



THE ODESSA POLICE DEPARTMENT RESERVES THE RIGHT TO DENY ANY REQUEST
APPLICATION FOR SECONDARY EMPLOYMENT OF LAW ENFORCEMENT
205 N Grant Ave, Odessa, Texas 79761, Desk: (432) 335-4961

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 OFFICERS:** _____ **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 THE ODESSA POLICE DEPARTMENT IS REFERRED TO AS OPD, APPLICANT IS REFERRED TO AS CONTRACTOR.

ALL REQUESTS ARE SUBJECT TO APPROVAL: The Chief, 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 OPD Policies and Procedures. Local background checks are done on individuals requesting security for private functions.

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

Officers are subject to recall at any time, due to major incidents, significant call load, or callouts for specialized units. The decision to recall Officers is not made lightly, but in the event of a recall, the Officer will notify the Contractor as soon as practical. The Contractor will remit payment to the nearest hour of work performed. The Contractor may contact the On-Duty Watch Commander and request a close patrol or walk throughs for the evening if call-load permits and at the discretion of the On-Duty Watch Commander.

CONTRACTOR'S RESPONSIBILITIES: The Contractor agrees to hold harmless OPD and all OPD 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 Odessa / Ector County Transportation Department before we allow our officers to work. If permits are required, the Contractor must show proof of approved permits to the scheduling coordinator before officers are allowed to work. A Contractor's signature on this application serves as an acknowledgment of all information provided on our application.

REVOCAION OF APPROVED APPLICATIONS: The application/contract can be canceled at any time by OPD or the Contractor for no reason. Cancellation notice must be in writing by letter, email, or via the provided scheduling portal. 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 City and the Contractor; non-payment of officers; Contractor is arrested; the Contractor is under investigation by the District and/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, or any other reason at the discretion of the Chief of Police or City of Odessa.

RATES: - All officer rates have a 3-hour minimum. There is a cancellation fee of the minimum for officers 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 with prior approval.

OFFICERS - \$50.00 per hour: General Security/Traffic Control without alcohol present (Defined as the consumption of alcoholic beverages).
 \$75.00 per hour: General Security/Traffic Control - Short Term Notice - Less than 72-hours without alcohol present.
 \$75.00 per hour: General Security - with alcohol present.
 \$100.00 per hour: General Security - Short Term Notice - Less than 72-hours of notice with alcohol present.
Holidays: 1.5 times the regular rate (\$50.00 hour x 1.5 = \$75.00 hour, etc)
 New Years Eve, New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve and Christmas Day.
 The department will review a request for Off Duty Employment and if due to the estimated number of attendees or nature of contract, may require additional Officers/Supervisors to be staffed.

**CONTRACTOR
SIGNATURE:** _____

(If not electronically signed, print and date below:)

PRINT NAME: _____ **DATE:** _____

Complaint or Commendations: In the event that the Contractor wishes to report a complaint/commendation or has a dispute related to the event, the Contractor will communicate with the Officer. If the issue is not resolved or is better handled by a Supervisor, the Contractor will contact the On-Duty Watch Commander (432-333-3641), as soon as practical, with preference being prior to the end of the contract time or Officer departure. The Department will investigate any instances of misconduct and communicate in accordance with department Policy and State Law in regards to those investigations.