

**INTERGOVERNMENTAL AGREEMENT
AMONG THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF
OREGON, THE CITY OF PORTLAND AND THE CITY OF HILLSBORO FOR TRANSIT
POLICE SERVICES
Contract No. 10-0821**

This Agreement is entered into among the Tri-County Metropolitan Transportation District of Oregon (TriMet), the City of Portland (Portland) and City of Hillsboro, pursuant to authority granted in ORS Chapter 190.

RECITALS

1. TriMet, Portland and the City of Hillsboro ("the parties") seek to expand the TriMet Transit Police Division to increase safety and security operations on the TriMet transit system, in particular on the Westside MAX and agree that a focused presence of additional police personnel on the Westside MAX and transit system would be an effective measure to expand and enhance transit system safety and security.
2. The parties have established a Westside TriMet Transit Police community policing program to expand and enhance safety and security on the transit system and Westside MAX.

AGREEMENT

The parties agree as follows:

1. **TERM:** The initial term of this Agreement shall be from July 1, 2010 through June 30, 2011. Thereafter, this Agreement will automatically renew for successive one-year terms through June 30, 2015, unless terminated sooner under the terms of this Agreement.
2. **RESPONSIBILITIES OF PARTIES:** See attached Exhibits 1 through 4.
3. **TERMINATION**
 - a. Any party may terminate this Agreement for its convenience and without penalty by giving the other parties thirty (30) days written notice of its intention to terminate.
 - b. If TriMet is unable to appropriate sufficient monies to pay the City of Hillsboro for their services under this Agreement, TriMet must notify the City of Hillsboro and Portland and this Agreement shall automatically terminate as of the end of the last fiscal year for which such appropriations are available.
 - c. Any obligations arising prior to the date of termination survive the termination, including any obligation to defend, indemnify and hold harmless any other jurisdiction.

4. INDEMNIFICATION:

Portland and the City of Hillsboro will be responsible for the work of the officers assigned to the TriMet Transit Police Division.

Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, the City of Hillsboro shall indemnify, defend and hold harmless TriMet and Portland from and against all liability, loss, and costs arising out of or resulting from the acts of the City of Hillsboro, its officers, employees, and agents in the performance of this Agreement. Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, TriMet shall indemnify, defend, and hold harmless the City of Hillsboro and Portland from and against all liability, loss, and costs arising out of or resulting from the acts of TriMet, its officers, employees, and agents in the performance of this Agreement. Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, Portland shall indemnify, defend, and hold harmless the City of Hillsboro and TriMet from and against all liability, loss, and costs arising out of or resulting from the acts of Portland, its officers, employees, and agents in the performance of this Agreement.

5. INSURANCE: Each party shall be responsible for providing workers' compensation insurance for their respective employees, as required by law, and may elect to commercially insure or self insure for any other liabilities assumed under this Agreement.
6. ADHERENCE TO LAW: Each party must comply with all federal, state, and local laws and ordinances applicable to this Agreement.
7. ACCESS TO RECORDS: Each party must have access to the books, documents, and other records of the other parties related to this Agreement for the purpose of examination, copying, and audit, unless otherwise limited by law.
8. SUBCONTRACTOR AND ASSIGNMENT: No party shall subcontract or assign any part of this Agreement without the written consent of the other parties.
9. ENTIRE AGREEMENT: This Agreement incorporates by reference and makes all of the terms and conditions of the Exhibits 1 through 4 attached hereto a part of this Agreement and constitutes the entire agreement between the parties. This Agreement may be modified or amended only by the written agreement of the parties.
10. SEVERABILITY: The parties agree that, if any term of this Agreement, is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms will not be affected.
11. NOTICES: The parties must send any notices, bills, invoices, reports, or other written communications required by this Agreement through the United States Mail, first-class postage paid, or personally delivered to the addresses below:

The parties have caused this Agreement to be executed by their duly appointed officers, authorized to bind the party for which they sign.

