



CITY OF SOUTHLAKE



Police Department

Off Duty Work Agreement

Off-Duty Request Contacts:

Cpl. Mike Bedrich
600 State Street
Southlake, TX 76092
Phone: 817-748-8137
Fax: 817-748-8374
mbedrich@ci.southlake.tx.us

After Hours Dispatch
817-743-4522

Important Information:

The current off-duty rate is \$65.00 per hour with a two-hour minimum. All forms following must be completed, signed and returned either by email or dropping off in person. To email, save the document, attach and email mbedrich@ci.southlake.tx.us. To drop off in person, visit the Southlake Police Department at 600 State Street. Once the forms are submitted, the documents are binding agreements by you, the requestor, and the Southlake Police Department. Please see the following documents for payment information.

Innovation ♦ Integrity ♦ Accountability ♦ Commitment to Excellence ♦ Teamwork

600 State Street, Southlake, TX 76092, (817) 748-8137



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Off Duty Work Agreement

The City of Southlake is pleased to offer opportunities to its police officers and firefighter/paramedics for off-duty assignments. However, the City must ensure that your business will agree to certain conditions before it will allow the placement of requested personnel. These conditions are as follows:

- Members of the Southlake Police Department are prohibited from accepting off-duty assignments wherein the actual or potential use of law enforcement powers or other public safety related authority is anticipated unless such assignments are scheduled through the Department. Therefore, all requests for officers to work such off-duty assignments must be made through the Southlake Police Department by contacting Cpl. Mike Bedrich at (817)748-8137. Any arrangements made with any individual officer will not be honored.
- Police Officers assigned to work off-duty assignments wherein the actual or potential use of law enforcement powers or other public safety related authority is anticipated will be paid by your business \$65.00 per hour for every hour worked by the officer (minimum of two hours). The checks should be made payable to the individual officer(s) and forwarded to the Southlake Police Department no later than ten (10) days following the date the off-duty assignment was performed. All checks should be forwarded to Southlake Police, Attn: Cpl. Mike Bedrich, 600 State Street, Southlake, Texas 76092

Credit Card Payments Are Not Accepted

The Department believes that compliance with these conditions is necessary not only for the benefit of its officers, but also for the benefit of the public as a whole. Therefore, if your business is unable or unwilling to comply with these conditions, the Southlake Police Department may not elect to authorize its officers to work off-duty assignments for you.

Your signature below signifies that you have read this agreement and agree to comply with the conditions set forth herein for the placement of off-duty police officers.

I have read the conditions set forth in this agreement for placement of off-duty police officers and agree that _____ will comply with them. I understand that failure to comply with these conditions may result in the refusal by the Southlake Police Department to authorize its officers to accept off-duty assignments _____ offer(s).

Signature _____ Date _____

Printed Name _____ Title _____

POLICE USE ONLY	
Date Received:	Initials of Receiving Personnel:



CITY OF SOUTHLAKE



Police Department

Off Duty Work Agreement

Date of Request: _____

Company Name / Individual Requesting: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Request Information

Name of Event: _____

Location of Event: _____

Date of Event: _____ Times of Event: _____

Number of Officers Requested: _____

Additional Details:

I agree to pay the officer(s) providing the requested services within 10 business days from the date of service. I understand that I may pay the officer at the time of service, either by cash or check, or forward payment to the officer(s) within 10 business days. I understand that failure to cancel the job at least two hours prior to the vent will result in me/my company being charged the officer's two hour minimum at the current off-duty rate of \$65.00 per hour. I further understand that officers reserve the right to deny future requests for off-duty services if payments are not made within the designated time. Credit cards are not accepted for payment of officers.

Signature _____ Date _____

POLICE USE ONLY	
Job Number:	Date Received:
Initials of Receiving Personnel:	Cancelled? Date Cancelled: