



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

**APPLICATION FOR SECONDAY EMPLOYMENT OF LAW ENFORCEMENT**

P.O. BOX 1249 Burnet, TX 78611-1249 – Desk: (512) 756-8080 – Fax: (512) 756-4064 – E-mail: [offdutyjobs@burnetsheriff.com](mailto:offdutyjobs@burnetsheriff.com)

PERSON/BUSINESS/ORGANIZATION HIRING OFFICER: \_\_\_\_\_

Address (No PO Box): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person Submitting Application: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Driver License/State: \_\_\_\_\_ SSN or Tax ID: \_\_\_\_\_

CIRCLE ONE:    TRAFFIC                      SECURITY                      NO. OF DEPUTIES: \_\_\_\_\_ NO. OF VEHICLES: \_\_\_\_\_

WE WILL MAKE THE FINAL DETERMINATION OF NUMBER OF OFFICERS AND VEHICLES.

CIRCLE ONE:    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 THE BURNET COUNTY SHERIFF'S OFFICE IS REFERRED TO AS BCSO. THE 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 BCSO 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

**NUMBER OF OFFICERS REQUIRED FOR EVENT:**

- Events where alcohol is being served:
  - Under 250 people – 2 officers minimum
  - 250 people or more – 3 officers minimum
- Events where alcohol is not being served
  - Under 100 people – 1-2 officers
  - 100-250 people – 2 officers minimum
  - 250 people or more – 2-3 officers

**OFFICER RESPONSIBILITIES:** A BCSO 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 BCSO 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 BCSO and all BCSO 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, 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 BCSO or the Contractor for no reason can cancel the application at any time. 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 cancelation 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:** \$60 per hour: General Security

\$60 per hour: Long-term contracts

\$70 per hour: For requests for emergencies received less than 48-business hours' notice

\$60 per hour: For supervisors when required - requirement is determined by complexity of request

\$70 per hour: For holidays - holidays are: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, and Christmas Day

\$60 per hour: Contract Coordinator - the coordinator may charge this rate for administrative duties performed

**Contractor**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**[THIS SECTION FOR BCSO USE ONLY]**

**Side Job Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Recommendation:**    **Approve**    **Deny**

**Manager Comments:** \_\_\_\_\_ **Job ID:** \_\_\_\_\_

**Patrol Captain:** \_\_\_\_\_ **Date:** \_\_\_\_\_    **Approve**    **Deny**

**Patrol Captain Comments:** \_\_\_\_\_