



SNOHOMISH COUNTY COUNCIL  
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 94-016

AMENDING TITLE 10 OF THE SNOHOMISH COUNTY CODE RELATING  
TO CONTRACTS FOR LAW ENFORCEMENT SERVICES

BE IT ORDAINED:

Section 1. Snohomish County Code Section 10.60.010, adopted by Ordinance #90-164 on November 28, 1990, is amended to read:

10.60.010 ((Policies and procedures)) Purpose of Chapter

~~((—10.60.010 Policies and procedures. The following policies and procedures shall govern contracted law enforcement services:~~

~~———— (1) ——— A city, town, or the incorporation committee of an unincorporated area of the county preparing for incorporation into a city or town may request consideration of a contract for law enforcement services with Snohomish County by submitting to the county executive a motion or resolution adopted by the city, town council, or incorporation committee requesting the county provide law enforcement services on a contract basis.~~

~~———— (2) ——— Upon receipt of a request for contract law enforcement services, the executive shall notify the county council, the prosecutor, sheriff, district court of the affected area, and the assigned counsel, of the request.~~

~~———— (3) ——— The sheriff or a designated representative shall meet with authorized representatives of the applicant to assist in evaluating the applicant's needs and to facilitate the applicant's writing a requested "scope of services." A "scope of services" shall outline the level of law enforcement services to be provided by the sheriff.~~

~~———— (4) ——— After the proposed "scope of services" has been approved by the applicant's authorized representatives, it shall be sent to the executive together with a statement of the applicant's expectations relative to local ordinance enforcement, court filing fees, communications assessments, jail fees, prosecutor and/or court attorney charges, and the number of commissioned and non-commissioned employees assigned to the local police or public safety department at the time of such request, and to be assigned prior to the time of a contract signing for law enforcement services, in a form approved by the executive. A copy of the "scope of services" shall also be sent to the district court of the affected area, the prosecutor, and the assigned counsel.~~

~~———— (5) ——— The county executive, if after reviewing the information supplied determines the request meets the requirements for consideration set forth in this chapter, shall submit such request to the Snohomish County sheriff and also notify the Snohomish county council of the request.~~

~~———— (6) ——— It is the policy of Snohomish County that no county current expense funds, except as provided in (3) above, shall be used in providing for contracted law enforcement services nor shall Snohomish County profit from providing such services.~~

~~———— (7) ——— Upon receipt of a request for law enforcement services by a city, town, or incorporation committee, the Sheriff shall work with the county's risk management manager and the county's office of budget and finance to identify all costs, both direct and indirect, and the number of FTE's required to fulfill the "scope of services" requested by the city, town, or incorporation committee.~~

~~———— (8) ——— After identification by the risk management manager and the office of budget and finance of all costs required in providing the requested law enforcement services, the executive shall provide such cost information, in writing, to the sheriff, the county council, and the mayor or city manager of the city or town, or the incorporation committee requesting contracted law enforcement services.~~

~~———— (9) ——— Should a city or town agree to the offered terms of Snohomish County, such city or town may submit to the Snohomish County executive a proposed contract, for a minimum of three years, in a form approved by the executive, for execution.~~

~~———— (10) ——— The county executive shall submit such contract to the county council for review and approval by council motion. Upon determination by the county council that the contract submitted by a city or town complied with the requirements of this chapter and is acceptable to the Snohomish county sheriff, the executive shall be authorized to sign such contract. (Added Ord 90-164, as amended, November 28, 1990.)~~

The purpose of this chapter is to establish a means to maximize local resources including personnel and facilities, reduce duplication of services, enhance local efficiencies without diminishing effectiveness, and share resources between local governments through the regionalization of services. It is to establish policies and procedures by which local governmental units may make the most efficient use of their powers by enabling them to cooperate with the County on a basis of mutual advantage and thereby to provide law enforcement services and facilities in a manner that will accord best with local governmental units' geographic, economic, population and other factors influencing the needs of their citizens.

Section 2. A new section is added to Chapter 10 of the Snohomish County Code to read:

**10.60.020 Policy.**

It is the policy of Snohomish County that the County shall realize neither a profit nor a loss in providing contracted law enforcement services.

