

Sarasota County Sheriff's Office Special Detail Services

Contract # _____

Special Detail Contract

P.O. Box 4115, Sarasota, FL 34230-4115

Phone: 941-861-4082

E-Mail: specialdetails@sarasotasheriff.org

To Be Completed by Applicant

Name of Hiring Entity: _____ Email: _____
(Business, Organization, Customer)

Street Address: _____ City: _____ State: _____ Zip: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Authorized Agent: _____ Billing Contact Name: _____

Work Phone: _____ Home: _____ Fax: _____ Cell: _____

Type of Event: _____

Location of Event: _____

Nature of Duties: _____

Anticipated Problems: _____ Expected Attendance: _____

Deputy will Report to: _____ Contact#: _____

We are requesting a weekly detail on _____ beginning on _____ until _____
(Day of Week) (Date) (Date)

DAY	DATE	ARRIVAL TIME	END TIME	# OF DEPUTIES	# OF HOURS	VEHICLE REQUIRED?
		AM/PM	AM/PM			
		AM/PM	AM/PM			
		AM/PM	AM/PM			
		AM/PM	AM/PM			
		AM/PM	AM/PM			

Total Employee Hours _____ @ \$ _____ / hour = _____

Total Vehicle Hours _____ @ \$ _____ / hour = _____

Total \$ _____

**IF YOU REQUIRE MORE DATES THAN LINES PROVIDED,
PLEASE ATTACH SCHEDULE ON COMPANY LETTERHEAD.**

For Office Use Only:

Temporary Annual

Check # _____ Total Prepaid \$ _____

I, _____, as authorized representative of aforementioned hiring entity, hereby acknowledge that I have read and understand the "Conditions of Contract", which I have initialed. I further agree to abide by, and be subject to these conditions in all respects. If approval of this application occurs and if this application is approved I stipulate that sufficient consideration exists to be bound by these conditions. In addition, (hiring entity) _____, through its authorized representative, hereby acknowledges that, pursuant to F.S. 30.2905, it is responsible for the acts and omissions of employed off-duty Deputy Sheriffs while performing services outlined herein and in the associated "Conditions of Contract" and agrees to hold harmless and indemnify the County of Sarasota, the Sheriff's Office and their respective representatives and employees from any and all claims, liabilities, losses, injury, death or damages whatsoever, including but not limited to attorney's fees which arise, or might arise, from the acts or omissions of the Sheriff's Office or its employees pursuant to the approval of this application, including claims caused or suffered by third parties and including any worker's compensation cost, claim, losses, injury, death, benefit, damages, or liability of any type, including attorney's fees. However, for workers' compensation purposes, a Deputy Sheriff so employed while off duty, and who sustains an injury while enforcing criminal, traffic, or penal laws of the State of Florida shall be regarded as working in the scope of employment for the Sheriff's Office. In no case shall this clause expand the limitations of those set forth in s.768.28, Florida Statutes.

Hiring Entity Authorized Signature

Date

By signing below, the above application for contract is hereby approved and the above application together with the attached "Conditions of Contract" are hereby adopted, by reference, and are made a part of and constitute the terms of this contract.

Sheriff's Office Authorized Signature

Date

Conditions of Contract

TYPES OF CONTRACTS

1. Annual Contract is issued when services of deputies in a special detail capacity will be needed for more than thirty (30) days or on a recurring basis.
2. Temporary Contract is issued when service of deputies in a special detail capacity will be needed during a period of less than thirty (30) days.

PAYMENT SCHEDULE

Annual Contract: The hiring entity will be billed monthly and must make payment upon receipt of billing in form of a check or money order. Payment must be received within 30 days of invoice date.

Temporary Contract: The hiring entity must pay for services seven (7) business days before the assignment. The acceptable forms of payment will be by check or money order. Deputies can work additional hours if requested by an authorized agent listed on the contract. The hiring entity must then pay the additional cost on the next business day. No deputy is allowed to accept any monies directly from a hiring entity.

Note: A billing will be declared delinquent when payment in full has not been received by the Sheriff's Office by the last calendar day of the month in which the bill is dated, or thirty calendar days after the initial billing date, whichever is greater. At this time special detail services will be terminated and the contract will become void.

RATES PER HOUR

The charges for special detail services shall be in accordance with the following fee requiring a minimum of three (3) hours each: *Check or Money Orders ONLY, made payable to Sarasota County Sheriff's Office.*

Deputy	\$39.00
Sergeant	\$43.00
Lieutenant	\$47.00
Public Service Aide (traffic only)	\$32.00
Marked Vehicle*	\$10.00
Marine Unit (Boat)**	\$21.75

Note: *A marked unit is required for traffic related details

**When utilizing the Sheriff's Office Marine Unit an additional \$39 fee will be charged for cleaning/maintenance per event.

The above fee schedule is subject to change. Following such a change, the Sheriff's Office shall give notice to the hiring entity within 14 days.