THE CITY OF HILLSBORO
150 E Main Street
Hillsboro, Or. 97123

CITY OF PORTLAND
1211 SW 4th Ave.
Portland, Or. 97204

**TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF
OREGON (TRIMET)**
4012 SE 17th Ave.
Portland, Or. 97202

Sarah Jo A. Chaplen

Sarah Jo A. Chaplen
City Manager

5/6/10

Date

Sam Adams
Mayor

Date

Shelly Lomax
Executive Director, Operations

Date

Lavone Griffin-Valade
Auditor

Date

Approved as to form:

APPROVED AS TO FORM

Legal Counsel

Date

Linda Meng, City Attorney

Linda Meng
CITY ATTORNEY

Date

6/18/10

TriMet Legal Counsel

Date

Exhibits:

- Exhibit 1 – Transit Police Division Administration & Operations
- Exhibit 2 – Transit Police Division Staffing Letter
- Exhibit 3 – Transit Police Division Personnel Operations (Westside Precinct)
- Exhibit 4 – Transit Police Westside Precinct

EXHIBIT 1**TRANSIT POLICE DIVISION ADMINISTRATION & OPERATIONS****1. SERVICE LEVEL**

For the term of this Agreement, the City of Hillsboro will provide one or more full-time officer(s) for assignment to the Transit Police Division (hereinafter Division), in such numbers and classifications as the parties mutually agree in writing, by letter among City of Hillsboro Chief of Police, the Transit Police Division Commander, and TriMet's Executive Director - Operations, with such letter in the form set forth in Exhibit 2. If a vacancy of any of the agreed-upon number of officers is not filled within 90 days, the parties agree that TriMet may reassign the opening to another jurisdiction, to provide officer(s) to the Division. The City of Hillsboro personnel assigned to the Division will remain employees of the City of Hillsboro and will not be considered employees or agents of TriMet or the City of Portland (Portland). For purposes of this Agreement, the officer(s) assigned to the Division will be referred to as assigned to the TriMet Transit Police Division.

2. OPERATIONS

- a. **Deployment Strategy and Priority for Services:** The parties recognize that they have legitimate interests in the management and deployment of officers assigned to the Transit Police Division. The parties will work together to ensure:
- (1) **On-Board Presence:** The priority for Transit Police deployment is presence on the transit system vehicles and at transit system public facilities.
 - (2) **Calls for Service:** In general, response to 9-1-1 calls for transit system incidents shall be responded to by local law enforcement from the respective jurisdiction.
 - (3) **Arrests:** Arrests on the transit system incidents shall be by the respective Transit Police or local law enforcement that originated action on the incident.
 - (4) **Law Enforcement Support:** Transit Police and local law enforcement shall be responsible for law enforcement support activities for their respective primary areas of responsibility.
 - (5) **Enforcement:** Transit Police enforcement shall focus on TriMet ordinances, including fare enforcement, and State and City laws to help ensure the security of passengers, employees, and transit system property.
 - (6) **Targeting:** Transit Police deployment shall focus on identified problem areas, routes and/or transit centers/transfer points based on data relative to the greatest needs for "preventive action"; using community policing strategies whenever possible.

- b. Westside Precinct Operations: See attached Exhibit 4.
- c. Agency Cooperation and Coordination:
- (1) The parties will work closely and continuously communicate with each other to ensure that the resources, strategies, work force deployment, and initiatives of TriMet, Portland, the City of Hillsboro are coordinated and effective.
 - (2) The Commander, TriMet Transit Police Division, or his/her designee, will coordinate contact with the parties to insure that the resources, strategies, work force deployment, and initiatives of the Division and those of the respective law enforcement agencies are coordinated and effective.
 - (3) The City of Hillsboro agrees to work cooperatively in an effort to increase reporting of TriMet related incidents. The City of Hillsboro agrees to provide to the Division TriMet coded reports, data, and records. TriMet agrees to make available to the City of Hillsboro, through the Division, particular data, reports, records, etc. that will assist in fulfilling the mission as outlined in this document.
- d. Officer Seniority: Determination of officer seniority of the Transit Police Division for purposes of making shift, vacation, holiday, and overtime assignments shall be according to the attached Exhibit 3.
- e. K-9 Unit Training Facility: TriMet has entered into a ground lease (hereinafter "Lease") with the Port of Portland effective September 17, 2007 for the use of certain premises (hereinafter "Premises") to house explosives storage magazines in support of TriMet's training requirements to maintain U.S. Department of Homeland Security, Transportation Security Administration ("TSA") certification for K-9 units. Transit Police Division personnel as designated by TriMet and TSA will be authorized to access and utilize the premises for purposes of TriMet's K-9 unit training in accordance with the Lease terms. The City of Hillsboro agrees that the work and operations of the Division, including assigned transit police personnel, with respect to activities relating to the Premises, are subject to and shall comply with all provisions and requirements of the Lease, the terms of which are incorporated into and made part of the Agreement, and specifically any obligations of TriMet as Lessee.

