



**AGREEMENT NO. MA-057-15010476
BETWEEN
COUNTY OF ORANGE
AND
SATELLITE TRACKING OF PEOPLE, LLC
FOR
PROVISION OF
CONTINUOUS ELECTRONIC MONITORING SERVICES
USING GLOBAL POSITIONING SATELLITE (GPS) EQUIPMENT**

Table of Contents

<u>SECTION</u>	<u>PAGE</u>
RECITALS	4
I. DEFINITIONS	4
II. AGREEMENT	
1.0 Scope of Contract.....	5
2.0 Precedence	6
3.0 Term of Contract.....	6
4.0 Compensation	6
5.0 Statement of Work	6
6.0 Payment Terms and Invoicing Instructions	22
7.0 Governing Law and Venue	22
8.0 Fiscal Appropriations.....	23
9.0 Conflict of Interest	23
10.0 Ownership of Documents	23
11.0 Data – Title to	23
12.0 Breach of Contract	23
13.0 Contractor Bankruptcy/Insolvency	24
14.0 Termination – Default of Contractor	24
15.0 Notices	24
16.0 Usage	25
17.0 Contractor’s Expense	25
18.0 Authorization Warranty	25
19.0 Gratuities.....	25
20.0 News/Information Release.....	25
21.0 Publicity	25
22.0 Tax Liability Limitation.....	26
23.0 Intentionally left blank	26
24.0 Remedies Not Exclusive	26
25.0 Indemnification	26
26.0 Insurance	26
27.0 Change of Ownership of Documents/Name, Litigation Status, Conflicts with County Interests..	28
28.0 Waiver of Jury Trial.....	29
29.0 Headings	29
30.0 Calendar Days.....	29
31.0 Attorney’s Fees	29
32.0 Interpretation.....	29
33.0 Authority	30
34.0 Employee Eligibility Verification.....	30
35.0 Prison Rape Elimination Act (PREA).....	30

Signature Page 31

Attachments:

A – State of Washington Department of Enterprise Services, Contracts and Legal Division Master
Contracts & Consulting (MCC) Contract #00212 with Satellite Tracking of People for
Electronic Monitoring of Offenders 32

B – Participating Addendum WSCA-NASPO Cooperative Purchasing Organization Electronic
Monitoring of Offenders Administered by the State of W3333ashington..... 33

C – CLETS Private Contractor Agreement..... 333

Exhibits:

1. Juvenile Court Administrative Orders of the Orange County Superior Court..... 36

2. Employee Acknowledgment of Employer..... 37

3. Certificate of Compliance with Orange County Conflict of Interest Policy 38

4. FBI Criminal Justice Information Services and Security Addendum (CJIS) 38

5. Employee/Volunteer Statement-Use..... 38

6. Confidentiality of CORI Information 38

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USING GLOBAL POSITIONING SATELLITE (GPS) EQUIPMENT**

This Agreement (hereinafter referred to as “Contract”), for the provision of continuous electronic monitoring services using Global Positioning Satellite (GPS) equipment, is by and between the County of Orange, a political subdivision of the State of California (hereinafter referred to as “County”), acting through the Orange County Probation Department (hereinafter referred to as “Probation”), and Satellite Tracking of People, LLC, a limited liability corporation (hereinafter referred to as “Contractor”), having its principal place of business at 1212 North Post Oak Road, Suite 100, Houston, TX 77055. County and Contractor may be referred to individually as “Party” or collectively as “Parties”.

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated herein by reference:

- Attachment A - State of Washington Department of Enterprise Services, Contracts and Legal Division Master Contracts & Consulting (MCC) Contract #00212 with Satellite Tracking of People for Electronic Monitoring of Offenders
- Attachment B - Participating Addendum WSCA-NASPO Cooperative Purchasing Organization Electronic Monitoring of Offenders Administered by the State of Washington (hereinafter “Lead State”)

RECITALS

WHEREAS, the state of Washington, acting as the Lead State for the Western States Contracting Alliance (WSCA), a cooperative purchasing arm of the National Association of State Procurement Officials (NASPO), hereinafter collectively referred to as “WSCA-NASPO”, and acting through the Department of Enterprise Services Contracts and Legal Division Master Contracts & Consulting (MCC), issued Attachment A; and

WHEREAS, the County Procurement Office approves the use of competitively bid cooperative purchasing programs such as those issued by WSCA;

WHEREAS, the County wishes to contract for continuous electronic monitoring services and lease STOP GPS equipment using WSCA Contract No. 00212; and

WHEREAS, Contractor agrees to continue providing Continuous Electronic Monitoring Services and Equipment using a Global Positioning Satellite System in accordance with the terms and conditions set forth herein, effective January 1, 2017 through December 31, 2018.

