



Dear [Business Name],

Our agency has contracted with Off Duty Management (ODM) to assist with our external off-duty program effective 09-15-2025. In short, ODM will provide our agency with complete off-duty administration, including scheduling, invoicing, collections, and payroll. Off Duty Management uses its web-based software and mobile app, OfficerTRAK®, to manage and distribute off-duty jobs to officers.

Off Duty Management has years of experience managing off-duty programs for law enforcement agencies and their valued vendors. This new partnership will also benefit your organization by streamlining service requests, changes, and payments and providing insurance coverage for you and our officers. Here's what you can expect when working with Off Duty Management.

- An OfficerTRAK® online account for your organization that allows you to:
 - Create service requests
 - View fill status of requested shifts
 - View officer clocking times
 - Post orders and instructions
 - View past and future shift information
 - Make payments online
- Full liability coverage for your company and the officers working at your request
- 24/7/365 service and support at (540) 283-9739
- A dedicated Service & Support associate familiar with our agency to answer your questions

We hope our new partnership with Off Duty Management will add value to our partnership with your organization by saving you valuable time and resources. You can request services for the date of **September 15th** , or after, by registering online through our service request portal:

<https://odm.officertrak.com/Page-County-SO-VA>

Once there, click "Sign Up" on the top right of the landing page and complete all the required information. Registration is quick and easy. You will login from this page each time you need to request services. If you encounter any issues with registration or login, please contact Off Duty Management anytime for assistance at: (540) 283-9739

As part of our off-duty program revisions, we have also revised our hourly off-duty rates. The following rates will be effective on **September 15th 2025**.



Title	Total Hourly Rate
Regular	\$66.66
Vehicle (Hourly)	\$5.56

Note: All requests require a **3-hour** minimum shift.

Terms and Conditions: All terms and conditions are consistent with Off Duty Management's contract with the Page County Sheriff's Office. These terms and conditions will be reflected in OfficerTRAK® when submitting a request for service.

Payment and Invoicing: Off Duty Management pays our officers directly the week following their completed assignments; therefore, your payment will be submitted to Off Duty Management.

Invoicing and Payment Terms: Off Duty Management (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.

Invoice-Approved Vendors: Please email your company's required invoice registration forms, required account payable processes, or portals to admin@offdutymanagement.com prior to the start of the first requested job. Delays in this information being provided to Off Duty Management 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: Vendor cancelling or reducing an assignment within 24 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.

While we know changes in process may be disruptive at times, our agency strongly believes our partnership with Off Duty management will improve our service to your organization and our



community. We appreciate your cooperation in making this change and look forward to working with you again soon.

Please feel free to contact Off Duty Management at 540-283-9739 at any time with any questions. I know they will be happy to assist you.

Best Regards,

Chad W. Cabbage
Sheriff
Page County Sheriff's Office