

Henderson County Sheriff's Office
Law Enforcement Secondary Employment Request

Contact Person: _____

Organization: _____

Billing Address: _____

City/State/Zip: _____

Phone Number: _____ Cell # _____ E-Mail _____

Event Description: _____ Alcohol at Event: Yes__ No__

If yes above, a copy of approved ABC Event Permit must be attached

Date(s) of Event: _____ Hours of Event: _____ Deputy Times: _____

Location of Event: _____

Number of Attendees: _____

Number of Deputies: _____

Reason for Deputies/ Requested Duties:

Pay Rates: 3 hour minimum per deputy per event

Standard Rate for Non-Alcohol Event

\$30.00 per hour per deputy + \$5.00 per hour fee for every hour worked will be billed at the end of every month by Henderson County Finance Office to cover the costs of equipment. **Requests received less than fourteen days (14) prior to the date of the event shall have a rate of \$35.00 per hour per deputy + the \$5.00 per hour County fee.**

Alcohol Event

\$40.00 per hour per deputy + \$5.00 per hour charge for every hour worked will be billed at the end of every month by Henderson County Finance Office to cover the cost of equipment.

We request that the hourly rate for the Deputy be paid on the day of the event but no later than 5 days after the event has taken place.

Henderson County Finance will send and invoice monthly to the above Billing Address for the \$5.00 an hour County charge.

Cancellation of requests less than 24 hours from start time will result in three (3) hours minimum pay for all assigned deputies but the County fee will not apply.

I certify that I am at least 18 years of age and have the authority to request Henderson County Sheriff's Office deputies for the event listed above. I acknowledge that the Henderson County Sheriff's Office is under no obligation to provide secondary employment deputies for this event. It is understood that the secondary employment deputies may not be able to appear at the event or may have to leave the event before its conclusion if the deputy(s), in the opinion of the Sheriff's Office, are needed to respond to an event requiring the presence of the deputies.

Signed _____ Date _____