NOW, THEREFORE, the Parties mutually agree as follows:

I. DEFINITIONS

1. Ankle Device – As used herein, the term “Ankle Device” shall mean a one-piece GPS system device that will track an individual 24 hours a day, seven days a week via a GPS engine that records and transmits location data.

- a. In the event of, or under circumstances where an individual's medical condition, physical characteristics, or other bodily functions prevent the installation of an Ankle Device, Contractor shall propose the use of an alternate device for Probation's prior approval, for that specific situation and as needed to accomplish the electronic monitoring objectives under this Contract. In such instances, wherever the term "Ankle Device" appears in this Contract, the alternate device that was pre-approved by Probation for installation on specified individuals shall substitute and satisfy the definition and meaning of "Ankle Device".
2. Continuous Electronic Monitoring (CEM) – As used herein, the term "Continuous Electronic Monitoring" shall mean an electronic system capable of continuous monitoring seven days per week, 24 hours a day, and 365-366 days a year.
3. CEM/GPS – As used herein, the term "CEM/GPS" shall mean continuous electronic monitoring services using GPS equipment.
4. Contractor's Project Manager - As used herein, the term "Contractor's Project Manager" shall mean the Contractor's designee who shall act as Project Manager in the overall management and coordination of contract services on Contractor's behalf, and shall act as the central point of contact with the County.
5. County's Project Manager - As used herein, the term "County's Project Manager" shall mean the Probation Division Director designated to serve with full authority to oversee Contractor's daily operations in the performance of this Contract and to coordinate the activities of Probation personnel assigned to work with Contractor.
6. Exclusion Zone - As used herein, the term "Exclusion Zone" shall mean an area in which the monitored individual is not allowed to travel (e.g., schools, playgrounds, or victim's location).
7. GPS System - As used herein, the term "GPS System" shall mean a worldwide radio navigation system of several satellites that are positioned to receive signals from earth and capable of providing information relative to latitude, longitude, and time of the collected coordinate.
8. Home Monitoring Unit (HMU): As used herein, the term "Home Monitoring Unit" shall mean a GPS accessory device installed in an offender's home that uses radio frequency signal to communicate with the Ankle Device.
9. Inclusion Zone - As used herein, the term "Inclusion Zone" shall refer to an area in which the monitored offender must stay within, during a predetermined period of time (e.g., home or work location).
10. Monitoring Center – As used herein, the term "Monitoring Center" shall mean Contractor's in-house facility where individuals who are placed on the CEM/GPS System are monitored. The Monitoring Center must be capable of notifying Probation personnel or designated users of predetermined alerts.

II. AGREEMENT

- 1.0 **Scope of Contract:** This Contract, together with its Attachments and Exhibits incorporated herein by reference, specifies the terms and conditions by which the County will procure and receive services from Contractor. Contractor shall provide County with CEM/GPS in accordance with the terms and conditions herein and in modification of the terms and conditions set forth in Attachment A.

2.0 **Precedence:** The Contract documents consist of this Contract including its Attachments and Exhibits. In the event of a conflict between the terms and conditions in this Contract and terms and conditions in the Attachments, the conflict shall be resolved by giving precedence first to the terms and conditions of this Contract, then the terms and conditions of the Attachments and Exhibits.

3.0 **Term of Contract:** The term of this Contract shall be for the period commencing on January 1, ~~2020~~ 2021 through December 31, ~~2020~~ 2021 subject to the termination provisions set forth in the following paragraphs:

- Paragraph 8.0: Fiscal Appropriations
- Paragraph 12.0: Breach of Contract
- Paragraph 13.0: Contractor Bankruptcy/Insolvency
- Paragraph 14.0 : Termination
- Paragraph 18.0: Gratuities
- Paragraph 23.0 : County of Orange Child Support Enforcement Requirements
- Paragraph 26.0 : Insurance
- Paragraph 27.0: Change of Ownership **of Documents**/Name, Litigation Status, Conflicts with County Interests

4.0 **Compensation:**

4.1 Compensation to Contractor under this Contract shall be based on the following rates:

Lease of BLUtag one-piece body-attached device for active mode (when unit is in use)	\$3.10 per unit per day
Monitoring Center services	<u>\$.85 per unit per day</u>
Dual Carrier GPS Option	\$.25 per unit per day
TOTAL	\$4.20 3.95 per unit per day

4.2 Whenever implemented by Contractor and adopted by the Lead State during the time this Contract is in effect, all price decreases from the above daily rates will automatically be extended to the County.

4.3 Contract Amount: The maximum amounts payable under this Contract shall be as follows:

4.3.1 \$500,000 for the one-year period commencing on January 1, ~~2020~~ 2021 through December 31, ~~2020~~ 2021.

