



## **Memorandum of Understanding by and between the Capitol Region Council of Governments and the Capitol Region Chiefs of Police Association**

The agreement is entered into by and between the Capitol Region Council of Governments (CRCOG), and the Capitol Region Chiefs of Police Association (CRCOPA) for the purpose of administrative support services.

The CRCOPA bylaws state that the association may partner with a regional planning organization such as CRCOG for the purposes of facilitating regional planning, funding and grant opportunities, communication, purchasing and administrative service. CRCOG has been performing this work through its Public Safety department for more than 25 years and would like to formalize this relationship.

### **Scope of Services**

CRCOG will provide the following services in support of CRCOPA:

1. Perform all staff support functions including preparation and notice of agendas and minutes, management of speakers and presentations, communication with members and meeting venue coordination.
2. Facilitate grant and funding opportunities and coordinate associated purchases.
3. Assist in the coordination of training activities, survey requests, and subcommittee formulation. Analyze responses and report findings.
4. Maintain a database of active members as well as CRCOPA records.

CRCOPA will provide the following in support of CRCOG:

1. Act as Regional Support Function 13 Law Enforcement under the Capitol Region Emergency Planning Council.
2. Provide subject matter expertise to the CRCOG Executive Director and Policy Board as needed.

### **Term**

[This Agreement](#) shall become effective immediately and shall, unless otherwise terminated in accordance with the provisions hereof, continue in effect indefinitely

### **Termination**

Either party may terminate this contract for reasons unto themselves upon thirty days written notice to the other party.

### **Agreement Management**

This agreement shall be managed by Cheryl Assis for CRCOG and by the current Capitol Region Chiefs of Police Association President for CRCOPA.

Acceptance and Approvals

CRCOPA

CRCOG

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By:  
Chief Kristian Lindstrom  
President

By:  
Matthew Hart  
Executive Director

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