



DANIEL G. SHARP
CHIEF OF POLICE

OFF-DUTY AGREEMENT

TO: Off-Duty Employer
FROM: Cassidy Sumpter, Off-Duty Coordinator
DATE: May 25, 2010
RE: Off-Duty Requirements and Agreements

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

1. Proof of a General Liability insurance policy in the amount of one (1) million dollars, making the Oro Valley Police Department an "additional insured party" to the policy.
2. The Oro Valley Police Department security related off-duty indemnification form (101-OD) must be filled out and signed by the employer or representative prior to the start of the job.
3. We require a minimum of 72 hours (weekday) 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 72 hours notice to fill an assignment, officers will receive \$52.50 per hour per officer.
4. We require payment to each individual officer. Payment is due at the off-duty employer's next regular pay period or no event later than two (2) weeks of the date of the off-duty job, whichever occurs first.
5. Hourly pay rates are as follows:

Officer (security)	\$35.00
Sergeant (security)	\$40.00 (if acting in a supervisory capacity)
Lieutenant (security)	\$45.00 (if acting in a supervisory capacity)
Officer (construction related point control)	\$35.00
Sergeant (construction related point control)	\$40.00 (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: Civil Rights' Day, Presidents' Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Eve and Christmas Day.

As a general rule, one (1) sergeant is required for every five (5) officers assigned.
6. All jobs have a four (4) hour minimum and if cancellation is necessary, a twenty-four (24) hour notification prior to the job must be made or a four (4) hour minimum will be charged per officer.
7. At the discretion of the Office of Professional Standards Lieutenant, employers requesting officers to remain at the job more than one (1) hour beyond the scheduled time may 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 his designee reserves the right to adjust the staffing and duties of the officers.

I have read and agree to abide by all nine (9) items listed above.

Signature, title and date: _____

Print Company Name: _____