5.0 **Statement of Work:** It is the intent of the County to contract with a Contractor that operates a CEM/GPS system with established prohibitions against unauthorized access to, and use of, electronic signals by private or public entities. Devices provided under this Contract shall not be used to eavesdrop or record any conversations, except conversations between monitored individuals and Contractor’s Monitoring Center personnel or authorized Probation personnel supervising them, and is only to be used for the purposes of voice identification. By entering into this agreement, Contractor agrees that it operates a CEM/GPS system as described in this paragraph.

This Contract provides for up to an estimated 350 individuals to be monitored at any given time, including adult and juvenile probationers, who will be assigned active devices. The length of time a device will be active on any individual can vary from a few days to several months to years based on individual case dynamics.

The target area shall be primarily Orange County, California; however, it may include any county where an individual resides and who is subject to the jurisdiction of Orange County.

5.1 Equipment Specifications, Monitoring System and Service Requirements

5.1.1 Tracking Equipment Features and Capabilities

Contractor shall provide the following equipment items:

5.1.1.1 Ankle Device (One-Piece GPS System Device)

- 5.1.1.1.1 It shall receive and transmit signals as part of a GPS System, and shall transmit data regarding the monitored individual's status to Contractor's Monitoring Center.
- 5.1.1.1.2 It shall include an internal clock and memory with the ability to store, at a minimum, 30 hours of data if communication is disrupted, and transmit stored data as soon as communication is restored.
- 5.1.1.1.3 It shall be equipped with a tamper notification system that immediately alerts Contractor's Monitoring Center of any attempts by an individual to alter the ankle device or its routine operation.
- 5.1.1.1.4 It shall include a power source (battery) with no less than 60 hours of active life, 250 recharge cycles, and take no more than one hour to recharge.
- 5.1.1.1.5 It shall include a household voltage type charger.
- 5.1.1.1.6 It shall include an adapter to allow the device to be charged in an automobile charging plug.
- 5.1.1.1.7 It shall have a GPS System receiver embedded in the device.
- 5.1.1.1.8 It shall record a GPS location point at least once every 60 seconds. The GPS location point can be collected as frequently as once every 30 seconds. Each 30-second recording prompt will be defaulted back to the 60 seconds after 30 minutes in order to conserve battery life.
- 5.1.1.1.9 It shall emit or download signals to Contractor's Monitoring Center at least once every 10 minutes and immediately upon violation.
- 5.1.1.1.10 It shall have "ping" or "request position" capability to enable Probation personnel to call once every minute into the device to obtain the status of the device in advance of the next 10-minute download interval.
- 5.1.1.1.11 Its emitted or downloaded signal shall identify the name of the monitored individual, power and tamper status, and be encrypted to prevent duplication.
- 5.1.1.1.12 Its signal shall be capable of being received and tracked across large urban or rural areas, statewide, and from within structures, vehicles, and other objects to the degree technically feasible in light of the associated cost, design, and other considerations determined relevant by Probation.

- 5.1.1.1.13 It shall include a non-breakable cell antenna.
- 5.1.1.1.14 It shall be Federal Communications Commission (FCC)-certified.
- 5.1.1.1.15 It shall be lightweight, hypoallergenic, sealed, shock resistant, and water/moisture resistant.
- 5.1.1.1.16 Its strap shall be hypoallergenic, waterproof, and strap lengths shall range from seven inches to 15 inches.
- 5.1.1.1.17 It shall include a power source (battery) with an active life of at least 18 months and a shelf life of at least two years. The battery shall not be accessible or replaceable by anyone, other than the Contractor.
- 5.1.1.1.18 It shall not pose a safety hazard or unduly restrict the activities of the monitored individual.
- 5.1.1.1.19 It shall have a fiber optic strap.
- 5.1.1.1.20 It shall have a tamper alarm for strap tampering, disconnect, intentional cutting and an out of range alert for the home monitoring application.
- 5.1.1.1.21 It shall have an unobtrusive appearance so that the monitored individual may confidently wear the equipment in public.
- 5.1.1.1.22 It shall have vibration capability.
- 5.1.1.1.23 It shall have the ability to issue an alert when the device is being intentionally shielded.
- 5.1.1.1.24 It shall have signal triangulation capability that uses cellular towers to determine the location of the ankle device, as an additional location monitoring technology, besides the GPS signals.

5.1.1.2 Home Monitoring Unit

Contractor shall provide home monitoring units at no additional cost to the County.

- 5.1.1.2.1 Landline Application:
 - 5.1.1.2.1.1 It shall function via an analog telephone landline.
 - 5.1.1.2.1.2 It shall transmit monitoring data every four hours; however, violations shall be reported in real time.
 - 5.1.1.2.1.3 It shall be equipped with tamper detection capabilities, including but not limited to, unauthorized movement, opening case, electrical service interruption, and telephone service interruption.
 - 5.1.1.2.1.4 It shall be equipped with, at a minimum, a 24-hour battery backup.

