



## DIRECTIVE 3

# CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES

UPDATED 01/12/2026

## CONTRACTUAL SERVICES WITH MUNICIPALITIES

### I. CONTRACTS

- A. Provisions for long-term paid law enforcement services must be based on a written contractual agreement. The contracts shall include:
1. A statement of specific services to be provided by the New Castle County Division of Police, which will include:
    - a. Equipment and facilities to be used.
    - b. Activities to be performed.
    - c. Designation of those responsible for planning, organizing, and scheduling of policing services.
    - d. Guidelines for enforcement of local ordinances.
    - e. Guidelines concerning the authority of the New Castle County Division of Police to direct an offender into appropriate courts. **(3.1.1.a)**
  2. Specific language dealing with financial agreements between both parties, such as:
    - a. Costs of service.
    - b. Time and method of payment.
    - c. Procedures for the disposition of revenues generated by law enforcement activities.
    - d. Equipment costs. **(3.1.1.b)**
- B. The New Castle County Division of Police will maintain records of all contractual law enforcement services provided by the New Castle County Police. The records will include: **(3.1.1.c)**
1. The duration, modification, and termination date of the contract. **(3.1.1.d)**
  2. Language dealing with legal contingencies. **(3.1.1.e)**
  3. Language stipulating the New Castle County Division of Police will maintain control over agency personnel. **(3.1.1.f)**
  4. Arrangements for use of equipment and facilities. **(3.1.1.g)**

### II. POLICE SERVICES **(3.1.1.h)**

- A. A member of the Executive Staff will be assigned by the Chief of Police to assess the recipient government's need for police service.

- B. The designated staff member will conduct an annual analysis of local problems, capabilities and alternative methods of obtaining service.
- C. The staff member will also ensure services provided are sufficient to accommodate any changes in the recipient government's needs.
  - 1. Management Information Systems, Uniform Crime Reports and other available resources shall provide data to assist in this process.

### **III. PROVIDING POLICE SERVICES**

- A. Personnel assigned under contract for law enforcement services will have the same rights as other officers as guaranteed by the employment contract between New Castle County and the Fraternal Order of Police, Lodge 5. **(3.1.2)**