



September 26, 2018

Honorable Denis Shortal, Mayor
Dunwoody City Council
City of Dunwoody
4800 Ashford Dunwoody Road
Dunwoody, Georgia 30338

RE: New Department of Community Supervision Contract Standards

Dear Mayor Shortal and Dunwoody Council Members:

During 2017 the Department of Community Supervision (DCS) enacted new rules governing the uniform contract standards for misdemeanor probation providers. As such during our 2018 annual registration process we were required to submit contracts for review and approval. The contract we have in place for your court does not meet the new DCS standards, so we are tendering the attached amendment that has been reviewed by the Department of Community Supervision Misdemeanor Probation Oversight Unit (MPOU) and deemed aligned with their new contract standards.

In addition to these needed updates we are however making one requested change to our current contract terms. Over the past nine years we have funded the service we provide to the Court from fees paid by the sentenced probationer at a rate of \$35.00 per month. This rate has not changed although our cost of providing this service has significantly increased. Health insurance rates, salaries, equipment costs, taxes, etc. have all increased and made it unfeasible to maintain this service fee. As such we are requesting that our probation supervision fee be increased to \$40.00 per month. This rate is in line with the monthly fee charged by most misdemeanor providers including county operated departments in Henry, Clayton, Hall and Athens/Clarke Counties. We would respectfully request the City consider and grant this increase, so we can continue to financially support the services provided to the Court and which will continue to be done at no cost to the City.

Thank you for your support and continued excellent working relationship. I am available at anytime to answer any questions regarding this request and process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Queen", is written over the word "Sincerely,".

Steve Queen
Director of Field Services
770.265.3669

Enclosures

**ASSIGNMENT AND ASSUMPTION OF SERVICES AGREEMENT
AND CONSENT TO ASSIGNMENT**

THIS ASSIGNMENT AND ASSUMPTION OF SERVICES AGREEMENT WITH THE MUNICIPAL COURT OF DUNWOODY AND CONSENT TO ASSIGNMENT (“Assignment Agreement”) is entered into as of _____, 2017 (**“Effective Date”**), by and among the Municipal Court of Dunwoody (the **“Court”**), and DUNWOODY, GEORGIA (the **“Governing Authority”**), SENTINEL OFFENDER SERVICES, LLC., a Delaware limited liability company (sometimes referred to herein as the **“Assignor”**), and CSRA PROBATION SERVICES, INC., a Georgia corporation (sometimes referred to herein as the **“Assignee”**).

Recitals:

WHEREAS, on June 15, 2015, the Court and Governing Authority awarded probation services agreement to Assignor (the **“Services Agreement”**), attached hereto and incorporated by reference as **Attachment A**, for the provision of probation services to the Court; and

WHEREAS, pursuant to the terms of the Services Agreement, the Assignor may assign the contract to a qualified company, contingent upon approval of the Court and Governing Authority; and

WHEREAS, the skilled personnel, knowledge base, and equipment of the Assignor’s business unit charged with performing the work have been sold to CSRA Probation Services, Inc. (the Assignee); and

WHEREAS, the Court and Governing Authority finds that CSRA Probation Services, Inc. (the Assignee) has the necessary skills, expertise, and fitness to perform the Services Agreement according to the existing terms and conditions set forth in said Services Agreement, and wishes to approve said assignment; and

WHEREAS, the Assignee wishes to assume the obligation of Assignor under the Services Agreement, which shall mean the Court and Governing Authority shall perform its obligations under the Services Agreement in favor of Assignee and that the Court, Governing Authority and the Assignor shall each release the other from any obligations owed by the other to them under the Services Agreement.

