



OFF DUTY MANAGEMENT

PEOPLE • PROCESS • TECHNOLOGY



In order to efficiently respond to requests and manage the employment of off-duty police officers, The Muleshoe, TX Police Department has partnered with Off Duty Management to provide services related to hiring off-duty officers effective May 24th, 2021.

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

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, invoicing and payroll.

Prohibited Off-Duty Employment*:

- Retailers which sell pornographic materials or provide services of a sexual nature.
- Retailers who sell, manufacture, or transport alcoholic beverages as the principal business.
- Gambling establishments not exempted by law.
- Any firm connected with the towing or storage of vehicles, bill collecting, bodyguards, repossessors, private investigators, or process servers.
- Performance in department uniform of any tasks other than those of law enforcement.
- Performance of any work for a business or labor group that is on strike.
- Performance of any work regulated or licensed through the department.
- Performance of personnel investigations for private firms, or any employment requiring the officer to have access to police files, records, or information as a condition of employment.
- Performance of any activity which supports case preparation for the defense in any criminal or civil action.

****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 Billable Hourly
Regular Rate	\$36.40
Level 1	\$43.40
Level 2	\$49.45
Traffic Rate	\$41.40
Supervisor	\$46.40
Holiday*	\$51.75
Emergency**	\$57.50

- A supervisor is required for 3 or more officers.
- 2 Hours minimum per request.
- 72 Hours prior to shift start is required for requests.

***Holiday Rates apply 12:00 am -11:59 pm on New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and 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 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 and can range from \$6.40 - \$7.50 per hour.)*

YOU CAN REQUEST SERVICE THE FOLLOWING WAYS:

VISIT OFFICERTRAK® WEBSITE LINK: <https://odm.officertrak.com/Muleshoe-TX-PD>

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