602 N. Staples, Corpus Christi, Texas 78401 | p. 361-289-2712 | f. 361-903-3578 | www.ccrta.org

ADDENDUM NO. 4

REQUEST FOR PROPOSALS
FOR
LAW ENFORCEMENT SERVICES

RFP NO.: 2017-S-12 **Date Issued: July 21, 2017**

INSTRUCTIONS:

(1) PROPOSER is required to comply with this Addendum No. 4.
(2) This Addendum No. 4 becomes a part of this Request for Proposals.
(3) PROPOSER is required to acknowledge this Addendum No. 4 in the proper place on the Certification and Statement of Qualifications form.
(4) For additional information, please contact Sherrié Clay, Procurement Administrator or Anna Hinojosa, Director of Procurement at (361) 289-2712.

This Addendum No.4 is issued to make the following changes and clarifications on RFP No. 2017-S-12:

1. The Corpus Christi Regional Transportation Authority (CCRTA) has revised (Appendix A) Price Schedule as illustrated below. **Please use the Revised No. 2 (Appendix A) Price Schedule when submitting your proposal.**

   Current Revised (Appendix A) Price Schedule:

REVISED
APPENDIX A

PRICE SCHEDULE

RFP No.: 2017-S-12 PROPOSER _____

INSTRUCTIONS:

(1) Refer to "Instructions to Proposers" and quote your best price.
(2) This is a three-year base contract with one two-year option.
(3) PROPOSERS must complete all information requested.
(4) Submit a signed original of this Price Schedule**, sealed in a separate envelope**, along with your proposal to the CCRTA Staples Street Center, Attn: Contracts Department at 602 N. Staples Street, Corpus Christi, Texas 78401. On the outside of the envelope include your company name and the information as stated in the "Instructions to Proposers", Section 5, "Submission of Proposals".
(5) Proposal due date: July 17, 2017 by 3:00PM (CST).

THREE YEAR – BASE BID

Estimated Law Enforcement Annual Hours 19,470 (a) (paid bi-weekly)					
Description	**Location**	**Year 1 (b) Rate per hour**	**Year 2 (c) Rate per hour**	**Year 3 (d) Rate per hour**	**Law Enforcement Officers Three Year Base Total**
Law Enforcement Officers	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$_____	
19,470 estimated hours (a) multiplied by rate per hour		a*b = $_____	a*c = $_____	a*d = $_____	$
Coordinator Annual Fee (paid bi-weekly)					
Description	**Location**	**Year 1 Fee**	**Year 2 Fee**	**Year 3 Fee**	**Coordinators Fee Three Year Base Total**
Coordinator	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$_____	$
Three Year – Base Bid Grand Total					**$**

REVISED
APPENDIX A

PRICE SCHEDULE CONTINUED

ONE TWO-YEAR OPTION

Estimated Law Enforcement Annual Hours 19,470 (a) (paid bi-weekly)				
Description	**Location**	**Year 4 (b) Rate per hour**	**Year 5 (c) Rate per hour**	**Law Enforcement Officers Two Year Option Total**
Law Enforcement Officers	**All CCRTA Transfer Stations and Properties**	$_____	$_____	
19,470 estimated hours (a) multiplied by rate per hour		a*b = $_____	a*c = $_____	$
Coordinator Annual Fee (paid bi-weekly)				
Description	**Location**	**Year 4 Fee**	**Year 5 Fee**	**Coordinators Fee Two Year Option Total**
Coordinator	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$
Two Year Option Grand Total				**$**

SIGNED BY: _____ TITLE: _____

PRINT: _____ DATE: _____

New Revised No. 2 (Appendix A) Price Schedule:

REVISED NO. 2
APPENDIX A

PRICE SCHEDULE

RFP No.: 2017-S-12 PROPOSER _____

INSTRUCTIONS:

(1) Refer to "Instructions to Proposers" and quote your best price.
(2) This is a three-year base contract with one two-year option.
(3) PROPOSERS must complete all information requested.
(4) Submit a signed original of this Price Schedule**, sealed in a separate envelope**, along with your proposal to the CCRTA Staples Street Center, Attn: Contracts Department at 602 N. Staples Street, Corpus Christi, Texas 78401. On the outside of the envelope include your company name and the information as stated in the “Instructions to Proposers”, Section 5, “Submission of Proposals”.
(5) Proposal due date: August 31, 2017 by 3:00PM (CST).
(6) As mentioned in Addendum No. 2, In the event a proposal is submitted by a coordinator/individual who is not providing the insurance coverages and requests direct payments to Law Enforcement Officers on a biweekly basis, the CCRTA’s costs of such insurance coverages and administrative costs in handling payments shall be taken into account in evaluating the price proposal. Therefore, no cost should be included in the General Liability, and Worker’s Compensation Costs. Enter coordinator/individual fees as Administrative Costs.

