



**LAKE COUNTY SHERIFF'S OFFICE**

**PEYTON C. GRINNELL, SHERIFF**

### **Important Things to Note:**

L.C.S.O. requires a minimum of five (5) business days notice to schedule a deputy for an Extra-Duty Detail.

To cancel a detail, segment of a detail, or reschedule requires twenty-four (24) hours notification prior to the detail starting time. Failure to meet this requirement will incur a four (4) hour minimum charge per deputy scheduled.

The Vendor is responsible for gathering (at their jobsite) the information necessary for their pay records (W-9, etc.).

### **CONTACT INFORMATION**

#### South Lake District

Weekdays- 8:30am to 4:30 pm  
15855 S.R. 50, Clermont  
FL, 34711

Phone: (352) 742-3600

Fax: (352) 394-1550

E-Mail: [EDC@lcsso.org](mailto:EDC@lcsso.org)

#### Communication Center

Weekdays - 4:30pm to 8:30am

Weekends & Holidays Phone:  
(352) 343-2101

Fax: (352) 343-9474

Thank You for Allowing  
The Lake County Sheriff's Office  
to Serve You!

## **EXTRA-DUTY DETAIL INFORMATION & PAY PROCEDURES**

### **Schedule Detail**

- Contact the Extra-Duty Coordinator (E.D.C.) at (352) 742-3600 or email: [EDC@lcsso.org](mailto:EDC@lcsso.org) to obtain information on how to register and sign up for extra-duty details.

### **Payment Procedures**

The Lake County Sheriff's Office's detail rate is \$43.00 per hour (non-holiday) and \$53 per hour (holiday). A \$3.00 per hour, per deputy vehicle/fuel surcharge fee is included in the above rates. Note that there is a four (4) hour minimum charge per deputy scheduled.

Vendors may choose from two payment methods, Credit Card or ACH/eCheck (electronic check). Lake County Sheriff's Office will not accept cash or paper checks as payments. A payment method must be on file before a detail can be scheduled. The payment method on file is invoiced after the detail is completed. A 6% service fee will be applied for all ACH/eCheck payments. A 7% service fee will be applied for all Credit Card payments.

### **Cancellation of Detail**

To cancel a detail, a segment of a detail, or reschedule **requires twenty- four (24) hour notification prior to the detail starting time. Failure to meet this requirement will incur a four (4) hour minimum charge per deputy scheduled.**

- Contact the E.D.C. (352)742-3600, Monday through Friday, 8:30am to 4:30pm or cancellations may be made electronically through the Kommander Detail system.
- Vendors wishing to cancel an extra-duty detail after hours, weekends and holidays, contact the L.C.S.O. Communications Center at (352)343-2101 to be placed in contact with the On-Call Extra-Duty Detail Coordinator.