

Vendor Contract

Cedric Muse <CMuse@EBRSO.ORG>

Tue 4/21/2026 11:20 AM

To: Tisha Butler <Tisha.Butler@LA.GOV>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

Cc: Cedric Muse <CMuse@EBRSO.ORG>;

 1 attachments (2 MB)

Louisiana State Board of Cosmetology Vendor Contract.pdf;

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

Re: Vendor Contract

Tisha Butler

Tue 4/21/2026 12:57 PM

Sent Items

To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

 1 attachments (364 KB)

EBRSO Extra Duty (2).pdf;

Good afternoon,

Here is the signed contract.

Tisha

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Tuesday, April 21, 2026 11:19:28 AM

To: Tisha Butler; Erin Marceaux

Cc: Cedric Muse

Subject: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

EAST BATON ROUGE SHERIFF'S OFFICE ("EBRSO")

EMPLOYER AGREEMENT FOR EXTRA DUTY EMPLOYMENT SERVICES

EXTRA DUTY EMPLOYER:

LOUISIANA STATE BOARD OF COSMETOLOGY

CONTACT:

ERIN MARCEAUX

EMPLOYER'S

ADDRESS:

11622 SUNBELT CT.
BATON ROUGE, LA 70809

Contact Phone #

(225) 756-3404

Physical Location of Extra Duty Assignment: 11622 SUNBELT CT. B.R, LA 70809

It is agreed that the following terms, conditions and stipulations shall apply to all Extra Duty Employment of EBRSO Deputies in any and all off-duty uniformed work requested by an Extra Duty Employer for security, crowd control, traffic control, apartment security or other services that are outside the scope of responsibilities of on duty EBRSO Deputies, yet which require the presence and/or services of a uniformed law enforcement officer.



- Multi (Ongoing) -Assignment



- Single Event



- Apartment Security

I. DEFINITIONS:

The following definitions shall apply to this agreement:

Deputy: Any EBRSO paid employee whether sworn, appointed or civilian.

Extra Duty Employer: Any person, firm, corporation or other entity employing an EBRSO Deputy other than EBRSO.

Extra Duty Employment: Any employment in any business, or the performance of work or service, by an Off Duty Deputy of the EBRSO for a wage, salary, fee or other compensation, from any Off Duty Employer, wherein the actual or potential use of Law Enforcement Action is possible.

Extra Duty Detail Supervisor: The Deputy that will be assigned with the responsibility of overseeing the assigned Extra Duty Employment detail. (Manpower, scheduling and payment terms)

Law Enforcement Action: A lawful action taken by a Deputy during Off Duty Employment in response to a criminal offense in progress, or which has been or is about to be committed, or in an attempt to preserve life and/or property.

Off Duty Deputy: An EBRSO Deputy that is not engaged in the performance of their primary duties with the EBRSO and has prior approval to work extra duty assignments that have been approved through the EBRSO Extra Duty Office.

II. REQUESTS

- A. All businesses, organizations or individuals requesting the services of an Off Duty Deputy to perform Extra Duty Employment must submit a request to:

East Baton Rouge Sheriff's Office

Attention: Extra Duty Coordinator

225-389-5088 (Phone)

tcurtin@ebrso.org (E-mail)

- B. All requests should be made at least 48-72 hours prior to the date of engagement for the Extra Duty Employment of the Off Duty Deputy(ies). In emergency situations, this requirement may be waived. Any request submitted and filled outside of the regular business hours (Monday-Friday 8:00am - 4:00pm) will be subject to the established (4) hour minimum, payable to the Extra Duty Coordinator along with a supervisor fee to organize and make sure that the assignment will be covered based on the individual request. Off Duty Employment is voluntary for Deputies, and consequently, manpower cannot be guaranteed for all Extra Duty Employment requests. In the event that the Extra Duty Coordinator is unable to coordinate the placement of Off Duty Deputy(ies) for an Extra Duty Employment detail, the Extra Duty Coordinator will notify the requesting Extra Duty Employer as soon as possible.

- C. All potential Off Duty Employers are required to submit an executed copy of this "Employer Agreement for Extra Duty Employment Services" form before a request can be processed and before an Extra Duty Detail Supervisor is assigned.

- D. Please provide the following information to the Extra Duty Coordinator along with each request:
Company/Person requesting and phone numbers or Contact Person

Description
Of the Assignment:

MONITORING THE BOARD MEETING

How many persons will be attending?

20 PLUS

Number of Deputies to be determined by the Extra Duty Detail Supervisor:

Note: Number of deputies requested could change depending on type of event and number of attendees

Dates of Assignment: 1st MONDAY OF EACH MONTH CAN SEND DATES AS REQUESTED
Times of Assignment: 9AM UNTIL MEETING ENDS
Location of Assignment: 11622 SUNBELT CT. B.R UA 70809

Apartment complex (courtesy apartment):

III. COMPENSATION

\$45.00

- A. The minimum rate of pay for Extra Duty Employment is ~~\$50.00~~ per hour. The minimum number of hours for any assignment is (4) four hours paid at the established rate of pay for the specific assignment.
- B. Extra Duty Employers will pay the individual Deputy(s) either by check, money order or direct deposit. *All returned checks will be assessed a \$50.00 service fee.*
- C. Payment must be made at the time service is rendered. Any exception must receive prior approval from the Extra Duty Detail Supervisor.
- D. **Detail Supervisor Fee** - Depending on the complexity and or nature of the assignment the Detail Supervisor may

charge a Detail Supervisor fee. This fee will be negotiated between the Detail Supervisor and the Agent/Extra Duty Employer and, if applicable, shall be set forth in the "**Detail Supervisor Fee Addendum**," Addendum B to this Agreement.