Agreement:

NOW THEREFORE, in consideration of the foregoing preambles which by this reference are incorporated herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby consent to the Assignment Agreement, subject to the following terms and conditions, all of which are hereby acknowledged and agreed to by the parties:

1. **Assignment.** Assignor hereby conveys, assigns and transfers to Assignee all of the Assignor's right, title and interest in and to the Services Agreement. Assignor shall execute and deliver to Assignee such further assignments, acknowledgements and documents as Assignee may reasonably request in order to confirm or give notice of the transfer affected by this Assignment Agreement.
2. **Acceptance and Assumption.** Assignee hereby accepts the assignment of Assignor's right, title and interest under the Services Agreement, and shall be bound all of the terms of the Services Agreement in Assignor's place and stead. Assignee assumes and shall faithfully pay and perform in Assignor's stead as and when due, any and all liabilities and obligations of Assignor under the Services Agreement. Assignee shall indemnify and hold harmless Assignor from and against and all liability, loss, damage or expenses (including without limitation, reasonable attorneys' fees) arising or resulting from the failure of Assignee to pay or perform faithfully and punctually any liability or obligation hereby assumed.
3. **Consent of the Court and Governing Authority:** The Court and Governing Authority hereby consents to the assignment of Assignor's right, title and interest under the Services Agreement to Assignee, and the assumption by Assignee of any and all liabilities and obligations of Assignor under the Services Agreement upon the Effective Date. With effect from the Effective Date, the Court and Governing Authority hereby releases and discharges Assignor from all obligations and liabilities owed to the Court and Governing Authority under the Services Agreement, and accepts the obligations and liability of Assignor under the Services Agreement in lieu of the liability of Assignor.
4. **Release and Discharge.** With effect from the Effective Date, Assignor releases and discharges the Court and Governing Authority from any and all obligations and liabilities owed to Assignor under the Services Agreement. With effect from the Effective Date, the Court and Governing Authority hereby releases and discharges Assignor from any and all obligations and liabilities owed to the Court and Governing Authority under the Services Agreement, and accepts the obligations and liability of Assignee under the Services Agreement in lieu of the liability of the Assignor.
5. **Representations.**
 - 5.1 **Assignor Representations.** Assignor hereby represents and warrants that Assignor (i) has full power and authority to assign the Services Agreement to Assignee, (ii) has not previously transferred or conveyed its interest in the Services Agreement to any person or entity collaterally or otherwise, and (iii) has full power and authority to enter into the Assignment Agreement.
 - 5.2 **Assignee Representations.** Assignee hereby represents and warrants that Assignee has full power and authority to enter into the Assignment Agreement.
6. **Miscellaneous Provisions.**
 - 6.1 **Notices.** Any notices required to be given under the Assignment Agreement shall be in writing and may be personally delivered, sent by nationally recognized overnight courier or sent by registered or certified mail, postage prepaid, return receipt requested and shall be effective upon receipt at the appropriate address. Any notice given to the Court, Governing Authority, Assignor, or Assignee shall be sent to the respective address set forth on the

signature page below, or to such other address as such party may designate for service of notice.

- 6.2 Governing Law. This Assignment Agreement is governed by the laws of the State of Georgia.
- 6.3 Construction and Interpretation. This Assignment Agreement contains the entire understanding between the parties relating to the transaction contemplated by the Assignment Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged in this Assignment Agreement and shall be of no further force or effect. No party as been induced to enter into this Assignment Agreement by, nor is any party relying on, any representation or warrant outside those expressly set forth in this Assignment Agreement. This Assignment Agreement is binding on and inures to the benefit of the respective successors, assigns and representatives of each of the parties.

[SIGNATURES ARE ON THE FOLLOWING PAGE.]

IN WITNESS WHEREOF, the Court, Governing Authority, Assignor and Assignee have executed this Assignment Agreement as of the date set forth above.

COURT:**DUNWOODY MUNICIPAL COURT**

Address for Notices:
41 Perimeter Center East, Ste 103
Dunwoody, GA 30346

By: _____
Name: Hugh R. Powell, Jr.
Title: Chief Judge


GOVERNINIG AUTHORITY:**DUNWOODY, GEORGIA**

Address for Notices:
41 Perimeter Center East, Ste 250
Dunwoody, GA 30346

By: _____
Name: Denis Shortal
Title: Mayor

ASSIGNOR:**SENTINEL OFFENDER SERVICES, LLC**

Address for Notices:
201 Technology Drive
Irvine, CA 92618

By: 
Name: Mark Contestabile
Title: Vice President

ASSIGNEE:**CSRA PROBATION SERVICES, INC.**

Address for Notices:
802 Oakhurst Dr., Suite D
Evans, GA 30809

By: 
Name: Michael Popplewell
Title: President

**AGREEMENT TO
PROVIDE PROBATION SERVICES
TO THE MUNICIPAL COURT
OF DUNWOODY, GEORGIA**

THIS AGREEMENT is made and entered into effective as of the 15th day of June, 2015, by and between the **City of Dunwoody**, (hereinafter referred to as the "Court"), and **Sentinel Offender Services, LLC.**, located at Five Concourse Parkway, Suite 775, Atlanta, Georgia 30328-6299 (hereinafter referred to as "Sentinel").

