



GREENVILLE COUNTY
SHERIFF'S OFFICE

GENERAL ORDERS

CONTRACTUAL AGREEMENTS

PURPOSE:

Paid law enforcement services by one agency to another are based on a precise contractual agreement. This policy establishes guidelines for the formulation of any contractual agreement between the Greenville County Sheriff's Office and other governmental entities.

**CONTRACT
COMPONENTS:**

Required components of each agreement include:

1. A description of the services to be provided.
2. Cost of services.
3. How payments are made.
4. Issuance of reports and keeping of records.
5. Procedures for amendment, renewal, and cancellation.

Contractual provisions within each agreement include:

1. Lawsuits and payment of damages arising from services provided
2. Hiring and disciplining provider personnel
3. Specific duties assigned to provider personnel.
4. Equipment and property arrangements.

**CONTRACT
REQUIREMENTS:**

Any contracted law enforcement service is based on an assessment of the recipient government's needs. Analysis of local problems, needs, capabilities, and alternative service methods precede the purchase of law enforcement service to ensure only specifically needed or desired services are contracted.

A written agreement governs contract law enforcement services provided by the Sheriff's Office. Elements of contract law enforcement services are clearly identified, as well as costs and other considerations. Contracts are reviewed at least annually by the liaison for each respective contact to assure services received are being provided and to accommodate any changes that may have occurred in the service area. As part of the review personal contact is made with the recipient representative.

The contract for law enforcement services includes a statement of the specific services to be provided:

- Equipment and facilities to be used.

- Functions and activities to be performed. Planning organizing and scheduling of services.
- Guidelines for local ordinance enforcement by provider agency personnel.
- Guidelines concerning authority of provider personnel to cite an offender into appropriate courts.

The contract for law enforcement services includes specific language dealing with financial agreements between the parties:

- Salaries and fringe benefits.
- Payments for support services and overhead costs.
- Maintenance of cost accounting records and issuance of financial reports.
- Formula for the escalation of costs.
- Time and manner of payment of provider agency personnel.
- Equipment costs, depreciation, and other direct and indirect costs.

The contract for law enforcement services specifies records to be maintained concerning performance of services by the provider agency. The Sheriff's Office maintains records concerning nature and degree of services provided under contract. Examples of data recorded are:

- Numbers of calls for service.
- Nature of the calls.
- Number of arrests.
- Number of persons arrested by sex and age.
- Number of non-criminal calls.
- Assistance given.

Records note:

1. Geographical location of reported incidents.
2. Time of day a call was received.
3. Time required for a unit to respond.
4. Time on scene.

The contract for law enforcement services contains language dealing with duration, modification, and termination of the contract including:

1. Effective beginning and termination dates or conditions.
 2. Procedures for termination.
 3. Procedures for renewal or amendment.
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4. Procedures for withdrawal.
5. Procedures for legal action in the event of default.

The contract for law enforcement services includes specific language dealing with legal contingencies including:

1. Determination of which party will defend provider agency in the event of a lawsuit.
2. Provisions for payment of compensation should provider agency be found liable in a lawsuit.
3. Identification of persons who represent parties to the contract.
4. Procedures to be followed when a tort action is taken against provider agency personnel.

The contract for law enforcement services stipulates the Sheriff's Office maintains control over its personnel to include the following responsibilities:

1. Hiring.
2. Training.
3. Assignment.
4. Discipline.
5. Dismissal of personnel, so as to retain authority and to maintain effective accountability.

The contract for law enforcement services provides specific arrangements for the use of equipment and facilities to include:

1. Provisions for property and facility ownership.
2. Leasing, purchasing, and disposition following termination of contract;
3. Provisions stating responsibility for maintenance of equipment and facilities to be used.

**CONTRACT
PERSONNEL:**

Personnel assigned under contract have the same employment rights, promotional opportunities, training opportunities and fringe benefits as all other employees of the same classification. However, persons under contract promoted to another class or rank can be reassigned.



Hobart Lewis, Sheriff