**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requester’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver’s License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT JOB DESCRIPTION:**

**Job Type: (Circle One) Traffic Control Security Private Party/Wedding**

**Contact Name 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Officers being requested: \_\_\_\_\_\_.**

**Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start/Time: \_\_\_\_\_\_\_\_\_ End/Time: \_\_\_\_\_\_\_\_\_\_\_\_**

**Job Exact Location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment Duties Requested (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ESTIMATED NUMBER OF PERSONS AT EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_ # of persons younger than 21: \_\_\_\_\_\_\_\_**

**IF OVER 500 ATTENDEES, THE WASHINGTON COUNTY E.M.S. MUST BE CONTACTED BY THE REQUESTER AND A COPY OF A LIABILITY INSURANCE POLICY COVERING THE EVENT MUST BE ATTACHED. IF OVER 2500 ATTENDEES, THE WASHINGTON COUNTY OFFICE OF EMERGENCY MANAGEMENT MUST BE NOTIFIED BY THE REQUESTER TO APPROVE THIS EVENT.**

**ALCOHOIC BEVERAGE SOLD/CONSUMED/SERVED AT EVENT: \_\_\_Yes:\_\_\_No:**

**(TABC permit required if sold)**

**On Site Contact Person-1 Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On Site Contact Person-2 Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email - 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email - 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUIRED PERMIT FOR MASS GATHERINGS (Texas Health & Safety Code, Chapter 751)**

**A Mass Gathering permit is required from the Commissioners Court of Washington County if it; (1) attracts or is expected to attract more than 2,500 persons, (2) or more than 500 persons , if 51% expected to be younger than 21 years of age, and alcoholic beverages will be sold, served, or consumed at or around the gathering.**

\*\*Note: the Sheriff’s Office reserves the right to determine the number of officers needed for any/all requests, and if off duty employment requires any plain clothes officers or supervisors. In the event alcohol is served or utilized, a minimum of two officers is required. In the event of larger crowds, more officers may be required as determined by the Sheriff.

**The Sheriff or his designee also reserves the right to decline any/all request for law enforcement off duty employment. Background checks will be done on all individuals requesting security for events. All requests for off duty officers must be received by this office within (14 business days, between 8a-5p Monday-Friday) in advance of the event.**

**Events will be filled based upon the availability of officers and this request is NO GUARANTEE that officers will be able to fill the request as officers is strictly on a volunteer basis and no guarantee is made that officers will meet the demands of this request. No officers are allowed to work outside Washington County unless pre- approved by the Sheriff. All payments will be made directly to the Law Enforcement Officer(s) and not to the Washington County Sheriff's Office. (see hourly pay rate)**

**NOTE: THE WASHINGTON COUNTY SHERIFF'S OFFICE WILL NOT CONDUCT OFF DUTY EMPLOYMENT IN THOSE ESTABLISHMENTS WHOSE PRIMARY SOURCE OF INCOME IS FROM LIQUOR SALES. THERE ARE NO EXCEPTIONS.**

**OFFICER RESPONSIBILITIES: Peace Officers in uniform or plain clothes are there to enforce State law and some County ordinances in order to protect life and property, and to keep the peace. *Law enforcement officers are prohibited from enforcing “house rules”.* House rules are defined as rules that law enforcement officers are not specifically authorized to enforce by State law or County ordinances.**

**REQUESTERS RESPONSIBILITIES:** THE REQUESTER as named on page 1, agrees to hold harmless herein and forever, the Sheriff, the Washington County Sheriff’s Office Deputies and employees, the County of Washington, and its personnel from any and all loses of any kind caused or that may occur while at the site of the off duty employment. The undersigned agrees and accepts any and all liability of any kind in the event of civil action that may arise during and or after this event.

All traffic control or highway escort jobs must be inspected and safety devices in place before officers are allowed to work. It is the requestor’s duty to provide any and all traffic control signage, cones, warnings signs etc. for the event, and secure any and all required by law permits from the County, State, or Federal governments.

Any traffic control work that involves road closures or movement upon and are along a State or public highway must have been previously approved and permits acquired by the requester from the appropriate City, County Commissioner’s Court, Federal agency, and the Texas Department of Transportation (TXDOT) when required by law or by rule.

**SCHEDULING** of or requesting officers on this request **DOES NOT** constitute escort or safety approval. You must provide and attach any and all maps, site locations, routes, number of persons and/or vehicles, wagons, horses or other animals and any other required/acquired approved permits to this request. Any and all vehicles, wagons, or other modes of transportation must meet any and all State and Federal standards and regulations related to the operation of said transportation upon a public highway or roadway.

**REVOCATION OF OFF DUTY EMPLOYMENT APPLICATION/PERMIT:** The Sheriff or designee(s) reserves the right to cancel this request at any time, within the permit time frame. Also, if the requester fails to inform the Sheriff’s Office, **in writing**, within 24 hours of any event cancellation, he or she will remain responsible for full payment of services to the scheduled Off Duty officers.

**PAY RATES FOR OFFICERS:**

**$ 45.00 per hour (4 hr. minimum)**

**$ 50.00 per hour (4 hr. minimum) (If on County Holiday)**

**$ 50.00 per hour (4 hr. minimum) (Escort or Traffic Control on any highway)**

**$ 55.00 per hour (4 hr. minimum) (for any State (TXDOT) permitted load)**

**REQUESTER’S ACKNOWLEDGEMENT OF ALL RESPONSIBILITIES AND RULES AS LISTED, OR OUTLINED IN THIS AGREEMENT.**

By my signature below, I have read, understand, and agree to any and all conditions described in this request regarding the hiring of off duty Peace Officers outlined in this agreement. I also understand, agree to, and I agree to promptly pay to the individual Peace Officer all costs, & expenses, under this agreement. I also understand that this request is not a guarantee or contract that requires the Washington County Sheriff's Office to provide off duty officers and/or fulfill this request in any other manner.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requester’s Printed Name: Requester’s Signature**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Washington County Sheriff's Office**

**1206 Old Independence Road**

**Brenham, Texas 77833**

**Main: 979-277-6251**

**Email:** [**bballard@washingtoncountytx.gov**](mailto:bballard@washingtoncountytx.gov)

**dblakey@washingtoncountytx.gov**

**PLEASE RETURN THE COMPLETED ORIGINAL FORM AND ACCOMPANYING DOCUMENTS WITHIN 14 BUSINESS DAYS OF THE EVENT TO:**

[**bballard@washingtoncountytx.gov**](mailto:bballard@washingtoncountytx.gov)

**THIS SECTION USED FOR OFFICE USE ONLY**

**Request received by :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_**

**Approved: \_\_\_\_\_\_ Disapproved: \_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chief Deputy**

**Approved: \_\_\_\_\_\_ Disapproved: \_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sheriff**