RECITALS

WHEREAS,

1. The Court has been duly authorized by O.C.G.A. § 42-8-100 to establish services for a probation system for the purpose of providing probation supervision, counseling, collection services for all monies to be paid by a defendant according to the terms of the sentence imposed and any moneys which by operation of law are to be paid by the defendant in consequence of the conviction and other probation services for persons convicted in the Court and placed on probation.
2. The Court has the express authority, by and through its duly elected and/or appointed officials, to enter into an agreement with Sentinel to provide probation services, upon the terms and conditions set forth herein, to misdemeanor probationers. In no event will Sentinel be charged with the responsibility of supervising a felony sentence unless authorized to do so by law.
3. Sentinel is a duly registered corporation with the Georgia Secretary of State and is registered and in good standing with the County and Municipal Probation Advisory Council.
4. Sentinel is professionally staffed and desirous to conduct misdemeanor probation services to said entities as described in Paragraph 1.
5. Probation Officers providing services to the Court shall be at least twenty-one (21) years of age at the time of appointment to the position of probation officer and at a minimum have completed a standard two-year college course or possess four years of P.O.S.T. law enforcement experience.
6. Sentinel shall provide an initial forty (40) hours of orientation training to all probation officers and twenty (20) hours of continuing education per annum as approved by the County and Municipal Probation Advisory Council.

7. Sentinel shall require criminal record check of all staff providing services to the Courts and no person who has been convicted of a felony will be employed as a probation officer.
8. Sentinel certifies that to the best of its knowledge, no employee, volunteer or agent of the Court, the governing authority nor any of its members, nor any public agency or official affected by this Agreement, has any pecuniary interest in the business of Sentinel, and that no person associated with Sentinel has any interest that would conflict in any manner or degree with the performance of the Agreement.
9. Sentinel will at all times observe and comply with all laws, ordinances, and regulations of the federal, state, and local governments which may in any manner affect the performance of this Agreement.
10. Sentinel shall comply with the legislative enactment (O.C.G.A. § 42-8-100 through 108), as well as all standards and qualifications as set forth by the County and Municipal Probation Advisory Council and shall comply with the "Rules and Regulations of the County and Municipal Probation Advisory Council," as promulgated and as may be amended from time to time.

ARTICLE ONE

Services by Sentinel

Sentinel agrees to provide the following services for and on behalf of the City of Dunwoody Municipal Court:

1. Attend regularly and especially (when necessary) scheduled Court sessions for the purpose of obtaining sentencing information and personal history information for each offender placed on probation. Dates of regularly scheduled court sessions will be made available to Sentinel at least 30 days in advance.
2. Conduct an initial interview with each probationer at the time of his or her sentencing or as soon thereafter as is practicable for purposes of explaining the scope of the court order relative to fines, fees and/or restitution imposed as well as requirements and conditions for probation supervision.
3. Monitor and supervise probationers to ensure compliance with the Court's order. Complete a supervision assessment of the probationer to determine an appropriate reporting schedule. Collect from probationers court ordered fines, restitution and other costs associated with the order of the Court.

