



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **February 25, 2025**

TITLE: **Approval of New Vendor to Lease Off-Duty Police Officers with Vehicles from Oro Valley Police Department for Extracurricular Needs**

BACKGROUND:

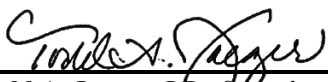
On July 23, 2024, the Governing Board approved agreements to hire off-duty police officers from the various jurisdictions within the Amphitheater School District for purposes such as traffic management or being present at extracurricular events. The Oro Valley Police Department (OVPD) operated their off-duty program through the third-party scheduling company named Extra Duty Solutions. On February 19, 2025, OVPD notified the District that they have revised their off-duty program and have contracted with Off Duty Management (ODM) effective March 1, 2025. As part of OVPD's program revisions, they have revised the hourly rates for officers and vehicles. ODM is used by the Tucson Police Department currently and is an approved vendor.

RECOMMENDATION:

The administration recommends approval of the attached agreement for the Oro Valley Police Department.

INITIATED BY:

Date: February 24, 2025



Todd A. Jaeger, J.D., Superintendent



ORO VALLEY POLICE DEPARTMENT

KARA M. RILEY
CHIEF OF POLICE



February 19, 2025

Dear Amphitheater School District,

Oro Valley Police Department has contracted with Off Duty Management (ODM) to assist with our external off-duty program effective March 1, 2025. In short, ODM will provide our agency with complete off-duty administration, including scheduling, invoicing, collections, and payroll. Off Duty Management uses its web-based software and mobile app, OfficerTRAK®, to manage and distribute off-duty jobs to officers.

Off Duty Management has years of experience managing off-duty programs for law enforcement agencies and their valued vendors. This new partnership will also benefit your organization by streamlining service requests, changes, and payments and providing insurance coverage for you and our officers. Here's what you can expect when working with Off Duty Management.

- An OfficerTRAK® online account for your organization that allows you to:
 - Create service requests
 - Create cost estimates for requests
 - View fill status of requested shifts
 - View officer clocking times
 - View past and future shift information
 - Make payments online
- Full liability coverage for your company and the officers working at your request
- 24/7/365 service and support at (520) 274-1606
- A dedicated Service & Support associate familiar with our agency to answer your questions

We hope our new partnership with Off Duty Management will add value to our partnership with your organization by saving you valuable time and resources. You can request services for the date of **March 1, 2025, or after**, by registering online through our service request portal:

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

Once there, click "Sign Up" on the top right of the landing page and complete all the required information. Registration is quick and easy. You will login from this page each time you need to request services. If you encounter any issues with registration or login, please contact Off Duty Management anytime for assistance at their number: (520) 274-1606.

As part of our off-duty program revisions, we have also revised our hourly off-duty rates. The following rates, which include Off Duty Management administrative fees, will be effective on **March 1, 2025**.

| Title | Total Hourly Rate |
|---|-------------------|
| Regular | \$72.15 |
| Sergeant | \$77.70 |
| Lieutenant | \$83.25 |
| Regular Holiday/Emergency | \$108.23 |
| Sergeant Holiday/Emergency | \$116.55 |
| Lieutenant Holiday/Emergency | \$124.88 |
| Vehicle (Hourly) | \$2.78 |
| Vehicle (Mileage) | \$0.70 |
| | |
| Shifts extending 1 hour beyond the scheduled time | |
| Regular | \$108.23 |
| Sergeant | \$116.55 |
| Lieutenant | \$124.88 |
| Regular Holiday/Emergency | \$162.34 |

Note: All requests require a **4-hour** minimum shift.

SUPERVISOR RATE: Supervisor is required when 5 or more officers are requested. The supervisor will be the 6th officer.

HOLIDAY RATE: The holiday rate will apply to the following days:

| Agency Recognized Holidays | |
|---|-------------------------------|
| New Year's Day | January 1 |
| New Year's Eve | December 31 |
| Martin Luther King Jr. Day (Civil Rights Day) | Third Monday in January |
| Presidents' Day | Third Monday in February |
| Easter Sunday | April 20 |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans Day | November 11 |
| Thanksgiving Day | Fourth Thursday of November |
| Day After Thanksgiving | Friday Following Thanksgiving |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |

EMERGENCY RATE: If a request is received less than 72 hours prior to assignment, the emergency pay rate goes into effect.