- E. For specific rates please refer to the "**Extra Duty Pay Scale Addendum**," Addendum A to this Agreement. It is available upon request from the Extra Duty Coordinator.
- F. **Non Payment** – This Agreement is a binding agreement between parties. In the event that the Extra Duty Employer does not remit payment to the Off Duty Deputy in accordance with this Agreement, The Off Duty Deputy will proceed with collection proceedings in accordance with Louisiana R.S. 9:2781 and seek attorney fees in the amount of \$250.00 per hour for the legal fees incurred by the Off Duty Deputy for the prosecution and collection of the claim plus all costs of the collection proceedings will be owed by the Extra Duty Employer.

IV. CANCELLATION POLICY

- A. The Extra Duty Employer must notify the EBRSO Extra Duty Detail Supervisor of any cancellation of an Extra Duty Employment detail no later than **twenty-four (24) hours** prior to the start of the assignment. This includes cancellations involving weather related issues. Failure to provide this notification will require the Extra Duty Employer to compensate the Deputy(s) who have been assigned the job a payment a **Cancellation Fee** to cover the **(4) hour minimum. The cancellation fee will be paid at the established rate of pay for the specific assignment.**

V. LIABILITY

- A. In consideration of the employment of Off Duty Deputy(s), the Extra Duty Employer understands the Deputy engaged in the Extra Duty Employment is not covered by Workers' Compensation Programs, liability provisions of the EBRSO, or the EBRSO Duty Related Injury Policy unless the Deputy is engaged in a Law Enforcement Action at the time of the injury. The EBRSO is exempt by law from Worker's Compensation Insurance Coverage. In the event of a non-law enforcement related incident/injury, the Deputy is subject to the outside employer's Worker's Compensation coverage or liability insurance.

The Extra Duty Employer will hold harmless the Sheriff from any and all claims or liabilities resulting from the Extra Duty Employment and indemnify the Sheriff for any loss.

- B. Any Extra Duty Employer that requests Deputy(s) to perform traffic control on a roadway, the Extra Duty Employer will be required to submit to the Extra Duty Coordinator a certificate of proof of liability insurance for \$1 million—dollars showing the EBRSO as the certificate holder.

**East Baton Rouge Parish Sheriff's Office
Parish of East Baton Rouge, Louisiana
8900 Jimmy Wedell Dr. Bldg B
Baton Rouge, La 70807**

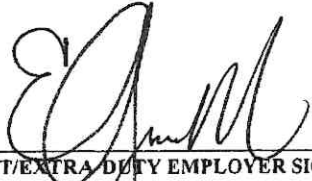
- C. In consideration for employment of Off Duty Deputy(s) the Extra Duty Employer agrees to hold EBRSO, its Deputies, agents and employees harmless from any and all claims, demands, damages or liabilities resulting from employment of the Off Duty Deputy or, in any manner connected with the services the Deputy performs and/or to which the Agreement pertains. The Off Duty Employer further agrees to indemnify EBRSO for any loss due to any claim, injury or damage arising out of the work or services performed by the Off Duty Deputy.

VI. GENERAL POLICIES

- A. In matters requiring Law Enforcement Action, the Extra Duty Employer will not interfere and/or attempt to influence decisions or actions made by the Off-duty Deputy. Off -Duty Deputy(s) are primarily employees of EBRSO and are subject to all laws, departmental policies and procedures. While engaged in Extra Duty Employment, an Off-Duty Deputy is subject to an emergency call for service by the EBRSO at any and all times. If assigned to a call for service, the Off Duty Deputy will respond immediately and will not return to the Off Duty Employment until authorized to do so by EBRSO. If the Off Duty Deputy remains on the

assigned call for more than one hour, he/she will be officially placed in an On Duty Status.

- B. EBRSO Deputies are **NOT** permitted to work any bar, saloon, lounge or other establishment or private function where the sale and/or consumption of alcoholic beverages without prior approval from the Extra Duty Coordinator or EBRSO Administration, this should include attached parking lots of the above locations.
- C. Deputies are **NOT** permitted to engage in any type of Off Duty Employment that could require access to confidential EBRSO records, files, correspondence or other information that is not available to the general public as a requirement of the Off Duty Employment.
- D. Deputies are not permitted to engage in any type of Off Duty Employment that involves the enforcement or execution of any form of "house rules" including but not limited to: searches of persons or property without legal justification, solicitation, request for collection of any fees, costs or other expenses, or any other rules and regulations set up by the Off Duty Employer that are violations of the law and/or policies of the EBRSO.
- E. EBRSO reserves all rights in the assignment of Deputies and Extra Duty Detail Supervisors. Special requests will be accepted but are not binding.
- F. Any damage to the Deputy's uniform or any department issued equipment or property, unless incurred during a Law Enforcement Action, is the responsibility of the Extra Duty Employer.
- G. Not with standing Extra Duty Pay Scale rate adjustments, this Agreement will continue in force until cancelled in writing by either party.
- H. If an Off Duty Deputy is scheduled to work an Extra Duty Employment assignment and is unable to report to the assignment, the Off Duty Deputy must contact the Extra Duty Detail Supervisor by telephone.


AGENT/EXTRA DUTY EMPLOYER SIGNATURE

Erin Marceaux
PRINT NAME OF EXTRA DUTY EMPLOYER

DATE

4/21/26


EXTRA DUTY COORDINATOR SIGNATURE

TISHA BUTLER
PRINT NAME OF EXTRA DUTY COORDINATOR

DATE

4/21/26


EXTRA DUTY DETAIL SUPERVISOR'S SIGNATURE

Lt. Cedric Muse
PRINT NAME OF DETAIL SUPERVISOR

4/21/26
DATE

Extra Duty Pay Addendum

The East Baton Parish Sheriff's Office observes the below listed holidays, as well as any other day, proclaimed a holiday by the Sheriff. When a holiday falls on a weekend, the Sheriff may designate an alternate date to observe the holiday. It is the intent that as many employees as possible be allowed to be off on holidays, however, due to the nature of work in many sections, this is not possible. In all cases, Supervisors must ensure sufficient staff is on duty to carry out the essential operations of the Sheriff's office.