4. Prepare referrals and lend assistance to probationers either ordered to receive or desiring counseling or employment assistance. Probationers identified by the Court as having special treatment and/or education needs will be referred to appropriate community programs and their progress followed and noted in their case record.
5. Drug counseling and urine surveillance will be provided to probationers identified by the Court as having drug or alcohol related problems. Probationers will assume the cost of random drug and/or alcohol testing.
6. Provide electronic monitoring services to the Court and governing authority at the direction of the Court. The cost of these services will be negotiated with the Court and/or governing authority based on the needs of the Court and/or governing authority.
7. Provide supervision and monitoring of defendants under pre-trial diversion/supervision.
8. Coordinate community service work with local community service agencies as ordered by the Court as a condition of probation. Sentinel will coordinate community service work that is reasonably consistent with those duties performed by regular, unskilled laborers.
9. Maintain case files for each probationer regarding compliance with the terms and conditions of probation, reporting dates, contacts as they occur and the amounts and dates of money collected.
10. All reports, papers, records, and files relative to the supervision of probationers are confidential and available only to officials of the affected governing authority, the Court, the Department of Audits and Accounts or the County and Municipal Probation Advisory Council.
11. Provide the Clerk of Court with a monthly listing of cases for which all fines and fees have been collected so the Clerk will be notified as to when to remit monies owed to other authorities for which monies are collected.
12. Provide reports summarizing the number of offenders supervised by Sentinel, the amount of fines, statutory surcharges, and restitution collected, and the number of probationers for whom supervision has been terminated on a monthly basis.
13. Sentinel will maintain collected fines and fees in a Court approved banking institution and will disburse all fines and fees collected each month in the manner directed by the Clerk of Court. If an account is deemed uncollectible, in whole or in part, Sentinel will disburse all collected funds pursuant to a Court order.
14. Reconcile all records with the Clerk's office on a monthly basis. Records will be available on any given day, which reflect Sentinel's liability to the Court.

15. Disburse funds to recipients of restitution on a monthly basis as these funds are collected.
16. Assist the Court and law enforcement authorities in tracking absconders through the submission of a report that details the probationer's personal history and employment information, the circumstances of his/her violation and his/her last known whereabouts.
17. If a determination is made by Sentinel that the probationer is lacking the resources to be able to make weekly or monthly payments, every effort will be made to convert the remaining fines, costs, etc. to community service hours. With the approval and order of the Court, probationers will be allocated the equivalent of a monetary value determined by the Court to one (1) hour of community service.
18. All efforts will be made to deal properly with delinquent cases at the mid-point juncture, if not earlier, in order that there will be enough time remaining on the sentence for an appropriate disposition.
19. At any point in time when material violations in compliance with the conditions of probation occur, Sentinel will take appropriate contempt of court and/or revocation of probation action to bring the violations to the attention of the Court.
20. Make every effort to provide consistent supervision so that each Probationer shall have only one probation officer during the term of probation and that no probation officer shall have more than two hundred fifty (250) active probationers assigned to him or her at any given time.
21. In the event of a material default of any of the provisions of this Agreement, the non-defaulting party may terminate this Agreement if: (i) the non-defaulting party gives written notice to the party in default specifying the nature of the default and (ii) such default remains uncured or uncorrected for a period of thirty (30) days after written notice of such default is delivered to the defaulting party, or if such default cannot reasonably be cured or corrected within the aforesaid thirty (30) day period, the defaulting party undertakes diligently after receipt of such written notice is received and continue until completion, efforts to cure or correct such default and furnish proof to the non-defaulting party upon its request of such efforts and the date the cure or corrections will be achieved. For purposes of this Agreement, a "material default" of this Agreement shall be deemed as any illegal or unethical business transactions, or a failure to adequately meet, maintain and comply with the obligations set forth in this Agreement.

22. Sentinel will maintain a policy of liability insurance coverage in the amount of not less than one (1) million dollars with respect to liability for negligent, willful or otherwise tortuous acts or omissions of Sentinel, its agents or employees, in connection with Sentinel's provision of services and obligations contemplated by this agreement. Sentinel will also maintain a dishonest employee insurance policy of at least \$300,000. Sentinel will assign the benefits of said policies to the Court and the governing authority. Sentinel or their agents will indemnify and defend the Court against any claim against the Court or governing authority, stemming from negligent or intentionally tortuous actions by Sentinel in performance of its duties under this agreement.
23. Sentinel will not engage in any employment, business, or activity that interferes or conflicts with the duties and responsibilities of this agreement.
24. Sentinel and its employees shall not have personal or business dealings, including the lending of money, with probationers under their supervision.

ARTICLE TWO

Conditions

This agreement is made based upon the following conditions:

1. The agreement will extend until December 31, 2015.
2. Notwithstanding the date of expiration of this agreement, this agreement shall annually automatically renew for one-year terms under the same terms and conditions as provided for herein unless written notice to the contrary is directed to the other party thirty (30) days prior to the date of expiration, for a maximum of five yearly terms. Thereafter, this Agreement may be extended by mutual agreement of the parties and an execution of an extension by both parties.

