



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 1.08

TITLE: Contractual Agreements for Law Enforcement Services

SERIES NUMBER: 1

SERIES TITLE / SUBJECT: Law Enforcement Role, Responsibilities and Relationship

TOPICS/ REFERENCE: Contracts, Employee Rights, Written Agreements,

APPENDICIES: None

ORIGINAL EFFECTIVE / ISSUE DATE: October 24, 2005

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 3.1.1 3.1.2

Policy:

It is the policy of the Rockford Police Department to coordinate law enforcement services with outside agencies and other entities when the delivery of such services is in the best interest of the City of Rockford.

Purpose:

The purpose of this General Order is to set forth policies and procedures regarding contractual agreements for law enforcement services between the Department and other entities.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is made up of the following numbered sections:

- I. WRITTEN AGREEMENTS
- II. EMPLOYEE RIGHTS
- III. EFFECTIVE DATE
- IV. REVIEWS, REVISIONS AND CANCELLATIONS

I. Written agreements:

- A. When a contract for law enforcement services is enacted between the Rockford Police Department and another entity, the following items must be included in the agreement:

1. A statement of the specific services to be provided;
2. Specific language dealing with financial agreements between the parties;

- 3. Specification of the records to be maintained concerning the performance of services by the provider agency;
 - 4. Language dealing with the duration, modification, and termination of the contract;
 - 5. Specific language dealing with legal contingencies;
 - 6. Stipulation that the provider agency maintains control over its personnel;
 - 7. Specific arrangements for the use of equipment and facilities; and
 - 8. A procedure for review and revision, if needed, of the agreement.
- B. Additional clauses may be added to clarify other identified needs.

II. Employee Rights:

- A. Rockford Police Department personnel who participate in a contracted law enforcement service arrangement will not have their employment rights altered or abridged due to their participation in fulfilling the contract.

III. Effective Date:

- A. This Order became effective on October 24, 2005.

IV. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Commander of the Administrative Services Bureau and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – *Written Directives*.
- B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

_____ /_____/_____
Chet Epperson
Chief of Police