

## **Probation Services Agreement**

This Agreement is made by and between EFFINGHAM COUNTY PROBATION OFFICE, an agency organized under the laws of the State of Georgia, with its principal place of business at 901 North Pine Street, Springfield, Georgia hereinafter called "Contractor", and the MUNICIPAL COURT OF CITY OF GUYTON, Georgia hereinafter called "Court". This Agreement is governed by Article 6 of Chapter 8 of Title 42 of the Official Code of Georgia Annotated, Senate Bill 367, and the Georgia Department of Community Supervision Misdemeanor Probation Oversight Unit hereinafter referred to as "DCS or MPOU". The parties enter into the Agreement under the specific authority of The Effingham County Board of Commissioners and The City Council of Guyton, Georgia.

**NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:**

### **EXTENT OF SERVICES TO BE RENDERED BY THE PROBATION ENTITY**

In consideration of the obligations of the Court or governing authority, Contractor shall provide the following services.

#### **A. Responsibilities of Probation Services Contractor**

- 1.) Compliance with Statutes and Rules. Contractor shall comply with Article 6 of Title 42 Chapter 8 of the Official Code of Georgia and all standards, rules and regulations promulgated by the DCS rules in chapter 105.
- 2.) Reporting and Record Keeping - Contractor shall comply with DCS rules 105-2-.13, 105-2-.14, OCGA 42-8-108 and OCGA 42-8-109.2. Contractor shall create and maintain individual files for each offender receiving services from the Contractor in accordance with this Agreement. Contractor shall maintain the confidentiality of all files, records and papers relative to supervision of probationers under this Agreement. These records, files and papers shall be available only to the Judge of the court handling the case, the Department of Audits and Accounts, the Misdemeanor Probation Oversight Unit and, upon transfer of probation supervision to the State, to the DCS.
- 3.) Money Collection. Contractor shall comply with DCS rule 105-2-.15, Georgia Codes; OCGA 42-8-103, OCGA 17-15-13 and OCGA 17-14-8.
- 4.) Employee Qualifications and Training. Contractor shall meet or exceed staff qualifications and training requirements per annum under the same Code Section and rules and regulations promulgated by the DCS rules 105-2-.09 and 105-2-.12 for all staff members to include director, probation officers, administrative staff, interns and volunteers.

5) Criminal History Check. Contractor shall have a criminal history records check conducted on all individuals in accordance with Georgia law and per DCS rule 105-2-.10.

6.) Location Place of Business. Contractor shall maintain an office in Springfield, Georgia for meeting with and the provision of services to probationers located at 901 North Pine Street, Springfield Ga. 31329.

**B. Reports to Court/ Record Keeping**

Contractor shall provide the court and MPOU with a quarterly probation entity activity report in such detail as the judge and MPOU may require. Contractor will remain in compliance with DCS rules 105-2-.13, 105-2-.14, O.C.G.A. 42-8-108 and O.C.G.A 42-8-109.2.

**C. Collection /Tender of Court-ordered Monies**

- 1.) Collection of court-ordered fines, fees and restitution. Contractor will collect monies in compliance with DCS rule 105-2-.15

Contractor shall tender to the Guyton Municipal Clerk a report of collections and all fines, fees and costs collected during the month from probationers by the 10<sup>th</sup> day of the following month. Restitution shall be paid to the victim once collected from the probationer monthly. In the event Contractor cannot locate the victim, payment shall be made to the Guyton Municipal Clerk. Contractor shall apply not less than one-half of each payment to the restitution before paying any portion of such fine or any forfeitures, costs, fees, or surcharges provided for by law to any agency, department, commission, committee, authority, board, or bureau of state or local government. Contractor shall not retain or profit from any fines, restitution, fees or costs collected from probationers except the probation fee authorized by this Agreement.

**D. Access to Contractor Records**

- 1.) Upon 10 (ten) business days written notice, Contractor shall provide to the Court access to all books, records, correspondence, receipts, vouchers, memoranda, and financial information pertaining to the services rendered under this Agreement for any purpose including but not limited to conducting or reviewing a complete fiscal or program audit for any fiscal or calendar year.