ARTICLE THREE

Service Fees

1. In consideration of the services provided by Sentinel, the Court agrees that each court order shall require the probationer to pay a fee directly to Sentinel for each month or partial month of the supervision period. Probationers who are unemployable and declared by the Court to be indigent shall be supervised at no cost to the probationer, the Court or the governing authority. Fees paid by probationers shall be as follows:
 - a. For those cases (Pay Only) in which Sentinel is providing probation supervision or monitoring services only for the collection of fines, surcharges, court costs, fees ordered by the Court in a probated and/or suspended sentence the probationer shall pay a fee of Twenty-seven dollars (\$27.00) per month.

- b. For those cases (Conditions) in which Sentinel is providing probation supervision or monitoring services for probation conditions other than and/or including the payment of fines, surcharges and/or restitution which includes a minimum of one (1) contact per month the probationer shall pay a fee of Thirty-five dollars (\$35.00) per month.
 - c. For those cases in which Sentinel is providing pre-trial diversion or monitoring services which includes a minimum of one (1) contact per month the probationer shall pay a fee of Thirty dollars (\$30.00) per month. .
 - d. For those cases in which Sentinel is providing intensive supervision or monitoring services which includes a minimum of two (2) contacts per month the probationer shall pay a fee of Forty-five dollars (\$45.00) per month. .
 - e. Drug screens will be conducted at a rate of \$15.00 per screen.
 - f. The probationer shall pay for electronic monitoring services at a rate as follows: Radio Frequency (RF) House Arrest \$6.00 per day, Global Positioning Satellite Tracking (GPS) \$10.00 per day, and Breath Alcohol Testing (BART) at \$8.50 per day.
 - g. The probationer shall pay a credit card convenience fee of no more than 2.5% of the transaction if the probationer chooses to pay by credit card.
- 2. Payment of fines and fees will be set according to the plan approved both by the Court and Sentinel.
 - 3. Sentinel will collect the Georgia Crime Victims Emergency Fund fee pursuant to O.C.G.A. § 17-15-13 from each probationer placed on probation unless the Court exempts the probationer. Sentinel will remit all collections for this surcharge on a monthly basis to the Georgia Crime Victims Compensation Board.
 - 4. There is no cost to the Court or governing authority for the services enumerated herein.
 - 5. Sentinel will retain no percentage of fine moneys and/or Court fees collected. All fine moneys and court fees collected will be remitted to the Court.

ARTICLE FOUR

Addendum


This agreement is to include any addendum or attachment that both parties have agreed upon in writing.

ARTICLE FIVEGeneral

The foregoing constitutes the entire agreement between the parties and supersedes any representation or agreements heretofore made. This agreement shall be governed by the laws of the State of Georgia and may be amended only by a written document signed by duly authorized representatives of the Court and Sentinel.

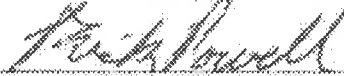
IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized representatives, have caused this AGREEMENT to be signed and delivered effective as of the date, month and year set forth herein above.

ATTEST:


Sharon Lowery, City Clerk

DUNWOODY MUNICIPAL COURT

By:


Hugh R. Powell, Jr., Chief Judge

ATTEST: S




SENTINEL OFFENDER SERVICES, LLC

By:


Steven R. Queen, Director

APPROVAL OF THE GOVERNING
AUTHORITY:


Mike Davis, Mayor
City of Dunwoody, Georgia

BILL OF SALE


THIS BILL OF SALE (the "Bill of Sale") is made, executed and delivered effective January 1, 2017, by Sentinel Offender Services, LLC ("Seller"), and in connection with the conveyance by Seller to CSRA Probation Services, Inc. ("Buyer"), pursuant to that certain Asset Purchase Agreement dated February 20, 2017, effective January 1, 2017 (the "Asset Purchase Agreement"), by and between Seller and Buyer, of certain assets of Seller described in the Asset Purchase Agreement. Capitalized terms used and not otherwise defined herein shall have the meanings ascribed to such terms in the Asset Purchase Agreement. By this instrument, Seller and Buyer, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby agree as follows:

