



Polk County Sheriff's Office

Application for Extra-Duty Employment



Vendor Name											
PAYMENT IS DUE WITHIN 2 WEEKS OF SERVICES RENDERED. NO OUTSIDE VENDOR TIMESHEETS WILL BE COMPLETED BY EXTRA-DUTY EMPLOYMENT DEPUTIES OR REQUIRED FOR PAYMENT.											
Billing Information											
Street Address					City		Zip Code				
Billing Contact Person					Billing Telephone #						
Billing E-Mail											
Contact Person (Responsible Party for PCSO to contact during detail, if needed)											
Contact Person Name						Contact Person Phone #					
Contact Person E-Mail											
Extra Duty Detail											
Location Name					Street Address				City		
Date of Detail				Detail Times				Number of Deputies Requested			
Duties Requested of Deputy Assigned											
Request Type (Choose One)											
	<input type="checkbox"/>	HOA Patrol		<input type="checkbox"/>	Athletic Event		<input type="checkbox"/>	Special Event			
	<input type="checkbox"/>	Business Security		<input type="checkbox"/>	Traffic Control		<input type="checkbox"/>	Other:			
Complete Below for Athletic, Special or Other Event											
Name of Event						Anticipated Attendance					
If this event has been advertised, where can it be found? (website, Facebook, Instagram, etc.)											
Does the extra-duty detail require the use of a marked agency vehicle?						<input type="checkbox"/>	Yes		<input type="checkbox"/>	No	
Staffing Requirements											
<i>The Polk County Sheriff's Office reserves the right to require a minimum amount of staffing for events based upon, but not limited to, the following factors: event type, event location and/or anticipated attendance.</i>											
1.	<i>One (1) sergeant is mandatory for each assignment that requires six (6) to ten (10) deputies.</i>										
2.	<i>Two (2) sergeants are mandatory for groups of eleven (11) to twenty (20) deputies.</i>										
3.	<i>Three (3) sergeants are mandatory for groups of twenty-one (21) to thirty (30) deputies.</i>										
4.	<i>One (1) lieutenant is mandatory whenever an extra-duty detail requires two (2) to five (5) sergeants.</i>										
5.	<i>One (1) captain is mandatory whenever an extra-duty detail requires two (2) or more lieutenants.</i>										
Extra-Duty Employment Job Classification											
Standard Extra-Duty		A request that is placed with a minimum of a 4 business days' notice and does not meet the definition of the categories listed below.									
Premium Extra-Duty		A request made within 4 business days (96 hours) from the requested starting time or when any of the scheduled hours occur on a holiday/holiday weekend to include those holidays observed by the Polk County Board of County Commissioners. All premium rate holidays will be listed on page 2 of this application.									
Urgent Extra-Duty		Any request that is placed within 24 hours of the extra-duty job's starting time.									



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Deputy Payment Rate	Standard	\$45.00 per hour, per deputy
	Premium	\$60.00 per hour, per deputy
	Urgent	\$80.00 per hour, per deputy
Supervisor Payment Rate	The supervisor rate is only charged if the job request requires a supervisor due to staffing levels. In those situations the following will be added to the appropriate rate above: Sergeant +\$10 per hour, Lieutenant +\$15 per hour, Captain +\$20 per hour	
Administration/Vehicle Fee	\$4.00 per hour worked	

Dates and Times for this Request (or include attachment)				
Date	# of Deputies	Day of Week	Start Time	End Time

Premium Rate Holidays (please check if applicable)			
<input type="checkbox"/>	New Year's	<input type="checkbox"/>	Labor Day
<input type="checkbox"/>	Martin Luther King Jr Day	<input type="checkbox"/>	Halloween
<input type="checkbox"/>	Presidents Day	<input type="checkbox"/>	Veterans Day
<input type="checkbox"/>	Easter Sunday	<input type="checkbox"/>	Thanksgiving
<input type="checkbox"/>	Memorial Day	<input type="checkbox"/>	Black Friday
<input type="checkbox"/>	Fourth of July	<input type="checkbox"/>	Christmas

Other (please explain)



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As provided for in Florida State Statute 30.2905

Notice to Customers

Extra-duty employment deputies are at all times subject to the policies, rules and regulations governing employees of the Polk County Sheriff's Office (PCSO). A customer has no authority over PCSO personnel and is restricted to providing only a general assignment of duties to be performed. Those rules **never** supersede PCSO policy or procedures and employers of the extra-duty employment deputies should be so advised. Extra-duty employment deputies remain under the exclusive control of PCSO and are accountable for strict adherence to PCSO rules and regulations. Any conflicting rules of employers of extra-duty employment deputies will be disregarded. The extra-duty employment deputy shall refuse to perform any duties deemed to be in conflict with the guidelines established by PCSO. As determined by PCSO, extra-duty employment deputies may be recalled to on-duty status at any time for emergency operations. The Polk County Sheriff's Office is **not** obligated to provide extra-duty employment services.

The Polk County Sheriff's Office extra-duty employment deputies are **not** permitted to receive cash from customers for any reason. No outside vendor timesheets will be completed by extra-duty employment deputies or required for payment.

The Polk County Sheriff's Office reserves the right to require a minimum number of extra-duty employment deputies for assignment to certain extra-duty details. The Polk County Sheriff's Office also reserves the right to assess additional hours as necessary for events that require significant planning and coordination. If applicable, this will be explained to the requestor prior to the event being scheduled.

There shall be a minimum assessment of three (3) hours on all assignments requiring less than that amount of time.

Customers who wish to cancel an extra-duty employment request are required to give a minimum of twenty-four (24) hours' notification of cancellation to the Extra Duty Coordinator during normal business hours. Customers failing to give the required notification of cancellation of the extra-duty employment request shall be charged a minimum of three (3) hours at the applicable hourly rate.

The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for the extra-duty employment services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney fees incurred in the collection on any sums due hereunder.

Electronic Funds Transfer (EFT) payment is due within two (2) weeks of services rendered. There will be a vendor fee associated with electronic payment. If payment is referred by check, please inquire with the Extra-Duty Employment Office. Please make two (2) separate checks; **one payable to the individual deputy and one for administration/vehicle fuel fees, payable to the Polk County Sheriff's Office.** Payment by checks are also due within two (2) weeks of services rendered.

All checks shall be mailed to: Polk County Sheriff's Office
Attn: Special Operations Division/Extra-Duty Employment
1891 Jim Keene Blvd.
Winter Haven, FL 33880
extradutyemployment@polksheriff.org
Telephone: (863) 298-6231

I have read and understand the Extra-Duty Employment conditions and Notice to Customers.

Signature (Customer – Individually and as Authorized Representative) _____
Date

Reviewed by: (Traffic Section Lieutenant) Member # Date Approved Disapproved