



**OFF DUTY
MANAGEMENT**
PEOPLE • PROCESS • TECHNOLOGY

In order to efficiently respond to requests and manage the employment of off-duty police officers, The City of Bastrop, TX Police Department has partnered with Off Duty Management to provide services related to hiring off-duty officers effective June 27th, 2022.

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.**

RATES: 2 Hours minimum per request

Title	Total Hourly Rate
Regular	\$61.60
Traffic	\$61.60
Supervisor*	\$67.20
Holiday**	\$72.80
Emergency***	\$72.80
Vehicle Fee	\$16.80

SUPERVISOR*: Case by case with 2 or more requested

HOLIDAY RATE: The holiday rate will apply to the following days: New Year's Eve, New Year's Day, MLK Day, Presidents' Day, Memorial Day, Independence Day, Veterans Day, Thanksgiving Eve, Thanksgiving Day, Black Friday Weekend (Friday, Saturday, and Sunday), Christmas Eve, Christmas Day.**

EMERGENCY RATE*: The Emergency request rate will apply to requests received within 4 days (96 hours) of the scheduled start time.**



**OFF DUTY
MANAGEMENT**
PEOPLE • PROCESS • TECHNOLOGY

Cancellation policy:

1. Once an assignment has been approved and scheduled; customer cancelling or reducing an assignment shall pay the full ODM administrative fees for the first 24 hours of the original assignment.
2. Customer cancelling or reducing an assignment within 48 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 24 hours of the original assignment.

YOU CAN REQUEST SERVICE THE FOLLOWING WAYS:

VISIT OFFICERTRAK® WEBSITE LINK:

<https://odm.officertrak.com/Bastrop-TX-PD>

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