

MUTUAL LAW ENFORCEMENT ASSISTANCE AGREEMENT

SOUTHWEST WASHINGTON REGIONAL S.W.A.T./NEGOTIATING TEAM / TACTICAL  
EMERGENCY MEDICAL SERVICES

Battle Ground Police Department, Camas Police Department, Clark County Sheriff's Office,  
La Center Police Department, Ridgefield Police Department, Vancouver Police Department,  
Washougal Police Department and Washington State University

THIS MUTUAL LAW ENFORCEMENT ASSISTANCE AGREEMENT is entered into by and between the undersigned parties on behalf of their respective law enforcement agencies in order to provide for the creation and administration of the Southwest Washington Regional (SWWR) Special Weapons and Tactics team (SWAT), Tactical Emergency Medical Support team (TEMS) SWAT K9, and Crisis Negotiating Teams (CNT).

This Agreement is subject to all consistent terms and conditions of that certain Master Interlocal Mutual Law Enforcement Assistance Agreement ("Master Agreement") previously executed by the parties and recorded with the County Auditor as 3434632 on March 5, 2002, except as expressly provided herein.

Therefore, for and in consideration of the following covenants, the parties agree as follows:

1. Effective Date and Duration

- 1.1. This Agreement shall be effective from the date the Agreement is executed by at least two parties and shall remain in force and effect for period of (2) years. Thereafter, the parties, by prior mutual agreement in writing, may extend the Agreement, in which case the Agreement shall renew automatically on the 1<sup>st</sup> day of each following January thereafter unless terminated in accordance with the provisions of section 11 of this Agreement. The parties acknowledge that some of the above-mentioned provisions conflict or may conflict with the terms of the Master Agreement. All parties intend that the effective date and term of this agreement shall govern.

2. Purpose and Function

- 2.1. The purpose of this Agreement is to provide for the creation and administration of a single, functionally consolidated Southwest Washington Regional S.W.A.T. Team ("SWWR SWAT"), including SWAT K9, Tactical Emergency Medical Support Team ("TEMS"), and Crisis Negotiating Team ("CNT"), as is authorized by RCW 39.34 and RCW 10.93, and in conjunction with the Master Agreement between the parties.

### 3. Organization

- 3.1. No separate legal or administrative entity is created by this Agreement and this Agreement does not effect the organization of functions of the parties except as provided below.

### 4. SWWR SWAT

#### 4.1. Team Structure:

- 4.1.1. The Vancouver Police Department is the host agency for SWWR SWAT and commits a full time sergeant position for the administration and supervision of the SWWR SWAT Team.
- 4.1.2. Lieutenants/Commanders from both VPD and CCSO will share team organizational command.
- 4.1.3. The Team Leader of the SWWR SWAT will be jointly decided upon by the assigned CCSO and VPD SWWR SWAT Commanders.
- 4.1.4. The SWWR SWAT unit should consist of ten (10) officers and (1) Commander from Clark County Sheriff's Department and (10) officers and (1) Lieutenant from Vancouver Police Department. Four (4) additional positions will be designated as "floating positions," two (2) of which will be dedicated to small agencies who have a candidate. The other two floating positions, as well as the two dedicated small agency positions if not filled, may be occupied by any sworn personnel of any participating agency. When subsequent attrition occurs in the SWWR SWAT Team, such vacancies shall be filled based on a mutually agreed to and managed selection process.
- 4.1.5. Incident command shall be the responsibility of the agency of jurisdiction in which the incident occurs. The agency of jurisdiction may delegate incident command responsibility to a command officer from another agency but will still be required to provide a liaison to the designated Incident Commander for the duration of the event.
- 4.1.6. SWWR SWAT manual and procedures will be standardized and agreed to by all participating agencies. Each participating agency understands that SWWR SWAT, when activated in their respective jurisdictions, will act per the SWWR SWAT Operations Manual.
- 4.1.7. Except as provided herein, all personnel are deemed to be continuing employment for their respective employers when activated as members of the functionally consolidated SWWR SWAT unit.