Section 3. A new section is added to Chapter 10 of the Snohomish County Code to read:

**Section 10.60.030 Authority.**

The Snohomish County Sheriff's Office shall have the authority to meet with authorized representatives of cities, towns, or incorporation committees of an unincorporated area of the County preparing for incorporation into a city or town to assist in evaluating their law enforcement needs. All actions taken by the Sheriff's Office to facilitate the contracting for law enforcement services between

the County and another governmental entity shall be in accordance with the policies and procedures set forth herein and with applicable state laws.

Section 4. A new section is added to Chapter 10 of the Snohomish County Code to read:

**10.60.040 Procedure.**

A city, town, or the incorporation committee of an unincorporated area of the county preparing for incorporation into a city or town (any of which may hereinafter be referred to as "applicant") may use the following procedures to request a law enforcement services contract with Snohomish County:

(1) The Sheriff or a designated representative shall meet with the authorized representatives of the applicant to assist in evaluating the applicant's law enforcement needs and to facilitate the applicant's writing a proposed "scope of services" which the applicant seeks to receive as the result of a law enforcement contract with the County.

(2) After the proposed "scope of services" has been approved by the applicant's authorized representatives, the applicant may request that the County provide such services on a contracted basis by submitting an application package to the County Executive. The application package shall include as a minimum: a motion or resolution adopted by the city, town council, or incorporation committee requesting the County to provide law enforcement services on a contract basis; four copies of the approved "scope of services," a statement of the applicant's expectations relative to local ordinance enforcement, court filing fees, communications assessments, jail fees, prosecutor and/or court attorney charges; a statement of the number of commissioned and non-commissioned employees assigned to the local police or public safety department at the time of such request; and, the number of employees to be assigned at the time the requested law enforcement services contract will be signed. The applicant may include additional information which the applicant feels would clarify any information provided.

(3) The County Executive, after ensuring the applicant's request meets the requirements of this chapter and providing a copy of the "scope of services" to the district court of the affected area, the prosecutor, and the assigned counsel, shall submit such request to the Snohomish County Sheriff and notify the Snohomish County Council of the applicant's request for a law enforcement contract.

(4) Upon receipt of the request for contracted law enforcement services, the Sheriff shall coordinate with the County's office of Budget and Finance to identify all costs, both direct and indirect, and the number of FTE's required to fulfill the "scope of services" requested by the applicant. The office of Budget and Finance will compile this information in a written format established by the Executive and forward it to the Executive.

(5) The Executive shall provide such cost information, in writing, to the Sheriff, the County Council, and the mayor or manager of the city or town, or the

chairman of the incorporation committee, requesting the contracted law enforcement services.

(6) If the applicant agrees to the costs and terms offered by Snohomish County, the applicant shall submit a letter of intent to contract for a minimum of three years of law enforcement services to the County Executive.

(7) The County Executive shall advise the County Council and the Sheriff's Office of the applicant's letter of intent. The Sheriff's Office shall coordinate with the applicant and the Civil Division of the Snohomish County Prosecutor's Office to facilitate the drafting of a proposed three year law enforcement contract.

(8) Three originals of the law enforcement contract, signed by an authorized representative of the applicant, shall be delivered to the County Executive who will submit them to the County Council for review and approval by Council motion.

Section 5. A new section is added to Chapter 10 of the Snohomish County Code to read:

**10.60.050 Severability**

If any provision or section of this chapter shall be held by a competent court to be void or unconstitutional, all other parts, provisions, and sections of this chapter not expressly so held to be void or unconstitutional shall continue in full force and effect.

Passed this 9<sup>th</sup> day of March, 1994.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

Liz McLaughlin  
VICE-Chairperson

Approved as to Form:

[Signature] 1-27-94  
Deputy Prosecuting Attorney

ATTEST:

[Signature]  
Clerk of Council

- Approved
- Vetoed
- Emergency

Date:

3/14/99

County Executive

ATTEST:

Marilyn B. Abel