

JACKSONVILLE SHERIFF'S OFFICE

T.K. Waters, Sheriff

Dedication. Service. Honor. Community.



Dear Valued Client,

Extra Duty Solutions (EDS) is now administering the Jacksonville Sheriff's Office secondary employment program for hiring off-duty officers. This partnership provides benefits to you as the customer, as well as the agency and officers. As a customer, you will have 24/7/365 access to the agency's EDS account team for any questions or needs related to scheduling an officer for off duty. EDS handles all tax forms and 1099 documents for the officers and facilitates customer payments through an accessible online portal. Additionally, EDS maintains a robust liability insurance program that is designed to ensure protection against claims arising out of the assignment of off-duty personnel acting in a security capacity.

To schedule JSO officers for secondary employment, you will need to create a new account by registering using the "New Customer Registration" link found at <https://portal.extradutysolutions.com>. Please allow 24 hours for your registration to be reviewed and approved by our EDS account team. You may register online starting today. Starting October 1st, you will be able to submit detail/job requests through your EDS portal for jobs on November 6th and beyond. For any secondary employment needed prior to November 6th, please continue to contact Jacksonville Sheriff's Office as you have in the past. Starting November 6th, all detail requests must to be submitted through EDS.

Officers and supervisors are happy to work in an off-duty duty capacity. To maximize the probability of having secondary employment requests fulfilled, the Jacksonville Sheriff's Office has approved multiple pay rates, which are listed below. You will have the opportunity to choose the rate you wish to pay from the available rates for each detail you request. Secondary employment is voluntary, and there may be times when officer availability is limited, which may result in some requests not being filled. Choosing a higher rate may increase the likelihood of an officer volunteering to work the detail.

The rates listed below are inclusive of all fees:

	Officer Pay	*Officer Pay Rate with fees
Rate 1	\$33.00	\$43.12
Rate 2 (<i>Most Common Rate</i>)	\$50.00	\$62.16
Rate 3	\$60.00	\$73.36
Rate 4/Supervisor Rate	\$65.00	\$78.96
Rate 5/Last Min Requests & Holiday	\$75.00	\$90.16
Rate 6/Last Min Request & Holiday Supervisor	\$85.00	\$101.36

*Fees include but are not limited to agency administrative fees, EDS scheduling fees, etc.

- There is a three (3) hour minimum for each officer scheduled.
- If alcohol is served, a minimum of two officers are required.
- Cancellations may be made at any time. However, if the cancellation is made with less than 48 hours' notice to the EDS account team, a minimum of three hours' pay will be incurred by the requesting party for each officer scheduled.
- An additional **\$2.24** per hour will be charged for any extra duty work where the police vehicle is utilized (road construction, lane closure, etc.).

Extra Duty Solutions will handle the scheduling of all secondary employment requests. If you are currently using a Jacksonville Sheriff's Office Scheduling Officer, you can continue to use their service if you choose. The Scheduling Officer rates are negotiated between the officer and the customer. EDS will provide customers who choose to continue using their Jacksonville Sheriff's Office Scheduling Officer with a monthly invoice for scheduler fees. EDS will handle the payment of all Scheduling Officer fees directly to that officer. When completing your Extra Duty Solutions customer registration, please enter the requested Jacksonville Sheriff's Office Scheduling Officer information if you choose to continue using their service. Scheduling Officer rates will be subject to the EDS administration fee.

Staffing levels for events will be determined by JSO's Secondary Employment Office and are based on projected public safety requirements.

Off-duty officers remain employees of the JSO and are subject to all laws, all departmental policies, and procedures, and may be subject to emergency call-back to regular duty. The JSO reserves the right to refuse or discontinue off-duty police services that conflict with the best interests of the City of Jacksonville or the JSO. No officer shall follow any policy, procedure, or directive of a secondary employment employer, which is inconsistent, incompatible, or in conflict with the policies, procedures, or directives of the JSO.

jassheriff.org

501 E. Bay Street, Jacksonville, FL 32202

Please do not hesitate to reach out to us with any questions you might have.

We look forward to working with you and handling your extra duty needs!

Extra Duty Solutions Account Team for Jacksonville Sheriff's Office
904-323-4516
JacksonvilleFL@extradutysolutions.com

jaxsheriff.org

501 E. Bay Street, Jacksonville, FL 32202