**E. Scope of Services to Probationers by Contractor**

Contractor shall provide the following services to probationers referred to the Contractor by the Court.

- 1.) Court Attendance and Probationer Case History. During all court sessions, Contractor shall have a probation officer attend and interview each offender to complete a case and personal history and to provide orientation and instruction regarding compliance with the Courts

ordered conditions of probation (intake). At intake, the probation officer shall provide a list of all service fees to the probationer.

- 2.) Supervision. Contractor shall monitor and supervise probationers to ensure compliance with the Courts order of probation. Contractor shall make a supervision assessment of the offender and determine the probationers reporting schedule to include frequency.
- 3.) Restitution, Fine and Fee Collection. Contractor shall collect restitution, fines, court costs and fees, program fees, and probation fees as ordered by the Court. Contractor shall provide a copy of court sheet showing itemized accounting of all monies assessed for probationer upon request of the Court or probationer.
- 4.) Community Service. Contractor shall coordinate, monitor and ensure compliance with community service by each probationer as ordered by the Court. Contractor will maintain records of service participation. The Contractor will provide a community service program that will provide indigent probationers with the opportunity to perform community service in lieu of payment of their fines and fees at rates established by the Court, which shall be no less than the federal minimum wage. This program may also be offered to probationers who are not indigent, but are financially non-compliant per OCGA 17-10-1 and OCGA 42-8-102.
- 5.) Employment Assistance. Contractor shall lend reasonable assistance to probationers either to the extent ordered by the Court or the extent available for probationers desiring employment assistance or counseling.
- 6.) Drug/Alcohol Screening. Contractor shall coordinate with local authorities and facilities, evaluation and assessment of probationers for drug/alcohol rehabilitation, mental health or psychological counseling, or educational programs mandated by the Court. Contractor shall require probationer's compliance. Contractor shall conduct drug and alcohol screens as determined necessary by the Court or Contractor's agent supervising the probationer. The probationer shall be responsible for the costs of all drug confirmation testing that result in a positive confirmation.
- 7.) Reports of Violations of Probation. Contractor shall comply with OCGA 42-8-103.
- 8.) Probationers with Consecutive Sentences. Contractors shall remain in compliance with OCGA 42-8-103.2 and further re-evaluate consecutive cases every 4 months after the initial 12 months.
- 9.) Indigent Probationers-shall be determined by the Court and will be supervised per OCGA 42-8-102.
- 10.) Fees Charged to the Probationer. Contractor shall charge a monthly supervision fee totaling \$50 (\$41.00 being paid to Effingham County and \$9.00 being paid to the State of Georgia's Crime Victim Emergency Fund). When pay-only probation is imposed the probation supervision fees shall be capped so as not to exceed three months of ordinary

probation supervision fees unless probation is subsequently converted to a sentence that requires community service per OCGA 42-8-103. Probationers ordered to complete the Moral Reconciliation Therapy Program (MRT Program) will be charged a \$25.00 workbook fee and \$25.00 for each additional workbook. Probationers requesting drug screens sent for confirmation will be charged \$27.00 for every drug tested for in which the result confirms a positive confirmation.

- 11.) Staffing Levels and Standards of Supervision. Contractor shall have contact with active Probationers once per month via an office visit, phone contact or as directed by the Court. Contractor shall further have a probation officer to probationer ratio of no more than (1:225).

### **OBLIGATIONS OF THE COURT OR GOVERNING AUTHORITY**

In consideration for the services of the Effingham County Probation Office (Contractor), the Court shall provide the following services.

#### **F. Payment for Contractor's Services**

For regular probation supervision, which includes a minimum of one (1) contact per month, probationer shall pay a fee of \$50.00 per month (\$41.00 being paid to Effingham County and \$9.00 being paid to the State of Georgia's Crime Victim Emergency Fund). Contractor shall collect such probation fee for each month or portion of a month a probationer is under probation supervision. During the term of this Agreement and Contractor's satisfactory performance, the Court shall refer all offenders ordered to serve time on probation to Contractor for purposes of probation supervision services.

