

2023 EXPANDED NEIGHBORHOOD PATROL PROGRAM

Letter of Agreement

January 1, 2023– December 31, 2023

Patrol Division: North Central	Date: January 1, 2023	
Community/Homeowner Organization: WPHA Dallas ENP, Inc.		
Contact Person Name for Billing: Craig Sutton, Treasurer	Contact Person Telephone Number(s): 214-601-8119	
Fax Number: 214-368-0155	Contact Email Address: csutton@wphadallas.com	
Organization Billing Address: 7256 Ashington Dr		
Organization Billing City, State, Zip: Dallas, TX 75225		

The Expanded Neighborhood Patrol Program (ENP) provides Police presence through off-duty Dallas Police Officers for community/homeowner organizations (the Organization) in a specified geographical area. The Dallas, Texas, City Council approved this program on October 23, 1991, by resolution.

The Organization acknowledges notification of, and agrees to, the following provisions:

I. ADMINISTRATIVE

- A. In order for an Organization to have an ENP, the Organization must obtain the approval of the appropriate Patrol Operations Division Commander and Fleet Manager.
- B. Dallas Police Officers can accept outside work via current employment policies of the Department. All police officers are limited by Dallas Police Departmental policy to providing only police services.
- C. Terms of the off-duty services are the responsibility of the Organization and individual police officers through the Divisional ENP Coordinator.
- D. The coordinating police officer shall be responsible for all administrative functions for any City-provided vehicles.
- E. The City reserves the right to audit records supporting the use of City employees and City vehicles in the Expanded Neighborhood Patrol Program. These records include documentation of any agreements, payments, bank records, tax records, and any other items substantiating the use of City employees and City vehicles in the Expanded Neighborhood Patrol Program. Each Organization shall maintain, for a period of at least 24 months from the creation of each document, all records that in any way relate to the ENP Program and the Organization's use of off-duty police officers and the off-duty police officers' use of City vehicles. The City may conduct such audits using either outside auditors or auditors employed by the City of Dallas.

II. CITY VEHICLE POLICY

- A. The Dallas Police Department will provide pre-auction marked City squad cars for the ENP program. City vehicles used in the program will only be operated by off-duty Dallas Police Officers.
- B. Off-duty Dallas Police Officers will not use these vehicles in a pursuit or emergency response except life or death situations, or when approved by on-duty police supervisors.
- C. Tactical vehicles will not be used for ENP program purposes.
- D. The City-provided ENP vehicles will be equipped with radio, siren, overhead lighting and MDT (Computer). All other equipment, such as cellular phones (if used) will be furnished by the Organizations.

III. TERM OF THE AGREEMENT

- A. The term of this agreement will commence on January 1, 2023 and continue through December 31, 2023.
- B. This agreement may be cancelled prior to January 1, 2024, with 30 days written notice by either the appropriate Patrol Operations Division Commander or the Organization.
- C. The Organization agrees that failure to adhere to all terms and provisions of this agreement will be grounds for immediate termination of this agreement and termination of approval for the off-duty services of all police officers involved.

IV. CITY VEHICLE BILLING

- A. City Vehicle Billing Plan Option charges:
 - 1. Plan A: Fixed rate of \$420 per month for the vehicle plus \$217 fixed rate per month for MDT cost reimbursement plus \$0.62 for every patrol hour.
 - 2. Plan B: \$6.95 for every patrol hour.
- B. The Organization will have the option to change plans once during the term of this agreement upon giving written notice at least thirty (30) days prior to the beginning of a calendar month. Moving from Plan B to Plan A is contingent upon the City's fleet availability of pre-auctioned marked vehicles for the ENP program.
- C. The usage fees for City vehicles will be billed monthly to each authorized Organization.
- D. Payment of City vehicle usage fees will be made by the Organization and must be paid by the due date of the billing invoice from the Police Department [within (30) days of the billing date on the invoice].
- E. Accounts that are not paid by the due date will accrue simple interest at the rate of 10% a year until the account is paid in full. Accounts not paid within 30 days of the billing date on the invoice will be referred, based on the amount due, to either the City's Collection Agent or the City Attorney's Office for collection.
- F. The Organization shall compare the billed patrol vehicle hours each month with its police officer patrol wage hours for such month and promptly notify the divisional ENP Coordinator of any discrepancies.
- G. Should a change of the Organization's designated representative occur, the Organization shall prepare a letter notifying the appropriate Patrol Operations Division Commander of the new designated representative. This information shall also be submitted by email (subject: ENP Coordinator Change) to DPD Fleet at DPDFleet@dallascityhall.com.

V. REQUIRED DOCUMENTATION

- A. Please provide the following information with this ENP Agreement:
- a. Attach additional information regarding the details of the jobs, including the job responsibilities of the officer.
 - b. Please provide, on a separate page, a map of the ENP job location. Highlight the perimeter of the patrol area and include the location's council district

Maps of Windsor Park, Brookshire Park and Lane Park neighborhood are attached.

DPD off-duty officers who patrol for the WPHA ENP are expected to be visible in these three neighborhoods and available to intercept 9-1-1 calls that come in from ENP members in these neighborhoods.

Original, signed contracts should be submitted to DPD Fleet by no later than February 15, 2023. Failure to submit an updated contract may result in a temporary suspension of the ENP until an original, signed contract is received. It is the responsibility of the ENP Coordinator, on behalf of the Organization, to submit this contract by the set deadline.

ENP Agreement Signature Page

As the designated representative for the Organization, you agree that you and the members of the Organization will participate in the Expanded Neighborhood Patrol Program and that you and the Organization will abide by the policies and procedures as set forth in this document. Further, you have read and understand that the participation of the Dallas Police Department in the ENP Program is limited to those resources listed above. Liability for the actions of the off-duty police officers while performing services for the Organization is governed by State law and lies with the Organization and the City under the provisions of Dallas City Code § 31A. (A copy of Dallas Code § 31A is attached to this agreement.)

City Vehicle Billing Plan selection. Please check only one.

- Plan A:** Fixed rate of \$420 per month for the vehicle plus \$217 fixed rate per month for MDT (Computer) cost reimbursement plus \$0.62 for every patrol hour.

- Plan B:** \$6.95 for every patrol hour.

Please estimate your Organization's anticipated monthly hours of ENP patrol: 224.

Sgt Daniel Foster #8213
Name ENP Coordinating Officer
(This is the officer who is designated as contact for this ENP)


817-223-5802
Phone (Not Station phone)

WPHA Dallas ENP, Inc.
Name of Community/Homeowner Organization

North Central
Police Department Division

Craig A Sutton
Printed Name of Designated Representative

Printed Name of Division ENP Coordinator


Signature of Designated Representative

Signature of Division ENP Coordinator

Title of Designated Representative

Date

APPROVAL OF PATROL OPERATIONS DIVISION COMMANDER:

Print Name of Patrol Operations Division Commander

Signature of Patrol Operations Division Commander

Date

