

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 04/08/02	STANDARD OPERATING PROCEDURE	Revised Date: 02/20/20
Chief of Police: 	Contractual Agreements, 3.1	
Cross Reference:		Policy Sections: 3.1.1 Written Agreement 3.1.2 Employee Rights

PURPOSE

The purpose of this policy is to establish guidelines for entering into contractual agreements for paid services provided by the department. This policy does not pertain to off-duty detail assignments; refer to Standard Operating Procedure 22.4 Police Details for information on detail assignments.

POLICY STATEMENT

It is the policy of the Elgin Police Department to enter into contractual agreements for law enforcement services with specific organizations. The provision of law enforcement services for which a fee is paid should be based on a precise contractual agreement.

PROCEDURES

3.1.1 WRITTEN AGREEMENT

All written contractual agreements will be drafted and agreed upon by the Elgin Police Department/City of Elgin and the organization receiving the service. This written agreement shall govern services provided and will include:

- A. A statement of specific services to be provided.
- B. Specific language dealing with the financial agreement between the parties.
- C. Specification of the records to be maintained concerning the performance of services by the Elgin Police Department.
- D. Language dealing with the duration, modification, and termination of the contract.
- E. Specific language dealing with legal contingencies.
- F. Stipulation that the Elgin Police Department maintains control over its personnel.
- G. Specific arrangements for the use of equipment and facilities.
- H. A procedure for review and revision of the agreement, if needed.

3.1.2 EMPLOYEE RIGHTS

- A. Employment rights of personnel assigned under a contract for services are not abridged by the Elgin Police Department.
- B. The employee shall not be penalized in any way for working under a contractual agreement for services. This includes, but is not limited to, the following rights for:
 - 1. Promotional opportunities.
 - 2. Training opportunities.
 - 3. Benefits, to include insurance.