1. **Bill of Sale.** Effective as of 12:00 a.m. (Eastern Time) January 1, 2017, Seller does hereby sell, transfer, convey and deliver to Buyer, all right, title and interest of Seller in and to the operating assets of the Business in accordance with the Asset Purchase Agreement.
2. **Notices.** All notices or other communications or deliveries provided for hereunder shall be given as provided in the Asset Purchase Agreement.
3. **Successors in Interest.** This Bill of Sale and all of the provisions hereof shall be binding upon, and inure to the benefit of, the successors and assigns of the parties hereto permitted under the Asset Purchase Agreement.
4. **Asset Purchase Agreement.** This Bill of Sale is executed and delivered in connection with the consummation of the transactions described in the Asset Purchase Agreement. Notwithstanding anything herein to the contrary, nothing herein shall in any way vary the promises, agreements, representations and warranties of any of the parties to and set forth in the Asset Purchase Agreement. The rights or claims of Buyer against Seller or Seller against Buyer hereunder shall not be greater than the rights or claims of Buyer against Seller or Seller against Buyer, respectively, under the Asset Purchase Agreement and any claims hereunder shall be governed by the procedures set forth in the Asset Purchase Agreement.
5. **Execution in Counterparts.** This Bill of Sale may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed to be one and the same instrument. Each party agrees to be bound by any telecopied or electronically transmitted signature as if a manually executed signature page had been executed and delivered.


[Signature Page Follows]

IN WITNESS WHEREOF, Seller and Buyer have caused this Bill of Sale to be executed by their duly authorized officers this 23rd day of February, 2017.

SELLER:
SENTINEL OFFENDER SERVICES, LLC

By: 
Name: Dennis G. Vetter
Its: CFO

BUYER:
CSRA PROBATION SERVICES, INC.

By: 
Name: Michael Popplewell
Its: President

Georgia Department of Community Supervision
MISDEMEANOR PROBATION OVERSIGHT

This is to certify that

CSRA Probation Services, Inc.

is a registered provider of misdemeanor probation services in the state of Georgia.

This registration is valid for a one-year period beginning January 1, 2018 and expiring December 31, 2018.



Barbara Neville

Barbara Neville
Director, Misdemeanor Probation Oversight Unit



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/04/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Watson & Knox, Inc. PO Box 539 Thomson GA 30824	CONTACT NAME: Julie Cort PHONE (A/C No. Ext): (706) 595-4951 FAX (A/C No.): (706) 595-6897 E-MAIL ADDRESS: jcort@watsonandknox.com														
INSURED CSRA Probation Services, Inc. 805 A Oakhurst Dr Evans GA 30809	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Auto Owners Insurance Co.</td> <td>18988</td> </tr> <tr> <td>INSURER B: Hiscox Insurance Company, Inc.</td> <td>10200</td> </tr> <tr> <td>INSURER C: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Auto Owners Insurance Co.	18988	INSURER B: Hiscox Insurance Company, Inc.	10200	INSURER C: Federal Insurance Company	20281	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES
CERTIFICATE NUMBER: Cert ID 1441

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <div style="margin-left: 20px;"> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR </div> <div style="margin-left: 20px;"> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: </div>		MPL1884901.18	02/11/2018	02/11/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ TRIA \$
	AUTOMOBILE LIABILITY <div style="margin-left: 20px;"> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY </div>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	48160892	05/06/2018	05/06/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional		MPL1884901.18	02/11/2018	02/11/2019	Ea Occurrence \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
CANCELLATION

CSRA Probation Services, Inc.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Julie Cort

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ADDENDUM NO. 1**ADDITIONAL SCOPE OF SERVICES AND RESPONSIBILITIES OF CONTRACTOR**

Pursuant to the Assignment and Assumption of Services Agreement with the Municipal Court of Dunwoody (the "Court") and Dunwoody, Georgia (the "Governing Authority") and CSRA Probation Services, Inc. (hereinafter referred to as "Contractor") entered into as of _____, 2018, Contractor agrees to provide to the Court the following additional services ("Work"). All additional Services and Responsibilities provided by Contractor shall be governed by this Agreement.