#### **G. Access to Criminal Histories**

The Court shall assist Contractor in obtaining access to criminal histories in the Georgia Crime Information Center and National Crime Information Center through local law enforcement in order for Contractor to conduct pre-sentence or probationer investigations as may be requested by the Court or as necessary for supervision and/or revocation duties.

#### **H. Notice of Court Sessions**

The Court shall provide Contractor 10 (ten) days notice of all court sessions that Contractor is required to attend. Notice for purposes of this provision may be given by fax, telephone and email to:

**Effingham County Probation Office  
912-754-4155 phone, 912-754-9136 fax**

#### **I. Court Facilities**

The Court shall provide to Contractor an area, as available, for conduct of initial

interviews and intake with the probationer on the day of sentencing.

## **TERM**

### **J. Period of Service.**

Contractor shall commence performance on the date signed. This Agreement shall renew annually on the date signed for a term of 5 years unless either party gives notice in writing of its intent to terminate not later than thirty (30) days before the expiration of the term then current. Notwithstanding any other provision herein, Effingham County may terminate this agreement with or without cause upon thirty (30) days notice to the City of Guyton.

### **K. Termination**

Either party may terminate this Agreement upon thirty (30) days written notice. The Court may terminate this Agreement immediately for cause. Within thirty (30) working days of termination, Contractor shall peacefully surrender to the Court all records and documents generated by Contractor in connection with this agreement and the services thereunder and any equipment or supplies assigned to Contractor by the Court. Contractor shall turn over to the Guyton Municipal Clerk any monies collected or received less supervision fees validly incurred and duly owed to Contractor through the termination date. Any fines, costs, fees or restitution received by Contractor from probationers of this Court after termination of this Agreement shall be forwarded to the Guyton Municipal Clerk, other than fees earned by the Contractor. The Court shall provide Contractor a receipt for all property surrendered under this provision.

## **REPRESENTATIONS AND WARRANTIES OF CONTRACTOR IDEMUNITY, INSURANCE, AND BONDING OBLIGATIONS OF CONTRACTOR**

### **L. Insurance**

The Contractor will maintain liability insurance and workers compensation at the coverage levels in existence as of this contract. The Guyton Municipal Court of Effingham County, will not be responsible for workers compensation claims filed by employees of the Contractor. The Contractor will promptly notify the City of Guyton of any notice of cancellation or non-renewal of coverage or any change in coverage levels. The Contractor will notify its insurance carrier and the City of Guyton of any claim[s] arising from provisions of services under this agreement within (5) business days of receipt of notice of such a claim.

**M. Indemnification**

Neither the Court nor the City of Guyton Governing Authority shall be liable to Contractor or to anyone who may claim a right resulting from any relationship with Contractor, for any acts of Contractor, its employees, agents or participants conducted on the property of the City of Guyton. Contractor shall indemnify and hold harmless the Court and the City of Guyton from any claims, demands, actions, proceedings, expenses, damages, liabilities or losses (including but not limited to attorney's fees and court costs) and any causes of action resulting from negligence, arising out of or in connection with the services performed by Effingham County Probation or its employees and agents under the terms of this Agreement.

**DEFAULT**

**N. Deficiency in Service by Contractor**

In the event that the Court determines that there are deficiencies in the services provided by Contractor hereunder, the Court may terminate the Agreement in accordance with Item VI or notify the Contractor in writing as to the exact nature of such deficiency. Within thirty (30) days of receipt of such notice, the Contractor shall cure or take reasonable steps to cure the deficiencies. In the event the company fails to cure or take reasonable steps to cure the deficiencies to the Court's satisfaction, the Court may declare the Contractor in default and the Court may terminate this Agreement.

**MISCELLANEOUS**

**O. Time is of the Essence of this Agreement.**

**P. Compliance with the Law.**

The Contractor shall comply with all federal, state and local laws, statutes, regulations and ordinances arising out of or in connection with the performance of its services pursuant to this Agreement.

