

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: <b>CONTRACTUAL SERVICES AND DOCUMENT SIGNATURE AUTHORITY</b>		NUMBER:	1.8.1
		ISSUED:	5/5/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/5/09
DISTRIBUTION:	General Orders Manual	<input checked="" type="checkbox"/> RESCINDS	3.1
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG 5th EDITION STANDARDS: 1.8.1	

**INDEX AS:** Contractual Agreements  
 Contractual Services  
 Document Signature Authority

**PURPOSE:** One of the purposes of this Order is to state the authority given to the Chief of Police to enter into contracts between the police department and outside agencies for the enhancement of services to the community. The Order also provides protection for the department and for the City of Port Washington by reducing to writing all agreements of a contractual nature. In addition, the Order is intended to prohibit police department personnel from affixing a city official's name or signature onto, or transmitting any agreement, contract or other document without that city official's prior knowledge and consent.

This Order consists of the following numbered sections:

- I. POLICY; SCOPE AND APPLICABILITY OF POLICY
  - II. AUTHORITY
  - III. PROCEDURES
- I. POLICY; SCOPE AND APPLICABILITY OF POLICY
- A. It is the policy of the Port Washington Police Department that the provisions for or receipt of any contractual services by the department is effected and governed by an appropriate written agreement. It is the further policy of the department that there shall be no unauthorized use or transmittal by police department personnel of a city official's name or signature on any agreement, contract or other document. Any such use or transmittal of a city official's name or signature on such documents shall be allowed only with that city official's prior knowledge and consent.

- B. This policy applies to the affixing and transmittal of a city official's name or signature on any document in any form or by any means, including but not limited to: handwritten, typewritten, stamped, electronic (analog or digital), regular mail, facsimile, overnight delivery, courier, email, instant or text messaging.

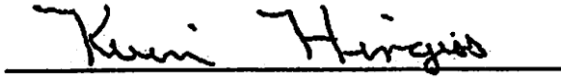
## II. AUTHORITY

- A. The only member of the police department authorized to enter into a formal written agreement or contract between an outside entity and the police department is the Chief of Police or his/her designee. No police department personnel is/are authorized to affix or transmit a city official's name or signature on any agreement, contract or other document except with that city official's prior knowledge and consent.

## III. PROCEDURES

- A. Any contractual agreement entered into between the Port Washington Police Department and an outside entity must be approved by the Chief of Police or his/her designee. The agreement must be in writing and signed by the Chief of Police or his/her designee and the outside entity's authorized representative prior to implementation.
- B. All police department personnel seeking to affix and/or transmit a city official's name or signature on any agreement, contract or other document shall first contact that city official to explain the reason for such request, the nature of the document, and the intended recipient of the document. If the document contains an attestation, certification, verification or similar clause relating to the city official's name or signature, the police personnel shall read such clause in full to the city official, and, upon request, provide a copy of such clause to the city official for his or her review. If the city official grants permission to the police personnel to affix and/or transmit his or her name or signature on such document, the police personnel shall note the date, time and by whom authorization was given on a copy of the document, and deliver such copy to the Chief of Police for his or her records.
- C. A complete and accurate copy of all agreements, contracts and other documents bearing the Chief of Police's signature or the authorized signature of another city official shall be maintained in the office of the Chief of Police for reference.

**APPROVED:**

A handwritten signature in black ink that reads "Kevin Hingiss". The signature is written in a cursive style and is positioned above a solid horizontal line.

Chief Kevin Hingiss

**DATE:**

4/3/19

Revised 4/3/19  
Revised 6/13/16  
Revised 8/7/09  
Revised 8/18/09