



Pima County Sheriff's Department

1750 E. Benson Highway • Tucson, AZ 85714-1758

Phone 520-351-4600 • Facsimile 520-351-4902

www.pimasheriff.org

Clarence W. Dupnik
Sheriff

Keeping the Peace and Serving the Community Since 1865

OFF DUTY WORK REGULATIONS

Off-Duty Coordinator: 351-4629

Off-Duty Fax: 351-4902

Off-Duty Supervisor: 351-6240

Following are the requirements for hiring Pima County Sheriff's Deputies for off-duty work:

- General liability insurance policy in the amount of one (1) million dollars which lists the Pima County Sheriff's Department, 1750 East Benson Highway, Tucson, Arizona 85714 as a Certificate Holder. If Department vehicles are being utilized, a one (1) million dollar automobile liability insurance policy is also necessary.
- 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.

- **Vehicle rates:** (Rates are subject to change.)
90 cents per mile **and** \$2.00 per hour

- All jobs are subject to approval by the Department. Final decision regarding the number of deputies required for an off-duty job will be made by the Pima County Sheriff's Department.
- Allow Sheriff's Department authorized personnel access to payroll / payment records regarding off-duty employment.
- All compensation / payment for off-duty work shall be mailed to:
Pima County Sheriff's Department
1750 E. Benson Highway
Tucson, AZ 85714
Attn: Off-Duty Coordinator
Checks shall be made payable to each individual deputy; except for Department vehicles.
- Failure to send payment as directed may result in the discontinuance of hiring off-duty deputies.
- 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.
- There is never a guarantee that an off-duty assignment will be filled. The operational necessity of the Pima County Sheriff's Department takes priority.

I have read and understand the above listed regulations.

Signature: _____

Date: _____

Name of Organization: _____

Phone #: _____