

# Ascension Parish Sheriff's Office Request for Off-Duty Employment

Any citizen, business or other organization requesting the employment of off-duty personnel of the Ascension Parish Sheriff's Office must complete this form and forward it in person, e-mail to the Extra-Duty Coordinator, Sgt. Joseph Price (225-621-8828) **Requests should be made a minimum of ten (10) working days prior to the event. This document must be filled out completely.**

*For in-person delivery:*

**Ascension Parish Sheriff's Office  
Sgt. Joseph Price  
828 S. Irma Blvd.  
Gonzales, La 70737**

*For Email delivery:*

**Attn: Sgt. Joseph Price  
Tel# 225-621-8828  
E-mail- jprice@ascensionsheriff.com**

*Type of Organization:*

**Profit**  
 **Non-Profit (Attach Paperwork)**  
 **Other:** \_\_\_\_\_  
**Tax ID #** \_\_\_\_\_

*Person and or Organization Requesting Off-Duty Personnel:*

Organization Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone : \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_ FAX: \_\_\_\_\_

Location of Event : \_\_\_\_\_

Address: \_\_\_\_\_

Description of Event & Type of Entertainment :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will alcoholic beverages be served at this event?    **YES**        **NO**

Will alcoholic beverages be sold at this event?    **YES**        **NO**    **(ATTACH COPY OF PERMIT TO SELL ALCOHOL)**

Music Genre (If Applicable): \_\_\_\_\_    **Live**        **Sound System**        **DJ**

Will the lyrics contain any vulgar or offensive language?    **YES**        **NO**

Will any admission fee, cover charge, donation, or ticket sales be accepted by organizer?    **YES**        **NO**

If yes, explain and note dollar amount : \_\_\_\_\_  
*(Include Permits)*

Approximate number of people expected to attend this event: \_\_\_\_\_    Age Range: \_\_\_\_\_

Date(s) Off-Duty Deputies Needed: \_\_\_\_\_ through \_\_\_\_\_

Time(s) Off-Duty Deputies Needed: \_\_\_\_\_ to \_\_\_\_\_

Number of Off-Duty Deputies Requested: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

**Note: The Ascension Parish Sheriff's Office reserves the right to decide the number of deputies required at any event for the purpose of officer and public safety.**

**Minimum of two (2) Deputies required for any detail where alcohol is consumed.**

**\*\*All Federal, State, and Parish laws pertaining to the sale and consumption of alcohol will be strictly enforced\*\***

Explain the primary function and tasks expected of Off-Duty Deputies: \_\_\_\_\_

**Please read and initial each of the following to indicate acknowledgement and acceptance of guidelines:**

- \_\_\_\_\_ **The Ascension Parish Sheriff's Office reserves the right to refuse providing security for any event for due cause.**
- \_\_\_\_\_ **Any change or deviation from the information in this document, or falsifying any information in this document, is cause for refusal of providing security for an event.**
- \_\_\_\_\_ **Any and all criminal activity will be dealt with in the proper manner and will also be grounds for termination of security.**
- \_\_\_\_\_ **The Ascension Parish Sheriff's Office will be the sole provider of armed security at any event worked by the Ascension Parish Sheriff's Office. No outside armed agencies or individuals will be allowed.**
- \_\_\_\_\_ **There will be a minimum of two(2) hours paid to any Deputy scheduled for an event, by the event organizer, if the Ascension Parish Sheriff's office is not notified of an event being cancelled.**

**You must attach a copy of all licenses and or permits to this document.**

Rate of pay per Deputy per hour is: **\$45.00 (minimum of 2 hours)**

Rate of pay per Deputy per hour is: **\$50.00 (minimum of 2 hours) Special Event**

(Large Events, festivals, concerts, etc.)

Rate of pay per Deputy per hour is: **\$55.00 (minimum of 2 hours) HOLIDAY RATE**

(Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, July 4<sup>th</sup>, Thanksgiving, Black Friday, Easter, Memorial Day, Labor Day)

Rate of pay per Marked Unit is: **\$10.00 per hour – (when applicable)**

Rate of pay per Deputy per hour is: **\$55.00 (minimum of 3 hours) SHORT NOTICE**

(Any detail booked 5 days or less notice)

All details of an extended nature will be reviewed after ninety (90) days for continuation.

**Deputies are to be paid for services at the end of event, unless other arrangements have been made with APSO**

**Your signature below confirms that you have read and agree with the terms of this document.**

\_\_\_\_\_  
Signature of Submitting Person

\_\_\_\_\_  
Approved by: *A.P.S.O. Only*

Rev.6/29/22