Please select each holiday that coverage is being requested:

- ☐ New Years' Eve (Night)
- ☐ New Year's Day
- ☐ Martin Luther King, Jr.'s Birthday
- ☐ Mardi Gras Day
- ☐ Good Friday
- ☐ Easter Sunday
- ☐ Memorial Day
- ☐ Juneteenth
- ☐ Independence Day
- ☐ Labor Day
- ☐ Veteran's Day
- ☐ Thanksgiving Day
- ☐ Christmas Day

Pay rates:

Extra Duty Base Pay: \$30.00 per hour

Extra Duty Directing Traffic: \$35.00 per hour

Extra Duty Special Event: \$40.00 per hour

DOTD Projects \$60.00 per hour

All **holiday** extra duty assignments ***will be paid time and a half*** based on the established rate of pay for the specific extra duty assignment. Should a business elect **not** to have coverage on a **recognized holiday**, the detail Supervisor will request that the Point of Contact sign this form. This signifies a ***waiver of coverage*** and acknowledgment that a deputy ***will not*** be present to work any recognized holidays that are left unselected.

EM

Initial

I have read and understand all responsibilities indicated in this document.

Agent/Extra Duty Employer

Date: 4/2/26

Detail Supervisor

Date: _____

Re: Vendor Contract

Cedric Muse <CMuse@EBRSO.ORG>

Tue 4/21/2026 6:15 PM

To: Tisha Butler <Tisha.Butler@LA.GOV>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Tuesday, April 21, 2026 11:19:00 AM

To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>

Cc: Cedric Muse <CMuse@EBRSO.ORG>

Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

EAST BATON ROUGE SHERIFF'S OFFICE ("EBRSO")

EMPLOYER AGREEMENT FOR EXTRA DUTY EMPLOYMENT SERVICES

EXTRA DUTY EMPLOYER:

LOUISIANA STATE BOARD OF COSMETOLOGY

CONTACT: ERIN MARCEAUX

EMPLOYER'S

Contact Phone #

ADDRESS:

11622 SUNBELT CT.
BATON ROUGE, LA 70809

(225) 756-3404

Physical Location of Extra Duty Assignment: 11622 SUNBELT CT. B.R, LA 70809

It is agreed that the following terms, conditions and stipulations shall apply to all Extra Duty Employment of EBRSO Deputies in any and all off-duty uniformed work requested by an Extra Duty Employer for security, crowd control, traffic control, apartment security or other services that are outside the scope of responsibilities of on duty EBRSO Deputies, yet which require the presence and/or services of a uniformed law enforcement officer.



- Multi (Ongoing) - Assignment



- Single Event



- Apartment Security

I. DEFINITIONS:

The following definitions shall apply to this agreement:

Deputy: Any EBRSO paid employee whether sworn, appointed or civilian.

Extra Duty Employer: Any person, firm, corporation or other entity employing an EBRSO Deputy other than EBRSO.

Extra Duty Employment: Any employment in any business, or the performance of work or service, by an Off Duty Deputy of the EBRSO for a wage, salary, fee or other compensation, from any Off Duty Employer, wherein the actual or potential use of Law Enforcement Action is possible.

Extra Duty Detail Supervisor: The Deputy that will be assigned with the responsibility of overseeing the assigned Extra Duty Employment detail. (Manpower, scheduling and payment terms)

Law Enforcement Action: A lawful action taken by a Deputy during Off Duty Employment in response to a criminal offense in progress, or which has been or is about to be committed, or in an attempt to preserve life and/or property.

Off Duty Deputy: An EBRSO Deputy that is not engaged in the performance of their primary duties with the EBRSO and has prior approval to work extra duty assignments that have been approved through the EBRSO Extra Duty Office.

II. REQUESTS

- A. All businesses, organizations or individuals requesting the services of an Off Duty Deputy to perform Extra Duty Employment must submit a request to:

East Baton Rouge Sheriff's Office

Attention: Extra Duty Coordinator
225- 389-5088 (Phone)
tcurtin@ebrso.org (E-mail)

- B. All requests should be made at least 48-72 hours prior to the date of engagement for the Extra Duty Employment of the Off Duty Deputy(ies). In emergency situations, this requirement may be waived. Any request submitted and filled outside of the regular business hours (Monday-Friday 8:00am – 4:00pm) will be subject to the established (4) hour minimum, payable to the Extra Duty Coordinator along with a supervisor fee to organize and make sure that the assignment will be covered based on the individual request. Off Duty Employment is voluntary for Deputies, and consequently, manpower cannot be guaranteed for all Extra Duty Employment requests. In the event that the Extra Duty Coordinator is unable to coordinate the placement of Off Duty Deputy-(ies) for an Extra Duty Employment detail, the Extra Duty Coordinator will notify the requesting Extra Duty Employer as soon as possible.
- C. All potential Off Duty Employers are required to submit an executed copy of this "Employer Agreement for Extra Duty Employment Services" form before a request can be processed and before an Extra Duty Detail Supervisor is assigned.
- D. Please provide the following information to the Extra Duty Coordinator along with each request:
Company/Person requesting and phone numbers or Contact Person

Description
Of the Assignment:

MONITORING THE BOARD MEETING

How many persons will be attending?