**Q. Independent Contractor**

Contractor is an independent contractor and is not an agent, joint venturer or other affiliate of the City of Guyton or Court in any way. Contractor shall use its own employees and agents to perform this Contract. It is agreed that Contractor is solely responsible for payment of all federal state and local income taxes, self-employed Social Security taxes, and any other similar obligations arising from the performance of this Agreement or receipt of compensation therefore. The Contractor agrees to indemnify and hold harmless the Court and the City of Guyton from

and against any and all federal, state, or local tax liability or penalties that may arise from payments made to the Contractor pursuant to this Agreement. The Contractor acknowledges that neither it nor its employees are eligible for any benefits provided by the Court or the City of Guyton to their respective employees.

**R. Entire Agreement**

This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the entire agreement between the parties hereto and supersedes any and all agreements, whether written or oral, that may exist between the parties regarding the same. No representations, inducements, promises or agreements between the parties not embodied herein shall be of any force and effect. No amendment or modification to this Agreement or any waiver of any provision hereto shall be effective unless in writing and signed by all parties.

**S. Binding Agreement.**

This Agreement shall not be binding upon any successor to the undersigned Judge of the MUNICIPAL COURT OF CITY OF GUYTON, Georgia, unless ratified by the successor in office. If a successor attains the position of undersigned judge, and this Agreement is not ratified by such successor, then Contractor shall be permitted a reasonable time period, no less than ninety (90) days, in which to conclude its activities. The Court will be deemed not to have ratified the Agreement unless Court gives written notice of ratification within 30 days of taking the oath of office. Provided, however, that this Agreement shall be binding upon all Associate Judges, Judges Pro-Tempore, as there may be, of the Municipal Court of the City of Guyton, Georgia, who service concurrently with the undersigned Judge.

**T. Assignment.**

The Court has entered into this Agreement in part on a basis of personal reliance in the integrity and qualifications of the staff of Contractor. Contractor may not delegate, assign or subcontract any obligation of Contractor's performance under the Contract and may not assign any right under this Contract, in either case without Court's written approval. The Court's discretion in this regard shall be absolute.

**U. Notice.**

Any notices made in accordance with this Agreement except as otherwise set out in Item I, shall be in writing and shall be mailed registered or certified mail, return receipt requested, to:

**Effingham County Probation Office  
902 North Pine Street  
Springfield, GA 31329**

Contractor: Effingham County Probation Office  
901 North Pine Street  
Springfield, GA 31329

912-754-4155

Court: MUNICIPAL COURT OF CITY OF GUYTON, GEORGIA  
Attn: Judge Grady Reddick  
P.O. Box 99  
Guyton, GA 31312  
Phone: 912-772-3353

IN WITNESS WHEREOF, THE PARTIES HERE TO HAVE EXECUTED THIS  
AGREEMENT ON THE 14<sup>th</sup> DAY OF December, 2021.

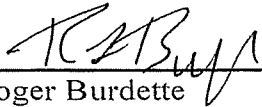
PROBATION SERVICES CONTRACTOR	COURT
By: <u>Bonnie Saxon</u>	<u>Grady Reddick</u> 11/18/2021
Name: <u>Bonnie Saxon</u>	Judge, Grady Reddick
Title: <u>Chief Probation Officer</u>	Municipal Court of City of Guyton, Georgia

APPROVED BY:

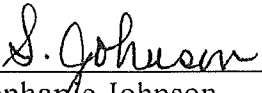
By: <u>[Signature]</u>
Name: <u>Russ Deen</u>
Title: <u>Mayor</u>
City of Guyton, Georgia



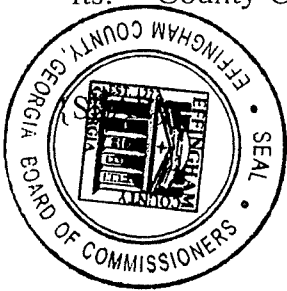
**BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA**

By:   
Roger Burdette

Its: Vice Chairman

Attest:   
Stephanie Johnson

Its: County Clerk



(County's Signature Page to Intergovernmental Agreement)