

Hello,

The Fayetteville NC Police Department has partnered with Off Duty Management to manage our off-duty employment program beginning **July 17<sup>th</sup>, 2023**.

Off Duty Management has years of experience throughout the country managing law enforcement off-duty programs and they will handle all aspects of your off-duty requests including scheduling, payroll, invoicing, and collections.

By using Off Duty Management, you receive the following benefits:

- Online access to information through the OfficerTRAK® software including:
  - Create Requests
  - Request status
  - Officer clocking times
  - Field notes and media files
  - Post orders and instructions
  - Past and future shift information
- **Full liability coverage for your company, the agency, and the officer**
- **24/7 vendor service**
- **Dedicated point of contact for scheduling and invoicing**

For Invoicing purposes please save **@sent-via.netsuite.com** or have it cleared with your IT department as this is where your payment emails will come from.

As part of our off-duty program revisions, we have revised our off-duty fees. The following fee schedule will go into effect on **July 17<sup>th</sup>,2023**.

**RATES:**

<b>Title</b>	<b>Total Hourly Rate</b>
Regular Recurring/Special Event	\$51.00
Regular Non-Recurring (one time event)	\$67.20
Supervisor Recurring/Special Event*	\$56.00
Supervisor Non-Recurring (one time event)	\$72.80
Holiday**	\$67.20
Emergency***	\$67.20

**3 Hours Minimum per Request**

**SPECIAL EVENTS:** These are events which have been approved through the City of Fayetteville Special Events Committee. The rate of pay is \$51 an hour per officer with a minimum of three hours. If the event requires more than 4 officers, a supervisor is required to work the event at a rate of pay of \$56 an hour. If the event request is received less than 48 hours prior to the event, or the event falls on a holiday, the rate of pay is \$67.20 an hour.

**SUPERVISOR RATE\*:** 1. The department will require any secondary employer hiring more than four officers to hire at least one supervisor to work the detail. Category 1 establishments requiring four or more officers must hire at least one supervisor to work the detail.

2. The supervisor may be included as one of the officers if more than four officers are required. The supervisor may be included as one of the four or more officers in a Category 1 establishment.

**HOLIDAY RATE\*\*:** The holiday rate will apply to the following days: New Year's Day, MLK Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

**EMERGENCY RATE\*\*\*:** If request is received less than 48 hours prior to assignment the emergency pay rate goes into effect.

**Terms and Conditions:** All terms and conditions will be reflected in OfficerTRAK® when submitting a request for service. These terms and conditions are consistent with Off Duty Management's contract with the Fayetteville Police Department.

**Payment and Invoicing:** Off Duty Management will be directly paying our officers for their off-duty work and ODM will be reimbursed by your company. See the terms listed below.

**Invoicing and Payment Terms:** ODM Reserves the right to require vendors to prepay for the services requested, including any applicable administration fees and sales tax. If the vendor is approved for invoicing, invoiced payments will be net 30 days from the day the invoice is emailed to the vendor after services rendered. The vendor shall pay ODM's invoice(s) within thirty (30) days after the date that the vendor receives such invoice(s). A late payment charge of 1.5% per month may be imposed by ODM on all past due, undisputed balances. Where state law mandates a lower late payment charge, the late payment charge shall be lowered to the highest rate that is legally permitted. If payment of such unpaid, past due, and undisputed amounts is not promptly received in accordance with the terms hereof, then ODM will have the option to terminate services at one or more of the vendor's facilities following ODM's provision of at least two (2) days' notice to the vendor. The vendor shall notify ODM of any dispute regarding the amount of an invoice within ten (10) days from the date of the vendor's receipt of ODM's invoice or such claim is deemed waived.

**Invoiced Approved Vendors:** Please email to [admin@offdutymanagement.com](mailto:admin@offdutymanagement.com) any of your company's required invoice registration forms, required account payable processes, or portals prior to the start of the first requested job. Delay in this information provided to ODM will not extend vendor requirements regarding the 30-day net payment terms from the date of the invoice.

**Credit Card Payments:** For vendors paying by credit or with debit card, there will be an additional 3.0% fee for this payment method.

**Cancellation:** 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.

**Off-Duty Employment Requests:** Starting on July 17, 2023, you can request services by using the website portal:

<https://odm.officertrak.com/Fayetteville-NC-PD>

Any questions please contact Off Duty Management: 910-941-0771.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kemberle Braden', with a long horizontal flourish extending to the right.

***Kemberle Braden***

Chief of Police  
Fayetteville Police Department