20 PLUS

Number of Deputies to be determined by the Extra Duty Detail Supervisor:

Note: Number of deputies requested could change depending on type of event and number of attendees

Dates of Assignment: 1st MONDAY OF EACH MONTH CAN SEND DATES AS REQUESTED
Times of Assignment: 9AM UNTIL MEETING ENDS
Location of Assignment: 11622 SUNBELT CT. B.R UA 70809

Apartment complex (courtesy apartment):

III. COMPENSATION

\$45.00

- A. The minimum rate of pay for Extra Duty Employment is ~~\$50.00~~ per hour. The minimum number of hours for any assignment is (4) four hours paid at the established rate of pay for the specific assignment.
- B. Extra Duty Employers will pay the individual Deputy(s) either by check, money order or direct deposit. *All returned checks will be assessed a \$50.00 service fee.*
- C. Payment must be made at the time service is rendered. Any exception must receive prior approval from the Extra Duty Detail Supervisor.
- D. **Detail Supervisor Fee** - Depending on the complexity and or nature of the assignment the Detail Supervisor may

charge a Detail Supervisor fee. This fee will be negotiated between the Detail Supervisor and the Agent/Extra Duty Employer and, if applicable, shall be set forth in the "**Detail Supervisor Fee Addendum**," Addendum B to this Agreement.

- E. For specific rates please refer to the "**Extra Duty Pay Scale Addendum**," Addendum A to this Agreement. It is available upon request from the Extra Duty Coordinator.
- F. **Non Payment** – This Agreement is a binding agreement between parties. In the event that the Extra Duty Employer does not remit payment to the Off Duty Deputy in accordance with this Agreement, The Off Duty Deputy will proceed with collection proceedings in accordance with Louisiana R.S. 9:2781 and seek attorney fees in the amount of \$250.00 per hour for the legal fees incurred by the Off Duty Deputy for the prosecution and collection of the claim plus all costs of the collection proceedings will be owed by the Extra Duty Employer.

IV. CANCELLATION POLICY

- A. The Extra Duty Employer must notify the EBRSO Extra Duty Detail Supervisor of any cancellation of an Extra Duty Employment detail no later than **twenty-four (24) hours** prior to the start of the assignment. This includes cancellations involving weather related issues. Failure to provide this notification will require the Extra Duty Employer to compensate the Deputy(s) who have been assigned the job a payment a **Cancellation Fee** to cover the **(4) hour minimum**. The cancellation fee will be paid at the established rate of pay for the specific assignment.

V. LIABILITY

- A. In consideration of the employment of Off Duty Deputy(s), the Extra Duty Employer understands the Deputy engaged in the Extra Duty Employment is not covered by Workers' Compensation Programs, liability provisions of the EBRSO, or the EBRSO Duty Related Injury Policy unless the Deputy is engaged in a Law Enforcement Action at the time of the injury. The EBRSO is exempt by law from Worker's Compensation Insurance Coverage. In the event of a non-law enforcement related incident/injury, the Deputy is subject to the outside employer's Worker's Compensation coverage or liability insurance.

The Extra Duty Employer will hold harmless the Sheriff from any and all claims or liabilities resulting from the Extra Duty Employment and indemnify the Sheriff for any loss.

- B. Any Extra Duty Employer that requests Deputy(s) to perform traffic control on a roadway, the Extra Duty Employer will be required to submit to the Extra Duty Coordinator a certificate of proof of liability insurance for \$1 million—
dollars showing the EBRSO as the certificate holder.

**East Baton Rouge Parish Sheriff's Office
Parish of East Baton Rouge, Louisiana
8900 Jimmy Wedell Dr. Bldg B
Baton Rouge, La 70807**

- C. In consideration for employment of Off Duty Deputy(s) the Extra Duty Employer agrees to hold EBRSO, its Deputies, agents and employees harmless from any and all claims, demands, damages or liabilities resulting from employment of the Off Duty Deputy or, in any manner connected with the services the Deputy performs and/or to which the Agreement pertains. The Off Duty Employer further agrees to indemnify EBRSO for any loss due to any claim, injury or damage arising out of the work or services performed by the Off Duty Deputy.

VI. GENERAL POLICIES

- A. In matters requiring Law Enforcement Action, the Extra Duty Employer will not interfere and/or attempt to influence decisions or actions made by the Off-duty Deputy. Off -Duty Deputy(s) are primarily employees of EBRSO and are subject to all laws, departmental policies and procedures. While engaged in Extra Duty Employment, an Off-Duty Deputy is subject to an emergency call for service by the EBRSO at any and all times. If assigned to a call for service, the Off Duty Deputy will respond immediately and will not return to the Off Duty Employment until authorized to do so by EBRSO. If the Off Duty Deputy remains on the

- assigned call for more than one hour, he/she will be officially placed in an On Duty Status.
- B. EBRSO Deputies are **NOT** permitted to work any bar, saloon, lounge or other establishment or private function where the sale and/or consumption of alcoholic beverages without prior approval from the Extra Duty Coordinator or EBRSO Administration, this should include attached parking lots of the above locations.
 - C. Deputies are **NOT** permitted to engage in any type of Off Duty Employment that could require access to confidential EBRSO records, files, correspondence or other information that is not available to the general public as a requirement of the Off Duty Employment.
 - D. Deputies are not permitted to engage in any type of Off Duty Employment that involves the enforcement or execution of any form of "house rules" including but not limited to: searches of persons or property without legal justification, solicitation, request for collection of any fees, costs or other expenses, or any other rules and regulations set up by the Off Duty Employer that are violations of the law and/or policies of the EBRSO.
 - E. EBRSO reserves all rights in the assignment of Deputies and Extra Duty Detail Supervisors. Special requests will be accepted but are not binding.
 - F. Any damage to the Deputy's uniform or any department issued equipment or property, unless incurred during a Law Enforcement Action, is the responsibility of the Extra Duty Employer.
 - G. Not with standing Extra Duty Pay Scale rate adjustments, this Agreement will continue in force until cancelled in writing by either party.
 - H. If an Off Duty Deputy is scheduled to work an Extra Duty Employment assignment and is unable to report to the assignment, the Off Duty Deputy must contact the Extra Duty Detail Supervisor by telephone.