3. REIMBURSEMENT OF COSTS

- a. Costs: The City of Hillsboro must pay the salaries, overtime, insurance, retirement, and other benefits of its respective officers serving in the TriMet Transit Police Division. The City of Hillsboro shall invoice TriMet monthly for all such Division personnel. Administrative fees charged by the City of Hillsboro to TriMet in connection with billings shall not exceed the sum of 5% of direct costs of salaries, overtime, insurance, retirement and other benefits paid to its personnel assigned to the Division. TriMet agrees to compensate the City of Hillsboro within thirty (30) days after receiving the invoice. Invoices should be submitted to TriMet, Attn: Accounts Payable – FN4, 4012 SE 17th Avenue, Portland, OR 97202.

- b. Amount: Before April 1st of each year of this Agreement, the City of Hillsboro must submit to TriMet a proposed annual budget for the operation of the Division for the next fiscal year (July 1 through the following June 30). The parties will then agree on the compensation to be paid by TriMet for services under this Agreement. If the parties cannot agree on such compensation by June 1st, any party may elect to terminate this Agreement without penalty.

EXHIBIT 2

TRANSIT POLICE DIVISION STAFFING LETTER

(on TriMet letterhead)

(date of letter)

Chief of Police
City of Hillsboro
150 E Main St.
Hillsboro, OR 97123

RE: The City of Hillsboro Police Staffing to TriMet Transit Police Division

Dear _____:

This letter is issued pursuant to the June 1, 2010 Agreement among the Tri-County Metropolitan Transportation District of Oregon (TriMet), the City of Portland and the City of Hillsboro, for TriMet Transit Police Services, as amended, to establish or change the number of police officers assigned from the City of Hillsboro to the TriMet Transit Police Division.

Prior Staffing from (effective date of agreement), 2010, To-Date

- from (effective date of agreement), 2010 to (date) (specify number of officer(s))
- from (date) to (date) etc. (specify revised number of officer(s) etc.)
- from (date) to (effective date of this staffing change) (specify revised number of officer(s))

Staffing from (effective date of this staffing change)

- from (effective date of this staffing change) (specify revised number of officer(s))

Any future change in the number of officers assigned from City of Hillsboro Police to the TriMet Transit Police Division, is subject to mutual agreement by the parties by subsequent letter in similar form.

Sincerely,

Shelly Lomax
Executive Director, Operations
TriMet

Agreed to by the City of Hillsboro:

Agreed to by City of Portland:

Chief of Police

date

Transit Police Commander

date

EXHIBIT 3**TRANSIT POLICE DIVISION PERSONNEL OPERATIONS (WESTSIDE PRECINCT)**

It is the intent of this Agreement: (1) to recognize that the TriMet Transit Police Division Westside Precinct (Westside Precinct) is staffed by police officers from multiple jurisdictions, each covered by their respective collective bargaining agreements, but that shifts, days off, vacations and overtime need to be assigned in a fair and equitable manner; (2) to provide for assignment of shifts, days off, vacations and overtime by seniority; (3) to allow for the change of shift hours of operation and to re-allocated positions and days off within certain shifts to maintain an appropriate balance of field strength.