5.1.1.2.1.5 It shall have signal ranges of 100 feet, 200 feet and 300 feet.

5.1.1.2.2 Non-Landline Application – where a landline is not available for use:

5.1.1.2.2.1 It shall be equipped with tamper detection capabilities, including but not limited to, unauthorized movement, opening case, and electrical service interruption.

5.1.1.2.2.2 It shall have 72-hour battery backup in the event of power outage.

5.1.1.2.2.3 It shall tether to the ankle device using radio frequency (RF) signal for restricting a person's movement within an RF signal range of 50 feet, 100 feet or 150 feet.

5.1.1.2.2.4 When the ankle device and the non-landline application HMU are in RF signal range of each other, the following activities will take place as a result:

5.1.1.2.2.4.1 The ankle device will communicate with the Contractor's Monitoring Center software, while the plug-in HMU will act as a home anchor.

5.1.1.2.2.4.2 The ankle device will wake up and attempt to take a GPS point every two hours.

5.1.1.2.2.4.3 In the instances of tampering and/or interruption in the RF signal range, the ankle device shall immediately initiate the receipt of GPS signals and resume its standard data transmission schedule.

5.1.2 Monitoring System and Services

Contractor's monitoring system and services shall include, but not be limited to, the following:

5.1.2.1 Contractor's Monitoring Center shall notify authorized Probation personnel (assigned Deputy Probation Officers) via telephone when certain types of alerts are received by the Monitoring Center. This notification is in addition to email or text messages sent to the assigned Deputy Probation Officers. Contractor shall have a procedure to verify that all immediate notification alerts are received by Probation, which will include the capability to log contact information onto a web-based report that is accessible to authorized Probation personnel.

5.1.2.2 CEM/GPS shall be available seven days per week, 24 hours per day, 365-366 days per year (24/7/365-366), with near real-time reporting of the location of monitored individuals entered into Contractor's computer database which shall be available to County within five minutes of receipt of the information by the Contractor.

5.1.2.3 The Monitoring Center shall be accessible by County personnel 24/7/365-366 through a toll-free telephone number.

- 5.1.2.4 Contractor shall provide a computer and hardware system that is secure, web-based and accessible only by authorized Probation personnel or their designated users, which will allow for enrollment, creation, and edit of identification data for the monitored individual (e.g., individual's name/identification number, addresses, contact numbers, predetermined configured alerts, and multiple inclusion/exclusion zone locations).
- 5.1.2.5 Computer software, hardware and other equipment shall be capable of identifying the location, direction, latitude and longitude, and speed of movement of individuals who are wearing the ankle device, at any given time of the day.
- 5.1.2.6 Contractor's CEM/GPS shall be capable of immediately notifying authorized Probation personnel of violations, actual or suspected. Violation information shall include, but not be limited to, individual's name/identification number, date, time, type of alert, etc. The Monitoring Center shall have the ability to notify designated Probation personnel within five minutes of the following types of violations: a) unauthorized entry into an Exclusion Zone; b) unauthorized absence from an Inclusion Zone; c) equipment malfunctions; d) equipment tamper/cut; e) power degradation/low battery; f) location verification failure – GPS signal loss; and g) tracking device communication failure.
- 5.1.2.7 Contractor shall provide to County a device that can forward to the Monitoring Center software, via a landline telephone system, the position of the ankle device for those locations where cellular coverage is poor (for example, in workplace buildings and residences.)
- 5.1.2.8 Contractor's facility, equipment, data transmissions, and data storage shall be secure. At a minimum, the Contractor's facility shall be alarmed and monitored by a local law enforcement agency or security company. The Contractor's facility shall be equipped with an operational fire protection system. The alarm line shall be a tamper-proof dedicated circuit and shall not be exposed to any person or thing that could alter or damage the line; a back-up secondary alarm line shall be provided for redundancy.
- 5.1.2.9 The Monitoring Center shall be located within the continental United States of America.
- 5.1.2.10 The web-based system software shall enable authorized Probation personnel and designated users to view selectable maps, including street maps, aerial image maps, and hybrid maps (aerial image with map data), in color for easy identification, with the following functions:
- 5.1.2.10.1 Track movement history of monitored individuals; ability to replay tracking history by time and date, with the ability to rewind and fast forward.
- 5.1.2.10.2 Re-size and re-set inclusion and exclusion zones.
- 5.1.2.10.3 Display street names, area parks and names, schools, freeways, and landmarks such as Disneyland, California Adventure, Knott's Berry Farm, Soak City, Hobby City/Adventure City, Boomers (Irvine & Fountain Valley) and Wild Rivers Water Park.

