

LAGO VISTA POLICE DEPARTMENT

Hire an Off-Duty Officer



The Lago Vista Police Department allows officers to work secondary law enforcement-related jobs during their off-duty time.

ALL REQUESTS ARE SUBJECT TO APPROVAL and must be submitted at least 15 business days before the job date. If your event is less than 15 days in the future, contact us directly.

Questions? Contact Lieutenant Franco tom.franco@pdlagovistatexas.gov or 512-267-7141 for more information.

Please read the information below before filling out our application form.

COST OF OFF-DUTY SERVICES:

Effective March 1, 2022, the following rates apply to off-duty employment for Lago Vista Police Officers:

- \$65 per hour per Officer with a four-hour minimum regardless of hours worked.

CANCELLATION FEE: The outside Employer may cancel an off-duty assignment 24 hours before the event by contacting the coordinator during regular business hours at (512) 267-7141 or after hours at (512) 267-7141. Suppose this cancellation is not made at least 24 hours before the date and time of the assignment. In that case, the outside Employer will be responsible for compensation to the Department at the minimum of two (2) hours for each scheduled Officer.

POLICIES AND PROCEDURES:

Payment is due to the officers; payments can be made by check, money order, or cashier's check.

Before the Lago Vista Police Department makes an off-duty job posting available to Officers, the person, business, or organization (hereinafter referred to as "Employer") requesting off-duty services must acknowledge and agree to the following:

Two officers are generally required per event. The two-officer minimum is non-negotiable for events involving the serving or selling of alcoholic beverages (an exception being religious ceremonies that involve the minimal consumption of alcoholic beverages – e.g., communion). The final number of officers required is at the discretion of the Chief of Police.

- The Lago Vista Police Department will post this opportunity on our off-duty scheduling – that DOES NOT guarantee that officers will choose to fill this role. If no officers decide to fill this role, then off-duty services will not be provided.
- An Officer's primary responsibility while working off-duty is to enforce federal and state laws and municipal ordinances, protect life and property, and keep the peace. Officers engaged in a secondary employment job will not refuse to assist any citizen in need and are subject to recall in an emergency.

LAGO VISTA POLICE DEPARTMENT

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- This event does not involve the sale or distribution of alcoholic beverages as the primary source of income. It also does not involve services for bail bond agencies, investigative work for insurance agencies, collection agencies, attorneys, wrecker services, sexually oriented businesses, pawnshops, or gambling establishments.
- Officer(s) will not be restricted from certain areas of the premises to which the public has access.
- Neither the location where the event occurs nor the Employer requesting the off-duty Officer (s) is under investigation for violation of Federal, State, or Local laws.
- Officers shall not work for an Employer that requires the Officer to sign a hold harmless indemnity agreement as a condition of employment.
- Neither the Employer nor location seeking off-duty Officer (s) advocates hatred, prejudice, or oppression of any racial, ethnic, gender, or religious group or that disseminates defamatory materials.

If your event falls within the guidelines above, and you are interested in hiring an off-duty Officer for security or traffic-control services for an event, complete the form below.

Off-Duty Officer Application

- Date(s) of Event: _____
- Time(s) of Event: _____
- Number of Hours: _____
- Event Name and Address: _____
Location Name _____
City State / Province _____
Postal / Zip Code _____
- Event Type: _____
- Number of Attendees (if applicable): _____
- Will alcohol be served or sold? _____
- Services Requested (e.g., security, traffic control):

- Number of Officers Requested: _____
- Number of Vehicles if the event is in the city Requested _____

Requestor Name: _____

First Name Last Name _____

Requestor Phone: _____

Phone Number _____

LAGO VISTA POLICE DEPARTMENT

Hire an Off-Duty Officer

Requestor Email: _____

Business/Organization Name: _____

Requestor Mailing Address: _____

Street Address _____

City State / Province _____

Postal / Zip Code _____

Is there any other information we need to know when considering your request?

I have read and understand all the costs, policies, and procedures related to hiring off-duty officers: _____

I agree with the policies listed on this webpage.

Signature: _____