THE PARTIES AGREE THAT:

1. Current and future City of Hillsboro officers assigned to the Westside Precinct will use their City of Hillsboro date of hire seniority as the means to select shifts, days off, vacations and overtime.
2. Current and future City of Hillsboro officers assigned to the Westside Precinct will abide by the provisions of this Exhibit 3.
3. Seniority shall be defined as the length of uninterrupted service by the officer in his/her agency within the officer's Civil Service classification following the officer's most recent appointment. Time spent in the Armed Forces, on military leaves of absence, other authorized leaves and time lost because of duty-connected disability shall be included in length of service. If an officer who has been promoted reverts to a position he/she formerly held, the officer's seniority shall be the sum of the seniority earned in the promotional class and in the class to which the officer reverts.
4. Subject to manpower needs and maintaining efficiency of the Westside Precinct, seniority shall be the prime factor in the selection of shifts and days off provided the officer is otherwise qualified. Seniority shall govern in the selection of vacation and holidays.
5. In the case of voluntary transfer and/or assignment, the seniority of an officer shall apply immediately to the officer's choice concerning holidays and vacations. The transferring officer may not use seniority to bump another officer's shift or days off until 45 days from the date of the written request.
6. In case of involuntary transfer and/or assignment, the seniority of an officer shall apply immediately to the officer's choice concerning holidays and vacation. In the event of an involuntary transfer, the Westside Precinct shall accommodate the shift and/or days off preferences of transferring officers immediately, and shall not involuntarily bump any other officer for at least thirty (30) days from the time the bumped officer receives notice of the bump. The transferring officer may not use seniority to bump another officer's shift or days off until 30 days from the date of the written request.

7. For the purposes of this Agreement, the phrase "Transferring Officer" shall refer to an officer desiring to change shifts, days off or assignments, or an officer who is involuntarily transferred.
8. The Westside Precinct shall prepare a form to be used by officers desiring to transfer from one shift, assignment, or day off configuration to another within the same reporting unit. For the purposes of this Agreement, this form shall be referred to as the "Transfer Request Form." The Transfer Request Form shall contain a place for transferring officers to indicate their preferences with respect to shifts and days off.
9. A transferring officer may complete a Transfer Request Form at any time. If the officer is seeking or anticipating a transfer, the officer shall file the Transfer Request Form with the Westside Precinct supervisor. If the officer is seeking a change in days off or shifts which do not involve a transfer between reporting units, the Transfer Request Form shall be filed with the officer's shift commander. The Westside Precinct will forward a copy of the Transfer Request Form to the location of the anticipated transfer.
10. In the event of a change in days off or shifts that do not involve a change in reporting units, the time frames referred to in Section 5 and 6 of this Exhibit 3 shall begin to run when the transferring officer submits the Transfer Request Form.
11. When the Westside Precinct knows that an officer's preferences as indicated on a Transfer Request Form will result in the displacement of the shift or days off of another officer (referred to herein as the Transferred Officer), the Westside Precinct shall notify the Transferred Officer as soon as possible of the fact that he or she may be bumped.
12. The Westside Precinct shall accommodate the shift and/or days off preferences of transferring officers on a faster time schedule than that contained in Sections 5 and 6 of this Exhibit 3, if, in the Westside Precinct's judgment, it is operationally sound to do so, provided that no other affected officer is bumped from his or her days off or shift who objects to the accommodation.
13. An officer may exercise seniority to bump another officer for shift and days off only once in ninety (90) days.
14. **Vacations.** Employees shall be allowed to select two vacation periods on the basis of seniority. Each vacation period must be of a minimum duration of one day. Vacation time shall be scheduled by the Westside Precinct with due consideration being given to requests from officers which shall be determined among officers of equal rank by seniority; provided, however, that each officer shall be permitted to exercise the right of seniority only once each year. The sign-up deadline for the exercise of seniority in the selection of vacations shall be March 15 for the calendar year running from April 15 through April 14 of the following year.
15. **Holiday Assignment.** Where the shift strength is reduced or increased on holidays, consistent with the needs of the Westside Precinct, assignments shall be offered to the most senior officer. Except for an emergency, the Westside Precinct shall provide a minimum of ten (10) days' notice of any deviation from normal shift strength so that officers may plan the use of their time.
 - A. Where shift strength is reduced, the most senior officer scheduled for duty on the shift shall be offered the option of working or not. Where shift strength is increased, the most senior officer on the shift shall be offered the option of working or not.

