

William D. Snyder

Sheriff



Office of the Sheriff

Martin County, Florida

(772) 220-7000

www.sheriff.martin.fl.us

Dear Off-Duty Employer,

As of October 1, 2015, the Martin County Sheriff's Office will be changing its policy related to off-duty employment. The new hourly rate for a Deputy Sheriff, whose duties include the use of the county's vehicle and equipment, will be \$40.00 per hour. The Martin County Sheriff's Office also will no longer accept cash as a form of payment for off-duty details. This letter is intended to provide you with a brief overview of the process and to make you aware of the changes that will affect you as the employer.

Please fill out our Off-Duty Employment Request form completely. If a section does not apply, please write N/A in the field. It is our responsibility to conduct an assessment of your application and make the necessary inquiries to ensure that Sheriff's Office policy and procedures are being followed. No off-duty employment will be authorized if an employer places restrictions on race, color, gender, national origin, or sexual preference. It is also a violation of policy for deputies to accept gifts, gratuities, bonuses, tips, or merchandise in any form.

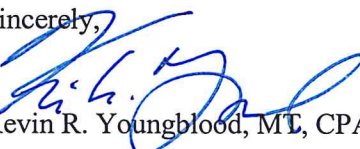
If approved, your application will be given a job number and an invoice will be sent to you. The off duty detail employer, will make payments directly to the Martin County Sheriff's Office before the detail begins. **This is in accordance with Florida State Statute 30.2905 & 30.51.** The method of payment is a company check, money order, cashier's check, or credit card. The job will then be posted for assignment. The off-duty detail services provided by our deputies are voluntary and there is no requirement for them to sign up for details. You should understand that our deputies are governed by agency policy while working for you. The Sheriff's office oversees all off-duty employment and will become involved in matters as deemed necessary.

Agency personnel engaged in off-duty employment are covered by the provisions of the agency's Workers Compensation Plan or liability provisions of the Martin County Sheriff's Office's insurance program when engaged in law enforcement related actions.

There is a two (2) hour minimum for off-duty details. The hourly rate will be upgraded to \$45.00 per hour for Sergeants and \$50.00 per hour for Lieutenants, if they are needed when such additional supervision is required due to the size of the detail. If a detail is canceled, it is your responsibility to contact the Martin County Sheriff's Office as soon as possible, so the assigned deputies can be notified.

If you have any questions regarding the Off-Duty Employment policy, please contact Sgt Brian Roberson, the Off-Duty Employment Coordinator, at 772-320-4730.

Sincerely,


Kevin R. Youngblood, MT, CPA
Chief Financial Officer

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