Pasco Sheriff's Office

APPLICATION FOR EXTRA DUTY DETAIL EMPLOYMENT

As provided for in Florida State Statute 30.2905

Requesting Extra Duty Employer/Vendor (Name): _____

Street Address: _____

City: _____ **State** _____ **Zip** _____

Email for Invoice: _____

Primary Contact Person: _____

Telephone #: (_____) _____ - _____ **or** (_____) _____ - _____ **Fax:** (_____) _____ - _____

Email: _____

Secondary Contact Person: _____

Telephone #: (_____) _____ - _____ **or** (_____) _____ - _____

Email: _____

Name of Event (If applicble): _____

Date(s) Needed: _____ **to** _____

Time(s) Needed: _____

Number of Deputies Requested: _____ **Number of Hours Requested per Deputy:** _____

Estimated Attendance for Event (per day): _____ **Total Hours Requested for all Deputies for Extra-Duty Detail:** _____

	YES	NO
Does this event require a Special/Temporary Use or Right-of-Way Permit?	☐ YES	☐ NO
Is there an active trespass agreement in place for this location? Please Attach	☐ YES	☐ NO
Is there an active traffic agreement in place for this location? Please Attach	☐ YES	☐ NO
Does the exta-duty detail require the use of a marked agency vehicle?	☐ YES	☐ NO
Is alcohol being sold/served in event area?	☐ YES	☐ NO

Base Rates:

- **Regular Detail $60.00 per hour**
- **Premium $65.00 per hour**
- **Holiday $70.00 per hour**
- **Premium & Holiday $75.00 per hour**

NOTE: There is a required minimum of four (4) hours per deputy per detail. See Section B for cancellation terms.

Address/ Location of Extra Duty Detail:

Nature of detail and duties (please include special instructions for deputies who are working the detail):

What is the frequency for this detail ☐ **One Time** ☐ **Weekly** ☐ **Monthly** ☐ **Annual**

Is Worker's Compensation provided? ☐ **YES** ☐ **NO**

Is Liability Insurance provided? ☐ **YES** ☐ **NO**

If Worker's Compensation and/or Liability Insurance is provided, please enclose certificate of insurance with application.

Make Checks Payable to: **Pasco Sheriff's Office Extra-Duty Detail**
Attn: Extra-Duty Program Coordinator
7432 Little Road
New Port Richey, Florida 34654
Telephone: (727) 844-7795
Fax: (727) 844-7731
E-mail: extraduty@pascosheriff.org

I have read and understand the terms and conditions contained on all three pages of this application and have the legal authority to enter into the contract under Florida Law.

Printed Name: _____ **Accepted By:** _____
Chris Nocco, Sheriff or Designee

Signature: _____ **Date:** _____
Office Use Only

Date: _____ **Tracking Number:** _____

CONDITIONS OF EXTRA DUTY EMPLOYMENT:

A. PROCEDURES FOR APPLICATION

1. All public or private entities desiring to contract with the Sheriff for eligible members to perform security-related services, during their off-duty hours, must make a formal request by submitting a completed application at least five (5) business days in advance of the requested extra-duty detail. Extra-duty employers may apply in person or by sending an email to extraduty@pascosheriff.org. The completed application must contain the following information:

a. Date, time, duration, type of event, and expected attendance;
b. Number of members needed;
c. The nature of duties to be performed;
d. Whether the extra-duty employment request is a one-time job, or will be on a continuing basis;
e. A statement as to whether the extra-duty employer has worker's compensation insurance or liability insurance to cover the member while performing the duties associated with the extra-duty detail, along with proof of such insurance.

2. The Extra Duty Program operates concurrent with the Sheriff's Office's Fiscal year (October 1 – September 30). All contracts that request services on a continual basis shall be re-established, in writing, each October. The Pasco Sheriff's Office reserves the right to adjust rates at any time during the contract rating period and will provide vendors 30 days written notice of such adjustments.

3. Only established vendors with a consistent payment history, as determined by the Field Operations Bureau Commander or his/her designee, will be permitted to be invoiced for extra duty services provided by the Pasco Sheriff's Office.

