



PIMA COUNTY SHERIFF'S DEPARTMENT

Mark D. Napier, Sheriff

1750 East Benson Highway, Tucson, Arizona 85714-1758

Phone: (520) 351-4600 • Fax: (520) 351-4622 • www.pimasheriff.org

OFF DUTY WORK REGULATIONS

Off-Duty Coordinator: 351-4629 • Off-Duty Fax: 351-4902 • Email: offduty@sheriff.pima.gov
Off-Duty Supervisor: 351-6240

Following are the requirements for hiring Pima County deputy sheriffs for off-duty work:

- Certificate of Insurance policy listing **Pima County and its Districts**, 1750 East Benson Highway, Tucson, Arizona 85714 as an **Additional Insured**. Required limits, per occurrence, are:
 - General Liability**, to include Bodily Injury and Property Damage
 - One (1) million dollars – Security only
 - Two (2) million dollars – Traffic control and any event with alcohol
 - Automobile Liability** – One (1) million dollars (only required if Department vehicles are requested)
- The Pima County Sheriff's Department Off-Duty Indemnification Agreement (PCSD 209) must be completed and signed by the requesting vendor/employer. This form must be received by the Pima County Sheriff's Department prior to the start of an off-duty job.
- A minimum of two (2) business days' notice is required for all off-duty requests. This includes receipt of all required documents as noted above.
- Three (3) hour minimum charge, per deputy, for all jobs.
- **Pay rates:** (Rates are subject to change.)
 - Deputy: \$35.00 per hour
 - Sergeant: \$40.00 per hour
 - Lieutenant: \$47.00 per hour
- **Vehicles / Motorcycles / Bicycles:**
 - The use of Department vehicles requires approval by the Sheriff's Department.
- **Vehicle rates – Effective June 1, 2017:** (Rates are subject to change.)
 - 0 – 8 hours \$50.00 per vehicle; flat rate
 - Over 8 hours \$6.00 per hour
 - Mileage \$0.535 for every mile the vehicle is driven at the off-duty job.
 - No mileage charge for travel to and from the off-duty job.
- All jobs are subject to approval of the Sheriff's Department. Final decision regarding the number of deputies and vehicles (if applicable) required for an off-duty job will be made by the Pima County Sheriff's Department.
- Private security (i.e., Arizona Rangers, Securitas), working in conjunction with off-duty deputies, shall be unarmed.
- Allow authorized Sheriff's Department personnel access to payroll / payment records regarding off-duty employment.
- Checks shall be made payable to each individual deputy.
Payment for the use of Department vehicles shall be payable to Pima County.
- Payment / checks are to be distributed as directed on the invoice.
- The Sheriff may determine at any time that all deputies are needed for regular police duty and are not permitted to perform off-duty work.
- We cannot guarantee that an off-duty assignment will be filled. Operational necessity of the Pima County Sheriff's Department is our main priority.

I have read and understand the above listed regulations.

Signature: _____

Date: _____

Name of Organization: _____

Phone #: _____