- 5.1.2.10.4 Ability to pan and zoom in/out the position of the monitored individual.
- 5.1.2.10.5 Maps shall be updated at least once a year.
- 5.1.2.10.6 Provide authorized Probation personnel and designated users with access to view, print, download, and enter/modify monitoring data of monitored individual, on an as needed basis, due to individual case needs (e.g., addition of exclusion/inclusion zones).
- 5.1.2.10.7 View the movement of multiple individuals, at the same time, who are on CEM/GPS.
- 5.1.2.11 Contractor shall prepare and implement a contingency plan for movement of data to a backup monitoring system within four hours following a monitoring system malfunction due to power failure, natural disaster, human error, etc. The monitoring system equipment shall have a 48-hour battery back-up. In the event of a natural disaster, Contractor shall be capable of operating a secondary Monitoring Center in the continental United States.
- 5.1.2.12 Contractor shall maintain a quality control program/plan that will: (a) ensure that the requirements of the Contract are met; (b) detect errors in monitoring; (c) prevent future errors; and (d) provide quality assurance for the services provided under this Contract. The quality control program/plan will include, but not be limited to:
 - 5.1.2.12.1 How Contractor's CEM/GPS systems will be tested and how performance standards will be met
 - 5.1.2.12.2 A functional performance test and evaluation of the CEM/GPS systems, with documented results, each time the equipment is returned by Probation
 - 5.1.2.12.3 An inspection system assuring ongoing delivery of services, specifying the activities to be audited and inspected on a scheduled or unscheduled basis, the frequency of such audits and inspections, who will perform and record the audits and inspections, and methods for identifying and preventing deficiencies
 - 5.1.2.12.4 A computerized method of tracking equipment inventory, maintenance, battery life, and service records
 - 5.1.2.12.5 A method for ensuring confidentiality of offender record information
- 5.1.2.13 The Monitoring Center shall meet Federal, State and local regulations.
- 5.1.2.14 The Monitoring Center's operators shall be trained by Contractor and pass Probation's background clearance, pursuant to section 4.4.6 herein. Contractor's employees who fail to pass Probation's background clearance process shall not be provided access to County's information.
- 5.1.2.15 Contractor's monitoring system shall have sufficient security infrastructure to prevent unauthorized users from gaining access to monitored individual data. The system will

have an appropriate security monitoring system at multiple levels (e.g., firewalls). The security system will provide information on attempted intrusions and other relevant or useful information that can be reported for further investigation and referral for an appropriate law enforcement response.

- 5.1.2.16 Contractor shall provide Probation with information on its monitoring system architecture to include the hardware, software, and power source(s); this will include a description of contingency plans for system failures, such as notifying the County's Project Manager. The written contingency plans shall address response procedures in the event of electrical power loss, telephone service loss, or other events that might compromise the security of information and the operation of the Monitoring Center. Contractor shall provide written contingency plans to the County within 10 days of award of Contract.
- 5.1.2.17 Contractor's monitoring system shall have the ability to query a database to see if any monitored individuals were at a location at a specific date and time.
- 5.1.2.18 Contractor's CEM/GPS shall provide multiple shapes (circles, squares, rectangles, polygons) for inclusion and exclusion zones.

5.2 **Contractor's Responsibilities**

5.2.1 *General Requirements*

- 5.2.1.1 Contractor shall accommodate fluctuations in Probation's requirement to increase or decrease the number of monitored individuals under this Contract. Probation estimates that up to 350 individuals may be monitored at any given time. Hence, Contractor shall have the capability to provide a corresponding number of Ankle Devices and provide monitoring services as directed by Probation. Contractor acknowledges that a percentage of referrals originate from an order of the Court and therefore, come to Probation without prior notification, resulting in unpredictable population levels.

5.2.2 *Alarm Notification Requirements*

- 5.2.2.1 Contractor's Monitoring Center shall notify specified persons, (e.g., Deputy Probation Officer and monitored individual) as predetermined by Probation, within five minutes of any of the following events:
 - 5.2.2.1.1 Unauthorized entry into an Exclusion Zone;
 - 5.2.2.1.2 Unauthorized absence from an Inclusion Zone;
 - 5.2.2.1.3 Equipment malfunctions;
 - 5.2.2.1.4 Equipment tamper/cut;
 - 5.2.2.1.5 Power degradation/low battery;
 - 5.2.2.1.6 Location verification failure - GPS signal loss;
 - 5.2.2.1.7 Ankle device communication failure - cellular transmission failure; and

5.2.2.1.8 Unauthorized movement of HMUs.

5.2.2.2 Contractor shall provide multiple options (e.g., cell phone/telephone, text messaging, and e-mail) for notifying Deputy Probation Officers of events listed in section 4.2.2.1 above or other activities indicating a violation or equipment problem for the monitored individual.

