ALACHUA COUNTY SHERIFF'S OFFICE

PO Box 5489, Gainesville, FL 32627

Extra Duty Worksheet

DATE(S) OF THE DETAIL:			
BEGINNING TIME:			
ENDING TIME:			
NAME OF OUTSIDE EMPLOYER:			
PRIMARY CONTACT:		**FINANCIAL CONTACT:**	
EMAIL ADDRESS:		**EMAIL ADDRESS:**	
PHONE NUMBER:		**PHONE NUMBER:**	
BILLING ADDRESS:			
LICENSE/SUNBIZ NUMBER:			
DETAIL LOCATION:			
NO. OF PEOPLE AT EVENT:		**MAXIMUM NUMBER OF TICKETS TO BE SOLD:**	
IS ALCOHOL BEING SERVED OR SOLD?			
NO. OF DEPUTIES REQUESTED:			
DESCRIPTION OF DUTIES:			
VEHICLE REQUEST:	☐ No Preference – Marked or Unmarked (Vendor Initial) _____ ☐ Marked Vehicle Preferred (but not guaranteed) (Vendor Initial) _____ *Please note that the vehicle request will be considered by the Administrative Lieutenant within the Special Operations Division. The Administrative Lieutenant may allow deputies to staff the detail based on the need to fill the detail and the type of work being performed.		
ADDITIONAL INFORMATION:			
AUTHORIZED SIGNATURE:			
COMPANY POSITION:			

RATES — Minimum of Three (3) Hours (for all personnel)

All Sworn Personnel	$90.00 Per Person/Per Hour*	*Base rate only. Does not include the 3% surcharge to RollKall or the 2.99% surcharge if payment is made by credit card.
Required Sergeant	$108.00 Per Person/Per Hour*	
Required Lieutenant	$130.00 Per Person/Per Hour*	
Field Service Technician **(Subject to Approval based on Event)**	$60.00 Per Person/Per Hour*	

The Special Operations Division Commander may require a minimum number of deputies be used depending on the nature of the event.

5 to 9 Deputies – Requires 1 Sergeant
10 to 19 Deputies – Requires 2 Sergeants
20 to 29 Deputies – Requires 3 Sergeants
Every Three Sergeants – Requires 1 Lieutenant

If the Outside Employer wishes to cancel or delay their scheduled event, they are required to contact the Combined Communications Center at 352-955-1818 a minimum of three hours before the start time so that notification can be made to the deputy working the detail. If the outside employer fails to notify the Combined Communications Center, they will still be charged the three hour minimum.

PLEASE EMAIL ALL FORMS TO THE EXTRA DUTY COORDINATOR AT: extraduty@acso.us

AND CALL (352) 367-4054 WITH ANY QUESTIONS