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How to Hire Off-Duty Police Officers



The Tucson Police Department has partnered with [Off Duty Management](#) to provide services related to hiring off-duty officers.

You may request to hire off-duty police officers for security through their web-based service, [OfficerTRAK®](#), or by calling the toll-free number below.

Off Duty Management provides the following to the customer:

- Online access to information through the OfficerTRAK® software including:
 - Job-status
 - Officer attendance
 - Field notes and media files
 - Post orders and instructions
 - Past and future shift information
- Full liability coverage for the customer, the agency, and the officer
- 24/7 customer service through their toll-free number
- Dedicated point of contact for scheduling and invoicing
- Officer payroll

Organizations that have recurring needs for off-duty officers can establish an account and schedule billing cycles with **Off-Duty Management**.

Prohibited Off-Duty Employment *:

- Officers may not be hired for an event in which armed private security personnel will be present.
- Officers may not provide civil legal services or act as a witness to civil legal proceedings.
- Officers may not be hired for an event where they would be a private bodyguard or bouncer.

- Officers may not be hired where alcoholic beverages are the principal business and may be permitted upon approval of the Chief of Police or designee.

* **PLEASE NOTE:** the above list is not an all-inclusive and questions regarding permitted activity should be forwarded to **Off Duty Management**.

RATES:

Title	Vendor Rate
Officer	\$55.68
Sergeant	\$61.48
Commander	\$67.28
Officer Holiday	\$83.52
Sergeant Holiday	\$92.22
Commander Holiday	\$100.92
Officer Emergency	\$83.52
Sergeant Emergency	\$92.22
Commander Emergency	\$100.92
Vehicle Use	\$15.00

- 3 Hours minimum per request

- 72 hours prior to shift start required per request.
- 5 or more officers requested will require a Sergeant as the 5th officer.
- 16 or more officers requested will require a Commander as the 16th Officer.

In the event that a City police officer is not available to work, a traffic control position, the Chief of Police or designee may allow a community service officer to fill that job.

* Holiday Rates apply 0000-2359 hours on New Year's Eve, New Year's Day, Thanksgiving Day, Christmas Eve and Christmas Day.

** Emergency rate applies when a request is received less than 48 hours prior to the start of the shift.

- Requests that require vehicles will require an additional 30 minutes allotted for vehicle pick up and return to the station.

YOU CAN REQUEST SERVICE OR OBTAIN A QUOTE THE FOLLOWING WAYS:

VISIT THE OFFICERTRAK® WEBSITE LINK:

<https://odm.officertrak.com/Tucson-AZ-PD>

OR

CALL OFF DUTY MANAGEMENT 24/7 TOLL-FREE AT 1-877-636-8300

Cancellation Policy:

1. Once an assignment has been approved and scheduled; Customer canceling or reducing an assignment shall pay the full ODM Administrative fees for the first 24 hours of the original assignment.
2. Customer canceling or reducing an assignment within 24 hours of the start of the assignment shall pay the greater of officers hours worked or the agency minimum hours plus ODM administrative fees for the first 24 hours of the original assignment. Admin fees depend on the coverage and can range from \$6.40 - \$12 per hour.

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PIMA COUNTY SHERIFF'S DEPARTMENT

Chris Nanos, Sheriff

1750 East Benson Highway, Tucson, Arizona 85714-1758

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

Contact Information

Off-Duty Coordinator: (520) 351-4629

Off-Duty Email: offduty@sheriff.pima.gov

Off-Duty Supervisor: (520) 351-6165

Off-Duty Fax: (520) 351-4902

OFF-DUTY WORK REGULATIONS

1. Receipt of the following documents are required before a request may be processed:
 - ▶ 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)
 - ▶ Pima County Sheriff's Department forms – sign and return:
 - Off-Duty Indemnification Agreement
 - Off-Duty Work Regulations
2. 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.
3. The use of Department vehicles, motorcycles, and bicycles requires approval by the Sheriff's Department.
4. 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.
5. Private security (i.e., Arizona Rangers, Securitas), working in conjunction with off-duty deputies, shall be unarmed.
6. 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.
7. We cannot guarantee that an off-duty assignment will be filled. Operational necessity of the Pima County Sheriff's Department is our main priority.
8. Allow authorized Sheriff's Department personnel access to payroll / payment records regarding off-duty employment.
9. **Pay Rate Schedule – Effective February 27, 2022** (All rates are subject to change.)