- 4.1.8. Tactics used by the SWWR SWAT unit will be tactics generally recognized as viable tactical options by the Washington State Criminal Justice Training Commission, the Washington State Tactical Officers Association, the National Tactical Officers Association, or the International Association of Chiefs of Police or by other reputable sources.
- 4.1.9. Tactics used by the SWWR SWAT unit should be approved by the Incident Commander of the incident at hand.
- 4.1.10. Maintenance of all SWWR SWAT equipment will remain the responsibility of the agency which provided it (refer to Appendix B for the list of equipment otherwise maintained through this Agreement's equipment repair and replacement schedule).
- 4.2. Team Composition:
  - 4.2.1. The minimum length of assignment shall be three years. The participating departments may allow for longer (6+ years) assignments for specialty positions that require a high level of training and expertise. Due to the amount of training and expertise that is needed to be proficient in certain areas, it is recommended that each department designate SWAT as a long-term assignment.
  - 4.2.2. Seniority will be based by the entry date of each member into the specialized combined unit. In the event that unit members entered the unit on the same date, their seniority will be based on their hire date with their respective department.
  - 4.2.3. Criteria for application to the SWWR SWAT component are as follows:
    - 4.2.3.1. Must be off of probation in their current agency of employment, and have the approval the head of the agency.
    - 4.2.3.2. The selection process for SWAT will be conducted per the specialty assignment selection process policy of the host agency, in accordance with applicable state and federal law, and as documented in the SWAT Operations Manual.
    - 4.2.3.3. Once selected, new SWAT team members must complete the training requirements as mandated by the SWWR SWAT Operations Manual.
    - 4.2.3.4. A test will be conducted when a vacancy occurs. A list of qualified candidates will be eligible for appointment for the length of six months.
    - 4.2.3.5. The Sheriff and Vancouver Police Chief will review the selection and authorize the appointment of a new member to the SWWR SWAT team.

## 5. Crisis Negotiating Teams

- 5.1. The Crisis Negotiating Team (CNT) should consist of five (5) officers from the Clark County Sheriff's Office Enforcement Branch and five (5) officers from the Vancouver Police Department. Two (2) additional positions will be dedicated to small agencies that have a candidate, and two (2) additional positions will be offered to the Clark County Jail for training purposes. If any of the positions are not filled, they may be occupied by any sworn personnel of any participating agency.
- 5.2. The selection process for CNT will be conducted per the specialty assignment selection process policy of the host agency, in accordance with applicable state and federal law, and as documented in the CNT Operations Manual.
- 5.3. Once selected, new CNT team members must complete a Basic Negotiator Training Course within one year and must comply with all other requirements as mandated by the CNT Operations Manual.
- 5.4. Lieutenants/Commanders from both VPD and CCSO will share organizational command.

## 6. Tactical Emergency Medical Support Team

- 6.1. The regional TEMS unit will consist of up to eight (8) medics. Three (3) positions will be specifically assigned to the Vancouver Police Department and three (3) positions will be specifically assigned to the Clark County Sheriff's Office. Two (2) additional positions will be dedicated to small agencies who have a candidate. If any of the positions are not filled, they may be occupied by any sworn personnel of any participating agency. A Team Leader and Assistant Team Leader will be identified by SWAT Command.
- 6.2. The selection process for TEMS will be conducted per the specialty assignment selection process policy of the host agency, in accordance with applicable state and federal law, and as documented in the TEMS Operations Manual.
- 6.3. Once selected, new TEMS team members must complete required training as mandated by the TEMS Operations Manual.
- 6.4. TEMS unit members may be supported by approved volunteers for the purpose of training, logistics and medical liaison as outlined in the TEMS Operations Manual.
- 6.5. Lieutenants/Commanders from both VPD and CCSO will share organizational command.

## 7. SWAT K9 Handlers

- 7.1. The SWWR SWAT K9 cadre will consist of three canine teams. One position from Vancouver Police Department, one from Clark County Sheriff's Office and one will be dedicated to small agencies that have a K9 team. If any of the positions are not filled, they may be occupied by any sworn K9 team of any participating agency.
- 7.2. The selection process for SWAT K9 will be conducted per the specialty assignment selection process policy of the host agency, in accordance with applicable state and federal law, and as documented in the SWAT Operations Manual.
- 7.3. Once selected, new SWAT K9 team members must complete required training as mandated by the SWWR SWAT Operations Manual.

## 8. Metro Explosive Disposal Unit (MEDU)

- 8.1. Members of MEDU are highly trained and properly equipped responders in order to assist SWWR SWAT in training and deployments.
- 8.2. MEDU response and practices will correspond with the Metropolitan Explosive Disposal Unit Mutual Law Enforcement Agreement.
- 8.3. When members of MEDU are deployed with SWAT in a support role, MEDU reports to SWAT Command.