1.) Compliance with Statutes and Rules. Contractor shall comply at all time with Georgia law, including but not limited to O.C.G.A. § 42-8-100 et seq., and all standards, rules and regulations promulgated by the Department of Community Supervision ("DCS").

2.) Officer Qualifications and Training. Contractor shall employ competent and able personnel to provide the services to be rendered hereunder and to appropriately administer the caseload. Contractor shall employ professional probation personnel, including private probation officers, that meet or exceed the standards established under O.C.G.A. § 42-8-100 et seq., and as may be established by DCS, including, but not limited to:

- a. The uniform professional standards contained in O.C.G.A. § 42-8-107(a) shall be met by any person employed as and using the title of a "private probation officer" as such term is defined in O.C.G.A. § 42-8-100(3) (an individual employed by a private corporation, private enterprise, private agency, or other private entity to supervise defendants placed on probation by a court for committing an ordinance violation or misdemeanor). Staff qualifications for administrative, intern, or volunteer staff will meet or exceed the requirements set forth in Department of Community Supervision Board Rule 105-2-.09.
- b. Administrative employees, agents, interns, or volunteers will complete a sixteen (16) hour initial orientation training program within six (6) months of appointment and eight (8) hours' annual in-service continuing education training.

3.) Tender of Collections. Contractor shall tender to the Clerk of Court a report of collections and all fines, fees, and costs collected during the month from probationers by 15th day of the following month. Restitution shall be paid to the victim by the 20th day of the month following collection unless the Court orders payment to the Clerk of Court, and then it shall be paid as such other collections are paid to the Clerk. In the event Contractor cannot locate the victim, payment shall be made to the Clerk of Court. Payment of fines and fees will be set according to the plan approved by the Court. Contractor shall not retain or profit from any fines, restitution, fees or cost collected from probationers except the service fees authorized by this Agreement. Contractor shall not assess or collect from a probationer or disburse any funds, except as authorized by written order or the court, as authorized by the written service agreement, or as required by State law.

4.) 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 an itemized receipt prepared in accordance with accepted accounting practices for each probationer transaction. Contractor will collect restitution in accordance with O.C.G.A. 17-14-8.

5.) Pay Only Probation. Payment of said fees shall conform with O.C.G.A. 42-8-103 (pay-only probation) which provides that fees shall be capped at three (3) months of ordinary fees unless other named statutory circumstances exist.

6.) Consecutive Cases. Contractor will comply with O.C.G.A. § 42-8-103.1(b) and ensure cases are reviewed after twelve (12) months of probation supervision for the possibility of early termination recommendation and every four (4) months thereafter.

7.) Payment for Contractor Services. For the services rendered by the Contractor, sentenced Probationers shall pay the services fees as listed in Exhibit A.

IN WITNESS THEREOF, the parties hereto have executed this Addendum on this the _____ day of _____, 2018.

CITY OF DUNWOODY

BY: _____
 Denis L. Shortall, Mayor

ATTEST:

 Clerk

APPROVED BY: _____
 Honorable Hugh R. Powell, Jr., Chief Judge
 Municipal Court of Dunwoody, Georgia

CSRA PROBATION SERVICES, INC.

BY: _____
 Michael Popplewell
 President

EXHIBIT A
COST AND FEE SCHEDULE

STANDARD SUPERVISION & MONITORING SERVICES

SERVICE	RATE
Pay Only Probation Supervision	<u>\$40.00 per month</u>
Basic Probation Supervision (Conditions)	<u>\$40.00 per month</u>
Intensive Probation Supervision	\$45.00 per month
Pre-Trial Diversion Program Supervision	<u>\$40.00 per month</u>
Substance Abuse Detection Screens (6 Panel)	<u>\$20.00 per test</u>
Substance Abuse Screen Lab Confirmation	<u>\$25.00 per confirmation</u>
Electronic Monitoring RF	\$6.00 per day
Electronic Monitoring - GPS Active	\$10.00 per day
Alcohol Monitoring – Random	\$8.50 per day
<u>Alcohol Monitoring – Continuous (SCRAM)</u>	<u>\$12.00 per day</u>

PROGRAM / EDUCATIONAL SERVICES

SERVICE	RATE
<u>American Community Corrections Institute:</u> <u>Life skills Self-Directed Learning Course</u>	<u>\$60.00 per course</u>