AGENT/EXTRA DUTY EMPLOYER SIGNATURE

EXTRA DUTY COORDINATOR SIGNATURE

PRINT NAME OF EXTRA DUTY EMPLOYER

PRINT NAME OF EXTRA DUTY COORDINATOR

DATE

DATE

Cedric Muse

EXTRA DUTY DETAIL SUPERVISOR'S SIGNATURE

Lt. Cedric Muse
PRINT NAME OF DETAIL SUPERVISOR

4/21/26
DATE

Extra Duty Pay Addendum

The East Baton Parish Sheriff's Office observes the below listed holidays, as well as any other day, proclaimed a holiday by the Sheriff. When a holiday falls on a weekend, the Sheriff may designate an alternate date to observe the holiday. It is the intent that as many employees as possible be allowed to be off on holidays, however, due to the nature of work in many sections, this is not possible. In all cases, Supervisors must ensure sufficient staff is on duty to carry out the essential operations of the Sheriff's office.

Please select each holiday that coverage is being requested:

- ☐ New Years' Eve (Night)
- ☐ New Year's Day
- ☐ Martin Luther King, Jr.'s Birthday
- ☐ Mardi Gras Day
- ☐ Good Friday
- ☐ Easter Sunday
- ☐ Memorial Day
- ☐ Juneteenth
- ☐ Independence Day
- ☐ Labor Day
- ☐ Veteran's Day
- ☐ Thanksgiving Day
- ☐ Christmas Day

Pay rates:

Extra Duty Base Pay: \$30.00 per hour

Extra Duty Directing Traffic: \$35.00 per hour

Extra Duty Special Event: \$40.00 per hour

DOTD Projects \$60.00 per hour

All ***holiday*** extra duty assignments ***will be paid time and a half*** based on the established rate of pay for the specific extra duty assignment. Should a business elect **not** to have coverage on a ***recognized holiday***, the detail Supervisor will request that the Point of Contact sign this form. This signifies a ***waiver of coverage*** and acknowledgment that a deputy ***will not*** be present to work any recognized holidays that are left unselected.

EM

Initial

I have read and understand all responsibilities indicated in this document.

Agent/Extra Duty Employer

Date: _____

Detail Supervisor

Date: _____

Re: Vendor Contract

Tisha Butler

Wed 4/22/2026 12:02 PM

Sent Items

To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

 1 attachments (2 MB)

EBRSO Extra Duty (3).pdf;

Here it is.

Tisha

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59:27 AM
To: Tisha Butler; Erin Marceaux
Cc: Cedric Muse
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 11:19:00 AM
To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

EAST BATON ROUGE SHERIFF'S OFFICE ("EBRSO")

EMPLOYER AGREEMENT FOR EXTRA DUTY EMPLOYMENT SERVICES

EXTRA DUTY EMPLOYER:

LOUISIANA STATE BOARD OF COSMETOLOGY

CONTACT:

ERIN MARCEAUX

EMPLOYER'S

ADDRESS:

11622 SUNBELT CT.
BATON ROUGE, LA 70809

Contact Phone #

(225) 756-3404

Physical Location of Extra Duty Assignment: 11622 SUNBELT CT. B.R, LA 70809

It is agreed that the following terms, conditions and stipulations shall apply to all Extra Duty Employment of EBRSO Deputies in any and all off-duty uniformed work requested by an Extra Duty Employer for security, crowd control, traffic control, apartment security or other services that are outside the scope of responsibilities of on duty EBRSO Deputies, yet which require the presence and/or services of a uniformed law enforcement officer.



- Multi (Ongoing) - Assignment



- Single Event



- Apartment Security

I. DEFINITIONS:

The following definitions shall apply to this agreement:

Deputy: Any EBRSO paid employee whether sworn, appointed or civilian.

Extra Duty Employer: Any person, firm, corporation or other entity employing an EBRSO Deputy other than EBRSO.

Extra Duty Employment: Any employment in any business, or the performance of work or service, by an Off Duty Deputy of the EBRSO for a wage, salary, fee or other compensation, from any Off Duty Employer, wherein the actual or potential use of Law Enforcement Action is possible.

Extra Duty Detail Supervisor: The Deputy that will be assigned with the responsibility of overseeing the assigned Extra Duty Employment detail. (Manpower, scheduling and payment terms)

Law Enforcement Action: A lawful action taken by a Deputy during Off Duty Employment in response to a criminal offense in progress, or which has been or is about to be committed, or in an attempt to preserve life and/or property.

Off Duty Deputy: An EBRSO Deputy that is not engaged in the performance of their primary duties with the EBRSO and has prior approval to work extra duty assignments that have been approved through the EBRSO Extra Duty Office.