THREE YEAR – BASE BID

Estimated Law Enforcement Annual Hours 19,470 (a) (paid bi-weekly)					
Description	**Location**	**Year 1 (b) Rate per hour**	**Year 2 (c) Rate per hour**	**Year 3 (d) Rate per hour**	**Law Enforcement Officers Three Year Base Total**
Law Enforcement Officers	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$_____	
19,470 estimated hours (a) multiplied by rate per hour		a*b = $_____	a*c = $_____	a*d = $_____	$

Coordinator and Administrative Annual Fee (paid monthly)					
Description	**Location**	**Year 1 Fee**	**Year 2 Fee**	**Year 3 Fee**	**Coordinator and Administrative Fee Three Year Base Total**
General Liability Costs	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$_____	$
Workers' Compensation Costs	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$_____	$
Administrative Costs	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$_____	$
Three Year – Base Bid Grand Total					**$**

REVISED NO. 2
APPENDIX A

PRICE SCHEDULE CONTINUED

ONE TWO-YEAR OPTION

Estimated Law Enforcement Annual Hours 19,470 (a) (paid bi-weekly)				
Description	**Location**	**Year 4 (b) Rate per hour**	**Year 5 (c) Rate per hour**	**Law Enforcement Officers Two Year Option Total**
Law Enforcement Officers	**All CCRTA Transfer Stations and Properties**	$_____	$_____	
19,470 estimated hours (a) multiplied by rate per hour		a*b = $_____	a*c = $_____	$
Coordinator and Administrative Annual Fee (paid monthly)				
Description	**Location**	**Year 4 Fee**	**Year 5 Fee**	**Coordinator and Administrative Fee Two Year Option Total**
General Liability Costs	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$
Workers' Compensation Costs	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$
Administrative Costs	**All CCRTA Transfer Stations and Properties**	$_____	$_____	$
Two Year Option Grand Total				**$**

SIGNED BY: _____ TITLE: _____

PRINT: _____ DATE: _____

2. The Corpus Christi Regional Transportation Authority (CCRTA) has revised Section 6.1.1 of the Scope of Work located on page 15 of 47 as follows:

   Current:

   > **6.1.1** Contractor must be licensed by TCLEOSE and must submit to the CCRTA's Contracts Department proof of the appropriate license upon request. The license must remain valid for the duration of the Contract. Furthermore, Contractor must possess and keep in force all additional licenses and permits required to perform the services of this Agreement.

   Revised:

   > **6.1.1 Contractor must be licensed by TCLEOSE and must submit to the CCRTA's Contracts Department proof of the appropriate license upon request. The license must remain valid for the duration of the Contract. Furthermore, Contractor must possess and keep in force all additional licenses and permits required to perform the services of this Contract. The Firm must appoint a coordinator/individual that is TCLEOSE Certified who must be located in the Corpus Christi area.**

3. The CCRTA has revised Section 6.1.3 of the Scope of Work located on page 15 of 47 to add the following:

   In the event that the contract is awarded to a coordinator, each individual Law Enforcement Officer will enter into an independent contract.

4. The CCRTA has revised Section 6.1.6 of the Scope of Work located on page 16 of 47 as follows:

   Current:

   > Contractor must be available twenty-four (24) hours a day to expedite emergencies, problems or complaints associated with this Agreement.

   Revised:

   > **Contractor must be on call twenty-four (24) hours a day and must respond within 30 minutes to expedite emergencies, problems or complaints with this Contract.**

5. The CCRTA has requested information from local law enforcement agencies regarding general liability and worker's compensation coverage for law enforcement officers when working off-duty work and the below two responses were received.

