

# 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, or by FAX (621-8164) to the Extra-Duty Coordinator, Lt. Jeff LeGrange (225-621-8628) 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  
Lt. Jeff LeGrange  
9134 St. Landry Rd.  
Gonzales, La 70737

*For FAX delivery:*

FAX # 225-621-8164

Attn: Lt. Jeff LeGrange

Tel# 225-621-8628

e-mail- [jlegrange@ascensionsheriff.com](mailto:jlegrange@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: \_\_\_\_\_