5.2.3 *Report Requirements*

5.2.3.1 Contractor's report data requirements shall include, but not be limited to, individual's identification information, date, time, and latitude and longitude readings.

5.2.3.2 Contractor shall provide to County summary electronic reports of collected case information.

5.2.3.3 The electronic report will provide for a single, comprehensive chronological summary, by individual, showing alerts by specified timeframes, and viewable via the web-based software. This report must be printable.

5.2.3.4 Contractor will ensure Probation has the ability to download and print, on a daily basis, the summary electronic reports.

5.2.3.5 The electronic report shall allow Contractor's authorized personnel to make time-based, text entries that can be inserted into the report for purposes of creating a single record of alerts, activities, communications or attempts to communication with monitored individuals.

5.2.3.6 Electronic reports shall identify all contacts, or attempts to contact, as text in an electronic chronological report, as established by Probation. Contact information shall include the name of Contractor's personnel who made the contact/attempt to contact the monitored individuals, their name/case identification number, the time, and means by which the contacts were made.

5.2.3.7 Contractor shall provide a written report of tamper incidents, upon request by Probation. The report shall include the individual's name/case identification number, equipment serial number, date and time, and type of tamper.

5.2.4 *Equipment Replacement Requirements*

5.2.4.1 Contractor shall provide replacement of equipment, at no additional cost to County, due to malfunctions, damage, defects, lost or stolen equipment within 48 hours of notification from the County's Project Manager.

5.2.4.2 Contractor shall provide no less than 25% of all active and assigned CEM/GPS ankle tracking devices and spare tracking device straps to be stored on-site at a pre-determined Probation facility for emergency situations during non-business hours. Contractor shall not bill Probation for the equipment until it is installed on a monitored individual.

5.2.4.3 Contractor shall replenish said inventory within 48 hours after notification from Probation.

5.2.4.4 Contractor shall be responsible for any repair and replacement costs, including shipping costs, due to damage by monitored individuals, lost or stolen equipment by monitored individuals, as well as equipment malfunctions, equipment defects or damage during shipping or at Contractor's facilities.

5.2.5 *Other Requirements*

5.2.5.1 Contractor shall provide CEM/GPS equipment and services to Probation as of the effective date of this Contract.

5.2.5.2 Batteries shall be required for all CEM/GPS equipment provided under this Contract and shall be provided by Contractor to Probation at no additional cost.

5.2.5.3 Contractor shall provide all tools/supplies required to install and service the tracking device to Probation at no additional cost. Tools/supplies shall be compatible with tracking devices and straps as necessary to install, adjust, and remove monitoring devices for emergency situations.

5.2.5.4 Ankle Device upgrades and enhancements shall be done remotely without need of removing the equipment from monitored individuals.

5.2.6 *Confidentiality*

5.2.6.1 Contractor shall ensure that all data obtained under this Contract, data transmissions and data storage are kept confidential.

5.2.6.2 Upon the effective date of this Contract, Contractor shall be required to supply to Probation a copy of its security policies and procedures for its network security, data transmission security, data storage security, and physical security.

5.2.6.3 Juvenile Record Information: Contractor specifically agrees to comply with the following Juvenile Court Administrative Orders of the Orange County Superior Court, all attached hereto as Exhibit 1 and incorporated herein by reference: (a) Order No. 11/010-903 – "Juvenile Court Hearings" dated November 23, 2011; (b) Order No. 11/009-006 – "Public Access and Media" dated November 23, 2011; and (c) Order No. 12/003-903 – "Exchange of Information" dated March 29, 2012. Said Juvenile Court Administrative Orders govern the confidentiality of juvenile probation records.

The foregoing Juvenile Court Administrative Orders were adopted in accordance with applicable sections of the Welfare and Institutions Code, and all other applicable statutes, court orders and case law. No access, disclosure or release of information regarding a juvenile who is the subject of Juvenile Court Proceedings or any other juvenile record information as discussed in said Juvenile Court Administrative Orders, shall be permitted except as authorized. If authorization is in doubt, no such information shall be released without the prior approval and consent of the Judge of the Juvenile Court.

Juvenile Record Information is understood to include all records and data, which identify the subject of the information, and as respects any aspect of the administration of the Juvenile Court law of the State of California. Such information includes, not is not limited to the subject's offense history, social history, all information of a diagnostic or

evaluative nature, and any other personal or confidential data which can be traced to the individual, whether generated by Contractor or not. Contractor shall be responsible for safeguarding all information provided by Probation for use by Contractor.