   Please find the response from the Corpus Christi Police Department below:

	CORPUS CHRISTI POLICE DEPARTMENT Policy and Procedure	
	Subject: Outside Employment	
	Policy #: 962	Effective Date: 01-09-2017
	CALEA Standard:22.3.4,22.3.5a, 22.3.5b,22.3.5c,22.3.5d,22.3.5e	Review: Annually
	Approved by: Mike Markle, Chief of Police	

962.1 PURPOSE AND SCOPE

Officers working off-duty performing law enforcement or un-related employment shall be subject to the rules and regulations of the Department and will adhere to all policies and procedures. This policy does not apply to Armed Services Reserves and Military Leave.

962.1.1 DEFINITIONS

Off-duty employment- Includes any police-related work performed for a commission, wage, or salary, whether actually compensated or not on behalf of any employer other than the City of Corpus Christi Police Department.

Non-Police Related Employment-Is any non-law enforcement work performed for a commission, wage, or salary on behalf of any employer other than the Corpus Christi Police Department.

Outside Employer- Any employer either business or individual other than the Corpus Christi Police Department, regardless of whether or not the job is off-duty or non-police duty employment.

Extra Job Application- Is the Department approved form to request permission to work off-duty and notify the Department of all non-police related jobs that an officer will be working. It is designated as CCPD Form #42. [22.3.5e]

Police Motor Escort-Is the use of a department approved motorcycle by an authorized Corpus Christi Police Officer to accompany items being moved on a public roadway safely to another location.

962.1.2 GENERAL RULES [22.3.5b]

a) Officers shall not work more than a total of sixteen (16) hours in any day, including both on-duty and off-duty hours, except when emergency conditions require the officer to be held over on an on-duty status.
b) When off-duty employment in uniform is authorized, the complete standard Class B uniform shall be worn. (See Policy 926 Section 926.3.2)
    1. Department issued Blauer Model 8950 dress trousers
    2. The long- or short-sleeved shirt may be worn with the collar open. No tie is required.
    3. A white, navy blue or black crew neck t-shirt must be worn with the uniform.
    4. All shirt buttons must remain buttoned except for the last button at the neck.
    5. Polished shoes.
    6. Approved all-black unpolished shoes may be worn.
    7. Boots with pointed toes are not permitted.
c) Off-duty assignments that require Class C uniforms (i.e., Bike Uniform) may be worn with Supervisor approval.

d) Employees performing off-duty law enforcement related work shall not perform non-law enforcement duties (i.e. taking tickets, pushing grocery carts, verifying payment, checking receipts, etc.), nor will officers enforce "house rules" (as distinguished from city, state, or federal law). [22.3.4]
e) Officers shall not exchange department duty hours with one another for the purpose (wholly or partly) of enabling either officer to perform off-duty employment or non-police related employment. Off-duty employment or non-police related employment during such exchanged time shall be presumed to be a violation of this chapter.
f) Officers may not utilize information obtained by the Department or through their official police capacity for the personal benefit of themselves, an outside employer, or any other person.
g) Officers while on duty shall not advertise or solicit outside employers in connection with off-duty employment or non-police duty employment.
h) Except when specifically approved by the Division Commander, officers shall not use department vehicles while employed off-duty. Commanders are required to report such approval through their chain of command as soon as practical.
i) Officers will immediately notify an on-duty supervisor about any incident connected with off-duty employment, which might adversely affect the Department or any officer thereof.
j) When taking self-initiated police action required by the circumstances and the duties designed in the areas of responsibility for their off-duty employment, officers shall complete the reports required. In some cases, the goals of the Department can best be served by on-duty officers preparing the primary report and off-duty officers preparing the supplementary reports. Should any questions arise as to who shall be responsible for preparing reports, a supervisor involved shall base their decision on obtaining results which best serve the interest of the Department.
k) Worker's compensation, legal defense, indemnity and other benefits provided by the City of Corpus Christi may not be available to officers working outside employment. Officers are advised to determine what coverage is available to them from their outside employer.
l) Officers shall not perform any tasks for outside employers nor any tasks connected to personally operated business during their scheduled duty hours with the Department.
m) Officers shall not accept any compensation or benefit from any outside entity for performing any tasks, which fall within their job responsibilities when such tasks are performed within their duty hours. [22.3.4]
n) While working off-duty employment, officers shall respond immediately to any call to duty from the police department.
o) A police officer or civilian employee of the Police Department engaged in any business related to conducting a training course designed to provide to civilians the firearms training required by Chapter 411 Texas Government Code--(Concealed Handgun Law) shall not have any legal recourse, indemnity, or protection available from the Police Department nor from the City of Corpus Christi Legal Department. While conducting, preparing to conduct and/or making known to anyone their involvement in offering such training, employees shall be prohibited from: Using any department firearm, vehicle, facility or equipment or indicating in any manner whatsoever any connection to the City of Corpus Christi or to the Corpus Christi Police Department. [22.3.4]
p) Officers shall not work off-duty outside the city limits of Corpus Christi except that those officers authorized to work motorcycle escorts may work anywhere within the limits of Nueces County. The Chief or the Chief's designee may authorize motor escorts outside of Nueces County on a case by case basis. [22.3.4]
q) Specific policies and procedures that govern police motor escorts are covered in the Uniform Divisional Manual.
r) An Officer who receives housing free or at a reduced rate as whole or partial compensation for off-duty security shall not sublet the residence to any other person and must reside at that location as a primary residence.
s) Uniform Patrol Division field supervisors may inspect any location where officers are working off-duty.

