



OFF DUTY MANAGEMENT

PEOPLE • PROCESS • TECHNOLOGY



In order to efficiently respond to requests and manage the employment of off-duty police deputies, The Pittsylvania County Sheriff's Office has partnered with Off Duty Management to provide services related to hiring off-duty deputies effective April 6, 2020.

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

Off Duty Management provides the following to the customer:

- Online access to information through the OfficerTRAK® software including:
 - Job-status
 - Officer attendance
 - Field notes and 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 toll-free number
- Dedicated point of contact for scheduling and invoicing
- Officer payroll

Organizations that have recurring needs for off-duty deputies can establish an account and schedule billing cycles with off-duty management.

Prohibited Off-Duty Employment*:

- Deputies are not permitted to work off duty employment outside of Pittsylvania County.
- Those assignments which could cause a negative perception to be placed upon the Department or on the individual officer.
- Providing security for the interests of a private business or location which does not directly benefit the Department or community.
- Any location which has a permanently standing alcohol beverage license (bars, clubs).
- Personal protection/bodyguard.
- Process server, bill collector, or repo agent.
- Private parties & weddings.
- Working directly for a private security company.
- Working in any capacity that involves the private investigation or any type of investigative work, whether on a self-employment basis or for attorneys, insurance companies, or security firms.

***PLEASE NOTE:** the above list is not an all-inclusive and questions regarding permitted activity should be forwarded to Off Duty Management.

RATES:

Title	Total Hourly Rate
Deputy	\$36.00
Supervisor	\$42.00
Deputy Emergency Rate**	\$54.00
Supervisor Emergency Rate**	\$60.00
Deputy Holiday Rate*	\$48.00
Supervisor Holiday Rate*	\$54.00
Vehicle Rate	\$24.00 / Day

***Holiday Rate Applies on the following days: 0001-2359 hrs. on New Year's Eve, New Year's Day, Good Friday, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, and Christmas Day.**

**** Emergency Rate is in effect when the request is received less than 48 hours prior to the start of the shift.**

CANCELLATION POLICY:

Once an assignment has been approved and scheduled; Customers canceling or reducing an assignment shall pay the full ODM administrative fees for the first 24 hours of the original assignment. Customers canceling or reducing an assignment within 48 hours of the start of the assignment shall pay the greater of deputies hours worked or the agency minimum hours plus ODM administrative fees for the first 24 hours of the original assignment. (Admin fees depend on the coverage and can range from \$6.00 to \$10.00 per hour).

YOU CAN REQUEST SERVICE OR OBTAIN A QUOTE BY VISITING THE OFFICERTRAK® WEBSITE :

<https://odm.officertrak.com/Pittsylvania-Co-VA-SO>