



DLR SERVICES – MASTER CONTRACTOR PACKET

Section 1 – Introduction Letter

“Smooth streets start with smart control.”

Thank you for your interest in joining DLR Services. We exclusively engage commissioned law enforcement officers as independent contractors, and all workers receive a 1099 at the end of each calendar year.

This packet contains every required form, agreement, and policy acknowledgment needed to work with DLR Services. Please complete the checklist below and all sections in order. Once finished, email or deliver your full packet to:
ashley@dlrservicessa.com.

Thank you for considering DLR Global Services- we truly value your expertise and dedication. We look forward to the opportunity to work together.

Kind Regards,
Ashley De La Rosa
(210) 501-8811

Section 2 – Required Documents Checklist

Please complete ALL items below. Initial at the bottom of this checklist confirming the packet is complete.

Instructions for each document appear in its matching packet section.

- ☐ Copy of Credentials (Copy Required)
- ☐ Copy of NHI Certificate (Copy Required)
- ☐ Signed W-9 Form
- ☐ Hold Harmless Agreement Form (Signed)
- ☐ Independent Contractor Information Form (Completed)
- ☐ COSA Timesheet Completion Requirement (Signed)
- ☐ Direct Deposit Authorization + Voided Check/Deposit Slip (Copy Required)
- ☐ Download CamScanner App to Submit Timesheets
- ☐ Non-Compete Agreement (Signed)

Initial here confirming the full packet is complete: _____

Section 3 – Independent Contractor Information Sheet

FIRST NAME: _____

LAST NAME: _____

MAILING ADDRESS:

CITY: _____ **STATE:** _____

ZIP CODE: _____

EMAIL ADDRESS:

CELL PHONE: _____

ALTERNATE PHONE: _____

EMERGENCY CONTACT: _____

PHONE: _____

DEPARTMENT NAME:

DEPARTMENT ADDRESS:

CHECK ONE: ☐ FULL-TIME ☐ RESERVE

OFFICER SIGNATURE: _____

DATE: _____

Section 4 – Traffic Control Agreement

I understand that I SHALL be in a department issued uniform or auxiliary uniform (black polo uniform shirt with Texas Peace Officer Patch and Coyote brown BDU pants) and duty belt. ***There is no exception to this requirement, you will be relieved of assignment if not in uniform.

Initial: _____

I understand that I SHALL have a Police Traffic Vest in my possession and SHALL wear it any time I exit my vehicle. **There is no exception to this requirement. You will be immediately replaced if not in compliance*

Initial: _____

I understand that while performing traffic control duties, I may be required to exit my vehicle and control the flow of traffic manually.

Initial: _____

I understand that while performing traffic control, utilizing my emergency lights and equipment is required. Lights must be illuminated for the duration of my shift. If my emergency equipment fails, I must notify DLR Services supervisory personnel immediately.

Initial: _____

I understand that my directives will be given by a point of contact designated by DLR Services, Subcontractor, and I must follow the directives. If I feel that the directive given will result in an unsafe situation, I will notify DLR Services immediately.

Initial: _____

I understand that I SHALL notify DLR Services of any officer involved incident without delay. If I fail to comply with this directive, I understand that I will be removed from DLR Services.

Initial: _____

Section 5 – NHI Course Requirement

DLR Services requires that all Traffic Control Officers complete the course titled “Safe and Effective Use of Law Enforcement Personnel in Work Zones”

How to Log on and take National Highway Institute Certification Course:

1. At Google search bar type in National Highway Institute or follow this link:
<https://fhwanhi.geniussis.com/PublicWelcome.aspx>
2. Create a Login
3. Go to Course Search and type in: FHWA-NHI-133119
4. Add that Course to Cart
5. Complete the Course
6. At the very end of the course you will receive a Certificate
7. EMAIL the Certificate to: ashley@dlrserviceessa.com with this completed packet

Initial Here: _____

Section 6 – Hold Harmless Agreement

I, _____, as an Independent Contractor, shall hold harmless and indemnify **Strategic Alliances SA Inc dba DLR Services** against claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees, by reason of any person or persons or property being damaged or injured by the Independent Contractor or in any capacity during duration of the work assigned, whether by negligence or otherwise.