962.2 APPLICATION REQUIREMENT/PROCEDURES FOR OFF-DUTY AND NON-POLICE DUTY EMPLOYMENT [22.3.5e]

a) Permission to work off-duty is a privilege and subject solely to the discretion of the Chief of Police. In order to be eligible for off-duty employment, officers shall be in good standing with the Department.

b) Officers shall not engage in off-duty employment without prior written approval of their Division Commander and their supervisor (Lieutenant or Captain).

   However, approval may be granted for temporary employment where there is not time to obtain written consent, provided that verbal consent is obtained from a supervisor. The supervisor granting the approval shall make a written note of such approval and forward it to the officer's Division Commander or section head. Officers receiving such verbal consent shall submit an Extra Job Application form on the first day after such employment, whether or not further employment is worked. It is the responsibility of the applying officers' supervisor to see that officers complete the application process. All completed Extra Job Applications will be maintained in the Internal Affairs Division. [22.3.5a] [22.3.5d]

c) To obtain written approval to engage in off-duty employment, officers must submit an Extra Job Application to their Division Commander through their Chain of Command. A copy of the approved or disapproved application will be returned to the officer. Based upon the circumstances, special conditions may be established by the Commander or supervisor. Those special conditions shall be included on the approval application. Officers shall comply with the conditions. [22.3.5b]

d) Officers shall notify their chain of command of any non-police related employment utilizing the same process and Extra Job Application form as with off-duty employment.

e) Off-duty employment approval and non-police related employment notifications shall be valid for no more than one year, and all approved applications will automatically expire on January 5th of each year, regardless of the application's beginning date. [22.3.5c]

f) Off-duty employment approval may be revoked by any first line supervisor or above. Any supervisor may temporarily discontinue an officer's off-duty employment permit when he/ she believes that it may be necessary to prevent violation of any department rules, until the Division Commander is available to determine if revocation is necessary. If an officer has obtained long-term approval for off-duty employment at a specific location, on a specific schedule, and under certain circumstances, but new circumstances arise, which cause significant changes even though still working for the same employer, it is the responsibility of the officer to submit a new Extra Job Application and to give the approving supervisor notice of the changes, otherwise the approval will be invalid and the off-duty employment will not be authorized. [22.3.5c]

g) While on suspension, light duty, sick leave, limited duty, or administrative leave, an officer's approval for off-duty employment is automatically suspended. If an officer is out on any of the above leave, his or her non-police related employment is also suspended unless they receive approval from the Chief of Police.

h) Non-sworn employees of the Department are required to abide by the requirements of the City of Corpus Christi Policy HR 5.0. [22.3.4]

i) Officers who were out on any type of extended leave (or continue to be out as in the case of military leave) must remain current and up to date with their Power DMS accounts before they can engage in or continue to work their off-duty jobs.

j) The Chief of Police retains the right to declare any location, establishment or employer "off limits" to officers working off-duty employment or non-police related employment. The Captains of Narcotics/Vice Investigation, the Gang Unit and the Organized Crime Unit shall consult with the Chief of Police as needed to advise if having officers work specific location or for specific employers will conflict with current department investigations or interests.

