



PIMA COUNTY SHERIFF'S DEPARTMENT

OFF DUTY WORK REGULATIONS

Off-Duty Coordinator: 351-4629 Off-Duty Fax: 351-4902 Email: offduty@sheriff.pima.gov
Off-Duty Supervisor: 351-6240

Following are the requirements for hiring Pima County Sheriff's Deputies for off-duty work:

- Certificate of Insurance policy listing Pima County, 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)
- The Pima County Sheriff's Department Off-Duty Indemnification Agreement (PCSD 209) must be completed and signed by the requesting vendor/employer. This form must be received by the Pima County Sheriff's Department prior to the start of an off-duty job.
- 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.
- Three (3) hour minimum charge, per deputy, for all jobs.
- **Pay rates:** (Rates are subject to change.)

Deputy:	\$35.00 per hour
Sergeant:	\$40.00 per hour
Lieutenant:	\$47.00 per hour
- **Vehicles / Motorcycles / Bicycles:**
The use of Department vehicles requires approval by the Sheriff.
- **Vehicle rates:** (Rates are subject to change.)
90 cents per mile **and** \$2.00 per hour
- All jobs are subject to approval by the Department. Final decision regarding the number of deputies required for an off-duty job will be made by the Pima County Sheriff's Department.
- Allow Sheriff's Department authorized personnel access to payroll / payment records regarding off-duty employment.
- Checks shall be made payable to each individual deputy; except for Department vehicles, which shall be payable to the Pima County Sheriff's Department.
- Payment / checks are to be distributed as directed on the invoice.
- 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.
- There is never a guarantee that an off-duty assignment will be filled. The operational necessity of the Pima County Sheriff's Department takes priority.

I have read and understand the above listed regulations.

Signature: _____

Date: _____

Name of Organization: _____

Phone #: _____



PIMA COUNTY SHERIFF'S DEPARTMENT

OFF-DUTY INDEMNIFICATION AGREEMENT

The following agreement is made in consideration for all Deputy Sheriff(s) agreeing to perform security and/or traffic control related tasks for the below named contractor during their off-duty hours.

The below named contractor hereby agrees to indemnify, defend and hold harmless Pima County, its agencies, departments, officers and employees from and against any and all claims by or on behalf of any third person or entity arising from, in connection with, caused by or resulting from any alleged act or omission of a Deputy Sheriff occurring at the direction of and within the scope of his or her employment, or authorization by said contractor, except for claims arising from the use of police power.

This agreement covers all Pima County Sheriff's Deputies who are employed by:

Contractor Name: Catalina Foothill Unified School District

Type / Print Signer's Name: Sandra N. Thompson Date: 7/13/16 no. 16

Signature: Sandra N. Thompson, who is

- A sole proprietor
- A partner, duly authorized to sign
- A corporate officer, duly authorized to sign
- Duly authorized by the limited liability company
- Duly authorized by the governmental entity

Witnessed by: Angie Pauline

For the Pima County Sheriff's Department:
By: _____
Date: _____

**CATALINA FOOTHILLS
SCHOOL DISTRICT**

Sandy Thompson, MAC <sthompson@cfsd16.org>

RE: Hiring Off Duty Deputies

1 message

Teresa L. Wilson <Teresa.Wilson@sheriff.pima.gov>

Tue, Oct 27, 2015 at 5:21 PM

To: "Sandy Thompson, MAC" <sthompson@cfsd16.org>

Cc: Laura Baragar <dbaragar@cox.net>, CV Robert Henikman <rhenikman@cfsd16.org>

Ms. Thompson,

It isn't a contract; it's acknowledgement of PCSD's requirements to hire off-duty deputies. However, I am not going to split hairs on this. I need confirmation from Ms. Baragar that the FFO acknowledges the following requirements (email response is sufficient):

- Three (3) hour minimum charge, per deputy, for all jobs.

- **Pay rates:** (Rates are subject to change.)

Deputy: \$35.00 per hour

Sergeant: \$40.00 per hour

- All jobs are subject to approval by the Department.

Final decision regarding the number of deputies required for an off-duty job will be made by the Pima County Sheriff's Department.

- Allow Sheriff's Department authorized personnel access to payment records regarding off-duty employment.

- Checks shall be made payable to each individual deputy.

- Payment / checks are to be distributed as directed on the invoice.

- 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.

■ There is never a guarantee that an off-duty assignment will be filled. The operational necessity of the Pima County Sheriff's Department takes priority.

○ Background: We have had issues with FFO / PTOs regarding the 3-hour minimum, hourly rate, and staffing because the school and/or district did not advise the organization of PCSD's requirements for off-duty. We have resolved this issue by having a representative of the FFO / PTO sign the regulations.

I hope this resolves any issues or confusion. Once I receive acknowledgement from Ms. Baragar regarding the above requirements, the request for off-duty deputies will be processed. Thank you.

Teresa

From: Sandy Thompson, MAC [mailto:sthompson@cfsd16.org]
Sent: Tuesday, October 27, 2015 3:47 PM
To: Teresa L. Wilson <Teresa.Wilson@sheriff.pima.gov>
Cc: Laura Baragar <dbaragar@cox.net>; CV Robert Henikman <rhenikman@cfsd16.org>
Subject: Re: Hiring Off Duty Deputies

○ Teresa, our insurance company does not allow any parents to sign contractual agreements so I would have to sign this for the Canyon View FFO. There are only four people in the district who can sign documents of this type and they are all district administrators.

I have completed the form and signed it as the representative for the Canyon View FFO.

Sandy

Sandra N. Thompson

Controller
Catalina Foothills School District No. 16
2101 E. River Road
Tucson, AZ 85718
Phone: 520-209-7528
Fax: 520-209-7570

Cell:585-746-4287

Home:520-818-1614

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**CATALINA FOOTHILLS
SCHOOL DISTRICT**

Sandy Thompson, MAC <sthompson@cfsd16.org>

RE: 8th Grade Promotion - off duty sheriffs contract

1 message

Kyndal Quesnel <Kyndal.Quesnel@sheriff.pima.gov>

Mon, Feb 8, 2016 at 11:02 AM

To: Mary Mokhtarian <marymokh@gmail.com>, "sthompson@cfsd16.org" <sthompson@cfsd16.org>

Cc: "Teresa L. Wilson" <Teresa.Wilson@sheriff.pima.gov>

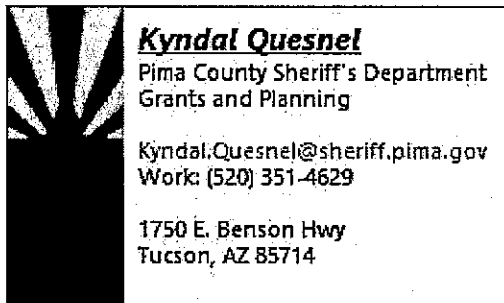
Good morning.

We require FFOs, PTOs, etc. to sign the Regulations form, acknowledging they are aware of the Department's requirements for hiring off-duty deputies. We already have a signed Regulations form from the District.

Do not hesitate to contact me should you have any questions.

Thank you.

Kyndal Quesnel



From: Mary Mokhtarian [mailto:marymokh@gmail.com]

Sent: Monday, February 8, 2016 10:41 AM

To: sthompson@cfsd16.org

Cc: Kyndal Quesnel <Kyndal.Quesnel@sheriff.pima.gov>

Subject: 8th Grade Promotion - off duty sheriffs contract

Hi Sandy,