



City of Houston
Houston Police Department
Traffic Control Personnel Application



To contact us: **Houston Police Department; Downtown Division – Traffic Liaison**
Attention: Traffic Control Personnel Application
PHONE: 832-394-0027 FAX: 832-394-0008 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 Downtown Division: _____
 Public Works Traffic Engineering: _____

Date: _____ DISTRICT / BEAT: _____