



TOWN OF PARADISE VALLEY POLICE DEPARTMENT

Off Duty Police Officer Request

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)348-3564
mhorn@paradisevalleyaz.gov

OFF-DUTY RATE STRUCTURE AND REQUIREMENT FOR PARADISE VALLEY OFF-DUTY POLICE OFFICERS

Effective January 1st, 2016

Base Rate:

- \$45.00 per hour, per officer with four-hour minimum
- \$60.00 per hour for supervisor, with four-hour minimum. A supervisor is required for “permitted events” or when there are five or more officers working a detail.

Additional Charges:

- \$5.00 per hour shift differential (for hours worked between 11:00 PM to 7:00 AM)
- \$5.00 per hour short notice (less than 72 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, 4th 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
- \$15% late fee for checks not received with 3 weeks of invoice

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

- **Alcohol to be served**
- Number of people expected at the event
- Public safety and traffic concerns

Cancellation Fees:

- \$100.00 fee if the detail is cancelled 48 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 48 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’s 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 of CC&R the off-duty assignment will be terminated. The employer will be responsible for the wages up to the time of termination.**