II. REQUESTS

- A. All businesses, organizations or individuals requesting the services of an Off Duty Deputy to perform Extra Duty Employment must submit a request to:

East Baton Rouge Sheriff's Office

Attention: Extra Duty Coordinator
225- 389-5088 (Phone)
lcurtin@ebrso.org (E-mail)

- B. All requests should be made at least 48-72 hours prior to the date of engagement for the Extra Duty Employment of the Off Duty Deputy(ies). In emergency situations, this requirement may be waived. Any request submitted and filled outside of the regular business hours (Monday-Friday 8:00am – 4:00pm) will be subject to the established (4) hour minimum, payable to the Extra Duty Coordinator along with a supervisor fee to organize and make sure that the assignment will be covered based on the individual request. Off Duty Employment is voluntary for Deputies, and consequently, manpower cannot be guaranteed for all Extra Duty Employment requests. In the event that the Extra Duty Coordinator is unable to coordinate the placement of Off Duty Deputy-(ies) for an Extra Duty Employment detail, the Extra Duty Coordinator will notify the requesting Extra Duty Employer as soon as possible.
- C. All potential Off Duty Employers are required to submit an executed copy of this "Employer Agreement for Extra Duty Employment Services" form before a request can be processed and before an Extra Duty Detail Supervisor is assigned.
- D. Please provide the following information to the Extra Duty Coordinator along with each request:
Company/Person requesting and phone numbers or Contact Person

Description
Of the Assignment:

MONITORING THE BOARD MEETING

How many persons will be attending?

20 PLUS

Number of Deputies to be determined by the Extra Duty Detail Supervisor:

Note: Number of deputies requested could change depending on type of event and number of attendees

Dates of Assignment: 1st MONDAY OF EACH MONTH CAN SEND DATES AS REQUESTED
Times of Assignment: 9AM UNTIL MEETING ENDS
Location of Assignment: 11622 SUNBELT CT. B.R. VA 70809

Apartment complex (courtesy apartment):

- III. COMPENSATION \$45.00
- A. The minimum rate of pay for Extra Duty Employment is ~~\$45.00~~ per hour. The minimum number of hours for any assignment is (4) four hours paid at the established rate of pay for the specific assignment.
- B. Extra Duty Employers will pay the individual Deputy(s) either by check, money order or direct deposit. *All returned checks will be assessed a \$50.00 service fee.*
- C. Payment must be made at the time service is rendered. Any exception must receive prior approval from the Extra Duty Detail Supervisor.
- D. Detail Supervisor Fee - Depending on the complexity and or nature of the assignment the Detail Supervisor may

charge a Detail Supervisor fee. This fee will be negotiated between the Detail Supervisor and the Agent/Extra Duty Employer and, if applicable, shall be set forth in the "Detail Supervisor Fee Addendum," Addendum B to this Agreement.

- E. For specific rates please refer to the "Extra Duty Pay Scale Addendum," Addendum A to this Agreement. It is available upon request from the Extra Duty Coordinator.
- F. **Non Payment** – This Agreement is a binding agreement between parties. In the event that the Extra Duty Employer does not remit payment to the Off Duty Deputy in accordance with this Agreement, The Off Duty Deputy will proceed with collection proceedings in accordance with Louisiana R.S. 9:2781 and seek attorney fees in the amount of \$250.00 per hour for the legal fees incurred by the Off Duty Deputy for the prosecution and collection of the claim plus all costs of the collection proceedings will be owed by the Extra Duty Employer.

IV. CANCELLATION POLICY

- A. The Extra Duty Employer must notify the EBRSO Extra Duty Detail Supervisor of any cancellation of an Extra Duty Employment detail no later than **twenty-four (24) hours** prior to the start of the assignment. This includes cancellations involving weather related issues. Failure to provide this notification will require the Extra Duty Employer to compensate the Deputy(s) who have been assigned the job a payment a **Cancellation Fee** to cover the **(4) hour minimum. The cancellation fee will be paid at the established rate of pay for the specific assignment.**

V. LIABILITY

- A. In consideration of the employment of Off Duty Deputy(s), the Extra Duty Employer understands the Deputy engaged in the Extra Duty Employment is not covered by Workers' Compensation Programs, liability provisions of the EBRSO, or the EBRSO Duty Related Injury Policy unless the Deputy is engaged in a Law Enforcement Action at the time of the injury. The EBRSO is exempt by law from Worker's Compensation Insurance Coverage. In the event of a non-law enforcement related incident/injury, the Deputy is subject to the outside employer's Worker's Compensation coverage or liability insurance.

The Extra Duty Employer will hold harmless the Sheriff from any and all claims or liabilities resulting from the Extra Duty Employment and indemnify the Sheriff for any loss.

- B. Any Extra Duty Employer that requests Deputy(s) to perform traffic control on a roadway, the Extra Duty Employer will be required to submit to the Extra Duty Coordinator a certificate of proof of liability insurance for \$1 million—dollars showing the EBRSO as the certificate holder.

**East Baton Rouge Parish Sheriff's Office
Parish of East Baton Rouge, Louisiana
8900 Jimmy Wedell Dr. Bldg B
Baton Rouge, La 70807**

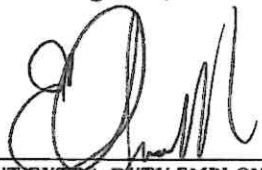
- C. In consideration for employment of Off Duty Deputy(s) the Extra Duty Employer agrees to hold EBRSO, its Deputies, agents and employees harmless from any and all claims, demands, damages or liabilities resulting from employment of the Off Duty Deputy or, in any manner connected with the services the Deputy performs and/or to which the Agreement pertains. The Off Duty Employer further agrees to indemnify EBRSO for any loss due to any claim, injury or damage arising out of the work or services performed by the Off Duty Deputy.

VI. GENERAL POLICIES

- A. In matters requiring Law Enforcement Action, the Extra Duty Employer will not interfere and/or attempt to influence decisions or actions made by the Off-duty Deputy. Off-Duty Deputy(s) are primarily employees of EBRSO and are subject to all laws, departmental policies and procedures. While engaged in Extra Duty Employment, an Off-Duty Deputy is subject to an emergency call for service by the EBRSO at any and all times. If assigned to a call for service, the Off Duty Deputy will respond immediately and will not return to the Off Duty Employment until authorized to do so by EBRSO. If the Off Duty Deputy remains on the

assigned call for more than one hour, he/she will be officially placed in an On Duty Status.