Mail Payment to: Sarasota County Sheriff's Office
ATTN: Special Details
PO Box 4115
Sarasota, Florida 34230-4115

STAFFING REQUIREMENTS

One (1) Sergeant is required when five but less than nine employees are hired, Additional Sergeants are needed for every squad of five (5) thereafter.
(Ex: 1-4 deputies = 0 Sgt; 5-8 deputies = 1 Sgt; 9-14 deputies = 2 Sgt's)
One (1) Lieutenant is required when two or more Sergeants are needed.

Authorized Representative Initial here_____

CONTRACT CANCELLATION

The Sarasota County Sheriff's Office reserves the right to deny or cancel a contract at any time with or without cause. The hiring entity may cancel or postpone an assignment by contacting the Sarasota County Sheriff's Office at least 24 hours in advance, during normal business hours (Monday-Friday, 8:00am to 4:00pm). No cancellation will be accepted on weekends, holidays, or after 4:00pm daily. If the hiring entity fails to make proper and timely notice, the hiring entity shall compensate the Sarasota County Sheriff's Office at a rate of 3 hours pay for each scheduled individual.

Call 941-861-4082 for cancellations during business hours.

Call 941-316-1201 for unforeseen problems after business hours.

REFUND POLICY

Temporary Contracts – The refund will be processed within fifteen (15) days.

Annual Contracts – In cases where refunds are due, a credit or refund will be processed as agreed upon with the hiring entity and approved by the special detail supervisor.

STAFFING OF SPECIAL DETAIL

The Sarasota County Sheriff's Office Special Operations Bureau Commander or his/her designee shall review all contract assignment applications prior to approval. In review, staffing needs will be evaluated and, if deficient, the supervisor in charge shall use discretionary judgment to determine minimum staffing required of the hiring entity to ensure proper security and safety of employees and the community.

It is the responsibility of the hiring entity to notify the special detail coordinator if the hiring entity will be closed for a holiday or any other purpose when deputies are normally scheduled. If the hiring entity fails to notify this office, the normal minimum charges for the assignment will apply.

If a hiring entity requests a schedule change, the special detail coordinator will try to accommodate these changes if made at least 24 hours prior to the event; however if the detail is less than seven (7) days away, it will ultimately be up to the deputy that is assigned to the detail.

In the event that a deputy scheduled is unable to fulfill his assignment, the special detail coordinator will make all reasonable attempts to find a replacement deputy to cover the requested times. If a deputy fails to show up for a scheduled detail, you may contact the special detail coordinator during business hours at **861-4082** or after hours call **316-1201**. It is the hiring entity's responsibility to notify the special duty coordinator of any time the deputy was not present and a credit or refund will be issued.

OFFICER SAFETY

Normally, a minimum of two (2) officers will be scheduled to work at an alcohol establishment for officer safety reasons. However, the Special Operations Bureau Commander or his/her designee may waive this requirement if conditions warrant only one officer.

Officers are prohibited from working assignments within the confines of the alcohol establishment. Officers shall remain on the outside of the building, patrolling the exterior areas of the business and parking lots.

Authorized Representative Initial here _____

OFFICER DUTIES

Officers shall enter the alcohol establishment only in response to an incident requiring official police action. Once concluded, they will return outside.

Under no circumstances will officers assume a role, or participate with business representatives, in any activity that is engaged in determining the age of patrons desiring entry into the alcohol establishment. Officers shall not “card” (check identification cards or driver’s licenses) any customers / patrons of any business. Officers do have the responsibility to investigate situations, identified by the hiring entity wherein individuals proffer counterfeit or false identification.

Officers shall not work as a “bouncer” and are prohibited from collecting or handling money for the hiring entity.

NOTICE TO HIRING ENTITY

Although off-duty, the deputies are at all times subject to the policies of the Sarasota County Sheriff’s Office (SCSO) and the rules and regulations governing employees of the SCSO. A hiring entity has no authority over SCSO personnel and is restricted to providing only a general assignment of duties to be performed by the deputy. Those rules never supersede SCSO policy or procedures and the hiring entities of the special detail deputies are hereby so advised. Although off-duty, special detail deputies remain under the exclusive control of the Sheriff and accountable for strict adherence to SCSO rules and regulations. Any conflicting rules of hiring entities of special detail deputies will be disregarded. The deputy shall refuse to perform any duties deemed to be in conflict with the guidelines established by the SCSO. As determined by the Sheriff, deputies may be recalled from special duty to on-duty status.

This contract is for security and/or traffic assistance only and does not exempt the hiring entity from obtaining other necessary contracts for this event.

The Sarasota County Sheriff’s Office is not obligated to provide extra-duty services. A contract will not be approved for any person, firm, or organization whose offices, members, business, or operations are in any way questionable or for any event of a potentially compromising nature or which appears to the Sheriff to be inconsistent with the mission and/or values of his Office.

The undersigned hiring entity agrees, individually and on behalf of the named applicant, to promptly pay for special detail services rendered. Furthermore, the undersigned hiring entity agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney’s fees incurred in the collection of any sums due hereunder.

I have read and understand the “Special Detail Conditions of Contract.”

Signature of Hiring Entity Authorized Representative

Date: