

PROFESSIONAL SERVICES CONTRACT

This Professional Services Contract ("Contract") is between the County of Colusa ("County"), a political subdivision of the State of California, acting through its Sheriff's Office and Information Technology Department and the City of Colusa, a California general law city and municipal corporation, ("City") acting through its police department.

- 1. Services to be Performed:** County to provide the City police department secure access to the County's RIMS multi-agency server and associated IT support as more specifically detailed in Exhibit "A".
- 2. Term:** This Contract shall commence upon full execution and shall continue for two (2) years unless sooner terminated as provided herein.
- 3. Compensation:** The City shall reimburse County for implementation services and annual maintenance as described in Exhibit "A".
- 4. Method of Payment:** Invoices will be issued by the County and paid by the City within 30 days of receipt.
- 5. Professional Ability of Parties and Standards of Performance:** Both parties represent they possess the professional ability, licenses, and training to perform their respective duties under this Contract. The Sheriff's Office and County IT shall ensure system integrity, maintenance, and compliance with applicable law. The City shall ensure all personnel accessing RIMS are trained, authorized, and compliant with system-use and CJIS standards.
- 6. Books and Records:** Each party shall maintain fiscal and operational records relevant to this Contract for a minimum of five (5) years following termination or final payment and shall make such records available to the other party upon reasonable request for audit or inspection.
- 7. Independent Governmental Entity:** Nothing contained in this Contract, or any document executed in connection with this Contract, shall be construed to create an employer-employee, partnership or joint venture relationship between County and the City nor to allow County to exercise discretion or control over the manner in which City performs the work or services that are the subject matter of this Contract, to the extent that work or services is inconsistent with the City's obligations under this Contract.
- 8. Indemnity and Liability:** Each party shall indemnify, defend, and hold the other party and its directors, officers, employees, and agents harmless against any claims of any kind, arising or alleged to arise out of the willful misconduct, negligent acts, omissions, or violations of law by the party.
- 9. Performance Standards:** Both parties shall comply with all applicable federal, state, and local laws, ordinances, and codes governing law-enforcement data, including CJIS, CLETS, and DOJ security standards.

10. Controlling Law Venue: This Contract is made in the County of Colusa, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the County of Colusa.

11. Written Notification: Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to County: Colusa County
547 Market St., Ste. 102
Colusa, Ca, 95932

If to the City: City of Colusa Police Department
260 6th St.
Colusa, Ca, 95932

12. Entire Contract: This Contract constitutes the complete and exclusive statement of contract between County and the City. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.

13. Amendments: This Contract may be modified or amended only by a written document executed by both the City and County and approved as to form by the County Counsel.

14. Waiver: No failure on the part of either party to exercise any right or remedy provided for by this Contract shall operate as a waiver of any other right or remedy that party may have.

15. Execution: This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties.

16. Termination: This Contract may be terminated for the following reasons:

- A. Immediately for cause if either party fails to perform any of its obligations under this Contract; or
- B. By County without cause upon fifteen (15) days written notice of termination.

17. Partial Invalidity. If any provision of this Contract is held to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected or invalidated.

18. Attachments: All attachments referred to are incorporated and made part of the Contract.

Attachments include:

A. Attachment "A" – Scope of Work and Cost Proposal

COUNTY OF COLUSA



Daurice K. Smith, Chair

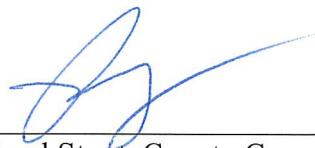
CITY OF COLUSA

Date: 12/16/25

Date: _____

Ryan Codorniz, Mayor

APPROVED AS TO FORM



Richard Stout, County Counsel

ATTEST: Joshua Pack, Clerk of the Board of Supervisors

By 
Patricia Rodriguez, Deputy

Exhibit A
Scope of Work and Cost Proposal

**COLUSA COUNTY SHERIFF'S OFFICE AND COLUSA POLICE DEPARTMENT
MULTI-AGENCY RIMS SYSTEM IMPLEMENTATION PLAN AND
RESPONSIBILITIES**

The Colusa County Sheriff's Office and the Colusa Police Department will operate as a multi-agency configuration within the RIMS system. Under this configuration, both agencies will share a single CAD (Computer Aided Dispatch) database while maintaining separate records databases for their individual case records. People, vehicle, and property files will be shared and accessible to authorized users in both agencies. The RIMS system will be hosted on County servers at the Sheriff's Office, and Colusa Police Department workstations will connect to the hosted environment through a secure, high-speed connection.

System Configuration Overview

- A single, shared CAD database will record incidents for both agencies. CAD data may be separated for reporting and statistical purposes.
- Each agency will maintain its own records database. However, shared reference tables (people, vehicles, property) will be maintained in a common server accessible to authorized users from both agencies.
- The existing Colusa Police Department RIMS database will become a legacy database with its current agency code preserved. This legacy database will remain on the Police Department's server and be accessible through ChooseRIMS or Collaborate for historical lookup and reference only. No new data will be entered into the legacy system.
- A new Colusa Police Department RIMS database, assigned a new agency code, will be created on the Sheriff's Office server as part of the multi-agency configuration.

System Access to Legacy Data

Authorized users will be able to search legacy Colusa Police Department data using Collaborate. Users may view and, where applicable, clone information from the legacy database into new entries within the shared system. The legacy database will require continued software and server maintenance for as long as access is desired.

SCOPE OF WORK

1. Colusa County has confirmed there is adequate server and storage capacity at the Sheriff's Office to host the new Colusa Police Department database.
2. Colusa Police Department will enter or verify officer and user accounts within the shared RIMS environment.
3. Both agencies will reconcile and align data in validation tables to ensure consistent system use.

4. Colusa County will confirm operational Collaborate connectivity between the Sheriff's Office and Police Department.
5. Colusa Police Department will coordinate with the Sheriff's Office and County IT to establish secure workstation connectivity to the Sheriff's Office RIMS server.

RESPONSIBILITIES

COUNTY / SHERIFF'S OFFICE

1. Host and administer the RIMS system, including all server infrastructure, network connections, maintenance, and upgrades.
2. Authorize and manage user accounts and permission levels in cooperation with County IT, ensuring compliance with CJIS standards.
3. Maintain ownership and control over data originating from the Sheriff's Office, except where disclosure is required by law or established multi-agency operational procedure.
4. Ensure compliance with federal, state, and local regulations governing law enforcement records and data security.
5. Implement and enforce password, authentication, auditing, and logging procedures.
6. Coordinate with Police Department IT staff to establish and maintain secure VPN or other secured connection methods.
7. Investigate suspected security incidents and take necessary corrective actions.
8. Provide audit logs and system activity reports as required.

COLUSA POLICE DEPARTMENT

1. Limit access to the shared RIMS system to authorized personnel with a legitimate need to know.
2. Ensure all personnel meet required RIMS system training and certification requirements and comply with system use policies and CJIS standards.
3. Maintain local IT resources required for secure and reliable connectivity to the hosted RIMS environment.
4. Use data within the system strictly for official law enforcement purposes and comply with all confidentiality and dissemination requirements.
5. Immediately report suspected misuse, breach, or unauthorized access to County IT and Sheriff's Office command staff.

COSTS AND PAYMENT

1. Implementation billed at **\$90.00 per hour**, payable within 30 days of invoice.
2. Annual maintenance fee of **\$1,000.00**, invoiced by County IT on **June 1** each year.