of the Texas Local Government Code.

Job Date(s): _____

Job Location(s): _____

CONTRACTOR

COUNTY

Authorized Agent Signature

Authorized Agent Signature

Printed Name

Printed Name

Position

Position

Date

Date

Job No.: _____

**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 hereby 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, to the extent permitted by applicable law and the Constitution of the State of Texas, and without waiving any immunity or other protections to which it may otherwise be entitled, 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. This Agreement shall remain in effect for a period of one (1) year from the date of the last signature hereon.

Employer or Authorized Agent of CONTRACTOR Date (if not electronically signed)

Print Name (if not electronically signed)

SECTION FOR TCSO USE:	
Contractor ID:	
Job ID:	
Contract Period:	