



Welcome to the team!

Here are some things that you need to know:

- Payroll is processed via Direct Transfer into a FROST ACCOUNT ONLY (if you do not have a frost account please set up before you work any jobs). We DO NOT send checks, send zelle or Cashapp payments. Please make sure that the following are set up and ready to use before your first pay day.
- All job postings and communication are through GroupMe. Once you have submitted the required documentation you will receive a link to join.
- All Timesheets are required to be turned in at the end of every shift. Failure to do so will result in a payroll delay.
- All Timesheets must be submitted in a clear PDF format. Once created into a PDF format, email timesheets to TLEBSTIMESHEETS@GMAIL.COM
- Apps listed can help with converting to PDF:
 - Genius Scan Plus
 - Cam Scanner
 - Turbo Scan

Documentation Checklist (if all are not checked off, please do not submit)

- New Hire Packet
- Agency I.D
- 360 Lighting Video
- W-9
- Independent Contract Waiver
- Safety Policy
- NHI Certification- <https://www.nhi.fhwa.dot.gov/> Course 133119)

Once completed please email to TLEBSTIMESHEETS@GMAIL.COM

1099 AGREEMENT

Date: _____

This document is to acknowledge I, _____, am a subcontractor contracted with Traffic Law Enforcement and Barricade Services. I acknowledge and understand that I will have no federal taxes, social security, or Medicare contributions withheld from my pay. I understand that I will be responsible for all withholdings. I understand and acknowledge that I am liable for taxes on 1099 MISC that will be sent to me and the end of each calendar year.

Officer Signature



Officer Information

First Name: _____ M.I. _____ Last Name: _____

D.O.B: ____/____/____ Social Security Number: _____-____-_____

Mailing Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Cell #: _____-____-_____

Emergency Contact Information

Name: _____ Phone Number: _____-____-_____

Address (If different from yours): _____ Relationship: _____

Agency Information

Department Name: _____ Address: _____

Direct Supervisor Contact (Name & Number): _____

TCOLE PID #: _____ Badge #: _____

Vehicle Information (Vehicle you will be utilizing while performing Traffic Control)

What type of vehicle will you be using (circle one): Personal or Department Issued Vehicle

Personal Vehicle Information

License Plate #: _____ Color: _____ Year: _____

Make/Model: _____ Insurance Carrier: _____

Department Issued Vehicle Information

License Plate #: _____ Color: _____ Make/Model: _____ Unit# _____

I hereby confirm that the information provided herein is accurate, and that the documents submitted along with this application form are genuine. I understand impersonating an officer and that working any off-duty jobs without being employed by a law enforcement agency could result in criminal charges.

Officer/Deputy Signature

Date



Independent Contractor Waiver Of Workers Compensation Coverage

I, _____, am an independent contractor, with no employees, no casual laborers, and no sub-contractors performing work for Traffic Law Enforcement and Barricade Services. I am not an employee of Traffic Law Enforcement and Barricade Services for workers' compensation purposes, and therefore, I am not entitled to workers' compensation benefits under their policy coverage. I waive all rights to file any claims against Traffic Law Enforcement and Barricade Services in the event an accident should occur while I am performing work on their premises.

Officer Signature

Date

Safety Policy Notice

At *Traffic Law Enforcement and Barricade Services*, we want to not only make sure our clients are safe and protected but our officers as well. Anything can happen at a moment's notice. Please keep in mind while on duty, there are precautions everyone must take to be safe. The following guidelines are to be read, signed, and followed:

- NO SLEEPING while on duty. We need our Officers always on alert and ready for action if needed.
- NO DRUGS/NO ALCOHOL permitted at any location.
- All Officers must be in AGENCY ASSIGNED UNIFORM while on duty.
- STAY ALERT. Beware of your surroundings.
- Report unsafe conditions at your sites.
- Communicate any hazards to personnel.
- Reduce workplace stress.
- All Officers MUST HAVE 360 lights and sirens.
- All Officers MUST HAVE their NHI Certificate (National Highway Institute)

Warm Regards,
Administrative Office

Officer Signature

Date