962.3 EMPLOYMENT WHERE ALCOHOL BEVERAGES ARE SOLD FOR ON PREMISES CONSUMPTION [22.3.4]

a) Officers may be employed in establishments, which are licensed to sell alcoholic beverages for on-premises consumption only upon strict adherence to the following provisions, which may differ and are more restrictive than other applicable general rules:
   1. At least two (2) Corpus Christi Police Department Officers must work together at any establishment which is licensed to sell alcohol beverages for on-premises consumption, except at locations such as hotels, restaurants, or other whose primary purpose or source of revenue is not from the sale of alcoholic beverages for on-premises consumption.
   2. The Uniform Patrol Division field supervisors or captain may recommend, and the Division Commander may require, that more than two officers work at any specific location.
   3. If a minimum number of officer's requirement is imposed, that requirement must be met in order for any officers to be authorized.
   4. The Uniform Patrol Division District supervisor will be required to periodically visit those locations where officers are authorized to work off-duty and frequently make contact with those officers to be available as supervisors, to be well acquainted with the operations and to ensure that the off-duty employment policy is being followed.
   5. Uniform supervisors will be responsible to correct any deficiencies found and to document any action taken.
   6. Uniform Patrol Division District supervisors and any supervisor making an inspection of any licensed premises shall have the authority and responsibility to temporarily suspend the off-duty employment permit of any officer not in compliance with any of the provisions in the off-duty employment policy, as provided in 962.2 (D).
   7. Upon the suspension of the off-duty employment permit of any officer, should this bring the remaining authorized number of officers to less than the number required for that location, then none of the remaining officers shall be authorized to continue working until the required number of officers is reestablished (see 962.3 A 5&6)

962.4 OFF-DUTY EMPLOYMENT AT SCHOOLS [22.3.4]

a) Officers shall not engage in unwarranted contacts with students, shall not participate with school personnel in disciplining students for violations of school or school district policy, removing them from classrooms, escorting them to the principals' offices, or in enforcement of dress codes. Officers shall limit their contacts with students to those occasions when they have reason to believe that a criminal offense has been committed or is about to be committed and to those occasions where the officer should act to assure the safety of any person.
b) Officers working in schools have unique opportunities to engage in positive professional interaction with students, which could be mutually beneficial. This is certainly encouraged.
c) School officials may search a student without a warrant upon reasonable suspicion that the student has violated the law or a school rule. However, if the school official is acting in concert with peace officers, the usual, more restrictive rules governing peace officers should be followed.
d) When officers initiate an arrest of a student, they shall not be influenced by the wishes of any school district employee or any other person, and change the outcome of their contact with the student if the ensuing result would be that the actions of the officer would then be in conflict with law or Corpus Christi Police Department policy.
e) Officers shall comply with applicable law and police department policy concerning arrests of juveniles, notification of parents, and coordinating with school officials. See Chapter 316 Juvenile Custody and other applicable chapters.
f) Should officers need to initiate an arrest of any other person, such as a trespasser or a parent, the same applicable rules and statutes will be followed on school property as if the arrest were initiated anywhere else.
g) Officers shall notify on-duty supervisors in a timely manner of any arrest or other significant

incidents, which occur at schools, school facilities, or school sponsored events where they are working off-duty.

h) When a CCPD officer and a member of another law enforcement agency respond to the same incident at school, school facility, or school sponsored event an on-duty supervisor will be notified. The on-duty supervisor will determine what our role in the incident will be.

962.5 METROCOM NOTIFICATION

a) Officer Responsibilities
   1. With the exception of officers working apartment security, all officers shall notify MetroCom at least 20 minutes prior to each tour of an off-duty job.
   2. Officers shall make notification to the info dispatcher by police radio. No phone calls will be accepted. Notifications should include the officer's radio ID number, off-duty location, and start time.
   3. Officers working off-duty may not be logged into the CAD system as another user, i.e. CID or Narcotics/Vice call sign. It is not the responsibility of MetroCom to log officers off of prior department assignments; officers should be in the habit of logging off at the end of their regular tour of duty. Violations will be reported to the officer's chain of command.
   4. Officers will utilize their radio ID as their assigned call sign for the purposes of off-duty communication regardless of rank or police department assignment.
   5. Officers shall be responsible for notifying MetroCom themselves and shall not contact MetroCom on behalf of other officers regardless of whether or not they are working the same job.

b) MetroCom Responsibilities
   1. The Info Dispatcher will put the off-duty officer in the CAD system utilizing the officers' radio ID number and noting the location and time frame to be worked in the special comments box. When the officer concludes their tour of off-duty employment, the dispatcher shall place them out of service in the CAD system.