## 9. Budget, Finance and Insurance

- 9.1. Notwithstanding any contrary provisions of the Master Agreement between parties, the parties agree to budget and finance provisions for costs incurred by or in connection with the operations of the consolidated SWWR SWAT as follows:
- 9.2. For purposes of budget and finance, the Vancouver Police Department shall act as the host Agency.
- 9.3. "SWWR SWAT" as used in this section regarding the budget and finance provisions of this MOU refers to the combined units of the SWWR SWAT (including SWAT K9, CNT and TEMS).
- 9.4. The City of Vancouver will establish a single SWWR SWAT operational budget. All direct SWWR SWAT costs including, supplies, services, equipment and training costs, vehicle insurance and equipment replacement costs for the vehicles utilized exclusively for SWAT operations, will be expensed from the Vancouver Police Department SWWR SWAT budget.
- 9.5. Any insurance purchased to cover vehicles or equipment used by SWAT will name the other participating jurisdictions as "additional insureds."

- 9.6. The host agency shall maintain a tracking of direct and other costs, such as overtime by the participating agencies. All SWAT related costs (as defined in Appendix A) to include staffing backfill will be tracked and reported. For the purpose of this agreement, regular salaries (on duty, straight time) shall not be tracked or considered part of SWWR SWAT services. Non-labor and overtime costs will be calculated as provided in Appendix A to this Agreement. In all other respects, this Agreement shall be governed by the Financial Administration provisions of the Master Agreement between the parties.
- 9.7. The host agency will bill each participating agency quarterly or annually as requested by the billed agency. Annual billing will be completed by January 31<sup>st</sup> for that year and the quarterly billing will be completed by the end of the following month of the quarter of that year.
- 9.8. The host agency will provide an operations and equipment replacement program to the respective agencies by the November Law Enforcement Council (LEC) meeting each year.
- 9.8.1 Equipment primarily utilized by SWWR SWAT (including SWAT K9, CNT and TEMS) purchased with the intent to be maintained during its life-expectancy, and replaced at the end of its usefulness will be agreed upon by LEC prior to being included to account for ER&R budgeting.
- 9.8.2 If a party wishes to purchase equipment to be utilized by SWWR SWAT (including SWAT K9, CNT and TEMS), and LEC does not approve the equipment to be included in the ER&R budget, LEC will decide if it is to be purchased through the SWAT budget. If LEC decides to not share in the cost for the purchase, the party wishing to purchase the equipment can do so at its own expense.
- 9.9. Participating agencies agree to leave any monies left over from that calendar year in the SWWR SWAT Fund balance set up by the host agency, which will be held in the account to supplement/augment SWWR SWAT organizational operations with the approval of LEC.
- 9.10. Emergency expenses outside the parameters of the approved budget can be approved after the fact, but limited to operational necessity (i.e., supplies related to a SWWR SWAT operation not accounted for in the ER&R).
- 9.11. The parties acknowledge that some of the above-mentioned budget and finance provisions conflict or may conflict with the terms of the Master Agreement. All parties intend that the budget and finance provision contained herein shall govern the activities of SWWR SWAT (including SWAT K9, CNT and TEMS).

## 10. Policy Development and Review

- 10.1. The host agency will coordinate the development of SWWR SWAT Operations Manual, subject to review by all participating agencies.
- 10.2. Following changes or updates, the host agency shall forward copies of all SWWR SWAT Operations Manual to all participating agencies.

## 11. Termination and Disposition of Property

- 11.1. During any period of extension or renewal of this Agreement, any party may terminate participation hereunder by providing six months prior written notice to the other parties.
- 11.2. Upon termination of this agreement and the disbandment of the SWWR SWAT Team, SWAT K9, CNT and/or TEMS, member agency property, including vehicles, equipment and Class C low explosives shall belong to the party who provided or paid for them. Jointly purchased items will be distributed between the Clark County Sheriff's Office and the Vancouver Police Department. The parties acknowledge that some of the above-mentioned provisions conflict or may conflict with the terms of the Master Agreement. All parties intend that the provisions contained herein concerning termination and disposition of property shall govern.

## 12. Amendments

- 12.1. This MOU may only be changed, modified, or amended upon the unanimous written approval of all the parties.

## 13. Choice of Law

- 13.1. The parties agree that, in connection with their activities under this MOU, they shall comply with all applicable federal, state and local laws or regulations and, further, that this MOU shall be construed according to the laws of the State of Washington.