I understand and agree that I may be held liable for any damage or loss to **the client of DLR Services or client's property** while working the assigned job and that is caused by my own negligence, gross negligence, willful misconduct or fraud. I also understand and agree that I may be held liable for any damage or loss to any third party that is caused by my own negligence, gross negligence, willful misconduct, or fraud. I understand that any event of this nature involves a level of risk.

I further understand that **Strategic Alliances SA Inc dba DLR Services** is fully insured and that any claims for any injuries must be made against Independent Contractor's personal/family insurance.

The Independent Contractor shall further save and hold harmless **Strategic Alliances SA Inc dba DLR Services** or said/known client of **Strategic Alliances SA Inc dba DLR Services** for any injury sustained by said Independent Contractor or any person or persons acting under direction of the Independent Contractor.

This Hold Harmless Agreement shall apply to all jobs subcontracted to me by **Strategic Alliances SA Inc dba DLR Services** from this date until canceled.

Printed Name: _____

Signature: _____

Date: _____

Section 7 – COSA Timesheet Completion Requirement

City of San Antonio (“COSA”) timesheets must be filled out completely and accurately, and a clearly visible photo of the completed form sent to designated DLR Services personnel at the end of every shift, without delay. Failure to submit may result in delayed payment until the issue is resolved. If a job is cancelled and the four-hour minimum applies, a timesheet must still be completed and submitted to account for those hours. This ensures proper documentation and timely payment under the minimum guarantee. Timesheets should be submitted via text message to 210-501-8811.

Printed Name: _____

Signature: _____

Date: _____

Section 8 – Direct Deposit Form

Direct Deposit Authorization Form

Employee Information Name:

Employee ID: _____

Phone Number: _____

Email Address: _____

Banking Information Bank Name:

Bank Address: _____

Routing Number (ABA): _____

Account Number: _____

Account Type (Checking/Savings):

Authorization I hereby authorize DLR Services to initiate credit entries to my account at the financial institution named above. I understand that if DLR Services deposits funds into my account in error, I authorize DLR Services to debit my account for an amount not to exceed the original erroneous credit. This authorization will remain in effect until I notify DLR Services in writing of its termination, allowing reasonable time for the change to be implemented.

Employee Signature: _____

Date: _____

Please attach a voided check or a bank-issued deposit slip before submitting.

Section 9 – Non-Compete Agreement

NON-COMPETE AND NON-SOLICITATION AGREEMENT

(Texas Law Enforcement Contractor)

This Non-Compete and Non-Solicitation Agreement (“Agreement”) is entered into and made effective as of the ____ day of _____, **20** (“Effective Date”), by and between:

Strategic Alliances SA, Inc. dba DLR Services, a Texas entity, with its principal place of business at **8806 Tonkawa Trail, San Antonio, TX 78255** (the “Company”),

AND

_____ (Officer's Name), residing at
(the "Contractor").

1. Purpose

Contractor is being engaged by the Company to provide law enforcement or security-related services. As a condition of this engagement, and to protect the legitimate business interests of the Company—including its confidential information, goodwill, and contractor relationships—the Contractor agrees to the following terms.

2. Non-Compete

Contractor agrees that for the duration of their engagement to perform services for DLR Services, the Contractor will not engage, directly or indirectly, in the operation, ownership, or management of any business that provides security or law enforcement contracting services that competes with DLR Services within the State of Texas.

Contractor further agrees that during the term of this Agreement and for a period of twelve (12) months following the termination of their engagement with the Company, the Contractor will not engage, directly or indirectly, in the operation, ownership, or management of any business that provides security or law enforcement contracting services that competes with the Company within a **100-mile radius** of any job site where the Contractor performed work on behalf of the Company.

3. Non-Solicitation of Contractors/Employees

Contractor agrees that for the duration of their engagement with DLR Services, the Contractor shall not solicit, induce, or attempt to persuade any individual or entity who is a contractor, subcontractor, client, or employee of DLR Services to terminate or alter their business or employment relationship with DLR Services.

Contractor further agrees that for twelve (12) months following the termination of their engagement, they shall not solicit, induce, or attempt to persuade any individual or entity who is a contractor, subcontractor, client, or employee of the Company to terminate or alter their business or employment relationship with the Company.

4. Confidentiality

Contractor agrees not to disclose or use any proprietary, sensitive, or confidential information learned during the course of work with the Company, except as necessary to perform services for the Company. This obligation survives termination of the engagement.

