

RESCUE OPS



TRAFFIC DIVISION

Thank you for your interest in working with Rescue Ops LLC Traffic Division (d/b/a Rescue Ops LLC). ROTD contracts with currently commissioned Texas peace officers. All officers work on a 1099 basis which means you are able to receive all pay upfront but, please remember, this also means you will be responsible for claiming this pay on your tax return and possibly paying taxes on these earnings at year end.

ROTD is unique in that we offer all working officers biweekly paychecks regardless of when contractors pay ROTD. Direct deposits are made on Wednesday of pay week and funds should be available at your banking institution that Friday.

Please submit all completed forms to trafficdivision@rescue-ops.com Once we have your paperwork, contact our dispatcher with your work time availability and we will begin calling you for jobs. It's that simple.

We are proud to have you on our team!

Sincerely,

Rescue Ops LLC / Traffic Division

Frank Arocha, CEO/President

210-326-1166

frank@rescue-ops.com

Paul Woodward, Field Supervisor

210-865-2786

pscottwoodward@yahoo.com

Richard Gonzales, Field Supervisor

210-885-9937

rjgonz1158@msn.com

RESCUE OPS



TRAFFIC DIVISION

ROTD 1099 AGREEMENT

DATE:

This document is to acknowledge I, _____, am aware that I am a subcontractor hired by Rescue Ops Traffic Division and, therefore, I am liable for taxes on 1099Misc that will be sent to me for the tax year of 20__ .

Frank Arocha

CEO/President

Commissioned Officer

HOLD HARMLESS AGREEMENT

I _____ as a subcontractor shall hold harmless and indemnify Rescue Ops Traffic Division against all 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 subcontractor or in any capacity during duration of the work assigned, whether by negligence or otherwise.

I also understand and agree that I may be held liable for any damage or loss the client of Rescue Ops Traffic Division 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 that any event of this nature involves a level of risk.

I further understand that any claims for any injuries must be made against subcontractor's personal/family insurance.

The subcontractor shall further save and hold harmless Rescue Ops Traffic Division or said/known client of Rescue Ops Traffic Division for any injury sustained by said subcontractor or any person or persons acting under direction of subcontractor.

This contract shall apply to all jobs subcontracted to me by Rescue Ops Traffic Division for this date until cancelled.

Dated this _____ day of _____, 20_____

Subcontractor signature

Received By:

SUBCONTRACTOR INFORMATION FORM

/ /

Date of Application

I am a new SUBCONTRACTOR

I am a current SUBCONTRACTOR and need to update my information

Social Security no or Tax IS # (EIN)

/ /

Date of Birth

_____	_____	_____	_____	
Last Name	First Name	M. I.	Badge #	Married: Yes or No
_____	_____	_____	_____	
Address	City	State	Zip Code	
_____	_____	_____	_____	
Phone	Cell	E-Mail		

Agency You Work For

You must submit your credentials and notify ROTD IMMEDIATELY if your commission ends or is changed to another county. Working as a Police Officer without a current commission is considered impersonating a public servant and is a Third-Degree Felony. Penal Code 37.11

EMERGENCY CONTACT INFORMATION

Name

Address

_____ _____
Contact Number Relationship

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS (ACH Payments)

Account type Checking Savings

Bank routing number (ABA number) _____

Account Number _____

Attach a voided check for account here

This authorizes Rescue Ops Traffic Division (ROTD) to send credit entries (and appropriate debit and adjustments entries), electronically or by any other commercially accepted method to my (our) accounts(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until ROTD receives written termination notice from myself and has a reasonable opportunity to act on it.

Print Name _____

Authorized Signature X _____ Date _____

Officer's Responsibilities

RESCUE OPS



TRAFFIC DIVISION

- Officer must be in Class A or soft uniform attire when working.
- Vehicle must be lighted 360°, insured, and have magnetic police signs and a traffic whistle.
- Officer must wear a traffic vest and have a lighted baton in case flagging is required. SAFETY!
- TXDOT form 318 filled out daily and scanned for accounting.

