



UNION COUNTY SHERIFF'S OFFICE

SPECIAL DUTY REQUEST FORM

Date of Request: _____

REQUESTED BY

Name and Title: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

DETAIL INFORMATION

Type: (Traffic/Security/Other): _____

Date(s): _____

Location: _____

Hour(s): _____

of Units: _____

Cruiser (s) Needed? (Yes or No): _____

OTHER INFORMATION

BILLING INFORMATION

Name and Title: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

Email: _____

PAYMENT AMOUNT AND TERMS

\$45.00/hour with a three-hour minimum

\$48.00/hour for a Supervisor with a three-hour minimum

\$10.00/hour for use of a cruiser

Any business or individual that has contracted for a special duty officer from the Union County Sheriff's Office, who wishes to cancel the job must make notification to the Union County Sheriff's Office or the individual officer at least two hours prior to the scheduled start of the job. If neither the Sheriff's Office nor the officer is contacted, or the cancelation is made less than two hours prior to the scheduled start of the job, the business or individual will be billed for three (3) hours "show up" time for all officers scheduled to work. Contact to cancel a job may be made to the Union County Sheriff's Office Communications Center 24hours a day (937) 645-4110.