



# NEWBERRY COUNTY SHERIFF'S OFFICE

## SPECIAL DUTY REQUEST FORM

I would like to request \_\_\_\_\_ off duty deputies with the Newberry County Sheriff's Office to  
Number of Officers  
 perform law enforcement services at \_\_\_\_\_  
Location of Assignment  
 on \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_  
Date Begin Time End Time

I understand when performing Special Duty Assignments, deputies are subject to all policies and procedures of the Newberry County Sheriff's Office, and will act only under the Sheriff's authority to enforce all applicable State and local laws.

I understand that deputies are subject to calls in the immediate area of the Special Duty location, and will respond to any situation deemed necessary by the Sheriff's Office, deputies, or dispatch.

I understand this request for services is with the Newberry County Sheriff's Office which will assign deputies to perform Special Duty Assignments. Payment for services is **Fifty and 00/100 (\$50.00) dollars per hour** for each assigned deputy. The Sheriff's Office will coordinate payment for service to the deputies. **There is a three (3) hour minimum** on working special and no cash payments are allowed. **Check(s) are to be made payable to the Newberry County Sheriff's Office. This form and payment must be submitted no less than 14 days prior to the event.**

By signing below and upon final approval of this request, the parties hereto, their administrators, assigns, legal representatives, affiliated companies, agents, officers, directors, shareholders and partners (hereinafter "party" or "parties"), agree that any dispute, claim, controversy or proceeding arising out of our relating to this Agreement, and/or including payment or failure thereof for service rendered by the Newberry County Sheriff's Office shall be tried and litigated exclusively in the State courts located in the County of Newberry, State of South Carolina. The aforementioned choice of venue is intended by mandatory and not permissive in nature, thereby precluding the possibility of litigation the parties with respect to or arising out of this Agreement in any jurisdiction other than that in this paragraph. Each party hereby waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to object to venue with respect to any proceeding brought in accordance with this paragraph, and stipulates that the State and Federal courts located in the County of Newberry shall have in personam jurisdiction and venue over each of them for the purpose of litigating any dispute, claim, controversy, or proceeding arising of or related to this Agreement.

**This form must be signed and completed, and returned to the Special Duty Coordinator who will forward to the Sheriff for final approval.**

\_\_\_\_\_  
 Signature of Person Making Request

\_\_\_\_\_  
 Name of Person/Business Responsible for Payment

\_\_\_\_\_  
 Billing Address

\_\_\_\_\_  
 City, State and Zip

\_\_\_\_\_  
 Telephone Contact For Person Making Request

SHERIFF'S OFFICE USE ONLY	
_____	Date of Request
_____	Sheriff's Signature
_____	Deputy Assigned
_____	Deputy Assinged
_____	Total Hours Worked