



Request received by:

Name: _____

Date: _____ Time: _____

Submitted by:

☐ Phone ☐ In-Person ☐ Mail ☐ Other _____

For NBPD Use Only

Request for Off-Duty Officers

Intake Information

Name: _____

Email and Phone: _____

Home/Business Address: _____

Intake Information

Event Contact Person: _____

Contact Phone Number (Cell if possible): _____

Event Date: _____

Event Start Date: _____

Event Location: _____

Type of Event: _____

Officer Information

Two {2} officers for the 1st 250 guests. One additional officer per every 100 additional guests. Two {2} officers minimum when alcohol is present.

Number of guests anticipated: _____

Number of officers needed: _____

Security shall arrive at the beginning of alcohol service and remain thirty (30) minutes after the event or the conclusion of alcohol service.

Start Time: _____ End Time: _____

Will alcohol be served: ☐ Yes ☐ No

Miscellaneous Information we may need to know:



Off-Duty Officer Policy and Hourly Rate Schedule

Notice NBPD cannot guarantee officer availability. We strive to do our best to fill requests; however, these requests are voluntary in nature. We will work with our partners in the local area to help fill these requests when NBPD cannot.

Officer Rate of Pay for General Security \$55 per hour with a 4-hour minimum. This will include (but not limited to) jobs such as weddings, parties, parking lot/ business security and events where the primary function is crowd/person control.

Jobs requested on a recognized city holiday will be billed at \$65 per hour with a 4- hour minimum. Any event scheduled for security on a Major Holiday, Black Friday or New Year's Eve will be billed at \$85 per hour with a 4- hour minimum.

Officer Rate for Traffic Control/Lane Closure/Construction \$65 per hour with a 4- hour minimum.

This would include (but not limited to) jobs such as bike races, foot races, and events where Officers must maintain a traffic control barricade and/or post.

Jobs requested on recognized city holiday will be billed at \$75 per hour with a 4-hour minimum. Any event scheduled on a Major Holiday, Black Friday or New Year's Eve will be billed at \$85 per hour with a 4- hour minimum.

Late Notices for events Jobs requested on short notice (within 1 calendar day prior to the event) will billed at an additional charge of \$10 dollars to the normal rate for that day.

Cancellations If any job is booked and then cancelled, it is the responsibility of the event coordinator to notify the New Braunfels Police Department and cancel with our department no later than 24hrs from the start of the job or the 4-hour minimum still applies to all officers that had signed up to work the event.

By signing below, I acknowledge my understanding and acceptance of the New Braunfels Police Department's hiring policy and hourly rate schedule as stated above. If payment is not made according to this contract, criminal charges will be filed on the applicant pursuant to Texas Penal Code 31.04

Signature _____

Printed Name _____

Date _____



City of New Braunfels Civic/Convention Center Security Rates

Regular Jobs	\$55/hour
Recognized City Holiday	\$65/hour
Major Holidays (Christmas Day, Christmas Eve, Thanksgiving, Black Friday, New Year's Eve)	\$85/hour
Traffic Control	\$65/hour

New Braunfels Civic/Convention Center Security Policies

- All events with alcohol service are required to have security.
- Alcohol service may not begin until required security is present.
- Security will arrive at the beginning of alcohol service and remain thirty (30) minutes after the event.
- The following formula will be used to estimate the number of officers required to be present: Two (2) officers for the first 250 guests, one (1) additional officer is required for up to 100 additional guests.
- Security arrangements must be approved and made through the New Braunfels Police Department (NBPd) Off-Duty Officers' Work Group no later than fifteen (15) days prior to the event.
- ONLY check or cash will be accepted from the form of payment. NBPd will NOT accept cash app, Venmo, or Invoices.
- Officers may be asked to patrol various areas of the Civic/Convention Center including kitchen/alcohol storage areas.

NBPd Off Duty Officer's Work Group Contact

330 W. San Antonio Street New Braunfels, TX 78130

nbpd@newbraunfels.gov

830.221.4169