

MEMORANDUM OF UNDERSTANDING

By and Between

CITY OF LAKEWOOD
(Community Service Officers)

And

TEAMSTERS LOCAL UNION NO. 117
Affiliated with the
International Brotherhood of Teamsters

Re: Use of Automatic Vehicle Locator (AVL)

This Memorandum of Understanding (MOU) sets forth the principle, practices, review process and officer responsibilities related to the use of automatic vehicle locator (AVL). **Principle:** The Lakewood Police Department has instituted the use of the Automatic Vehicle Locator (AVL) option provided by South Sound 911 through their Integraph dispatch program. The use of this program will enhance officer safety and the ability of supervisors in the field to place resources where needed during critical incidents. Additionally, there is the ability to conduct historical reviews of officers' locations that can provide accuracy and transparency during some internal investigations.

Practices:

1. **Installation:**
 - a. AVL is an integrated option with the SS911 dispatch program. As such, the only installation that is required is the external antenna to connect to the global positioning system.
2. **Activation:**
 - a. The AVL system is activated upon logging in to the dispatch software (MPS) and deactivated when logged off.
3. **Review- Historical AVL data may be reviewed at SS911 by a member of the command staff under the following circumstances:**
 - a. Pursuant to ongoing criminal investigation.
 - b. If the data is used as evidence in a prosecutor-charged criminal proceeding.
 - c. If there is a specific complaint about an incident or employee that the supervisor reasonably believes would be validated or refuted by AVL data.

Note: In these instances, if the command staff member does not observe any AVL data that would support initiation of a formal investigation through Professional Standards, the employee will


immediately be notified of the review and the reason for the review, to include identification of any complainant(s). If during the review the supervisor determines that a referral to Professional Standards is warranted, the established processes for those investigations will apply.

- d. Pursuant to a lawful public disclosure request.
- e. Recordings will be retained in accordance with State records and retention laws.

4. **Officer Responsibilities**

- a. Ensure the external GPS antenna is properly plugged in to the computer to allow AVL to operate as intended.
- b. Officers will notify supervisors as soon as practicable if the system is not functioning properly.
- c. Officers will not intentionally alter or interfere with AVL system.

CITY OF LAKEWOOD




JOHN J. CAULFIELD
City Manager

6/22/2016

Date

**TEAMSTERS LOCAL UNION
NO. 117, IBT**



JOHN SCEARCY
Secretary-Treasurer

6/16/16

Date

ATTEST:



ALICE M. BUSH Date
MMC, City Clerk



HEIDI-ANN WACHTER Date
City Attorney