



FLORENCE COUNTY SHERIFF'S OFFICE

TJ Joye, Sheriff

Extra-Duty Requests

The Florence County Sheriff's Office can provide off-duty deputies for extra-duty requests for business and special events within Florence County. The Sheriff or Chief Deputy must approve ALL requests.

Restrictions and Fees

Florence County Sheriff's Office deputies that are working extra-duty employment are allowed to enforce all Federal and State Laws and County Ordinances. Deputies are not allowed to enforce "House Rules".

Deputies are not permitted to work at an establishment whose primary source of revenue comes from the sale of alcohol.

The hourly rate for extra-duty employment for a Florence County Sheriff's Office deputy is \$35.00 per hour. A higher rate will be charged for events that require a supervisor(s). If an event requires a supervisor(s), this will be a deputy at or above the rank of Sergeant.

There is a three (3) hour minimum for ALL extra-duty employment.

If the business or special event cancels the extra-duty request within 24 hours of the scheduled event the business will be required to pay each deputy for a minimum of three (3) hours.

The Florence County Sheriff's Office requires that all extra-duty request forms be submitted at least 72 hours prior to the event.

Payments will be made to the individual deputy. Payment is due upon the completion of the event (unless prior arrangements are made).

Deputies will be required to be in uniform. Special requests for plain clothes/undercover deputies will be considered by the Sheriff.

Number of deputies required (as related to attendance):

1-50 people: 1 Deputy

50-100 people: 2 Deputies

101-200 people: 4 Deputies + a supervisor at a rate of \$40.00/hour

201-300 people: 6 Deputies + 2 supervisors at a rate of \$40.00/hour each

More than 300 people will require approval by the Sheriff and the number of deputies will be mandated by the Sheriff.

Sheriff may wave the specific requirements in his discretion.



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Extra-Duty Request Form

Business/Company Information

Failure to complete information may result in processing delays

Business/Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Phone #: _____
Email Address: _____

Event Information

Location Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Phone #: _____
Date(s) of Event: _____ Time of Event: _____
Type of Event: _____

Which service(s) is needed: (check all that apply)

- Security Traffic Control
 Other (explain below) Event Permit (attached, if required)

Crowd Size: _____ Number of Deputies Requested: _____

Will private security also be working the event? Yes No

If yes, provide number of private security officers: _____

Alcohol: Served Sold

Duties requested of deputies:

The above information is accurate and complete for the event that I am requesting deputies of the Florence County Sheriff's Office to work. I understand that any false or inaccurate information may result in the immediate termination of Florence County Sheriff's Office deputies at the event. Events that are cancelled within 24 hours will require the assigned deputies to be paid for a minimum of three (3) hours per deputy.

Print Name Signature Date

Submit all applications to Katherine McCain
 Email: kmccain@fcso.org Fax: 843-673-0348

Sheriff's Office Use Only	
Total # of Deputies: _____	Total Hours: _____
Rate per hour: _____	Total Cost for Event: _____
Assigned Deputies:	
1 _____	4 _____
2 _____	5 _____
3 _____	6 _____
Approved By: _____	Date Approved: _____