5. Non-Circumvention and Contract Protection

Contractor may provide similar services to other traffic control or security companies; however, during the term of their engagement with DLR Services and for a period of twelve (12) months thereafter, Contractor shall not:

- a. Directly or indirectly solicit, pursue, or accept any opportunity to provide services—individually or through another company—to any client, customer, or entity for whom Contractor performed work on behalf of DLR Services.
- b. Use any confidential information, job site details, client contacts, or business

methods obtained through their engagement with DLR Services to obtain or attempt to obtain business that would otherwise be performed by DLR Services.

c. Participate in or assist any third party in securing or diverting existing or prospective business from DLR Services.

6. Reasonableness; Reformation

The Contractor acknowledges that the temporal, geographic, and activity-based restrictions in this Agreement are reasonable and necessary to protect the Company's legitimate business interests. To the extent any provision is found unenforceable, the parties authorize a court of competent jurisdiction to reform such provision to the minimum extent necessary to render it enforceable under Texas law.

7. Consideration; Ancillary Covenants

The parties agree that the restrictive covenants herein are ancillary to and supported by otherwise enforceable agreements, including but not limited to the Company's promises to provide access to confidential information, specialized training, and continued engagement opportunities.

8. Remedies

Contractor acknowledges that a breach of this Agreement will cause irreparable harm to the Company, for which monetary damages may be inadequate. The Company shall therefore be entitled to injunctive relief, in addition to any other remedies available at law or in equity.

9. Governing Law; Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The parties agree that exclusive venue shall lie in the state or federal courts located in **Bexar County, Texas**.

10. Entire Agreement; Amendments

This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior or contemporaneous understandings, whether written or oral. Any amendment to this Agreement must be in writing and signed by both parties.

11. Acknowledgement of Review

Contractor acknowledges that they have had the opportunity to consult with independent legal counsel regarding this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Strategic Alliances SA, Inc. dba DLR Services

By: _____

Name: Ashley De La Rosa

Title: President

Date: _____

CONTRACTOR

Signature: _____

Name: _____

Date: _____

Section 10 – Directions to Download and Use CamScanner App to Submit Timesheets for Payment:

1. On your cellphone, go to the **Play Store** or **App Store**.
2. Type “**CamScanner**” in the search bar.
3. Look for the icon with “**CS**” in black/green/white (Phone PDF Creator).
4. Select this application and download it to your phone.
5. At the end of each shift, the Contractor/TXDOT representative will provide you with a timesheet.
6. **Fill in all information completely.**
7. Make sure **you**, the **Contractor**, and the **Inspector** have **signed** the form.
8. Open CamScanner and select the **camera** icon.
9. Take a picture of the COSA timesheet.
10. **Review** the picture for clarity and then select the **forward/send** icon (arrow symbol).
11. Email the PDF version to: **ashley@dlrservicessa.com**
—or—
Text it to: **(210) 501-8811**

Failure to submit your timesheet may delay your paycheck.

Required Items in Order to Work Traffic (C21752 / per COSA & DLR Services):

1. **Must have a reliable vehicle.**
2. **Must have red/blue emergency lights in good working condition.**
3. All lights **must be SAE rated** to conform with TXDOT standards.
(Lights will indicate if they are SAE-rated on the clear housing.)
4. Lights **must be visible from at least one mile away.**
(Most LED lights meet this requirement.)
5. Must have your **traffic vest** and **flashlight**.
6. Must wear **department-issued uniform** if authorized by the agency,
or wear a black polo (short or long sleeve) with a visible **police patch on both shoulders,**
and **Coyote-brown pants.**
7. Must have vehicle magnets labeled “**Police,**” “**Sheriff,**” or “**Constable**”
(on both sides and the rear of the vehicle).

8. DLR Services, COSA, and contractors **may remove you from the project** if required equipment is missing or not in compliance.

Section 11 – Directions for Completing the W-9 Form

To complete your required IRS W-9 Form, please follow the steps below:

1. Go to the official IRS website link:
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. Download the **Fillable W-9 Form** (PDF).
3. Complete all required fields, including:
 - Full legal name
 - Business name (if applicable)
 - Federal tax classification
 - Mailing address
 - Social Security Number **or** Employer Identification Number
4. Sign and date the form.
5. Submit the completed and signed W-9 as part of your employment packet.