- B. EBRSO Deputies are **NOT** permitted to work any bar, saloon, lounge or other establishment or private function where the sale and/or consumption of alcoholic beverages without prior approval from the Extra Duty Coordinator or EBRSO Administration, this should include attached parking lots of the above locations.
- C. Deputies are **NOT** permitted to engage in any type of Off Duty Employment that could require access to confidential EBRSO records, files, correspondence or other information that is not available to the general public as a requirement of the Off Duty Employment.
- D. Deputies are not permitted to engage in any type of Off Duty Employment that involves the enforcement or execution of any form of "house rules" including but not limited to: searches of persons or property without legal justification, solicitation, request for collection of any fees, costs or other expenses, or any other rules and regulations set up by the Off Duty Employer that are violations of the law and/or policies of the EBRSO.
- E. EBRSO reserves all rights in the assignment of Deputies and Extra Duty Detail Supervisors. Special requests will be accepted but are not binding.
- F. Any damage to the Deputy's uniform or any department issued equipment or property, unless incurred during a Law Enforcement Action, is the responsibility of the Extra Duty Employer.
- G. Not with standing Extra Duty Pay Scale rate adjustments, this Agreement will continue in force until cancelled in writing by either party.
- H. If an Off Duty Deputy is scheduled to work an Extra Duty Employment assignment and is unable to report to the assignment, the Off Duty Deputy must contact the Extra Duty Detail Supervisor by telephone.


AGENT/EXTRA DUTY EMPLOYER SIGNATURE

Erin Marceaux
PRINT NAME OF EXTRA DUTY EMPLOYER

DATE

4/21/26

EXTRA DUTY COORDINATOR SIGNATURE

PRINT NAME OF EXTRA DUTY COORDINATOR

DATE


EXTRA DUTY DETAIL SUPERVISOR'S SIGNATURE

Lt. Cedric Muse
PRINT NAME OF DETAIL SUPERVISOR

4/21/26
DATE

Extra Duty Pay Addendum

The East Baton Parish Sheriff's Office observes the below listed holidays, as well as any other day, proclaimed a holiday by the Sheriff. When a holiday falls on a weekend, the Sheriff may designate an alternate date to observe the holiday. It is the intent that as many employees as possible be allowed to be off on holidays, however, due to the nature of work in many sections, this is not possible. In all cases, Supervisors must ensure sufficient staff is on duty to carry out the essential operations of the Sheriff's office.

Please select each holiday that coverage is being requested:

- ☐ New Years' Eve (Night)
- ☐ New Year's Day
- ☐ Martin Luther King, Jr.'s Birthday
- ☐ Mardi Gras Day
- ☐ Good Friday
- ☐ Easter Sunday
- ☐ Memorial Day
- ☐ Juneteenth
- ☐ Independence Day
- ☐ Labor Day
- ☐ Veteran's Day
- ☐ Thanksgiving Day
- ☐ Christmas Day

Pay rates:

Extra Duty Base Pay: \$30.00 per hour

Extra Duty Directing Traffic: \$35.00 per hour

Extra Duty Special Event: \$40.00 per hour

DOTD Projects \$60.00 per hour

All ***holiday*** extra duty assignments ***will be paid time and a half*** based on the established rate of pay for the specific extra duty assignment. Should a business elect **not** to have coverage on a ***recognized holiday***, the detail Supervisor will request that the Point of Contact sign this form. This signifies a ***waiver of coverage*** and acknowledgment that a deputy ***will not*** be present to work any recognized holidays that are left unselected.

EM I have read and understand all responsibilities indicated in this document.
Initial

Agent/Extra Duty Employer

Date: _____

Detail Supervisor

Date: _____

Re: Vendor Contract

Tisha Butler

Wed 4/29/2026 10:07 AM

Sent Items

To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

Good morning,

I know that the meeting does not start until 9, but could you make sure that the deputy will be here for 8. Also can you provide the information of the deputy's name so I can try to get the check cut so I will be able to pay him immediately after service.

Tisha

From: Tisha Butler
Sent: Wednesday, April 22, 2026 12:02:17 PM
To: Cedric Muse; Erin Marceaux
Subject: Re: Vendor Contract

Here it is.

Tisha

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59:27 AM
To: Tisha Butler; Erin Marceaux
Cc: Cedric Muse
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Tuesday, April 21, 2026 11:19:00 AM

To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>

Cc: Cedric Muse <CMuse@EBRSO.ORG>

Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

Re: Vendor Contract

Tisha Butler

Wed 4/29/2026 10:12 AM

Sent Items

To: Cedric Muse <CMuse@EBRSO.ORG>;

thanks

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 29, 2026 10:08:40 AM
To: Tisha Butler
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Sure no problem, The Deputy's name is Keith Mills.

From: Tisha Butler <Tisha.Butler@LA.GOV>
Sent: Wednesday, April 29, 2026 10:07 AM
To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>
Subject: Re: Vendor Contract

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact Computer Operations.

Good morning,

I know that the meeting does not start until 9, but could you make sure that the deputy will be here for 8. Also can you provide the information of the deputy's name so I can try to get the check cut so I will be able to pay him immediately after service.

Tisha

From: Tisha Butler
Sent: Wednesday, April 22, 2026 12:02:17 PM
To: Cedric Muse; Erin Marceaux
Subject: Re: Vendor Contract

Here it is.

Tisha

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59:27 AM
To: Tisha Butler; Erin Marceaux
Cc: Cedric Muse
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 11:19:00 AM
To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

Re: Vendor Contract

Tisha Butler

Thu 4/30/2026 12:00 PM

Sent Items

To: Cedric Muse <CMuse@EBRSO.ORG>;

Good morning,

The accountant needs an address for the deputy as well as a SSN in order to cut the check. Can you please have the deputy to supply me this information so that I can ensure that his check will be ready so he will not have any delays in receiving his due funds.