- 5.2.6.4 It is the intent of the County that CEM/GPS services maintain the highest public confidence, credibility, and public safety. In the furtherance of these standards, the following shall apply:
- 5.2.6.4.1 Contractor shall not operate a CEM/GPS system in the County of Orange for persons who are on formal probation without a written Contract with Probation.
 - 5.2.6.4.2 Contractor shall not employ any person who is currently, or has been, under probation supervision, or who is a participant in CEM.
 - 5.2.6.4.3 Contractor shall operate a CEM system with established prohibitions against unauthorized access to, and use of, electronic signals by private or public entities.
- 5.2.6.5 Contractor shall provide security codes to the County's Project Manager to guarantee the security of data modifications made remotely or over communication systems/lines with the monitoring system or manually on the telephone with the Monitoring Center.
- 5.2.6.6 Contractor shall maintain the absolute confidentiality of all information pertaining to monitored individuals, releasing no data to anyone without prior written authority of the County's Project Manager.
- 5.2.6.7 Contractor shall advise each employee, in writing, of the confidentiality requirements under this Contract, including the potential for criminal or civil penalties should confidential information be released to non-authorized persons. For purposes of this Contract, all data and information about any individual participating in CEM/GPS shall be considered confidential.

5.2.7 *Training*

- 5.2.7.1 Contractor's Project Manager and County's Project Manager shall develop a mutually agreed to schedule to train involved Probation personnel in the use of the CEM/GPS as well as in the installation, utilization and removal of equipment for emergency situations.
- 5.2.7.2 Contractor shall initially provide at least two training sessions at four hours each session at no cost to Probation.
- 5.2.7.2.1 This training shall be structured to provide information and hands-on practice related to equipment, hook-up and enrollment; understanding alerts including Exclusion/Inclusion Zones; and use of Contractor's web-based software related to mapping, status of monitored individuals, alerts and reports.
 - 5.2.7.2.2 Training shall include a minimum one-week period to take place between the two training sessions, where trainees may utilize the equipment in a live test mode whereby authorized Probation personnel simulate being monitored individuals.

5.2.7.3 Contractor shall conduct all training sessions at a pre-determined Probation facility.

5.2.7.4 Contractor shall provide, at no additional cost to Probation, one (1) training manual for each Probation staff member who is trained. It is estimated that no more than 40 staff members will initially require training.

5.2.7.5 Contractor shall provide on-going training at no additional cost to Probation.

5.2.8 *Court Appearances*

5.2.8.1 Contractor shall provide, at no additional cost to Probation, a CEM/GPS technical representative to testify with regard to its methodology and performance at any court trial, upon request by Probation, and/or in response to a subpoena, and upon short notice.

5.2.8.2 Contractor shall bear the cost of all court appearances and related expenses, such as testimony fees and travel expenses.

5.2.9 *Other Contractor's Responsibilities*

Contractor shall:

5.2.9.1 To the best of its ability and experience, at all times, loyally and conscientiously perform all of the duties and obligations either expressly or impliedly required by the terms of this Contract.

5.2.9.2 Personally provide the services required of it except as otherwise defined under this Contract.

5.2.9.3 Notify Probation immediately, within 24 hours, of any and all known changes in professional status, arrests and criminal justice investigations pertaining to all staff, paid and volunteer, full- and part-time, assigned to perform services under this Contract.

5.2.9.4 Establish and maintain necessary written policies and procedures for operation under this Contract and provide County with a copy of the same.

5.2.9.5 Instruct all staff assigned to this Contract about the above policies and procedures and continuously supervise its operations to ensure compliance therewith.

5.2.9.6 Notify County as soon as practical of any emergency situation, the steps taken to ensure the health and safety of monitored individuals, and take such additional actions as may be deemed necessary by County.

5.2.9.7 Make available to the County, the State of California, or their authorized representatives, all books, documents, papers and records of Contractor relative to this program for purposes of making an audit, evaluation, excerpts, or transcripts.

5.2.9.8 Upon request by Probation, immediately examine a particular tracking device to determine whether the equipment shows signs of tampering; i.e., cuts, burns, or other types of damage.

- 5.2.9.9 Provide, at no additional cost to Probation, immediate technical support and expertise via telephone when the monitoring system is having problems that may impact the installation and enrollment of devices and their function.
- 5.2.9.10 Notify the County's Project Manager in advance and in writing of any change in the location of the Monitoring Center or any backup center.
- 5.2.9.11 Maintain and store "monitoring data" for all cases entered into the program database for the duration of the Contract. Upon termination of this Contract, Contractor shall have 30 days to submit all monitoring records to Probation in a common, readily readable format through current commercially available software.
- 5.2.9.12 Notify County's Project Manager within 48 hours of any updates to Contractor's CEM/GPS system.