## APPENDIX A

For the purpose of developing an annual agency contribution toward SWAT, the total current non-labor related costs that include operating supplies, communications, protective clothing, equipment, departmental overhead, training, rentals, and miscellaneous costs will be allocated to each participating agency by blending 50% of each agency's percentage of population calculated using the total of all participating agencies as a base, per the most recent Washington OFM numbers and 50% of each agency's calls for service calculated using the total of all participating agencies as a base, as accounted for by CRESA averaged over the most recent two years.

Each agency's participating team members will be defined as one (1) full-time member if assigned to the team for more than 50% of the calendar year. Commanders will not be included as team members for this count. Team members are defined as members of SWAT, SWAT K9, Tactical Emergency Medical Support Team (TEMS), Crisis Negotiating Team (CNT), SWAT Command and Metro Explosive Disposal Unit (MEDU). The membership data will use the most recent years total members (i.e., 2014 members will be used to calculate the 2016 data).

Each agency with participating members shall track the overtime and comp-time costs associated with missions, outreach, call-outs, training and patrol backfill for staff. The overtime costs are to be calculated using the most recent years total actual overtime costs for all team members (i.e., 2014 overtime actual costs will be used to calculate the 2016 base billing). Overtime and comp-time costs will include wage-driven benefits only. Wage-driven benefits will be applied at the rate when the overtime and comp-time occurred (i.e., 2014 overtime actual costs will use 2014 benefit costs). Each agency will have to provide supporting information for the costs to the Host Agency annually after the closure of the year.

A second calculation will be done using an agency's actual overtime and comp-time costs incurred as described above and applied as a credit toward the billed overtime. The amounts from the non-labor related budget and the overtime actual costs will be combined to establish the current base year billings. Should the calculation result in a credit for any agency, that agency will have the credit applied to future years' billings.

A sample calculation is shown on Appendix B.

Billing for participation of non-population based entities (i.e., WSU) and for non-participating agencies will be negotiated on an individual basis. Any additional income derived from any of these agencies will be used to offset participating agency's costs.



EXECUTED on the day and year first written below.

CITY OF BATTLE GROUND, WASHINGTON

  
\_\_\_\_\_  
City Manager

Date: 9/21/2017

  
\_\_\_\_\_  
Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

Address for Notice:


Bob Richardson, Police Chief  
Battle Ground Police Department  
City of Battle Ground  
507 SW 1<sup>st</sup> Street  
Battle Ground, WA 98604

EXECUTED on the day and year first written below.


CITY OF CAMAS, WASHINGTON

  
\_\_\_\_\_  
Mayor

Date: 10-16-17


  
\_\_\_\_\_  
Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

**ORIGINAL**

Address for Notice:

Mitch Lackey, Police Chief   
Camas Police Department  
City of Camas  
2100 N.E. 3<sup>rd</sup> Avenue  
Camas, WA 98607



EXECUTED on the day and year first written below.


CITY OF LA CENTER, WASHINGTON

  
\_\_\_\_\_  
Mayor

Date: 9-21-17

  
\_\_\_\_\_  
Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

Address for Notice:

Marc E. Denney, Police Chief  
La Center Police Department  
214 E. 4th  
La Center, WA 98629

EXECUTED on the day and year first written below.

CITY OF RIDGEFIELD, WASHINGTON

  
\_\_\_\_\_  
City Manager


Date: 8-24-17

  
\_\_\_\_\_  
Police Chief

Date: 8-24-17

  
\_\_\_\_\_  
Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

Address for Notice:

John Brooks, Police Chief  
Ridgefield Police Department  
City of Ridgefield  
116 N. Main Avenue  
Ridgefield, WA 98642

EXECUTED on the day and year first written below.


CITY OF VANCOUVER, WASHINGTON

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Police Chief

Date: 9/20/2017

  
\_\_\_\_\_  
Clerk

Approved as to form:  
  
\_\_\_\_\_  
City Attorney

Address for Notice:  
James P. McElvain, Police Chief  
Vancouver Police Department  
City of Vancouver  
P.O. Box 1995  
Vancouver, WA 98668

EXECUTED on the day and year first written below.

CITY OF WASHOUGAL, WASHINGTON

Mayor

Date:

9/25/17

Clerk

Approved as to form:

City Attorney

Address for Notice:

Ron Mitchell, Police Chief  
Washougal Police Department  
City of Washougal  
1400 A Street  
Washougal, WA 98671

EXECUTED on the day and year first written below.

