
Law Enforcement Services Agreement Procedure

202.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide clear directives for the preparation of written agreements governing law enforcement services provided by the Union City Police Department to outside agencies or entities. Written agreements shall be required anytime the Union City Police Department undertakes a contractual obligation to provide City resources for law enforcement purposes to any other agency or entity.

202.2 EMPLOYMENT RIGHTS OF ASSIGNED PERSONNEL

Any contract for law enforcement services shall be drafted and implemented to protect the employment rights of assigned personnel. Participation in contract law enforcement assignments shall not penalize participating employees or jeopardize promotional opportunities, training opportunities, or fringe benefits.

202.2.1 PRINCIPLES OF CONTRACT CONSTRUCTION FOR LAW ENFORCEMENT SERVICES CONTRACTS

All contracts for law enforcement services shall be written agreements including, at a minimum, the following terms, conditions, and information:

- (a) A statement of the specific services to be provided;
- (b) Specific language dealing with financial agreements between the parties;
- (c) Clear statement of the records to be maintained by each party concerning the performance of services by the provider agency;
- (d) Language dealing with the duration, modification, and termination of the contract;
- (e) Specific language dealing with risk management and legal contingencies, including insurance and indemnification of parties
- (f) Stipulation that the provider agency maintains control over its personnel;
- (g) Specific arrangement for the use of equipment and facilities; and
- (h) A procedure for review and revision, if needed, of the agreement.

202.3 RECOMMENDATION AND APPROVAL PROCESS

All contracts for law enforcement services shall be reviewed and authorized by the Chief of Police and the City Attorney for a recommendation to the City Manager. Once approved by the City Manager for City Council consideration, the item will be placed on the next available City Council agenda. No contract for law enforcement services shall be valid until approved by resolution of the City Council of the City of Union City.

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202.4 MULTI-JURISDICTIONAL INVESTIGATIVE TASK FORCES

The Union City Police Department allows for participation in formal, long term, multi-jurisdictional investigative Task Forces as staffing levels permit. Task Force activities require a Memorandum of Understanding, which will include:

- (a) The Purpose
- (b) Defining Authority, Responsibilities, and Written Agreements; and
- (c) Evaluating results and the need for Continued Operation(s)

The criteria for the use of Task Forces shall be specified in the memorandum of understanding, along with the kind of offenses for which they should be used and the procedures for control and evaluation should be outlined.

202.5 REVISIONS

Adopted: July 13, 2018