

ATTACHMENTS
EXHIBIT A – Staffing Schedule

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
REQUEST FOR PROPOSAL 2025-016: COURTHOUSE SECURITY
EXHIBIT A: STAFFING SCHEDULE

SECURITY SERVICES STAFFING REQUIREMENTS BY LOCATION

Position		No of FTEs	Days / Week	Hours ¹			
Description and Location	Type		Su=Sunday, M=Monday, Tu=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sa=Saturday	Coverage / Day	Billable / Week		
Contract Manager		Salaried	1	5 days M-F	0700-1600	40.0	
COURTHOUSE COMPLEX							
Shift Supervisor		Armed	1	3.5 days Su-W	0700-1900	39.5	
Shift Supervisor		Armed	1	3.5 days W-Sa	0700-1900	39.5	
Shift Supervisor		Armed	1	3.5 nights Su-W	1900-0700	40.5	
Shift Supervisor		Armed	1	3.5 nights W-Sa	1900-0700	40.5	
			4			160.0	
Edgecomb County Courthouse - 800 East Twiggs, Tampa	Edgecomb	Armed	1	3.5 days Su-W	0700-1900	39.5	
	Edgecomb	Armed	1	3.5 days W-Sa	0700-1900	39.5	
	Edgecomb	Armed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb - Dock	Armed	1	5 days M-F	0700-1600	40.0	
	Edgecomb - Child Support	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb - Foreclosure	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb - Juvenile Floor	Armed	1	5 days M-F	0730-1630	40.0	
	Edgecomb - Domestic Rel	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb Nights	Armed	1	3.5 nights Su-W	1900-0700	40.5	
	Edgecomb Nights	Armed	1	3.5 nights Su-W	1900-0700	40.5	
	Edgecomb Nights	Armed	1	3.5 nights W-Sa	1900-0700	40.5	
	Edgecomb Nights	Armed	1	3.5 nights W-Sa	1900-0700	40.5	
				14			561.0
	Edgecomb	Unarmed	1	3.5 days Su-W	0700-1900	39.5	
	Edgecomb	Unarmed	1	3.5 days W-Sa	0700-1900	39.5	
	Edgecomb	Unarmed	1	3.5 days Su-W	0700-1900	39.5	
	Edgecomb	Unarmed	1	3.5 days W-Sa	0700-1900	39.5	
	Edgecomb	Unarmed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0730-1630	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0730-1630	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0800-1700	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0800-1700	40.0	
	Edgecomb Nights	Unarmed	1	3.5 nights Su-W	1900-0700	40.5	
	Edgecomb Nights	Unarmed	1	3.5 nights W-Sa	1900-0700	40.5	
				13			519.0

¹ Hours: COVERAGE HOURS and BILLABLE HOURS are APPROXIMATED; they are based upon current schedules, lunch breaks, split shifts, dual assignments, manpower utilization, etc.

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COURTHOUSE COMPLEX (Continued)						
Courthouse Annex - 401 North Jefferson Street, Tampa		Armed	1	5 days M-F	0700-1600	40.0
		Unarmed	1	5 days M-F	0700-1600	40.0
			2			80.0
Clerk/Public Defender's Offices - 700 East Twiggs Street, Tampa		Armed	1	3.5 days Su-W	0700-1900	39.5
		Armed	1	3.5 days W-Sa	0700-1900	39.5
		Unarmed	1	3.5 days Su-W	0700-1900	39.5
		Unarmed	1	3.5 days W-Sa	0700-1900	39.5
			4			158.0
Clerk/State Attorney's Offices - 419 Pierce Street, Tampa		Armed	1	3.5 days Su-W	0700-1900	39.5
		Armed	1	3.5 days W-Sa	0700-1900	39.5
		Armed	3	5 days M-F	0730-1630	40.0
		Armed	2	5 days M-F	0730-1630	40.0
		Unarmed	3	5 days M-F	0730-1630	40.0
			10			199.0
Plant City Courthouse - 301 North Michigan Avenue, Plant City		Armed	1	5 days M-F	0730-1630	40.0
		Armed	1	5 days M-F	0800-1700	40.0
		Armed	1	5 days M-F	0830-1730	40.0
			3			120.0
County Center - 601 East Kennedy Boulevard, Tampa	Shift Supervisor	Armed	1	5 days M-F	0800-1700	40.0
	County Center	Armed	1	5 days M-F	0830-1730	40.0
	County Center	Armed	1	5 days M-F	0830-1730	40.0
	County Center	Armed	1	5 days M-F	0700-1600	40.0
	County Center	Armed	1	5 days M-F	0700-1600	40.0
	County Center 13th Fl Clerk	Armed	1	5 days M-F	0730 - 1700	47.5
	County Center	Armed	1	5 days M-F	0800-1700	40.0
	County Center	Armed	1	5 days M-F	0800-1700	40.0
	County Center	Armed	1	5 days M-F	1000-1900	40.0
	County Center	Armed	1	5 days M-F	1000-1900	40.0
	County Center	Armed	1	3.5 nights Su-W	1900-0700	40.5
	County Center	Armed	1	3.5 nights W-Sa	1900-0700	40.5
	County Center	Unarmed	1	3.5 nights Su-W	1900-0700	40.5
	County Center	Unarmed	1	3.5 nights W-Sa	1900-0700	40.5
			14			569.5
Courthouse Complex Subtotals						
Total Number of Full-Time Equivalents (FTEs):		65	Hours		2,406.5	
Armed Supervisor (Shift)		5			200.0	
Armed Security Officer		38			1,407.5	
Contract Manager		1			40.0	
Unarmed Security Officer		21			759.0	

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HILLSBOROUGH COUNTY TAX COLLECTORS OFFICE (HCTC)					
Drew Park – 4100 W. Dr. Martin Luther King, Jr. Blvd., Tampa, FL 33614	Armed	1	5 days M-F	0800-1700	45.0
Brandon – 3030 N. Falkenburg Rd., Tampa, FL 33619	Armed	1	5 days M-F	0800-1700	45.0
North Tampa – 3011 University Center Drive, Suite 150, Tampa, FL 33612	Armed	1	5 days M-F	0800-1700	45.0
HCTC Subtotals					
Total Number of Full-Time Equivalents (FTEs):		3	Billable Hours		135.0
WEEKLY GRAND TOTALS					
Contract Manager, Salaried:		1	Billable Hours		40.0
Total Number of Full-Time Equivalents, Armed:		46	Billable Hours		1,742.5
Total Number of Full-Time Equivalents, Unarmed:		21			759.0
GRAND TOTALS		68			2,541.5

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