



# Secondary Employment Services Application

## OKALOOSA COUNTY SHERIFF'S OFFICE

### CONTACT INFORMATION

Business Name: \_\_\_\_\_  
*(Full Company Name)*

Street: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Suite #: \_\_\_\_\_ Bldg #: \_\_\_\_\_ Rm/Hall: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Last, First, Middle)*

Office #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Main #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext.: \_\_\_\_\_  
*(Last, First)*

### MANAGEMENT COMPANY

Management Company Name: \_\_\_\_\_

Street: \_\_\_\_\_ E-Mail: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

Suite #: \_\_\_\_\_ Bldg #: \_\_\_\_\_ Rm/Hall: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Management Company Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Last, First, Middle)*

Main #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Management Company Accounts Payable Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext.: \_\_\_\_\_  
*(Last, First, Middle)*

E-Mail: \_\_\_\_\_

### JOB SITE LOCATION INFORMATION

Location Name: \_\_\_\_\_ Gate access community? Yes No

Address: \_\_\_\_\_ Gate Code: \_\_\_\_\_

Suite #: \_\_\_\_\_ Bldg #: \_\_\_\_\_ Rm/Hall: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## REQUESTED SHIFT SCHEDULE

Is this an ongoing detail over 31 calendar days? Yes  No

Please provide a listing of your requested shifts. (You may e-mail a detailed schedule to: [offduty@sheriff-okaloosa.org](mailto:offduty@sheriff-okaloosa.org).)

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

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Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

**Should the requester cancel the detail with less than 24 hours notice, he/she agrees to pay for two (2) hours of compensation paid directly to the Okaloosa County Sheriff's Office deputy(s) assigned to the detail along with applicable administrative fees to OCSO.**

## JOB INFORMATION SECTION

Are there any other agencies working this detail? Yes  No

If yes, which ones? \_\_\_\_\_

Number of deputies requested: \_\_\_\_\_ Anticipated crowd size: 1-49  50-149  150-299  300-599   
600-999  1000-1499  1500-2499  2500+

Alcohol sold? Yes  No  Alcohol served? Yes  No

Describe job duties requested of deputies (i.e., traffic control, crowd control, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF EVENT** - Please describe the nature of your event (i.e., carnival, concert, traffic control, etc.) \_\_\_\_\_  
\_\_\_\_\_

## SUBMITTED BY:

*I understand and agree to pay the Okaloosa County Sheriff's Office an Equipment Usage Reimbursement fee for the use of any agency equipment (vehicles, fuel, uniforms, accessories, etc.). I understand an Okaloosa County deputy engaged in off-duty employment is not covered by the Workers' Compensation Program or liability provisions of the agency's insurance plan except when engaged in law enforcement related actions. In the event of a non-enforcement-related incident/injury, the deputy falls under the Off-Duty Employer's Workers' Compensation coverage or liability insurance. If you do not provide this coverage, you must notify the deputy that he or she is assuming individual responsibility as an independent contractor. I also understand and agree that the Sheriff's Office reserves the right to cancel an off-duty detail without notice and recall deputies when necessary for community safety. The Sheriff's Office may revoke any detail that is determined to be a conflict of interest or creates liability to the Sheriff's Office. Revocation may be in writing or verbal. In exchange for the services listed above, the above listed business/organization/person agrees to pay the following hourly rate:*

*Tier 1 – \$27; Tier 2 – \$37; Tier 3 – \$40 (Paid directly to the OCSO deputy performing the services) and \$3.00 (Paid directly to the Okaloosa County Sheriff's Office for each deputy assigned to the detail). Tier 2 rates are determined by the District Commander by venue. Tier 3 rates are applicable if the service date encompasses any OCSO recognized holiday (G.O. 36.04). The Okaloosa County Sheriff's Office is only authorized to accept checks or money orders for administrative fees.*

*A minimum of three business days' notice is required to complete the process. Requests not meeting the three day processing schedule will be assessed a convenience fee. The rate of pay will be \$40.00 (\$37 Deputy, \$3 OCSO) an hour with a four hour minimum charge; short notice*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

FOR OFFICE USE ONLY

**Approved** Tier 1 **Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Denied** Tier 2 **Div. Commander:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Tier 3 **Holiday:** \_\_\_\_\_

Notes:

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