



# OFF DUTY MANAGEMENT

*Built By Officers For Officers*

In order to efficiently respond to requests and manage the employment of off-duty police officers, The Peosta Police Department has partnered with Off Duty Management to provide services related to hiring off-duty officers effective **May 26<sup>th</sup>, 2025**.

You may request to hire off-duty police officers through the Off Duty Management web-based service, OfficerTRAK<sup>®</sup>, or calling the number below.

Off Duty Management provides the following to the customer:

- Online access to information through the OfficerTRAK<sup>®</sup> software including:
  - Job-status
  - Officer attendance
  - 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 dedicated agency phone number**
- **Dedicated points of contact for scheduling, invoicing, and payroll.**

**RATES:**

Job Description	Hourly Rate
Regular	\$74.75
Traffic	\$74.75
Holiday	\$99.65
Emergency	\$99.65
Vehicle (Hourly)	\$19.55

**2 Hours Minimum per Request**

**HOLIDAY RATE:** The holiday rate will apply to the following days:

<b>Agency Recognized Holidays</b>	
<b>New Year's Day</b>	<b>January 1</b>
<b>Martin Luther King Jr. Day</b>	<b>Third Monday in January</b>
<b>St. Patrick's Day</b>	<b>March 17</b>
<b>Easter</b>	<b>Varies</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>First Monday in September</b>
<b>Veterans Day</b>	<b>November 11</b>
<b>Thanksgiving Day</b>	<b>Fourth Thursday of November</b>
<b>Day After Thanksgiving</b> <i>(Also known as Black Friday)</i>	<b>Friday Following Thanksgiving</b>
<b>Christmas Eve</b>	<b>December 24</b>
<b>Christmas Day</b>	<b>December 25</b>
<b>New Year's Eve</b>	<b>December 31</b>

**EMERGENCY RATE:** If a request is received less than 48 hours prior to the shift, the emergency pay rate will be in effect.

**Vehicle Rate: \$19.55** (Hourly) Vehicle requirements are at agency discretion, but are not required for all jobs. Vehicles can be added at the vendor's discretion, if the agency is able to accommodate a vehicle request.

**Cancellation policy:** Customer cancelling or reducing an assignment within 25 hours of the start of the assignment shall pay the greater of officer hours worked or the agency minimum hours plus ODM administrative fees for the first 25 hours of the original assignment.

**YOU CAN REQUEST SERVICE BY VISITING THE OFFICERTRAK® WEBSITE LINK:**

<https://odm.officertrak.com/Peosta-PD-IA>

**OR CALL OFF DUTY MANAGEMENT 24/7 AT (563)363-2033**