



Iowa State University Department of Public Safety

Directive: 3.1

SUBJECT: CONTRACTS

EFFECTIVE DATE: 12/18/19

REVISED DATE: 05/21/2021

REVIEWED DATE: 07/07/20

STANDARD: CALEA 3.1.1, 3.1.2

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3.1.1 CONTRACTUAL AGREEMENTS

3.1.2 CONTRACT FOR LAW ENFORCEMENT SERVICES EMPLOYEE RIGHTS

POLICY:

The Iowa State University Department of Public Safety maintains guidelines for written agreements for law enforcement between the Department of Public Safety and private or non-university entities for law enforcement services.

DEFINITIONS:

“Contract” refers to an agreement between two or more parties for the purpose of performing or not performing a specific function.

“Detached duty” refers to assignments separate from routine service for Iowa State University.

PROCEDURE:

3.1.1 CONTRACTUAL AGREEMENTS

The following shall provide guidelines for written agreements for law enforcement services:

- A. The Operations Administrator for AVP/Chief of Police shall maintain written agreements for law enforcement services.
- B. Written agreements for law enforcement services provided by the Iowa State University Department of Public Safety to private or non-university entities shall include the following information:
 1. A statement of the services provided;
 2. Specific language dealing with financial agreements;
 3. Specification of records to be maintained regarding the performance of services;
 4. Language dealing with the duration, modification, and termination of the contract;
 5. Specific language dealing with legal contingencies;
 6. Stipulation that Iowa State University Department of Public Safety maintains control over its personnel;
 7. Specific arrangements for the use of any equipment or facilities; and
 8. A procedure for review and revision, if needed, of the agreement.

3.1.2 CONTRACT FOR LAW ENFORCEMENT SERVICES EMPLOYEE RIGHTS

The following shall provide general rules regarding officers assigned to detached duty:

- A. The Chief of Police or Assistant Chief of Police may, from time to time, assign officers to an outside agency to perform specialized duties or assignments.
- B. All officers that are so assigned shall continue to be employees of Iowa State University Department of Public Safety and as such, are subject to the following:
 1. Rules, regulations, and mandates stipulated by the department;
 2. Department directives, policies, and procedures.
- C. All officers that are assigned to detached duty shall retain and continue to be entitled to the following:
 1. Employment rights
 2. Promotional opportunities
 3. Fringe benefits
 4. Annual performance reviews