B. CANCELLATION PROCEDURES:

1. Cancellations by the Extra-Duty Employer

a. Cancellations for weekday jobs must be made at least 24 hours prior to the start of the scheduled detail. A minimum of 48 hours cancellation notice is required for jobs scheduled on a weekend. Extra-duty employers may contact (727) 844-7795 regular working business hours Monday through Friday, and all cancellations must be followed-up in writing, via email, to extraduty@pascosheriff.org.
b. If notification is made within the applicable timeframe as outlined above, the Sheriff's Office will reimburse any funds collected for the cancelled detail.
c. Failure to notify the Extra Duty Coordinator or designee within the above required time frame will result in the extra-duty employer receiving reimbursement less four hours of hourly wage per member scheduled for the extra-duty detail.

2. Cancellations by the Pasco Sheriff's Office

a. The Sheriff's Office reserves the right to cancel any extra-duty contract or recall deputies without notice or liability when necessary for operational necessity. In such case(s), any unused prepaid contracted funds will be reimbursed to the extra-duty employer.
b. The Sheriff's Office makes no guarantee that any extra-duty detail will be filled. Monies collected for an unfilled detail will be reimbursed to the extra-duty employer.
c. If an assigned member is unable to fulfill a job due to illness, injury, or official law enforcement activity and the Shift Commander or Extra Duty Coordinator is unable to find a substitute, the job may be cancelled and a full refund issued to the extra-duty employer.
d. While working a detail, a deputy may be called away to respond to a nearby emergency call-for-service. In such cases, the deputy is required to notify the Extra Duty Coordinator of the time worked on the call-for-service. The Sheriff's Office will issue the vendor a prorated reimbursement for the unworked portion of the detail. Prorated reimbursements will be issued in 15-minute increments.
e. In the event a special/temporary use permit, a right-of-way permit, or any other permit is required but has not been obtained by the applicant, the Pasco Sheriff's Office reserves the right to cancel the extra-duty contract. If the cancellation is made within 24 hours prior to the start of the detail, or within 48 hours of a detail scheduled on a weekend, the vendor will be responsible for payment of four hours of hourly wage per member scheduled for the extra-duty detail.

C. PAYMENT METHODS

1. Payment is due upon receipt of the invoice.

2. Payments made by a money order or check shall be mailed to the following address:

Pasco Sheriff's Office
Attn: Extra-Duty Program Coordinator
7432 Little Road
New Port Richey, FL 34654

3. Online credit card payments can be made via Govpaynow.com. Processing fees may apply.

4.. **NO PAYMENT SHOULD BE MADE DIRECTLY TO A DEPUTY AT THE SITE OF THE DETAI**L.

D. LATE PAYMENTS:

1. Unpaid invoices over 30 days from the date of invoice are considered late payments, and may be subject to legal action, including collections. Extra Duty Employers are responsible for the cost of attorney's fees, court fees, and/or collection's fees as a result of any legal action. In addition, a late fee penalty may be implemented at the rate of 2% of the total invoice added per day.

E. REFUNDS:

1. If a refund is necessary, the Pasco Sheriff's Office will make every attempt to issue the refund in the same manner the payment was received, minus any fees associated with the processing of the original payment.

F. PROHIBITED EXTRA-DUTY DETAILS:

1. Any extra-duty employment that is prohibited by law, has been determined to create a conflict of interest, interferes with official duties, or may cause an adverse reflection on the Office of the Sheriff will not be accepted. These include, but are not limited to: funeral escorts, bail bondsman; store detective; investigative work for attorneys, insurance firms, collection agencies, or security service companies. Certified members may be employed by establishments licensed under the beverage law to provide outdoor security-related services with the approval of the Sheriff. Such requests will be reviewed and approved on a case-by-case basis.

2. Extra-duty deputies are at all times subject to the rules, regulations, and policies of the Pasco Sheriff's Office. An extra-duty employer's rules and procedures will never supersede the policies of the Pasco Sheriff's Office. Any extra-duty employer's policy that conflicts with the policies of the Pasco Sheriff's Office will be disregarded.

3. Extra Duty detail requests involving a court order, a protective injunction, or those which are domestic related must be submitted to the Pasco Sheriff's Office for review prior to the detail occurring. Detail requestors are required to provide all relevant documentation. The Pasco Sheriff's Office reserves the right to decline any request for Extra Duty of this nature.

