



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) 351-3766

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 June 18, 2023** (All rates are subject to change. Required Supervision Ratio on reverse.)

Deputy:	\$63.50 per hour	Deputy Holiday / Emergency:	\$95.50 per hour
Sergeant:	\$71.50 per hour	Sergeant Holiday / Emergency:	\$107.50 per hour
Lieutenant:	\$78.50 per hour	Lieutenant Holiday / Emergency:	\$120.50 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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REQUIRED SUPERVISION RATIO

1. The following supervisor / subordinate minimum ratio shall be required at a law enforcement related off-duty assignment (each shift):
 - a. One (1) sergeant to five (5) deputies
 - b. One (1) lieutenant to three (3) sergeants and fifteen (15) deputies
 - c. Examples:

Four (4) deputies = No sergeant required

Five (5) to nine (9) deputies = One (1) sergeant required

Ten (10) deputies = Two (2) sergeants required
2. Sergeants may work in the capacity of a deputy, for the established deputy rate.
3. When the enumerated conditions do not exist, a chief may authorize commanders (lieutenants), on a case-by-case basis, to perform law enforcement-related off-duty work.
4. Chiefs may consider the following elements in authorizing a commander to work an off-duty job:
 - a. Nature of event
 - b. Type of event
 - c. Event venue
 - d. Benefit to the department – Management oversight of the event.
 - e. Overall use of department resources, e.g., SAVs, specialty vehicles
 - f. Alcohol availability