B. For purposes of this section, New Year's Eve and Christmas Eve shall be treated as holidays.

16. **Seniority for Vacation Purposes upon Transfer.** If an officer is involuntarily transferred, the Westside Precinct shall honor the officer's pre-selected vacation times, and shall not disrupt the pre-selected vacation time for other officers in the division to which the officer is involuntarily transferred. If an officer accepts a voluntary transfer, the Westside Precinct shall attempt to accommodate, to the extent possible, the officer's pre-selected vacation times.

17. **Shift Overtime.** Where the overtime is not directly related to activities begun by an officer during the officer's regular shift, and where the planned overtime is anticipated to be four (4) hours or more in duration, the overtime shall be offered, in the order of seniority, to officers in the Westside Precinct. Once each eligible officer has had the opportunity to work shift overtime in a pay period, officers may once again use their seniority to work shift overtime as described above, and the seniority list shall rotate in the same fashion thereafter. The Westside Precinct shall maintain a list in each reporting unit upon which officers must place their names indicating a willingness to work shift overtime. If an officer is incorrectly passed over for shift overtime, the officer shall be allowed to work a makeup overtime assignment within the next two pay periods following the discovery of the error. The officer and the Westside Precinct shall mutually agree upon the makeup overtime assignment, which shall not displace another officer's already-selected overtime assignment. An officer who has been incorrectly passed over shall not be otherwise entitled to compensation for the missed overtime.

18. An officer will normally be given adequate advance notice of any change in the officer's regular hours of work, except where an emergency (an emergency is defined as an unforeseen event affecting the Westside Precinct's ability to perform its mission) exists. Notice given less than forty-eight (48) hours (or seventy-two [72] hours under the Four-Ten Plan) before the officer is to begin work under the changed schedule entitles the officer to compensation at the overtime rate for those hours not exceeding eight (8) hours that are earlier, later, or different from the hours the officer last worked in a work day. A police officer is not entitled to compensation under the overtime rate if the officer is otherwise entitled to compensation under the same hours of work, or if shift changes are the result of a voluntary transfer or promotion.

19. **Discipline.** Discipline and discharge of City of Hillsboro officers assigned to the Westside Precinct will be the responsibility of the City of Hillsboro and in accordance with the Collective Bargaining Agreement between the City of Hillsboro and the Hillsboro Police Officer's Association.

20. **Citizen Complaints.** All citizen complaints concerning City of Hillsboro officers to be referred to the City of Hillsboro and finding copied to the Commander, Transit Police Division. The City of Hillsboro agrees to:

- A. Maintain a police accountability system as described at subsections (B) through (G) below.
- B. Provide an accountability system intake point to which the other participating Transit Police jurisdictions ("jurisdictions") can refer or deliver complaints about the City of Hillsboro officers working in the Transit Police Division.
- C. Receive, review and evaluate all complaints referred or delivered by the other jurisdictions concerning the City of Hillsboro officers who work in the Transit Police Division.

- D. Deliver all complaints about an officer who works in the Transit Police Division received from citizens or generated by peace officers to the accountability system intake point of the subject officer's employing jurisdiction.
- E. Absent a conflict with ORS 181.854 (3), permit investigators from other jurisdictions to share information with their counterparts investigating or reviewing an incident involving a Transit Police Division officer.
- F. Adhere to Portland Police Bureau Transit Police Division SOP A-20 to the extent it does not conflict with the City of Hillsboro labor agreement and agency procedures or directives.
- G. Conduct joint investigations when necessary an appropriate.

21. **Collective Bargaining Agreement.** All other terms and conditions of any current Collective Bargaining Agreement between the City of Hillsboro and the Hillsboro Police Officer's Association shall remain in effect as to other issues not addressed by this Exhibit 3. In the event of a conflict between such Collective Bargaining Agreement and this Exhibit 3, the provisions of such Collective Bargaining Agreement shall govern.