962.6 PROHIBITED OFF-DUTY AND NON-POLICE RELATED EMPLOYMENT [22.3.4]

a) Officers shall not apply for, nor engage in, any employment which interferes or conflicts with their police duties or is likely to bring discredit to the officer or the Police Department.
   1. Examples of interference include but are not limited to: mental or physical stress due to long hours or physically exhausting duties, and schedules which conflict with police duties.
   2. Examples of conflict include: criminal activities by employers, personal relationships which may compromise officers in their law enforcement duties, and circumstances connected with employment which bring officers or the Department into disrepute or impair department operations.

b) Officers shall not have a financial interest in or be employed by or engaged in any private security business except in the capacity as a peace officer in a law enforcement function (Officers shall not supervise security guards), alarm business, private investigation, bail bond business, collection agency, repossession business, pawn broking business, or business licensed to sell alcoholic beverages on premises whose primary purpose or source of income is sale of alcoholic beverages on-premises consumption (including duties as an advisor or consultant) except in Section 962.3.

c) Officers shall not accept employment, which will involve them in serving civil process or subpoenas.

d) Officers shall not be employed at any establishment for which a permit or license is required and which does not comply with the conditions of its permit or license.

e) Officers shall not be employed at any establishment frequented by persons known to be consistently or frequently in violation of law or whose manager or owner is of questionable character. Officers are prohibited from working for an outside employer who they know to be a convicted felon.

f) Officers shall not be employed where their duties are likely to be controversial, such as labor disputes.

g) Officers shall not engage in any outside employment until twelve (12) months after the Academy graduation, except as approved by the Chief of Police.
h) Officers shall not serve as an expert witness against the City of Corpus Christi.
i) Officers shall not be employed to assist in any manner with the case preparation for a defense attorney in any criminal case.
j) Officers shall not be employed in any establishment where there is topless, bottomless, nude entertainment, or sexual oriented business.

Please find the response from the Robstown Police Department below:

Policy Manual

Robstown Police Department
430 E. Main Ave
P.O. Box 626
Robstown TX 78380

Chapter Nine: OFF DUTY EMPLOYMENT

9.01 OFF-DUTY EMPLOYMENT DEFINED

"Off-duty employment" includes any police-related work performed for a commission, wage, or salary, whether actually compensated or not.

9.02 PROHIBITED OFF-DUTY EMPLOYMENT

A. Officers shall not apply for, nor engage in, any employment which interferes or conflicts with their police duties or is likely to bring discredit to the officer or the police department. (Examples of interference include but are not limited to, mental or physical stress due to long hours or physically exhausting duties, and schedules which conflict with police duties. Examples of conflict include criminal activities by employers, personal relationships which may compromise officers in their law enforcement duties, and circumstances connected with employment which bring officers or the department into disrepute or impair department operations.)

B. Officers shall not have a financial interest in or be employed by or engaged in any private security business or alarm business, private investigation business, bail bond business, collection agency, pawnbroking business, or businesses licensed to sell alcoholic beverages on premises whose primary purpose or source of income is sale of alcoholic beverages for on-premises consumption (including duties as an advisor or consultant) except as provided in Section 9.05.

C. Officers shall not accept employment which will involve them in serving civil processes or subpoenas.

D. Officers shall not be employed at any establishment for which a permit or license is required and which does not comply with the conditions of its permit or license.

E. Officers shall not be employed at any establishment frequented by persons known to be consistently or frequently in violation of law or whose manager or owner is of questionable character.

F. Officers shall not be employed where their duties are likely to be highly controversial, such as labor disputes.

G. Officers shall not engage in any outside employment until twelve months after Academy graduation, except as approved by the Chief of Police.

H. Officers shall not engage in outside employment where the management expects officers to enforce "house rules" (as distinguished from city, state, or federal law).

9.03 APPLICATION REQUIREMENT/PROCEDURES

A. Officers shall not engage in off-duty employment without prior written approval of their commander and the Chief or an assistant chief. However, approval may be granted for temporary employment where there is not time to obtain written consent, provided that verbal consent is obtained from the officer's commander, or the commander's next-in-command if the commander is unavailable, or from the field captain if both the foregoing are unavailable. If the field captain also is unavailable, the station duty officer may be contacted and may give verbal consent. The supervisor granting the approval shall make a written note of such approval and forward it to the officer's division commander or section head. Officers receiving such verbal consent shall submit an off-duty employment application form on the first day after such employment, whether or not further employment is worked. It is the responsibility of the applying officers' division commander or section head to see that officers complete the application process.

