

POLICE MEMORANDUM
#1-2023

DATE: Jan. 9, 2023

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

FROM: James S. May Jr., Chief of Police *JSM/217*
Randall L. Darlin, Deputy Chief of Police
John Davidson, Police Lieutenant

SUBJECT: CR-3 – 2023 Police Department Records Terminal Guard IGA

PURPOSE

To consider CR-3, a resolution approving an Intergovernmental Agreement (IGA) between the City and the Adams County Sheriff's Office (ACSO) to provide administrative services to Police Records between 10 p.m. and 6 a.m. daily in 2023.

BACKGROUND

For years, the City has been contracting with the ACSO to provide administrative services from 10 p.m. to 6 a.m., which includes monitoring the Colorado Crime Information Center (CCIC)/National Crime Information Center (NCIC) terminal. The 2023 IGA with ACSO continues that arrangement.

CCIC is a computerized information system for state criminal justice agencies. The mission is to provide and maintain accurate and timely documented criminal justice information to prevent crime and protect life and property. NCIC is an electronic clearinghouse of crime data that can be tapped into by virtually every criminal justice agency nationwide. The Northglenn Police Department (NPD) must cover the CCIC/NCIC terminal and respond to a 'request of a wanted article or person' within 10 minutes for officer safety purposes. Failure to do so can result in non-compliance of the City's terminal with the Colorado Bureau of Investigation. This IGA fulfills statutory requirements to monitor the records terminal.

ACSO performed 4,508 activities for Northglenn from April 2021 to March 2022. That is 33% of all activities ACSO handled for other agencies during that period.

BUDGET/TIME IMPLICATIONS

The cost to continue the administrative services with the ACSO for 2023 is \$53,011.53, a decrease of \$8,032.05 from 2022. These funds are included in the NPD's 2023 budget.

STAFF RECOMMENDATION

Staff recommends approval of CR-3, a resolution that, if approved, would authorize the Mayor to execute the IGA with the ACSO on behalf of the City.

STAFF REFERENCE

If Council Members have any questions, please contact:

- James S. May, Jr., Chief of Police, at jmay@northglenn.org or 303.450.8967
- Randall L. Darlin, Deputy Chief of Police, at rdarlin@northglenn.org or 303.450.8964

ATTACHMENT

1. 2023 Records Terminal coverage letter

CR-3 – 2023 Police Department Records Terminal Guard IGA

Below is the estimate for 2023 based on the current usage and projected costs for the Records Terminal Coverage IGA:

April 2021 - March 2022	Brighton PD	Northglenn PD	Commerce City PD
Impounded Entries	72	97	591
Private Tow/Repo Entries	394	1022	546
Recovered Steals	135	196	358
Stolen Entries	54	91	171
Warrant Activities	360	316	581
Missing Persons/Runaway Entries	46	33	59
Misc. CBI Activities	221	222	442
Officer Assist (brief note below)	62	47	49
ATL/BOLO/Crime & Misc. CBI Msgs	1819	2484	3197
Total	3163	4508	5994
Percent of Total	(23%)	(33%)	(44%)

FY2022 Cost/Agency

Northglenn (33%)	\$53,011.53
Commerce City (44%)	\$70,682.04
Brighton (23%)	\$36,947.43

\$ 160,641.00

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-3
Series of 2023

Series of 2023

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE ADAMS COUNTY SHERIFF'S OFFICE AND THE CITY OF NORTHGLENN FOR THE PROVISION OF LAW ENFORCEMENT AND ADMINISTRATIVE PERSONNEL

WHEREAS, the Northglenn Police Department has requested administrative services be provided by the Adams County Sheriff's Office;

WHEREAS, Adams County employs a number of personnel who are qualified and able to assist the City of Northglenn with the performance of administrative services; and

WHEREAS, the Parties wish to enter into an agreement for law enforcement related administrative records support.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Intergovernmental Agreement between the Adams County Sheriff's Office and the City of Northglenn, attached hereto, for the provision of law enforcement and administrative personnel is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED at Northglenn, Colorado, this ____ day of _____, 2023.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF NORTHGLENN
AND THE ADAMS COUNTY SHERIFF’S OFFICE FOR THE PROVISION OF LAW
ENFORCEMENT AND ADMINISTRATIVE PERSONNEL**

THIS INTERGOVERNMENTAL AGREEMENT (“IGA”) is made this _____ day of _____, 2023, the effective date, by and between the City of Northglenn, hereinafter referred to as “Northglenn,” and the Adams County Sheriff’s Office hereinafter referred to as “Adams County”. Northglenn and Adams County may be referred to herein collectively as the “Parties” and individually as a “Party.”

WHEREAS, Northglenn has requested administrative services be provided by Adams County on a continuous basis between the hours of 2200hrs and 0600hrs only, every day of the year; and

WHEREAS, Adams County employs a number of personnel who are qualified and able to assist Northglenn with the performance of said administrative services; and

WHEREAS, the Parties wish to enter into this IGA so that Northglenn may use the services of Adams County employees (herein referred to as “Assigned Employees”) to render, as applicable, administrative services during the hours of 2200hrs and 0600hrs only, as specifically designated by Adams County throughout the term of this IGA; and

WHEREAS, the Parties are willing to enter into this IGA to provide law enforcement related administrative records support upon the terms and conditions contained in this IGA.

