



POLICY & PROCEDURE

ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **CONTRACTUAL SERVICES**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 1.15
ISSUED: 06/01/2015
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 RESCINDS
 AMENDS
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STANDARDS: 1.8.1

INDEX AS: Contractual Agreements
Contractual Services

PURPOSE: The purpose of this Policy & Procedure is to state the authority given to the Chief of Police to enter into contracts between the Elkhart Lake Police Department and outside agencies for the enhancement of services to the community. The Policy & Procedure also provides protection for the Department and for the Village of Elkhart Lake by reducing to writing all agreements of a contractual nature.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. AUTHORITY
- III. PROCEDURES

I. POLICY

- A. It is the policy of the Elkhart Lake Police Department that the provisions or receipt of any contractual services by the department is effected and governed by an appropriate written agreement.

II. AUTHORITY

- A. The only member of the Department authorized to enter into a formal written agreement or contract between an outside entity and the Elkhart Lake Police Department is the Chief of Police.

III. PROCEDURES

- A. Any contractual agreement entered into between the Elkhart Lake Police Department and an outside entity must be approved by the Chief of Police. The agreement must be in writing and signed by the Chief of Police and the outside entity's authorized representative prior to implementation.
- B. A complete and accurate copy of all agreements will be maintained in the office of the Chief of Police for reference.

Michael Meeusen
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015