



# HILLSBOROUGH COUNTY SHERIFF'S OFFICE (HCSO) REQUEST FOR ESCORT DEPUTIES



\*\*\*\*\*

**BUSINESS/AGENCY NAME:** \_\_\_\_\_

**NAME OF CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**FUNERAL PROCESSION\*:** (2 deputy minimum per 10 cars; 1 additional deputy per additional 10 cars)

**OVERSIZED LOAD TRANSPORT:** (2 HCSO vehicles required) **CARRIAGE:** (2 additional deputies required)

**NUMBER OF DEPUTIES REQUESTED:** \_\_\_\_\_ **DATE OF ESCORT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**BEGINNING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**ENDING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**BILLING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**Deputy Payment:** Paid Upon Completion      Paid Within 2 weeks of completion

**Deputy Wages:** \$37.00 Regular Rate / \$43.00 Federal Holiday Rate per deputy per hour (3 hour minimum)  
**PAYABLE TO THE DEPUTY. Wages payable to the deputy will not be invoiced by HCSO.**  
Customers are responsible for recording hours worked by the deputy, providing timely payment, and issuing IRS forms at year-end. **Supervisor Wage:** \$45.00

**HCSO Fees:** Fees are billed by HCSO and are due upon receipt of statement. Checks are made payable to Hillsborough County Sheriff's Office.  
Administrative Fee - \$4.00 per deputy per hour.  
Mileage - \$0.25 per mile per vehicle.

**Cancellations:** Cancellations must be in writing and received no later than two (2) hours in advance of starting time. **If you fail to cancel your job timely, you will be required to pay \$111.00 to each deputy and a \$12.00 administrative fee payable to Hillsborough County Sheriff's Office.**

**Contact Info:** Business Hours: (M-F 0800-1630) (813) 247-8280 After Hours / Holidays: (813) 247-8105  
Fax Number: (813) 242-1859 After Hours / Holidays Fax: (813) 242-1812  
E-mail Address: OffDutyAccts@hcs0.tampa.fl.us

**Requests:** Requests for off-duty deputies must be made in writing, via e-mail or fax. An Indemnification Agreement and W-9 must be on file with HCSO as a pre-requisite for approval. HCSO reserves the right to refuse to provide off-duty deputies for any request that violates Florida State Law, HCSO policy, or creates a conflict of interest with HCSO.

**Signature:** I have read, understand, and agree to the requirements outlined above. I also understand this request may not be filled due to the voluntary nature of the off-duty program.

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

\* Per Florida State Statute 316.1974(b), "Funeral Procession" means two or more vehicles accompanying the body of a deceased person, or traveling to the church, chapel, or other location at which time the funeral service is to be held, in the daylight hours, including a funeral lead vehicle or a funeral escort vehicle.

\*\*\*\*\*

**Purchasing Use Only:** Entered by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_ Verified by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_  
**Off-Duty:** New Cust: \_\_\_\_\_ Entered by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_ Verified by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_