

## **CONTRACT OF SERVICES**

### **CHIPLEY HOUSING AUTHORITY AND THE CITY OF CHIPLEY FLORIDA**

This contract, made and entered into this **Twelfth (12<sup>TH</sup>)** day of **May, 2026** by and between Chipley Housing Authority (herein after called the “Authority”) and the City of Chipley, Florida (herein after called the “City”) is for the provision of additional Patrolling for protective services, which shall be above and beyond regular/routine patrolling as normally provided in a normal shift work of an Officer.

WHEREAS; the Authority desires to contract with the City for additional services to create a drug-free, crime-free environment, throughout all developments of the Authority, to assist in providing for the safety and protection of the residents in all Public Housing Developments, to assist in providing a decent, safe and peaceful environment in the neighborhoods, and

WHEREAS; the City, by and through its Law Enforcement Department desires to assist in the effort by providing additional, effective police services at identified problem areas of the Authority’s location.

NOW, THEREFORE, the Authority and the City agree as follows:

### **SCOPE OF SERVICES**

#### **Section One:** Services provided by the City;

- A. The city agrees that the services rendered by the assigned personnel, (in this case services shall be provided by the “City Police Department) under this contract shall be in addition to the baseline police services. The services provided shall be additional patrolling of the Authority’s developments. The City agrees that it will not reduce its current level of police services to the Public Housing Developments, particularly in the areas of community policing, patrolling, criminal investigations, records, dispatch and special operations previously provided.
- B. The city agrees that it will provide the assigned personnel with all basic equipment and proper liability insurance of coverage for the officers as may be necessary and reasonable in order to allow the law enforcement officers to carry out the duties anticipated under this contract. (Proof of coverage is required and may be provided to the Authority’s office as to the name of company providing coverage and the policy number).

- C. The City shall designate the Chief of Police as the Command Officer to be the Administrative Liaison Officer, who shall work in concert with the Executive Director of the Authority or the Official designated by the Board of Commissioners of the Authority. The Administrative Liaison Officer shall perform the following duties:
  - 1. Coordinate the work schedule, dissemination and processing of police and security reports, provide supervisory assistance and coordinate in resolving problems and assist in carrying out the provisions of this contract.
- D. The City shall at all times provide supervision, control and direction of work activities and assignments of law enforcement personnel, including any disciplinary actions. It is explicitly understood that the police department shall be responsible for all payments and employment benefits while on duty with the City, as well as any injury to any law enforcement officers, their property, or the City's property while enforcing criminal, traffic, or penal laws; on or off the Authority's property.
- E. The assigned personnel shall possess and maintain Police Officer/Law Enforcement Standards and Training Certifications.

**Section Two:** Services provided by the Authority;

- A. Satellite Office: As this request is for additional patrolling at this time, no satellite office shall be provided, however, should it become necessary in the future for a satellite office the Authority shall provide one which will be furnished with utilities, (water, heat and electricity) phone, desk, chair and filing cabinet. Routine and extraordinary maintenance needed shall be provided by the maintenance personnel of the Authority.
- B. The Authority shall provide information received from the residents of any problem areas and any known fugitive making application for housing.

**Enforcement of Rules and Regulations:**

- A. The city, through its law enforcement (Police Officers) is hereby empowered to enforce the Authority's rules and regulations follows:
  - 1. Unauthorized visitors in or around structures of the Authority are considered as trespassers and shall be removed.

2. Unauthorized visitors or authorized visitors by lessee creating disturbance or otherwise interfering with the peaceful enjoyment of residents accommodation or creates disturbance causing situation to be nonconducive in maintaining the Authority's developments in a decent, safe, peaceful and sanitary manner shall be removed. If the Lessee creates any disturbance which interferes with the peaceful enjoyment of resident's accommodations and causes the situation to be nonconducive in maintaining the Authority's development in a decent, safe, peaceful and sanitary condition, they shall be removed and/or legal action shall be taken. In either case of unauthorized or authorized visitors by Lessee, the Authority shall be notified immediately and any legal actions required by the Authority shall be enacted.
  3. Unauthorized or Authorized visitors destroying, damaging, defacing or removing Authority property shall be removed and/or criminal enforcement action shall be taken against that individual.
  4. With regard to the foregoing rules and regulations, the City's Law Enforcement Officers are hereby authorized to give criminal trespass warnings to any person's found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden and to arrest or cause the arrest and prosecution of any violators, when appropriate.
- B. The City, through its Law Enforcement Officers, is hereby empowered to enforce the following Authority rule or regulation (listed below) and such additional Authority rules and regulations and perform such other duties as shall be specified in any addenda attached hereto or incorporated herein now or in the future.
1. The resident and any visitors to Authority property and premises shall refrain from and shall cause their household to refrain from parking vehicles in any area other than designated parking areas by management.
  2. With regard to the foregoing rule or regulations, the City's Law Enforcement Officers are hereby authorized to have removed any and all vehicles found parked in violation of said rule or regulation, pursuant to established City procedure for impounding vehicles.
- C. Nothing herein contained shall be construed as permitting or authorizing the City Law Enforcement Officers to use any method or to act in any manner in violation of law or of their sworn obligation as Law Enforcement Officer.

- D. Payment for additional patrolling of Authority's Developments in addition to the baseline police services shall be made to the City of Chipley upon being invoiced by the City of Chipley on the **THIRTY (30<sup>th</sup>)** day of each month at a fee no less than **\$ 22.27** per hour and shall not exceed **\$46.49** per hour with the hours not to exceed **TWENTY FOUR (24)** hours per week.
  
- E. Each party may terminate this agreement upon giving the other party a thirty (30) day written notice of intent to terminate.

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Tracy L. Andrews, Mayor, City of Chipley

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Patrice A. Tanner, City Administrator, City of Chipley

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Michael Richter, Chief of Police, City of Chipley

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Tara Finch, Executive Director, Chipley Housing Authority

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Wanda Owens, Chairman, Chipley Housing Authority