



Greenbelt Police Department - General Orders

	Title: Contractual Agreements for Law Enforcement Services		Order #: 303	
	Effective Date: May 21, 2015	Review Date: January 28, 2005		
	New	<input checked="" type="checkbox"/> Amends	<input type="checkbox"/> Rescinds	
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard: 3.1.1 3.1.2			Pages: 1	

- 01 LAW ENFORCEMENT SERVICES PROVIDED:** All contracts for law enforcement services shall be in a written agreement. This agreement shall include, but is not limited to:
- A.** The contract shall clearly identify the specific services to be provided. This will include the nature and extent of the services. (CALEA 3.1.1.a)
 - B.** Financial agreements will be included in the contract. This will include the time and manner of payment for service. (CALEA 3.1.1.b)
 - C.** Records concerning the nature and extent of the services will be kept by the provider. The contract should define what type of records, such as number of calls for service, nature of the calls, etc. is to be kept. All contracts will be kept on file in the Office of the Chief of Police. (CALEA 3.1.1.c)
 - D.** All contracts shall specify the parameters to include its duration, how it can be modified and the procedure for renewal and termination. (CALEA 3.1.1.d)
 - E.** All contracts shall include contingencies of legal implications. These shall include which party will defend the provider agency in the event of a lawsuit, identification of person(s) who represent parties to the contract, and who provides payment of compensation should the provider agency be found liable in a lawsuit. (CALEA 3.1.1.e)
 - F.** The provider of the contract shall be responsible for all its personnel involved in fulfilling the contract. (CALEA 3.1.1.f)
 - G.** The provider will be responsible for the equipment and facilities, unless otherwise specifically noted in the contract. (CALEA 3.1.1.g)
 - H.** A procedure for review and revision of the agreement, if needed. (CALEA 3.1.1.h)
- 02 CONTRACT SERVICES-EMPLOYEE RIGHTS:** Employees of the Greenbelt Police Department assigned to fulfill a contract service shall not be penalized from exercising the same rights and benefits as other members of the Department. (CALEA 3.1.2)