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Off-Duty Officers

The Oro Valley Police Department has partnered with Off Duty Management to provide services related to hiring off-duty officers effective **March 1, 2025**.

You may request to hire off-duty police officers through the Off Duty Management web-based service, OfficerTRAK®, at:

<https://odm.officertrak.com/Oro-Valley-PD-AZ> (<https://odm.officertrak.com/Oro-Valley-PD-AZ>), or by calling Off Duty Management 24/7 at (520) 274-1606.

Off Duty Management provides the following to the customer:

- Online access to information through the OfficerTRAK® software including:
 - Job-status
 - Officer attendance
 - 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 dedicated agency phone number
- Dedicated points of contact for scheduling, invoicing, and payroll.

RATES (4 Hour Minimum per Request):

Title	Total Hourly Rate
Police Officer	\$72.15
Sergeant	\$77.70
Lieutenant	\$83.25

Officer Holiday	\$108.23
Sergeant Holiday	\$116.55
Lieutenant Holiday	\$124.88
Emergency/Other	Same as Holiday
Vehicle (Hourly)	\$2.78
Vehicle (mileage)	\$0.70

Note: Rates include Off Duty Management administrative fees.

Supervisor Rate: Supervisor is required when five (5) or more officers are requested. The supervisor will be the 6th officer.

Holiday Rate: The holiday rate will apply to the following days: New Year's Eve, New Year's Day, MLK Day, Presidents' Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day

Emergency Rate: If a request is received less than 3 business days prior to assignment, the emergency pay rate goes into effect.

Vehicle Rate: Hourly fee plus mileage if applicable.

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

Cancellation policy: 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 four (4) 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 (<mailto:admin@offdutymanagement.com>), including the corresponding request number.