



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



310.06 CONTRACTS, AGREEMENTS, AND MEMORANDA OF UNDERSTANDING 08-28-17

PURPOSE

The purpose of this order is to set guidelines for personnel preparing contracts on behalf of the City of Sacramento and the Police Department.

POLICY

It shall be the policy of the Sacramento Police Department to prepare consultant and professional services contracts in accordance with City policy and Chapter 59 of the Sacramento City Code (SCC).

PROCEDURE

A. GENERAL

1. Consultant and professional services contracts, non-professional contracts, agreements, and memoranda of understanding (MOU) shall be prepared by Department personnel per City policy, Chapter 59 of the SCC.
2. Under Chapter 53 of the SCC (Conflict of Interest), it is unlawful for any Department employee to be financially interested in any contract to which the City is a party. All Department employees shall comply with the provisions of Chapter 53 of the SCC.
3. Employees unsure of their rights or obligations under this code may request a formal opinion from the Governmental Affairs Unit (GAU), Office of the Chief.
4. The GAU shall coordinate such requests with the City Attorney's Office.

B. PROCEDURE

1. Department staff responsible for the preparation of all contracts, agreements, and MOUs shall submit them electronically to the GAU. All grant awards and grant agreements should be submitted to the Fiscal Division directly.
2. The GAU shall
 - a. Complete the initial review of all contracts, agreements, and MOUs, with the exception of grant agreements and grant awards, which shall be reviewed by the Fiscal Division.
 - b. Coordinate the electronic review of all such documents with the Fiscal Division and the Senior Deputy City Attorney who is assigned to the Police Department.
 - c. Notify the appropriate Department staff that the document has been approved as to form, so that Department staff may obtain signatures from the other involved party or parties and return all original documents to the GAU.
 - d. Coordinate original signatures from the appropriate chain of command, including the Chief of Police. The GAU shall also coordinate original signatures from the Senior Deputy City Attorney.
 - e. Submit all original documents to the City Clerk's Office for finalization and return the other party's or parties' original executed document(s) to the appropriate Department staff.
3. The appropriate Department personnel shall
 - a. Coordinate the signatures from the other party or parties on a minimum of two (2) original contracts/agreements/MOUs.
 - b. Return the original documents directly to the GAU. Additional original copies may be made in instances that involve multiple parties.
 - c. Accept the fully executed original agreement(s) from the GAU and return them to the other party or parties.



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4. When entering into a contract with another public or government entity, it is not always mandatory that the other party or parties sign first. If the other entity cannot sign the document until it has been approved by its governing body or has a signatory policy requiring that they sign last (as the City does), contact shall be made with the GAU for guidance.