



The City of Snook Marshal's Office reserves the right to deny any request

## APPLICATION FOR SECONDARY EMPLOYMENT OF LAW ENFORCEMENT

10245 FM 2155, Snook, Texas, 77878; Desk: (979) 272-3021- E-mail: [info@cityofsnook.gov](mailto:info@cityofsnook.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 Officers\*: \_\_\_\_\_ No. of VEHICLES\*: \_\_\_\_\_ No. of EXPECTED GUESTS: \_\_\_\_\_

\*WE WILL MAKE THE FINAL DETERMINATION ON NUMBER OF OFFICERS AND UNITS.      WILL ALCOHOL BE AVAILABLE: Yes      No

TEMPORARY      PERIODICALLY (throughout year)      FOR THIS CALENDAR YEAR

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ EVENT TITLE: \_\_\_\_\_

OFFICER(S) NEEDED FOR: \_\_\_\_\_

JOB LOCATION (include facility name and address): \_\_\_\_\_

JOB SITE POINT OF CONTACT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**FROM THIS POINT FORWARD SNOOK MARSHAL'S OFFICE IS REFERRED TO AS SMO , APPLICANT IS REFERRED TO AS CONTRACTOR.**

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

### **TIMELINE SUBMISSION OF APPLICATION:**

- Events under 500 people submit 10 days prior to event.
- Events 500 + people submit 30 days prior to event.

**OFFICER RESPONSIBILITIES:** A SMO Officer'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. OFFICERS 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 SMO 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 SMO and all SMO 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 Burleson 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 acknowledgment of all information provided on our application.

**REVOCATION OF APPROVED APPLICATIONS:** The application/contract can be canceled at any time by the SMO 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 are 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 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.

**RATES: Payment due upon service rendered, or no later than 2-weeks for long-term contracts.**

**OFFICERS (with city vehicle): \$50 per hour:** General Security. 3-hour minimum for all rates.

**\$70 per hour:** Holidays: New Years Eve, New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day (July 4th), Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, and Christmas Day.

**CANCELLATIONS:** Any cancellation made after 4:00 PM Central Standard Time on the business day prior to the Contractor's scheduled event will result in a cancellation fee, equal to 3 hours at applicable Officer Pay Rate per scheduled Officer. Contractor must receive confirmation of receipt of cancellation request from SMO to avoid cancellation fee.

CONTRACTOR  
SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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

MARSHAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVE      DENY      CONTRACTOR ID: \_\_\_\_\_

MARSHAL'S COMMENTS: \_\_\_\_\_ Job ID: \_\_\_\_\_

COORDINATOR ASSIGNED: \_\_\_\_\_

**LIABILITY AGREEMENT FOR**  
**LAW ENFORCEMENT RELATED SECONDARY EMPLOYMENT**

For and in consideration of the permission given by the Snook Marshal's Office (hereinafter SMO) for \_\_\_\_\_ (hereinafter called CONTRACTOR) to engage as independent contractors employees of the SMO (hereinafter EMPLOYEES), while said EMPLOYEES are not on duty with and for the SMO, it is 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 SMO.
2. The CONTRACTOR, binding its heirs, administrators, executors, estate, successors, and assigns, hereby agrees to indemnify, protect, defend, and hold harmless the City of Snook, SMO, 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 SMO shall retain the right to withdraw at any time its permission for its EMPLOYEES to work in a private capacity. If the permission of SMO 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 SMO.
4. This Agreement shall remain in effect for a period of one (1) year from the date of the last signature below.

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SMO Marshal Signature

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Date

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Employer or Authorized Agent of CONTRACTOR

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Date