





POLICIES AND PROCEDURES MANUAL

	CONTRACTUAL AGREEMENTS	
	POLICY NUMBER: 3-1	ISSUING AUTHORITY 
	EFFECTIVE DATE: January 1, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

A written agreement between a provider department and an outside agency serves to define the conditions under which the services are rendered, including the rights and responsibilities of participating employees.

Elements of the agreement include a description of the services, the cost, if any, how payments are to be made, the issuance of reports and keeping of records, as well as procedures for amendment, renewal, and cancellation.

The agreement should include provisions for any lawsuits or payments of damages that arise, for hiring and disciplining provider personnel, for assigning specific duties to provider personnel, and for establishing equipment and property ownership and use.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. establish a written agreement with any outside agency that receives law enforcement services provided by the Cambridge Police Department; and
- B. abide by all such agreements, including the rights and responsibilities of participating Cambridge Police Department employees.

III. DEFINITIONS

- A. *Provider department:* For the purposes of this policy, this refers to the Cambridge Police Department.

IV. PROCEDURES

- A. 3.1.1 (M) Agreements for Services Provided to Outside Agencies

1. A written agreement shall be in place between the Cambridge Police Department and any outside agency that receives law enforcement services from the department, including:
 - a. a statement of the specific services to be provided;
 - b. specific language dealing with financial agreements between the parties;
 - c. specification of the records to be maintained concerning the performance of services by the provider agency;
 - d. language dealing with the duration, modification, and termination of the contract;
 - e. specific language dealing with legal contingencies;
 - f. stipulation that the provider agency maintains control over its personnel;
 - g. specific arrangements for the use of equipment and facilities; and
 - h. a procedure for review and revision, if needed, of the agreement.
- B. 3.1.2 (M) Employee Rights
 1. Employee rights of personnel assigned under a written agreement for law enforcement services shall not be abridged by the Cambridge Police Department.
 2. Participation in a contracted law enforcement service arrangement should not penalize participating employees nor should it in any way threaten their employment rights, promotional opportunities, training opportunities, or fringe benefits.