B. To obtain written approval, officers must submit an off-duty employment application to the Chief through their commander. A copy of the approved or disapproved application will be returned to the officer. Based upon the circumstances, special conditions may be established by the commander, asstistant chief or Chief. Those special conditions shall be included on the approved application. Officers shall comply with such conditions.

C. Approval shall be valid only for the period specified in the application, not to exceed one year, except for locations where alcoholic beverages are sold for on-premises consumption, at which approval shall be limited to only six (6) months.

D. Off-duty employment approval may be revoked by the Chief or assistant chief, or a division commander. Supervisors may temporarily discontinue an officer's off-duty employment permit where they believe necessary to prevent violation of these rules, until the commander is available to determine if revocation is necessary.

E. If an officer has obtained long term approval for off-duty employment at a specific location, on a specific schedule, and under certain circumstances, but new circumstances arise, which cause significant changes even though still working for the same employer, it is the responsibility of the officer to submit a new Extra Job Application and to give the approving supervisor notice of the changes, otherwise the approval will be invalid and the off-duty employment will not be authorized.

F. While on temporarily assigned limited duty, officers' approval for off-duty employment is automatically suspended.

9.04 GENERAL RULES

A. For purposes of this manual, officers working off-duty performing law enforcement or related duties shall be considered as on duty and are subject to all applicable provisions of this manual.

B. Officers shall not work more than a total of fourteen (14) hours in any day, including both on-duty and off-duty hours, except when emergency conditions require the officer to be held over on an on-duty status.

C. Officers shall not be employed off-duty in the capacity of a police officer while on sick leave, injury leave, or suspension (dock time).

D. While on suspension, officers shall not perform any off-duty employment related to police work.

E. When off-duty employment in uniform is authorized, the complete uniform shall be worn. Off-duty law enforcement related work may not be performed out of uniform unless so specified in written approval.

F. Employees performing off-duty law enforcement related work shall not perform non-law enforcement duties (for example taking tickets, pushing grocery carts, verifying payment, checking receipts, etc.).

G. Officers shall not exchange department duty hours with one another for the purpose (wholly or partly) of enabling either officer to perform off-duty employment. Off-duty employment during such exchanged time shall be presumed to be a violation of this chapter.

H. Officers may not utilize information obtained by the department or through their official police capacity for the personal benefit of themselves, an outside employer, or any other person.

I. Officers while on duty shall not advertise or solicit outside employers in connection with off-duty employment.

J. Except when specifically approved by the division commander, officers shall not use department vehicles while employed off duty. Commanders are required to report such approval through their chain of command as soon as practicable.

K. Officers shall not be employed in any establishment where there is topless, bottomless, or nude entertainment.

L. Officers will immediately report in writing any incident connected with off-duty employment which might adversely affect the department or any officer thereof.

M. When taking self-initiated police action required by the circumstances and the duties designated in the areas of responsibility for their off-duty employment, officers shall complete the reports required. In some cases, the goals of the department can best be served by on-duty officers preparing the primary report and off-duty officers preparing supplementary reports. Should any questions arise as to who shall be responsible for preparing reports, a supervisor involved shall base his decision on obtaining results which best serve the interest of the department.

N. Worker's compensation, legal defense, indemnity and other benefits provided by the city of Robstown may not be available to officers working outside employment. Officers are advised to determine what coverage is available to them from their outside employer.

O. Officers shall not perform any tasks for outside employers nor any tasks connected to personally operated businesses during their scheduled duty hours with the department.

P. Officers shall not accept any compensation or benefit from any outside entity for performing any tasks which fall within their job responsibilities when such tasks are performed within their duty hours.

Q. While working off-duty employment, offices shall respond immediately to any call to duty from the police department.

9.05 EMPLOYMENT WHERE ALCOHOLIC BEVERAGES ARE SOLD FOR ON-PREMISES CONSUMPTION

A. Officers may be employed in establishments which are licensed to sell alcoholic beverages for on-premises consumption only upon strict adherence to the following provisions, which may differ and are more restrictive than other applicable general rules:

1. Each officer desiring to work at an establishment which is licensed to sell alcoholic beverages for on-premises consumption must have his supervisor and his division commander or section head review his application for off-

duty employment and it must have been approved by an assistant chief or the Chief before the officer works at said location for the first time.

