



# OFF DUTY MANAGEMENT

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In order to efficiently respond to requests and manage the employment of off-duty police officers, The Grantsville Police Department has partnered with Off Duty Management to provide services related to hiring off-duty officers effective July 20, 2020.

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

Off Duty Management provides the following to the vendor:

- 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 vendor, the agency, and the officer
- 24/7 vendor service
- Dedicated point of contact for scheduling and invoicing
- Officer payroll

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

**Prohibited Off-Duty Employment\*:**

- The officer shall wear the Department uniform/identification.
- The officer shall be subject to the rules and regulations of the Department.
- No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
- Outside security services shall not be subject to the collective bargaining process.

*\*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
Regular	\$70.00

**2 Hours minimum per request.  
24 Hours prior to the start of a shift is required.**

**Cancellation policy:**

Once an assignment has been approved and scheduled; vendors canceling or reducing assignments are required to pay the full ODM administrative fees for the first 24 hours of the original assignment. Vendors canceling or reducing assignments within 48 hours of the start of the assignment are required to pay the greater of officer 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 is \$6.50 per hour)

**YOU CAN REQUEST SERVICE BY VISITING THE OFFICERTRAK® WEBSITE LINK:**

<https://odm.officertrak.com/Grantsville-UT-PD>

**OR CALL OFF DUTY MANAGEMENT 24/7 TOLL-FREE AT 1-877-636-8300**