



Polk County Sheriff's Office

Application for Extra-Duty Employment



Subscriber Name					
PAYMENT IS DUE WITHIN 2 WEEKS OF SERVICES RENDERED. NO OUTSIDE SUBSCRIBER 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					
Detail 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)					
☐	HOA Patrol	☐	Athletic Event	☐	Special Event
☐	Business Security	☐	Traffic Control	☐	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?				☐ Yes	☐ 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.	One (1) sergeant is mandatory for each assignment that requires six (6) to ten (10) deputies.				
2.	Two (2) sergeants are mandatory for groups of eleven (11) to twenty (20) deputies.				
3.	Three (3) sergeants are mandatory for groups of twenty-one (21) to thirty (30) deputies.				
4.	One (1) lieutenant is mandatory whenever an extra-duty detail requires two (2) to five (5) sergeants.				
5.	One (1) captain is mandatory whenever an extra-duty detail requires two (2) or more lieutenants.				
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. For Monday holidays, the holiday rate applies Friday at 6:00pm through Tuesday at 6:00am. For Friday holidays, the holiday rate applies from Thursday at 6:00 pm through Monday at 6:00 am. Holidays are listed on Page 2 of this application.				
Urgent Extra-Duty	Any request that is placed within 24 hours of the extra-duty detail starting time.				



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Deputy Payment Rate	Standard	\$49.00 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 detail 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	
Specialized Equipment Fee	Add an extra hour based on deputy payment rate listed above.	

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

Premium Rate Holidays (please check if applicable)			
☐	New Year's / Eve	☐	Labor Day
☐	Martin Luther King Jr Day	☐	Halloween
☐	Presidents Day	☐	Veterans Day
☐	Easter Sunday	☐	Thanksgiving
☐	Memorial Day	☐	Black Friday
☐	Juneteenth	☐	Christmas Eve
☐	Fourth of July	☐	Christmas

Other (please explain)



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As provided for in Florida State Statute 30.2905

Notice to Subscribers

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 Subscriber has no authority over PCSO personnel and is restricted to providing only a general assignment of duties to be performed. Those duties never supersede PCSO policy or procedures and employers of the extra-duty employment deputies shall 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 the 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 Subscribers for any reason. No outside Subscriber 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.

Subscribers 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. Subscribers 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 for any detail under seven (7) hours. Any detail scheduled for 7 or more hours shall be charged a minimum of half the scheduled hours (ex., a twelve (12)-hour detail would require a minimum charge of six (6) hours.)

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

Please submit the completed application to extradutyemployment@polksheriff.org. If you have any questions or need further information regarding extra-duty employment, please contact (863) 298-6231.

Electronic Funds Transfer (EFT) payment is due within two (2) weeks of services rendered. RollKall assesses a fee of five (5) percent associated with electronic payment.

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

Signature (Subscriber – Individually and as Authorized Representative)

Date

Reviewed by: (Traffic Section Lieutenant)

Member #

Date

Approved

Disapproved