2. At least two (2) Robstown Police Department officers must work at any such establishment, if any officer works at all, except at locations such as hotels, restaurants, or other locations whose primary purpose or source of revenue is not from the sale of alcoholic beverages for on-premises consumption.

3. Officers shall not be employed by the owner, operator, licensee, any entity or any of its agents in control of any licensed premises not excluded in Section 9.05 A 2 above, for longer than six months after approval of one off-duty employment permit (Extra Job Application).

4. Any officer who has completed one six month period of employment at any such premises must submit another Extra Job Application and that second application must have been approved as shown in 9.05 A 1 prior to the officer being authorized to continue to work at such location. Failure to comply with these requirements shall cause the revocation of permits for the officer to work at any establishment where alcoholic beverages are sold for on-premises consumption for a six month period.

5. The Uniform Division field supervisors or captain may recommend, and the Chief of Police may require, that more than two officers work at any specific location where officers will be authorized to work.

6. If a minimum number of officers requirement is imposed, that requirement must be met in order for any officers to be authorized.

7. The Chief of Police retains the right to declare certain specific drinking establishments "off limits" to officers working off-duty employment, and to add or remove any names of premises as conditions warrant.

8. The Uniform Division zone supervisors will be required to periodically visit those locations where officers are authorized to work off duty and frequently make contact with those officers to be available as supervisors, to be well acquainted with the operations and to ensure that the off-duty employment policy is being followed.

9. Uniform supervisors will be responsible to correct any deficiencies found and to document any action taken.

10. Uniform Division zone supervisors and any supervisor making an inspection of any licensed premises shall have the authority and responsibility to temporarily suspend the off-duty employment permit of any officer not in compliance with any of the provisions in the off-duty employment policy, as provided in 9.03 D.

11. Upon the suspension of the off-duty employment permit of any officer, should this bring the remaining authorized number of officers to less than the number required for that location, then none of the remaining officers shall be authorized to continue working until the required number of officers is reestablished (see 9.05 A 5&6).

I. Officers shall comply with applicable law and police department policy concerning arrests of juveniles, notification of parents, and coordinating with school officials. See Chapter Twenty-two: Juveniles and Children and other applicable chapters.

J. Should officers need to initiate an arrest of any other person, such as a trespasser or a parent, the same applicable rules and statutes will be followed on school property as if the arrest were initiated anywhere else.

K. Officers shall notify on-duty supervisors in a timely manner of any significant incidents which occur at schools where they are working off duty.

L. Some officers may find off-duty employment at schools not to their satisfaction and will voluntarily end it. In some cases the school district or the police department may find some officers not suited for working with students and the school district will terminate the employment or the police department will terminate the approval of the extra job application.

9.06 OFF-DUTY EMPLOYMENT AT SCHOOLS

A. Officers engaged in off-duty employment at schools, at individual school sponsored events, or at school district athletic events shall not undertake tasks which are the responsibility of teachers, school staff personnel, principals, sporting event officials, or school district administrators.

B. Officers providing security during the regular school days will work inside the buildings during the changing of classes and while school assemblies are in progress. During lunch times, they will work in the cafeterias as needed. During classes, their responsibilities will primarily be external security, to keep unauthorized persons from trespassing on school property or causing or attempting to cause damage to school property or to vehicles in the parking lots.

C. Officers shall not engage in unwarranted contacts with students, shall not participate with school personnel in disciplining students for violations of school or school district policy, removing them from classrooms, escorting them to the principals' offices, or in enforcement of dress codes. Officers shall limit their contacts with students to those occasions when they have reason to believe that a criminal offense has been committed or is about to be committed and to those occasions where the officer should act to assure the safety of any person.

D. Officers shall issue misdemeanor offense citations only when absolutely necessary and then only for offenses which they witness.

E. Officers working in schools have unique opportunities to engage in positive professional interaction with students, which could be mutually beneficial. This is certainly encouraged.

F. School officials may search a student without a warrant upon reasonable suspicion that the student has violated the law or a school rule. However, if the school official is acting in concert with peace officers, the usual, more restrictive rules governing peace officers should be followed.

G. Officers engaged in off-duty employment at schools shall do so in complete compliance with the Texas Penal Code, the Family Code, the Code of Criminal Procedures, and police department policy.

H. When officers initiate an arrest of a student, they shall not be influenced by the wishes of any school district employee or any other person, and change the outcome of their contact with the student if the ensuing result would be that the actions of the officer would then be in conflict with law or Police Department policy.