

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 2.02
		Issue Date: March 21, 2005; October 10, 2016
		Revision Date:
CHAPTER: Relationships with other Agencies		Related Policy: Lane Manual, Chapter 21 (Contract Policies), G.O. 7.02 (Municipal Contracts)
SUBJECT: Contract Agreements		Related Laws: ORS Chapter 190

POLICY: In accordance with the law, the County and the Sheriff's Office may enter into a contract agreement with a municipality or other governmental organizations to provide Law Enforcement services. Such contracts may require the Sheriff's Office to provide all Law Enforcement services on a continual basis or any portion of such service. Those employees assigned to provide Law Enforcement services under a contractual agreement, whether on a permanent or temporary basis, will have the primary responsibility of fulfilling the obligation established by such contract.

RULE: None

PROCEDURE: Employees negotiating contracts with outside agencies shall follow procedures as specified in Lane Manual, Chapter 21 (Contract Policies). Such contracts will be processed through the Fiscal Section of the Sheriff's Office. The Fiscal Section will maintain contract files.

I. Elements to be Included in a Negotiated Contract

- A. A statement of the specific services to be provided.
- B. Specific language dealing with the financial agreement between the parties.
- C. Specifications of the records to be maintained concerning the performance of services by the Sheriff's Office.
- D. Language dealing with the duration, modification, and termination of the contract.
- E. Specific language dealing with legal contingencies.
- F. Stipulation that the Sheriff's Office maintains control over its personnel.
- G. Specific arrangements for the use of equipment and facilities.
- H. A provision for review and revision, if needed, of the agreement.

II. Conflicts of Interest

- A. Lane County Sheriff's Office employees who are engaged in the selection, award, and administration of sub-awards and contracts must adhere to these standards regarding conflicts of interest and performance:
1. No employee may participate in the selection, award, or administration of a sub-award or contract if the employee has a real or apparent conflict of interest, such as would arise when any of the following would have a financial or other interest in or receive a tangible personal benefit, whether directly or indirectly from a firm or person considered for a sub-award or contract:
 - a. the employee,
 - b. any member of the employee's or another Sheriff's Office employee's immediate family, including domestic partners.
 2. No employee may solicit or accept gratuities, favors, or anything of monetary value from sub-recipients, contractors, or parties to sub-awards or contracts.