Tisha

From: Tisha Butler
Sent: Wednesday, April 29, 2026 10:12:02 AM
To: Cedric Muse
Subject: Re: Vendor Contract

thanks

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 29, 2026 10:08:40 AM
To: Tisha Butler
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Sure no problem, The Deputy's name is Keith Mills.

From: Tisha Butler <Tisha.Butler@LA.GOV>
Sent: Wednesday, April 29, 2026 10:07 AM
To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>
Subject: Re: Vendor Contract

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact Computer Operations.

Good morning,

I know that the meeting does not start until 9, but could you make sure that the deputy will be here for 8. Also can you provide the information of the deputy's name so I can try to get the check cut so I will be able to pay him immediately after service.

Tisha

From: Tisha Butler
Sent: Wednesday, April 22, 2026 12:02:17 PM
To: Cedric Muse; Erin Marceaux
Subject: Re: Vendor Contract

Here it is.

Tisha

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59:27 AM
To: Tisha Butler; Erin Marceaux
Cc: Cedric Muse
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 11:19:00 AM
To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

RE: Vendor Contract

Cedric Muse <CMuse@EBRSO.ORG>

Mon 5/4/2026 8:34 AM

To: Tisha Butler <Tisha.Butler@LA.GOV>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

Cc: Cedric Muse <CMuse@EBRSO.ORG>;

 1 attachments (55 KB)

Keith Mills W-9.pdf;

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

The following attachment is the W-9 for Kieth Mills

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59 AM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: RE: Vendor Contract

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 11:19:00 AM
To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

Fw: Vendor Contract

Erin Marceaux

Mon 5/4/2026 1:54 PM

To: Tisha Butler <Tisha.Butler@LA.GOV>; Gajinder Dhaliwal (Cosmetology) <Gajinder.Dhaliwal@LA.GOV>;

 1 attachments (55 KB)

Keith Mills W-9.pdf;

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Monday, May 4, 2026 8:34 AM

To: Tisha Butler; Erin Marceaux

Cc: Cedric Muse

Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

The following attachment is the W-9 for Kieth Mills

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Wednesday, April 22, 2026 7:59 AM

To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV

Cc: Cedric Muse <CMuse@EBRSO.ORG>

Subject: RE: Vendor Contract

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Tuesday, April 21, 2026 6:15 PM

To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV

Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Tuesday, April 21, 2026 11:19:00 AM

To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>

Cc: Cedric Muse <CMuse@EBRSO.ORG>

Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

Re: Vendor Contract

Tisha Butler

Sat 5/23/2026 12:11 PM

Sent Items

To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

Good afternoon, the sheriff deputy is not needed until June 8, 2026. I will be out of the office until that day so if you need anything please contact Erin Marceaux

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Monday, May 4, 2026 8:34:15 AM
To: Tisha Butler; Erin Marceaux
Cc: Cedric Muse
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

The following attachment is the W-9 for Kieth Mills

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59 AM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: RE: Vendor Contract

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 11:19:00 AM
To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

RE: Vendor Contract

Cedric Muse <CMuse@EBRSO.ORG>

Sat 5/23/2026 1:55 PM

To: Tisha Butler <Tisha.Butler@LA.GOV>;

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Thanks

Lieutenant Cedric Muse

Scotlandville Substation (D-Shift)

National Command and Staff College #035

F.B.I Leeda Trilogy Award

Office: 225-389-5105

Cell: 225-397-4671

Alt Cell: 225-305-0046

Email: cmuse@ebrso.org

From: Tisha Butler <Tisha.Butler@LA.GOV>

Sent: Saturday, May 23, 2026 12:12 PM

To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>

Subject: Re: Vendor Contract

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact Computer Operations.

Good afternoon, the sheriff deputy is not needed until June 8, 2026. I will be out of the office until that day so if you need anything please contact Erin Marceaux

From: Cedric Muse <CMuse@EBRSO.ORG>

Sent: Monday, May 4, 2026 8:34:15 AM

To: Tisha Butler; Erin Marceaux

Cc: Cedric Muse

Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

The following attachment is the W-9 for Kieth Mills

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59 AM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: RE: Vendor Contract

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 11:19:00 AM
To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.

Re: Vendor Contract

Tisha Butler

Sat 5/23/2026 12:11 PM

Sent Items

To: Cedric Muse <CMuse@EBRSO.ORG>; Erin Marceaux <Erin.Marceaux@LA.GOV>;

Good afternoon, the sheriff deputy is not needed until June 8, 2026. I will be out of the office until that day so if you need anything please contact Erin Marceaux

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Monday, May 4, 2026 8:34:15 AM
To: Tisha Butler; Erin Marceaux
Cc: Cedric Muse
Subject: RE: Vendor Contract

You don't often get email from cmuse@ebrso.org. [Learn why this is important](#)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

The following attachment is the W-9 for Kieth Mills

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Wednesday, April 22, 2026 7:59 AM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: RE: Vendor Contract

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 6:15 PM
To: tisha.butler@la.gov; Erin.Marceaux@LA.GOV
Subject: Re: Vendor Contract

Could you resign. The Extra Duty Coordinator portion needs to be blank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Cedric Muse <CMuse@EBRSO.ORG>
Sent: Tuesday, April 21, 2026 11:19:00 AM
To: tisha.butler@la.gov <tisha.butler@la.gov>; Erin.Marceaux@LA.GOV <Erin.Marceaux@LA.GOV>
Cc: Cedric Muse <CMuse@EBRSO.ORG>
Subject: Vendor Contract

The following attachment is the Vendor Contract. Please sign and email back. If you have any questions, please reach me at 225-397-4671 or email. Thanks.