

# JACKSONVILLE POLICE DEPARTMENT

Policy: 4-7

## MOU FOR LAW ENFORCEMENT SERVICES

Effective: 01-01-14

Revised: 01-08-21

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**PURPOSE:** To establish guidelines for the establishment of Memorandum of Understandings (MOU).

**POLICY:** The provision of law enforcement services should be based on a precise written agreement. Unless preempted by higher governmental authority, this Department will initiate a written MOU that describes those services being provided to another agency/entity, or services being provided to the Jacksonville Police Department. This excludes extra-duty employment as described in Policy 4-1: Secondary Employment.

**PROCEDURES:**

- A. Prior to execution of agreed upon services to be rendered, this Department will prepare a written MOU that contains the following:
  - 1. A statement of the specific services to be provided;
  - 2. Specific language dealing with financial agreements between the parties;
  - 3. Specification of the records to be maintained concerning the performance of services by the provider agency;
  - 4. Language dealing with duration, modification, and termination of the contract;
  - 5. Specific language dealing with legal contingencies;
  - 6. Stipulation that the provider agency maintains control over its personnel;
  - 7. Specific arrangements for the use of equipment and facilities; and
  - 8. A procedure for review and revision, if needed, of the Agreement.
- B. All MOUs must be approved by the Chief of Police, the City Attorney, and the Mayor of Jacksonville.
- C. Employees of this Department performing any law enforcement service under an MOU will retain all his employment benefits.



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Brett C. Hibbs  
Chief of Police