



ORANGE COUNTY SHERIFF'S OFFICE OFF-DUTY SERVICES APPLICATION INFORMATION

Types of Off-Duty Employment

Business – Deputies provide enhanced services for specific needs of the business

Courtesy Officer – Deputies live onsite within a community to provide enhanced services

Dignitary Protection – Deputies provide protective services for one or more individuals.

Homeowner's Association (HOA) – Deputies provide enhanced services for a specific community(s)

Individual – Deputies provide enhanced services for a personal event

Uniforms

Class A: Green long sleeve shirt, long pants, black tie

Class B: Green short sleeve shirt, long pants

Class C: Green short sleeve polo shirt, black shorts, black shoes

Specialty: Any uniform designed or configured for a specific function

Plain Clothes: Business professional attire to include blazer or suit jacket

Off-Duty Rates and Additional Fees

Off-duty fees are based on the Collective Bargaining Agreement between the Sheriff of Orange County and the Fraternal Order of Police. The rates charged for off-duty will be as follows:

- Minimum of \$45 per hour paid to the deputy (3-hour minimum for temporary jobs)
Please Note: Rates may be higher depending on current market rates and/or availability of personnel for the off duty position.
- \$6 per hour equipment usage fee.
- 7.65% of the earned income for administrative fees.
- An additional \$10.00 per hour will be charged on holidays.
- A cancellation fee of three (3) hours may be charged to an employer who fails to notify scheduled personnel that the job was cancelled.

Job coordinators/assistant coordinators may assess a fee for the time and effort involved to coordinate the job. This fee will be agreed upon with the employer prior to starting the job. The fee schedule will be based on the number of off-duty employment hours worked by off-duty deputies, per invoice period. The maximum rate for job coordinators/assistant coordinators fees will be as follows:

- 0-50.75 hours = \$50.00
- 51-100.75 hours = \$100.00
- 101-150.75 hours = \$150.00
- 151-200.75 hours = \$200.00
- 201-250.75 hours = \$250.00
- 251-300.75 hours = \$300.00
- 301-350.75 hours = \$350.00
- More than 351 hours = \$400.00

The Orange County Sheriff's Office may request payment before off-duty services are delivered.

Methods of Payment

- 1) Check/Money Order mailed to Orange County Sheriff's Office Fiscal Management, PO Box 1440, Orlando FL 32802
- 2) ACH/EFT Payments
- 3) Wire Transfers
- 4) Credit Card Payments processed through GovPayNet at <https://www.ocso.com/offdutypayment> (service fees apply)

Depending on the scope of the request, additional paperwork (i.e. alcohol license, Fire Marshal permit, MOT permit) may be required before the Off-Duty Services Application is processed. Failure to fully complete and submit all applicable paperwork may result in processing delays.

Completed application and any additional paperwork should be sent to SO-Off-DutyServices@ocsocl.com



ORANGE COUNTY SHERIFF'S OFFICE

OFF-DUTY SERVICES APPLICATION

BUSINESS INFORMATION

Name: <i>(Full HOA name if applicable)</i>			
Address:			City:
State:	Zip:	E-Mail Address:	
Contact Person:			
Work #:		Cell #:	

FINANCIAL INFORMATION *(Complete this section if you rely on an outside management company to process your accounts payable.)*

Company Name:			
Address:			City:
State:	Zip:	E-Mail Address:	
Management Company Representative:			Title:
Work #:		Cell #:	

REQUESTED SHIFT SCHEDULE

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

Please provide a listing of your requested shifts. *(A detailed schedule may be attached. If shifts are yet to be determined, please write the start date and end date and contact the Off-Duty Services Unit.)*

Start Date(s):	Start Time:	End Date:	End Time:
Start Date(s):	Start Time:	End Date:	End Time:
Start Date(s):	Start Time:	End Date:	End Time:
Start Date(s):	Start Time:	End Date:	End Time:

A CANCELLATION FEE MAY APPLY IF PROPER NOTICE IS NOT PROVIDED TO CANCEL THE JOB.

JOB INFORMATION SECTION

Location Name:		Is this job site located within a city jurisdiction? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address:		City:	
State:	Zip:	Gate access community? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you spoken with a particular Deputy Sheriff in reference to coordinating this job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please provide name:			
Are there any other law enforcement agencies working this detail? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, which one(s)?			
Number of deputies requested:	Anticipated crowd size: 1-49 <input type="checkbox"/> 50-149 <input type="checkbox"/> 150-299 <input type="checkbox"/> 300-599 <input type="checkbox"/> 600-999 <input type="checkbox"/> 1000-1499 <input type="checkbox"/> 1000-2499 <input type="checkbox"/> 2500+ <input type="checkbox"/>		
Alcohol sold? Yes <input type="checkbox"/> No <input type="checkbox"/>	Alcohol served? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Choose type of off-duty employment:			
		Business <input type="checkbox"/>	Courtesy Officer <input type="checkbox"/>
		Personal Protection <input type="checkbox"/>	Homeowner's Association <input type="checkbox"/>
		Individual <input type="checkbox"/>	
JOB DUTIES – Describe job duties requested of deputies (i.e., traffic control, crowd control, etc.)			
TYPE OF EVENT – Please describe nature of your event.			
Type of uniform requested – Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Specialty <input type="checkbox"/> (See attached information sheet for reference)			
<p>The employer acknowledges that, pursuant to §30.2905, Florida Statutes, the employer is responsible for acts or omissions of employed off-duty deputy sheriffs while performing services for the employer. The employer agrees to indemnify the Sheriff against all claims, liabilities, losses, injury, death or damage whatsoever, including but not limited to attorneys' fees, on account of or arising from any act or omissions by employed off-duty deputy sheriffs under this agreement.</p> <p>All off-duty permits will be conducted and governed by all applicable Florida Statutes (FS), Orange County Ordinances, Sheriff's Office General Orders, or other items as identified. It is understood that this is a non-binding agreement on the Sheriff's Office as there is no guarantee that the requested off-duty permit will be staffed.</p> <p>I swear and affirm the information provided is a complete and accurate reflection of the event for which I am requesting assistance from the Orange County Sheriff's Office. I understand that my failure to provide an accurate and complete description is grounds for immediate termination of this detail.</p>			
Print Name:	Sign Name:	Date:	

FOR OFFICE USE ONLY

Sector:	Zone:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Processed By (Print Name):	Sign Name:	Date:	
Approved By: (Print Name):	Sign Name:	Date:	
NOTES: _____			
