

 <b>ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.08 -</b>		DISTRIBUTION <b>SWORN PERSONNEL</b>	<b>PAGE 1 OF 2</b>
ORDER TITLE <b>CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES</b>	SERIES NO. <b>1</b>	SERIES TITLE / SUBJECT <b>LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP</b>	
TOPICS / REFERENCE <b>Contracts, Employee Rights, Written Agreements,</b>		APPENDICES <b>NONE</b>	
EFFECTIVE / ORIGINAL ISSUE DATE <b>October 24, 2005</b>	REVISION / REISSUE DATE <b>October 12, 2010</b>	EXPIRATION DATE <b>This order remains in effect until revised or rescinded</b>	
<b>CALEA (5<sup>th</sup> Edition Standards)</b> 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 each **October** by the **Deputy Chief 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.** This order is a revision of and supercedes General Order *1.08 – Contractual Agreements for Law Enforcement Services* issued October 24, 2005.

**C.** Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

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Chet Epperson  
Chief of Police