

# Paradise Valley Police Department

## Off-Duty Officer Request Form

6433 E Lincoln Dr  
Paradise Valley, AZ 85253  
Phone: 480-948-7410  
Fax: 480-998-0877



Date of Event:\* \_\_\_\_\_

Event Start Time:\* \_\_\_\_\_ Event End Time:\* \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Officers Requested: \_\_\_\_\_

Attire:  Uniformed  Plain Clothes

Number in Attendance: \_\_\_\_\_

Alcohol Served?\*  Yes  No

Location of Event:\*

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Contact Name:\* \_\_\_\_\_

Contact Phone Number:\* \_\_\_\_\_

Contact Email Address:\* \_\_\_\_\_

Sgt. Michael Horn  
Off Duty Coordinator  
Paradise Valley Police Department  
(480)348-3567  
mhorn@paradisevalleyaz.gov



## TOWN OF PARADISE VALLEY POLICE DEPARTMENT

### OFF-DUTY RATE STRUCTURE AND REQUIREMENTS FOR PARADISE VALLEY OFF-DUTY POLICE OFFICERS Effective July 1, 2022

#### **Base rate:**

- \$66.00 per hour, per officer with a four-hour minimum\*
- \$77.00 per hour for a supervisor, with a four-hour minimum.\* A supervisor is required for “permitted events” or when there are five or more officers working a detail.
  - \* rates include 10% administrative fee

#### **Additional Charges:**

- \$5.00 per hour shift differential (for hours worked between 11:00pm to 7:00am)
- \$5.00 per hour short notice (less than 48 hours prior to the start of the detail)
- \$10.00 per hour on holidays worked (New Year’s Eve, New Year’s Day, Martin Luther King Jr. Day, President’s Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran’s Day, Rosh Hashanah, Yom Kippur, Thanksgiving Day, Christmas Eve and Christmas Day)
- \$15.00 additional per hour for work longer than 10 consecutive hours
- \$100 late fee for each payment not received within 30 days of invoice
- \$5.50 per hour for marked vehicle usage\*
  - \* vehicle usage charge includes 10% administrative fee

#### **Minimum Staffing:** PVPD may require 2 or more police officers based on:

- Alcohol service
- Number of people expected at the event
- Public safety and traffic concerns

#### **Cancellation fees:**

- \$100.00 fee if the detail is cancelled 24 hours or less prior to the scheduled start time.
- No charge for cancellations caused by inclement weather, major equipment breakdown, etc., if notification of cancellation is made 90 minutes or more prior to the officer’s report time to a detail, or 24 hours or more prior to start time.

#### **Additional Requirements:**

- Off duty officers are empowered to enforce state laws and Town codes. Off duty officers are not empowered to enforce homeowner association (HOA) regulations or conditions, covenants, or restrictions (CC&R’s).
- The employing party agrees to comply with all HOA regulations and CC&R’s as evident by their acceptance of contracting for off duty officers.
- If a conflict arises with an HOA regulation or CC&R the off-duty assignment will be terminated. The employer will be responsible for the wages up to the time of termination.