



OFF DUTY MANAGEMENT

PEOPLE • PROCESS • TECHNOLOGY

In order to efficiently respond to requests and manage the employment of off-duty deputy's, The Bailey County Tx Sheriff's Office has partnered with Off Duty Management to provide services related to hiring off-duty deputy's effective **December 6, 2021**.

You may request to hire off-duty deputies 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
 - Deputy 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 deputy**
- **24/7 vendor service**
- **Dedicated point of contact for scheduling and invoicing**
- **Deputy payroll**

Prohibited Off-Duty Employment*:

- I. **Represents a potential conflict of interest between the department and a private employer including, but not limited to:**
 - a. Collecting debts, repossessing merchandise, or towing vehicles.
 - b. Conducting personal or private investigations through access of departmental information, files, or records.
 - c. Assisting in case preparation or investigation for any criminal defense or civil proceeding.
 - d. Working for any business or labor group on strike; or
 - e. Any occupation regulated or licensed by the law enforcement agency or its civilian board.

- II. **Threatens the dignity of Bailey County Sheriff's Office and the law enforcement profession including establishments which:**
 - a. Sell pornographic books or magazines, sexual devices, or videos, or provide entertainment or services of a sexual nature.
 - b. Sell, manufacture, or transport alcoholic beverages; or
 - c. Provide illegal gambling.

RATES:

| Title | Total Billable Hourly |
|--------------|-----------------------|
| Regular | \$56.50 |
| Traffic | \$73.45 |
| Supervisor* | \$67.80 |
| Holiday** | \$113.00 |
| Emergency*** | \$141.25 |
| Vehicle | \$16.95 |

3 hours minimum per request.

***Supervisor required when equal to or great than (=/>) 5 deputies requested**

****Holiday Rates will apply to the following days: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day.**

*****Emergency rates apply when a request is received less than 72 hours prior to the start of the shift.**

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 deputy's hours worked or the agency minimum hours plus ODM administrative fees for the first 24 hours of the original assignment.

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

<https://odm.officertrak.com/Bailey-Co-TX-SO>

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