WASHINGTON STATE UNIVERSITY, WASHINGTON

Recommended by

\_\_\_\_\_  
Campus Executive Officer and Dean

Date: \_\_\_\_\_

Approved

  
\_\_\_\_\_  
Amanda N. Owen

Contracts Manager, Finance and Administration

Address for Notice:

Lynn Valenter  
Director of Finance and Operations  
Washington State University Vancouver  
14204 NE Salmon Creek Avenue  
Vancouver, WA 98686



## SWAT BILLING CALCULATION FOR 2018

### RAW DATA FOR CALCULATIONS

2016 TEAM MEMBERS			NON-LABOR BUDGET FOR 2018		BLENDED BASE DATA			PERSONNEL DATA FROM 2016					
Entity	Members	% OF Total		\$	Entity	50%	50%	% of	Entity	Overtime	Comp - Time	Patrol Backfill	Total
						2017	2015-16 Calls						
CLARK COUNTY	18	46.15%	Office Supplies	\$ 1,800	CLARK COUNTY	223,160	222,379	41%	CCSO	\$ 175,805	\$ -	\$ 105,483	\$ 281,288
CITY OF VANCOUVER	19	48.72%	Protective Clothing	\$ 35,710	CITY OF VANCOUVER	176,400	335,150	44%	Vancouver	\$ 189,020	\$ 13,379	\$ 26,912	\$ 229,311
CITY OF CAMAS	0	0.00%	Meeting Refreshments	\$ 500	CITY OF CAMAS	23,080	28,299	5%	Camas	\$ -	\$ -	\$ -	\$ -
CITY OF WASHOUGAL	1	2.56%	Other Operating Supplies	\$ 76,250	CITY OF WASHOUGAL	15,760	25,510	4%	Washougal	\$ -	\$ 6,240	\$ -	\$ 6,240
CITY OF BATTLE GROUND	1	2.56%	Minor Tools & Equipment	\$ 23,300	CITY OF BATTLE GROUND	20,370	35,557	5%	Battle Ground	\$ 17,414	\$ -	\$ 4,175	\$ 21,589
CITY OF LA CENTER	0	0.00%	Major Tools & Equipment	\$ -	CITY OF LA CENTER	3,195	5,123	1%	La Center	\$ -	\$ -	\$ -	\$ -
CITY OF RIDGEFIELD	0	0.00%	Travel/Training	\$ 53,700	CITY OF RIDGEFIELD	7,235	9,881	2%	Ridgefield	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>39</b>	<b>100.00%</b>	Rental - Machinery	\$ 300	<b>TOTAL</b>	<b>469,200</b>	<b>661,899</b>	<b>100%</b>	<b>TOTAL</b>	<b>\$ 382,239</b>	<b>\$ 19,619</b>	<b>\$ 136,570</b>	<b>\$ 538,428 *</b>
			Dues & Subscriptions	\$ 2,200									
			Repair & Maint-Equip	\$ 7,000									
			O/s Printing and Binding	\$ 307									
			Departmental Overhead	\$ 36,192									
			Asset Insurance	\$ 1,081									
			Asset ER&R	\$ 66,252									
			Asset Operational Costs	\$ 6,473									
			<b>TOTAL</b>	<b>\$ 311,064</b>									

### BILLING CALCULATION

Entity	Non-Labor	Overtime	TOTAL BILLING FOR 2018	
	Budget	Credit		
	Based on	Based on	Based on	
	Blended	Blended	Actual	
	ratio	Ratio	Expense	
CLARK COUNTY	\$ 126,228	\$ 218,491	\$ (281,288)	\$ 63,431
CITY OF VANCOUVER	\$ 137,227	\$ 237,529	\$ (229,311)	\$ 145,445
CITY OF CAMAS	\$ 14,300	\$ 24,753	\$ -	\$ 39,053
CITY OF WASHOUGAL	\$ 11,218	\$ 19,418	\$ (6,240)	\$ 24,397
CITY OF BATTLE GROUND	\$ 15,107	\$ 26,150	\$ (21,589)	\$ 19,668
CITY OF LA CENTER	\$ 2,263	\$ 3,917	\$ -	\$ 6,180
CITY OF RIDGEFIELD	\$ 4,720	\$ 8,170	\$ -	\$ 12,890
<b>TOTAL</b>	<b>\$ 311,064</b>	<b>\$ 538,428</b>	<b>\$ (538,428)</b>	<b>\$ 311,064</b>

\*includes wage-driven benefits