

TOOELE COUNTY CORPORATION
CONTRACT # 23-08-33
OFF DUTY MANAGEMENT
EXHIBIT A - STATEMENT OF WORK
 Tooele County Sheriff's Office
 Revision Date: July 20, 2023

Scope of Service

June 3, 2020 July 20, 2023

Off Duty Management (ODM) will manage all external customer requests for off duty officer outside employment services as of Go Live date. ODM will manage the following for the agency:

- Scheduling
- Provide weekly reporting on actual officer hours worked.
- Invoicing/Collections

Policies/Procedures

- ODM will comply with all applicable agency orders, rules, and policies.
- ODM will coordinate with agency should there be any questions with a customer or assignment.
- Agency will modify existing off duty policies to incorporate ODM management and administration.

Rates and Fees

- ODM will provide Tooele County SO weekly reporting on actual hours worked by the officers and total weekly hours worked for the agency.
- ODM will pay the Tooele County weekly for total off-duty hours worked by officers from Tooele County SO at the established rate of ~~\$63.50~~ \$70.00. One cumulative sum will then be distributed to the city to process all officer pay and city administration fees accordingly.
- Tooele County SO will pay their officers internally every two weeks. The city will maintain the responsibility to calculate and pay officers according to internal payroll standards for off-duty work at a rate of time and half their current officer salary.

Off-Duty Rates Rate change effective July 20, 2023

Type	Hourly Rate	Notes
Regular	\$70.00	Country Fan Fest 2023 grandfathered rate \$63.50
Traffic	\$70.00	Country Fan Fest 2023 grandfathered rate \$63.50
Supervisor	\$70.00	Country Fan Fest 2023 grandfathered rate \$63.50
Holiday*	\$70.00	Country Fan Fest 2023 grandfathered rate \$63.50
Emergency**	\$70.00	Country Fan Fest 2023 grandfathered rate \$63.50

Vehicle Fees

- No vehicle fees will be charged.

Vendor Fees

- Off-duty officer's rate plus \$6.50 admin fee to Off Duty Management.
- Vendor's billable rate is ~~\$70/hour~~ \$76.50 for any off-duty jobs.

Scheduling

Assignment Selection

- Assignments will be pushed out to officers via OfficerTRAK to their mobile devices once received and approved.
- Officers will select and work shifts first come, first serve standard.

Min and max per shift work

- 2 hours minimum per request.
- Officers are limited to work a combined (agency/off-duty) total of 16 hours daily (Monitored by agency).

Minimum Job Notification

- 24 hours prior to shift start required for requests.

Agency Assignment

- Requests submitted through agency website will default to that agency in OfficerTRAK, regardless of location.
- The following agencies will serve as backups for the agency:
 - Grantsville Police Department
 - Tooele Police Department

Insurance Coverages

- ODM will provide liability insurance. COI will be provided to city.
- Tooele County will be responsible for all workers compensation coverages and claims resulting from any off-duty officer assignments requested and managed by ODM.

OfficerTRAK Software

- Officers working off-duty jobs will be required to use the OfficerTRAK mobile app.
- Agency will be provided access to OfficerTRAK to view ODM assignments requested through their agency.
- ODM will provide Agency access to OfficerTRAK software to create and manage internal assignments only (limited to agency and county assignments). Internal assignments and ODM will be viewed by officers in the same app. ODM will maintain officer information for both databases.
- Agency will create a web page with link to OfficerTRAK for customers to request service online.

OfficerTRAK Training

ODM will provide the following online training:

- Administrators – Training guides and WebEx training
- Officers – Training guides and practice jobs

Name of Authorized Representative: James A Welch

Signature: *James A Welch*
James A Welch (Sep 7, 2023 03:22 MDT)

Date: Sep 7, 2023






Tooele County SOW Update- 2023.07.20

Final Audit Report

2023-09-07

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