Vehicle Rate: \$2.78 Hourly fee Plus Mileage

Other Rate: At the discretion of the Executive Officer Lieutenant, employers requesting officers to remain at a job more than 1 hour beyond the scheduled time will be subject to an increased pay rate of 1 ½ times the regular rate.

Terms and Conditions: All terms and conditions are consistent with Off Duty Management's contract with the Oro Valley Police Department. These terms and conditions will be reflected in OfficerTRAK® when submitting a request for service.

Payment and Invoicing: Off Duty Management pays our officers directly the week following their completed assignments; therefore, your payment will be submitted to Off Duty Management.

Invoicing and Payment Terms: Off Duty Management (ODM) reserves the right to require vendors to prepay for the services requested, including any applicable administration fees and sales tax. If the vendor is approved for invoicing, invoiced payments will be net 30 days from the day the invoice is emailed to the vendor after services rendered. The vendor shall pay ODM's invoice(s) within thirty (30) days after the date that the vendor receives such invoice(s). A late payment charge of 1.5% per month may be imposed by ODM on all past due, undisputed balances. Where state law mandates a lower late payment charge, the late payment charge shall be lowered to the highest rate that is legally permitted.

If payment of such unpaid, past due, and undisputed amounts is not promptly received in accordance with the terms hereof, then ODM will have the option to terminate services at one or more of the vendor's facilities following ODM's provision of at least two (2) days' notice to the vendor. The vendor shall notify ODM of any dispute regarding the amount of an invoice within ten (10) days from the date of the vendor's receipt of ODM's invoice or such claim is deemed waived.

Invoice-Approved Vendors: Please email your company's required invoice registration forms, required account payable processes, or portals to admin@offdutymanagement.com prior to the start of the first requested job. Delays in this information being provided to Off Duty Management will not extend vendor requirements regarding the 30-day net payment terms from the date of the invoice.

Credit Card Payments: For vendors paying by credit or with debit card, there will be an additional 3.0% fee for this payment method.

Cancellation: Once an assignment has been approved and scheduled, any customer (Vendor) who cancels or reduces the assignment within twenty-five (25) hours of the scheduled start time shall be required to pay the agency's minimum of four (4) hours, in addition to ODM's administrative fees for these four (4) hours, for the first twenty-four (24) hours of the originally scheduled assignment.

If the Vendor requests a change to the job's start time within twenty-five (25) hours of the scheduled start time, ODM will attempt to contact the assigned officer to determine if they can accommodate the change. If the officer agrees to the change, no further action will be required, and the officer will work the assignment under the adjusted hours. If the officer is unable to accommodate the new start time, the job will be canceled and reposted for other officers to accept. In such cases, the originally assigned officer shall receive a minimum payment for four (4) hours but will not be eligible to sign up for the reposted job.

The same process will apply for start time changes made more than twenty-five (25) hours before the scheduled start time, the same process will apply; however, if the originally assigned officer is unable to work the new hours, they will not be entitled to the three-hour minimum pay.

Any cancellations submitted within the Agency's cancellation time frame are subject to the minimum payment obligations, and the Vendor is responsible for remitting payment for the canceled shift. Additionally, if the Vendor reduces the length of the assignment after the start of the officer's shift or if the officer is released before the initially scheduled end time, the Vendor shall remain liable for payment of the full shift as initially scheduled.

All new job requests received or generated at any time during the Agency's cancellation period are immediately subject to the agency's cancellation policy and minimum hours requirements. The vendor is responsible to remit payment for any canceled job created during the agency's cancellation period.

To be considered valid, all cancellations must be submitted in writing to admin@offdutymanagement.com, including the corresponding request number.

While we know changes in process may be disruptive at times, our agency strongly believes our partnership with Off Duty management will improve our service to your organization and our community. We appreciate your cooperation in making this change and look forward to working with you again soon.

Please feel free to contact Off Duty Management at (520) 274-1606 at any time with any questions. I know they will be happy to assist you.

Best Regards,

A handwritten signature in cursive script that reads "Kara Riley".

Kara Riley
Chief of Police