



3-22 RESERVED FOR FUTURE USE

~~3-22~~ ~~CONTRACTS/MOUs FOR LAW ENFORCEMENT SERVICES~~

~~3-22-1~~ ~~Policy~~

~~It is Department policy that a contract or a Memorandum of Understanding is generated whenever a law enforcement service is rendered to an outside entity(s). This section does not include Memorandums of Understanding (MOUs) entered into by the City and/or APOA concerning collective bargaining issues.~~

~~3-22-2~~ ~~Rules~~

5 ~~A. Approval~~

~~Personnel must have prior written approval from the Chief of Police when it becomes necessary to enter into an agreement to provide a law enforcement service.~~

7 ~~B. Contract/MOU Requirements~~

~~When drafting a contract or M.O.U., the following requirements must be addressed to include but not limited to:~~

- ~~1. A list of specific services to be provided.~~
- ~~2. Specific language addressing financial agreements.~~
- ~~3. Specific records maintained by provider agency concerning the services.~~
- ~~4. Specific language that addresses the duration, modification and termination of the agreement.~~
- ~~5. Specific language addressing any legal contingencies.~~
- ~~6. The stipulation that the provider maintains control over its personnel.~~
- ~~7. Arrangements for the use of equipment and facilities; and~~
- ~~8. A procedure for review and revision of the agreement, if needed.~~



~~9. Employment rights of personnel assigned under a contract for law enforcement services are not abridged by the provider agency.~~

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~~C. Review by the Legal Advisor~~

~~After the contract/M.O.U. is drafted, it will be sent to the Department Legal Advisor for review to ensure the following:~~

- ~~1. Proper formatting.~~
- ~~2. The requirements noted in the above section have been met.~~
- ~~3. Any other legal issues are addressed.~~
- ~~4. Legal Advisor will then present the agreement to the Chief of Police for final approval and signature.~~

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~~D. File Maintenance of Contracts/MOUs~~

~~Once the concerned parties sign the agreement, copies will be distributed to the affected unit/section/division, the Inspections Unit and the Legal Advisor. The original agreement will be filed with the Chief's Administrative Assistant.~~