NOW, THEREFORE, in consideration of the foregoing recitals, the covenants, promises, terms and conditions set forth herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties hereby agree as follows:

A. Designated Coordinator. Each Party will designate a representative to act as the point of contact for the administration of this IGA.

B. Allocation of Staff. Adams County shall provide law enforcement administrative records services during the hours of 2200hrs and 0600hrs only, every day of the year, whether it is via telephone, police radios, facsimile or email. Adams County shall not be obligated to furnish law enforcement administrative tasks outside of the times listed herein.

C. Assigned Employee Responsibilities. Assigned Employees who are titled Records Specialists shall be responsible for handling administrative support for and on behalf of Northglenn during the times listed herein. The administrative support responsibilities shall include, but are not limited to the following:

- NCIC and CCIC terminal monitoring
- Hit confirmations
- Warrant, Person(s), Vehicle(s), Property and other entries & clearances as needed
- Impounds and Private Tows
- Notifications

D. Employment Status of Assigned Employees. The Parties agree that the Assigned Employees shall remain employees of the Adams County Sheriff's Office and nothing herein shall be deemed to make an Assigned Employee an employee of Northglenn for any purpose. While performing within the course and scope of this IGA, an Assigned Employee shall be and remain an employee of the Adams County Sheriff's Office.

E. Rules of Conduct. The Parties agree that Assigned Employees shall be bound by rules, regulations and policies of Adams County. Any inconsistency or conflicts between the Parties regarding rules, regulations, policies and all operational disputes will immediately be brought to the attention of the other party and will be fully and finally addressed and resolved by the Sheriff and/or Chief of Police, the senior executive, or his or her designee in accordance with his or her determination of the best practices under the circumstances. The Parties may delegate this responsibility to a specific command officer or manager.

F. Fees. Assigned Employees. Northglenn shall pay Adams County for administrative services at the rate of \$53,011.53/year. Adams County may adjust said fee annually as necessary to reflect increased costs for providing administrative services to Northglenn. Adams County is entering into several similar intergovernmental agreements with other municipalities. No later than May 1st of each calendar year Adams County will provide an annual usage analysis of each of the municipalities with whom it has a similar intergovernmental agreement, along with the recommended associated fees for each jurisdiction for the following year. The recommended fees for service will be divided proportionally, based on the usage analysis, between all parties receiving said administrative law enforcement services. The Adams County Administrative Services staff will be required to track each supported agency's request for assistance using the following categories:

- Phone/Email (including nature of request)
- Locates/Cancel/Confirmations
- Impounds/Repo/Private Tows
- NCIC/CCIC Entries/Clearances

G. Term. The term of this agreement shall be from January 1, 2023, to December 31, 2023.

H. Payment. By the 15th of each month, Adams County shall submit an invoice to Northglenn for 1/12 of the amount stated in Paragraph F for services provided the previous month. Northglenn shall pay Adams County within thirty (30) days of the invoice date. Non-payment constitutes a material breach of this agreement and unless corrected, this agreement shall automatically terminate, relieving Adams County of any and all obligations herein. Termination does not relieve Northglenn of its obligation to pay Adams County for costs of previously Assigned Employees under this agreement.

I. Indemnification. To the extent permitted by law, Northglenn shall indemnify, defend, save and hold harmless Adams County, its departments, agencies, boards, commissions, officers, officials, agents, and employees ("Indemnitee") for, from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) ("Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent acts of the Assigned Employees. Nothing in this IGA is meant to waive the parties' protections pursuant to the Colorado Governmental Immunity Act.

J. Entire Agreement. This IGA embodies the entire understanding of the parties and supersedes any other agreement or understanding between the parties relating to the subject matter of this IGA. No other oral or written representations made prior to the execution of this agreement shall constitute a part of the agreement. All amendments to this agreement shall be in writing and executed by both parties, and no amendment shall be binding or effective unless a written amendment is so executed.

K. Severability. The provisions of this IGA are severable to the extent that any provision or application held to be invalid by a court of competent jurisdiction shall not affect any other provision or application of the IGA which may remain in effect without the invalid provision or application.

L. Governing Law. This IGA shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for any dispute shall be in Adams County, Colorado.

M. Termination. Either Party may, at any time, terminate this IGA by giving the other Party not less than sixty (60) days prior written notice.

N. Headings. Headings of this IGA are for convenience only and shall not affect the interpretation of this IGA.

O. Notices. Other than requests for staffing, written notices required under this IGA and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:

Northglenn

Name:
Title:
Address:

Adams County

Name: Stephanie Brandt
Title: Operations Manager
Address: 4430 S. Adams County Parkway
1st Floor, Suite W5400
Brighton, CO 80601

IN WITNESS WHEREOF the Parties have executed this IGA on the date first written above.

CITY OF NORTHGLENN

Mayor Meredith Leighty

ATTEST:

City Clerk

Approved as to form:

City Attorney

ADAMS COUNTY SHERIFF'S OFFICE

Sheriff

Printed Name

**ADAMS COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS**

Chair Date

ATTEST:

Deputy Clerk

Approved as to form:

Adams County Attorney's Office