

210.00 – Contracts for Public Safety Services

Refer:

- Policy 200.00, Board of Commissioner Meetings
- Policy 400.00, Code of Ethics

Procedure:

1. Requests for enhanced public safety services from the Multnomah County Sheriff's Office (MCSO) will be reviewed through multi-disciplinary lenses to ensure the requests provide appropriate benefit to the public, support MCSO public safety mission and goals, and do not detrimentally affect the agency staffing levels or inhibit staff availability to perform core MCSO duties. Approval of secondary employment that is not connected to a member's role within MCSO (e.g. teaching) is distinct and separate from a request for public safety services, and is subject to separate policy and procedure.
2. Upon receipt, MCSO members will route proposals for agency public safety services and supporting documentation to their respective Division Chief. The supporting documentation needs to include requestor contact information; event date, time, and physical location; the scope of services (e.g. types of services, communication channels, etc.); and projected impact on MCSO (e.g. necessary skills, equipment, impacted units, etc.).
3. Before forwarding the proposal with supporting documentation to the Fiscal Services Contract Administrator, the respective Division Chief will consider whether the proposal:
 - 3.1. Is legally authorized and complies with government ethics rules (Consultation with the County Attorney's Office)
 - 3.2. Does not conflict with collective bargaining agreements (Consultation with Human Resource Manager)
 - 3.3. Meets the agency's public safety mission and goals (Consultation with Division Chief(s))
 - 3.4. Can be accomplished without strain on available personnel and resources (Consultation with Division Chief(s))
4. Upon direction from the respective Division Chief, the Fiscal Services Contract Administrator will further evaluate the proposal and report findings back to the respective Division Chief. The Contract Administrator will determine logistical issues including, but not limited to:
 - 4.1. Rate of pay and payment processes may be established (Consultation with Fiscal Services Unit Manager)
 - 4.2. Requires permits (Consultation with Law Enforcement Support Unit Manager)
 - 4.3. Benefits from notice/coordination with intergovernmental partners (Consultation with Chief of Staff)
 - 4.4. Raises other questions and/or necessary consultations to ensure a comprehensive review (e.g. consideration of partnership history) (Consultation with the Chief of Business Services)
5. If the respective Division Chief determines the proposal meets the established criteria, he/she will email the Sheriff and remaining Division Chiefs for an executive review. The body of the email will include a short summary of the request, verification that the proposal has been reviewed against the established criteria, and explicitly solicit input or objectives from the executive team with a specific date for response. Factoring in input received from the executive team, the respective Division Chief, or designee, will:

- 5.1. Obtain more information if outstanding questions result from executive review process and re-brief the executive team. The review of the new information will inform the decision to accept or deny the proposal.
 - 5.2. Not move forward. If so, the respective Division Chief, or designee, will communicate this outcome to the requestor.
 - 5.3. Move forward. If so, the Fiscal Services Contracts Administrator will be directed to begin the contracting process with the respective Division Chief and service requestor. The formal agreement will be based on Multnomah County approved contracting templates with amendments to be undertaken by the County Attorney's Office. For example, the contract may include an operations plan to address staffing and account numbers to facilitate reimbursement transactions for services rendered. Any contract will be managed in accordance with public records requirements.
6. In fulfilling public safety services contracts, MCSO members shall perform their duties in accordance with Agency policy and procedure, training and command direction.

History:

- Originating Policy and Procedure: 9/27/18
- Next Review: 9/27/20
- Review By: Business Services