G. STAFFING REQUIREMENTS:

1. Pasco Sheriff's Office shall be responsible for determining the adequate number of security personnel and traffic personnel needed to staff an event.

2. Public events must conform to Pasco County Ordinance No. 10-29. The need for six or more members requires the employment of a supervisor (Sergeant or Lieutenant).

3. A minimum of two (2) deputies are required for special events where alcohol will be present.

4. Every 6th member of an extra duty detail must be a Sergeant.

5. One (1) Lieutenant will be required for every three (3) Sergeants.

6. For events in which the applicant underestimates or misrepresents the size of the attendance or consumption of alcohol and additional deputies are needed, the applicant will be responsible for the payment of the additional deputies and will be billed accordingly.

H. EXTRA DUTY RATES:

1. There is a required minimum of four (4) hours per deputy per detail.

2. If alcohol is being served on premises, the detail will be billed at the premium rate.

3. Details scheduled on a holiday observed by the Pasco Sheriff's Office will be billed at the holiday rate. Details will be considered a holiday detail on both the observed date and actual holiday in the event they fall on different days. (For example, if July 4 is a Sheriff's Office holiday and it falls on a Sunday, but it is observed on the following Monday, details on both Sunday, July 4 and Monday, July 5 would be billed at the holiday rate). Check with the Extra Duty Coordinator for a list of dates classified as holidays for the year.

4. The Sheriff's Office may increase the hourly fee for a specific detail based on the nature or scope of the detail, upon written notice to the Employer, or at the request of the Employer.

5. Vendors may request a voluntarily increase to the pay rate to assist in finding coverage for the Extra Duty detail; however, this does not guarantee the detail will be filled. **It should be noted; members of the Pasco Sheriff's Office are prohibited from making recommendations on the specific amount of the voluntary rate increase.

6. The Pasco Sheriff's Office reserves the right to adjust rates with at least 30 days written notice. All Extra Duty rates are based on the date the detail is performed and not the date of the Extra Duty detail was requested.

Rate Category	DEPUTY	SERGEANT	LIEUTENANT
Regular	$60.00/hr	$75.00/hr	$85.00/hr
Premium	$65.00/hr	$80.00/hr	$90.00/hr
Holiday	$70.00/hr	$85.00/hr	$95.00/hr
Premium & Holiday	$75.00/hr	$90.00/hr	$100.00/hr

I. LAST MINUTE DETAIL REQUESTS

1. Requests for extra-duty employment must be submitted at least five (5) business days in advance.

Requests made for jobs within five (5) days shall be billed at the following rates:

Rate Category	DEPUTY	SERGEANT	LIEUTENANT
Regular	$65.00/hr	$80.00/hr	$90.00/hr
Premium	$70.00/hr	$85.00/hr	$95.00/hr
Holiday	$75.00/hr	$90.00/hr	$100.00/hr
Premium & Holiday	$80.00/hr	$95.00/hr	$105.00/hr

J . PERMITS

1. This application is for law enforcement services and does not exempt the applicant from obtaining any other necessary permit(s) for the event, as required by law.

2. For any questions pertaining to temporary use and right-of-way permits, to include whether or not a permit is required, please contact the following departments:

a. Temporary Use Permits: Developmental Code / Building Construction Services
Pasco County 8126. ext. 2683
West Pasco Government Center
8731 Citizens Drive, Suite 230
New Port Richey, FL 34654

b. Right - of - Way Permits: Planning and Development Department
Pasco County
727-847-8142 ext. 7636
West Pasco Government Center
8731 Citizens Drive, Suite 360
New Port Richey, FL 34654

I. DEPUTY NOT REPORTING FOR EXTRA DUTY

1. If a deputy was scheduled to work a job and did not report, the extra-duty employer should notify the extra duty office at 727-844-7795 immediately. If it is outside of normal business hours, the extra duty employer should contact the Pasco County Consolidated Dispatch Center at 727-847-8102 and request to speak with the on-duty shift commander.

NOTICE: The Sheriff assumes no responsibility beyond notifying eligible members of legitimate opportunities for extra-duty employment details, and informing prospective employers of the name(s) of members who have accepted a particular detail.
This program operates in compliance with Florida State Statute 30.2905.