Deputy:	\$54.50 per hour	Deputy Holiday / Emergency:	\$82.50 per hour
Sergeant:	\$59.50 per hour	Sergeant Holiday / Emergency:	\$90.50 per hour
Lieutenant:	\$65.50 per hour	Lieutenant Holiday / Emergency:	\$99.50 per hour

 - ▶ Holiday rates apply on Pima County paid holidays. Emergency rates apply with less than 48 hours notice.
 - ▶ Three (3) hour minimum charge, per person, for all jobs. Minimum charge applies if canceled within 24-hours.
 - ▶ Checks shall be payable to each individual person.
10. **Administrative Fee and Vehicle rates – Effective January 15, 2020** (All rates are subject to change.)
 - Administrative Fee:**
 - \$1.50 per hour for every man-hour invoiced
 - Vehicles (if applicable):**
 - \$25.75 per hour \$1.03 per mile – round trip Includes miles traveled to and from the off-duty job.
 - ▶ Check shall be payable to Pima County.
11. A separate invoice will be submitted for fees owed to Pima County. (Separate from personnel costs.)
12. All payment / checks are to be mailed to the address directed on the invoice.

I have read and understand the above listed regulations.

Signature: _____

Date: _____

Name of Organization: _____

Phone: _____

Contact for Invoice: _____

Email: _____

Phone: _____



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OFF-DUTY INDEMNIFICATION AGREEMENT

The following agreement is made in consideration for all Deputy Sheriff(s) agreeing to perform security and/or traffic control related tasks for the below named contractor during their off-duty hours.

The below named contractor hereby agrees to indemnify, defend and hold harmless Pima County, its agencies, departments, officers and employees from and against any and all claims by or on behalf of any third person or entity arising from, in connection with, caused by or resulting from any alleged act or omission of a Deputy Sheriff occurring at the direction of and within the scope of his or her employment, or authorization by said contractor, except for claims arising from the use of police power.

This agreement covers all Pima County Sheriff's Deputies who are employed by:

Contractor Name: _____

Type / Print Signer's Name: _____ Date: _____

Signature: _____, who is

- A sole proprietor
- A partner, duly authorized to sign
- A corporate officer, duly authorized to sign
- Duly authorized by the limited liability company
- Duly authorized by the governmental entity

Witnessed by: _____

For the Pima County Sheriff's Department:

By: _____

Date: _____



KARA M. RILEY
CHIEF OF POLICE

2022 Off-Duty Agreement – Effective March 28, 2022

TO: Off-Duty Employer
FROM: Oro Valley Police Department and Extra Duty Solutions
RE: Off-Duty Requirements and Agreements

The following requirements are necessary for hiring the Oro Valley Police Department Officers for off-duty work:

1. Proof of a General Liability insurance policy in the amount of two (2) million dollars, making the Town of Oro Valley an “additional insured party” to the policy, which includes all applicable departments.
2. If the Oro Valley Police Department is providing off-duty officers as part of a special event, they are covered under the Certificate of Insurance provided to the Town for the special event.
3. We require a minimum of three (3) business days prior notice for job requests to be staffed and all the required paperwork must be received by the Office of Professional Standards prior to assigning officers to the job. If the Department receives less than three (3) business days’ notice to fill an assignment, officers will receive time and one half of the regular off-duty rate.
4. We require payment to each individual officer. Payment is due at the time of the off-duty employer’s next regular pay period or no later than two (2) weeks past the date of the off-duty job, whichever occurs first.
5. Hourly pay rates are as follows:
 - Officer \$52
 - Sergeant \$57 (if acting in a supervisory capacity)
 - Lieutenant \$62 (if acting in a supervisory capacity)
 - Holiday pay rate for all above Time and one half of regular off-duty rate
 - The following holidays are recognized as eligible for holiday pay rate: New Year’s Eve, New Year’s Day, Civil Rights’ Day, Presidents’ Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day. Overnight shifts starting or ending on a holiday will be billed at the holiday rate for the entirety of the shift.
 - As a general rule, one (1) sergeant is required for every five (5) officers assigned.
6. All jobs have a four (4) hour minimum. If cancellation is necessary, notification must be made one (1) business day prior to the job, or a four (4) hour minimum will be charged per officer.
7. At the discretion of the Executive Officer Lieutenant, employers requesting officers to remain at the job more than one (1) hour beyond the scheduled time, will be subject to an increased pay rate of one and one half (1 ½) times the regular rate.
8. In certain situations, marked patrol units may be requested or determined to be necessary for the safety of all the parties. The mileage rate will be billed in accordance to the IRS mileage reimbursement allowance at the time services are rendered, in addition to \$2.50 per hour per vehicle used. You will be informed at the time of agreement what the vehicle costs may be, pending mileage computation.
9. When public safety is a concern, the Chief of police or her designee reserves the right to adjust the staffing and duties of the officers.
10. A 10% administration fee will be added to all invoices.

I have read and agree to abide by all items listed above.

Signature, title and date: _____

Print Company Name: _____