TIMESHEET SUBMITTAL PROCEDURES

Go to **APP STORE** on your smart phone

Download **CamScanner APP** (Free)

After app is installed: Go to **"CS" APP**

Press **CAMERA BUTTON** (bottom center of screen)

Take **PHOTO OF TIME SHEET** (crop as necessary by dragging corners)

Press **CHECK MARK** to save (bottom right)

Press **CHECK MARK AGAIN** to access options

AT TOP OF SCREEN... **CLICK NEW DOC TO RENAME DOCUMENT**

NAME AS FOLLOWS: **JOB START DATE OFFICER LAST NAME JOB NAME.PDF**

(i.e. 9-27-20 Woodward NH 2021(065))

Click **DONE**

Click picture of **ENVELOPE** on bottom of screen

Choose **PDF OPTION** (this will create the email)

CHOOSE ORIGINAL SIZE

In the "TO:" field type **trafficdivision@rescue-ops.com**

PRESS SEND AT TOP RIGHT HAND CORNER

NATIONAL HIGHWAY INSTITUTE CERTIFICATION

Certification is a requirement for employment.

[Safe and Effective Use of Law Enforcement Personnel in Work Zones.](#)

NEW HIRE EVALUATION

Evaluations will be done by a Field Supervisor or Owner. All items must be turned in prior to evaluation.

SCHEDULING

A Dispatcher will communicate via Call/Text/Email to get a project times filled.

RESCUE OPS



TRAFFIC DIVISION

CODE OF CONDUCT

MANAGEMENT

Frank Arocha CEO/PRESIDENT

Kim Arocha CFO

Lourdes Woodward Dispatch

Supervisor

Paul Woodward Field Supervisor

Richard Gonzales Field Supervisor

Scope

This policy applies to all prospective or current Officers of Rescue Ops Traffic Division regardless of employment agreement or position.

Policy elements

Officers working for ROTD are obliged to abide by the Code of Conduct and follow its prescripts. Police officers will behave in a manner that does not bring discredit to their agencies, ROTD or themselves. A police officer's character and conduct while on a ROTD project must always be exemplary, always maintaining a position of respect and professionalism. The officer's personal behavior must be above reproach.

Professionalism

All Officers must exemplify standards that show integrity and high quality professionalism while executing their duties at the job site. The following include the expectations set forth by ROTD for its contractors.

Personal Appearance

Officers must be in proper uniform whether it's a Class A or soft uniform. Uniforms must have department patches or the generic peace officer patch. Absolutely no torn or worn out uniforms will be allowed, to include footwear. Officers are expected to look professional and presentable at all times. Officers are expected to exhibit a high level of grooming and hygiene standards.

Duties and Authority

Officers are expected to execute their assigned duties as delegated by the project supervisor in a manner that is safe and to the best of their ability.

Absenteeism and Tardiness

Officers are expected to be punctual to every scheduled job. Officers should arrive at least 10 minutes prior to their scheduled shift. If you feel you're going to be late or cannot make the scheduled job, you're responsible for notifying the supervisor immediately. In the event you need to leave the job early, it will be your responsibility to find a replacement.

Conflict of Interest

Officers are expected to avoid any personal, financial or other interests that might jeopardize the interest of ROTD or its clients. Any behavior voluntary or involuntary that might be perceived as conflict of interest will not be tolerated.

Collaboration

All officers are expected to maintain a climate of professionalism and endeavor not to disrupt the project for the execution of their duties or present obstacles to the work of their colleagues or clients. All officers are obliged to be aware of and follow all the established policies that have been created by the company and apply to the procedures, benefits and relations of the workplace.

Disciplinary Actions

Failure to comply with any part of the Code of Conduct's guidelines will result in appropriate disciplinary action. The party responsible for non-compliance will be subject to repercussions that vary in regards to the severity of the violation. Possible consequences will include reprimand, or termination from working any and all jobs now and in the future. Legal action may be pursued in cases of corruption, theft, embezzlement or other unlawful behavior.

Thank You,
ROTD Management

Print Name Signature Date

Employee Benefits



Wanting to get more lights or upgrade what you have? Once you are hired you can start receiving a discount on lights and equipment from Rescue Ops. You can start receiving a 5% discount right away on all equipment, based on my margin. After 6 months as a continued member of our team, you can move up to 20% after 6 months.

WELCOME TO RESCUE OPS TRAFFIC DIVISION

RESCUE OPS TRAFFIC
DIVISION

13631 SHERWOOD RD.
ATASCOSA, TX 78002

DISPATCHER : 210.622.9562

CEO: 210.326.1166 M