



City of Houston
Houston Police Department
Traffic Control Personnel Application



To contact us:

Houston Police Department; Risk Management Division – Traffic

Liaison Attention: Traffic Control Personnel Application

PHONE: 713-308-9056

email: HPD.TrafficLiaison@HoustonPolice.Org

Please provide the following information to process your request for traffic control personnel. USE ONE FORM FOR EACH LOCATION. A MINIMUM OF TEN BUSINESS DAYS NOTICE IS REQUIRED.

Name of building / location: _____

Address: _____

Key map page & number: _____ Type of Business (i.e. garage, church, etc): _____

Requested dates: FROM: _____ TO: _____

Requested time of day: FROM: _____ TO: _____

Where will officer(s) be posted during assignments (explain below)

If sidewalk is affected, please explain:

Brief explain duties of the traffic control personnel:

Number of traffic controllers needed for each day and time of day requested: _____

Applicant's Name: _____

Title: _____

Contact Number: _____

E-mail address: _____

Fax Number: _____

Company's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

I HAVE READ THE ORDINANCE AND GUIDELINES. I UNDERSTAND THAT I AM RESPONSIBLE FOR MAKING SURE ALL LAW ENFORCEMENT PERSONNEL WORKING THIS JOB UNDERSTAND AND ABIDE BY THIS ORDINANCE & GUIDELINES.

LAW ENFORCEMENT OFFICER COODINATING JOB: _____ / _____
Print Name Signature

AGENCY: _____

CONTACT NUMBER: _____

Applications **must be submitted with a drawing** and a written version of the location of each officer assigned to direct traffic to HPD Downtown Division – Traffic Liaison located at 1900 Rusk. Submission of the application does not provide the applicant authority or permission to assign traffic control personnel to the location. Only an approved permit issued by the Houston Police Department Records Division enables such action to occur.

Signature of Applicant

Date

(For Office Use Only)

APPROVED / DENIED by: HPD Risk Management Division: _____
 Public Works Traffic Engineering: _____

Date: _____

DISTRICT / BEAT: _____