EXHIBIT 4**TRANSIT POLICE DIVISION WESTSIDE PRECINCT**

The cities of Beaverton, Cornelius, Forest Grove, Hillsboro, Tualatin and Washington County (the "Westside Precinct" or "WP parties"), TriMet and Portland have agreed to a Transit Police Westside Precinct community policing program, to expand and enhance safety and security on the transit system and westside MAX in particular.

The Westside Precinct will be implemented in accordance with the following understandings of the WP parties:

- A. The priority of the Westside Precinct will be to provide a focused police presence on the westside MAX and transit system. Every effort will be made to deploy the Westside Precinct officers onto the MAX trains and stations, and buses serving the westside of the TriMet service district.
- B. The Westside Precinct will be under the overall operational structure and command of the Transit Police Division, adopting uniform methods, policies and practices, while providing the Westside Precinct officers autonomy and decision-making on deployment that focuses on policing of local jurisdictions with individualized local knowledge of the Westside Precinct. Day-to-day operation of the Westside Precinct will be under the command of the Transit Police Division, for coordination and communication of resources and operations. The Westside Precinct supervisor will communicate directly to the Transit Police Division lieutenant to facilitate this.
- C. Effective communication within the TriMet Transit Police Division ("Transit Police Division") is of the highest priority. To this end, a command level officer from the Hillsboro or Beaverton Police, or Washington County Sheriff department or Cornelius, or Forest Grove or Tualatin, will be appointed as Westside Precinct liaison to the Transit Police Division Command. TriMet Transit Police Division deployment plans and decisions will be jointly developed and determined by the Westside Precinct and Transit Police Division Command and Control, in conjunction with TriMet in accordance with general principles set forth in Exhibit 1.
- D. The deployment priority of Westside Precinct officers to the westside MAX and transit system is intended to permit existing Transit Police Division officers to focus on security needs elsewhere on the TriMet transit system. However, existing Transit Police Division officers will augment Westside Precinct officers, when determined necessary by overall Transit Police Division coordination described in Section E. In extreme emergencies, Westside Precinct officers will be available for deployment in other locations of the TriMet transit system where needed; and existing Transit Police Division officers will be available for deployment on the westside transit system where needed.
- E. Officers assigned by the WP parties to the Westside Precinct are prohibited from transfer and cannot be bumped from the Westside Precinct without prior authorization by the WP parties.

- F. Operational equipment and facilities necessary for Westside Precinct operations, including facility base for operations, base furnishings and computer equipment, and police vehicles, may be effected by separate agreement between the respective WP party and TriMet, with reimbursement of costs directly by TriMet to the respective WP party.
- G. The WP parties shall establish performance measures to monitor and evaluate the Westside Precinct operations. Performance measures may include:
1. Presence Ratio: percentage of total Westside Precinct officer worked hours, spent on-board westside MAX vehicles or on-site at westside MAX public transit facilities, and on buses or at bus stops, for the month or year.
 2. Citations: number of citations issued on westside MAX, buses or platforms for the month or year.
 3. Fares Inspected: number of westside MAX and bus customers checked by Westside Precinct officers for valid proof of fare payment for the month or year.
 4. Exclusions: number of TriMet exclusions or interdiction commands issued on Westside MAX and buses for the month or year.
 5. Reported Crime: number of all crimes reported on westside MAX, buses or TriMet property for the month or year.
 6. Arrests: number of arrests on westside MAX, buses or TriMet property for the month or year.
 7. Commendations/Complaints: number of complaints and commendations received by TriMet pertaining to Westside Precinct operations for the month or year.
 8. Perceived Security: public confidence in safety and security of westside MAX, buses or TriMet property as measured by TriMet survey of transit system customers and the public.
 9. Reports Written: number of reports written for the month in support of arrests or calls for service.
 10. Field Interview Cards: number of FIR cards for the month based on subject stops and contacts.