5.2.10 Security Requirements:

- 5.2.10.1 Contractor shall, with the respect to all employees of Contractor performing services hereunder, and in accordance with federal and state law:
 - 5.2.10.1.1 Perform background checks as the past employment history.
 - 5.2.10.1.2 Inquire as to past criminal felony convictions
 - 5.2.10.1.3 Ascertain that those employees who are required to drive in the course of performing services hereunder have valid California driver's licenses and no DUI convictions within two (2) years prior to commencement of services hereunder
- 5.2.10.2 Contractor shall not assign to County property any Contractor personnel as to whom the foregoing procedures indicate:
 - 5.2.10.2.1 Inability or unwillingness to perform in a competent manner
 - 5.2.10.2.2 Past criminal convictions for theft, burglary or conduct causing property damage or mental or physical harm to persons
 - 5.2.10.2.3 Where such employee's duties include driving a vehicle, absence of a valid California driver's license or a DUI conviction within the prior two (2) years
 - 5.2.10.2.4 Usage of illegal drugs or other substances
 - 5.2.10.2.5 If any of the above-referenced problems with respect to Contractor's employees are discovered after assignment of an employee to County property, or if County otherwise reasonably deems an assigned employee unacceptable, Contractor shall remove and replace such employee at the County property
 - 5.2.10.2.6 Nothing herein shall render any employee of Contractor an employee of County

5.2.11 *The Contractor's Personnel Requirements:* All employees must pass the Probation's security clearance and meet all requirements as set forth below:

- 5.2.11.1 All Contractor's employees assigned to performance the work under this Contract shall be subject to background checks in accordance with section III.5.3.2 below. Clearance must be updated and renewed for every Vendors, every five (5) years; until contract expires or employee separates from company
- 5.2.11.2 No person shall be assigned on this work that **has not** received prior clearance from the Probation Department
- 5.2.11.3 Contractor security clearance information shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance
- 5.2.11.4 Contractor's employees who will be assigned to perform services under this Contract shall complete the following forms: Employee Acknowledgment of Employers (attached hereto as Exhibit 2), FBI Criminal Justice Information Services and Security Addendum (CJIS), County Conflict of Interest Policy (attached hereto as Exhibit 3), (attached hereto as Exhibit 4), Employee/Volunteer Statement form (attached hereto as Exhibit 5) and Confidentiality of CORI Information (attached hereto as Exhibit 6).
- 5.2.11.5 Contractor shall sign the CLETS Private Contractor Management Control Agreement (attached hereto as Attachment C) in order to provide Contractor access to such information as may be needed to perform services under the Contract, provided it is understood Contractor will not have access to the CLETS system itself. Based on the level of CLETS access granted to Contractor, Contractor's employees who will be assigned to perform services under this Contract may be required to complete CLETS/NCIC Training.

5.3 County's Responsibilities

The County, acting through Probation, shall:

- 5.3.1 Establish CEM/GPS standards for the enhancement of public safety, which shall include the following:
 - 5.3.1.1 Standards for the minimum time interval between transmissions of information about the location of the monitored individual under supervision. The standards shall be established after an evaluation of, at a minimum, all of the following: a) the resources of the County; b) the criminal history of the individual under supervision; and c) the safety of the victim(s) of the individual under supervision.
 - 5.3.1.2 Standards for the accuracy of the information identifying the location of the individual under supervision. The standards for each monitored individual shall be established after consideration of, at a minimum, all of the following: a) the need to identify the location of the monitored individual proximate to the location of a crime, including a

probation violation; b) resources of the County; and c) the need to avoid false indications of proximity to crimes.

- 5.3.2 Conduct a background investigation on each Contractor's current employees identified as assigned to perform services under this Contract in accordance with section 5.4.6.1 below. The background investigation may include, but shall not be limited to an interview, fingerprinting, completion of a personal history statement and pre-investigative questionnaire, verification of education and prior employment history, and a criminal record check with the Department of Justice. The Department of Justice will notify Probation of any subsequent arrest and/or conviction of any Contractor's employee approved to perform services under this Contract.

All Contractor employees assigned under this Contract are required to receive prior background clearance from Probation **before** providing any services. A representative from Probation's Background Unit will notify Contractor as to whether or not each employee has passed background. If an employee is denied clearance, neither the County nor Probation will provide a reason for the denial to the Contractor or employee.

- 5.3.3 Except as provided in Section 4.0, entitled "Compensation," assume no financial liability for the operations of Contractor in supplying the contracted services.
- 5.3.4 Inform monitored individuals of the consequences for replacement costs and possible court action for negligent handling of equipment, damage, loss, or other destruction of equipment.
- 5.3.5 Be responsible for decisions about CEM rules or restrictions for monitored individuals such as frequency of reporting, work and school schedules, Inclusion/Exclusion Zones, etc.
- 5.3.6 Be responsible for taking a monitored individual into custody for a probation violation when there is reasonable cause to believe that the individual is not complying with the rules or conditions set forth for the use of CEM/GPS.
- 5.3.7 Assume no responsibility for space, utilities, and administrative services, monitoring services or safety of Contractor's facility.
- 5.3.8 Assign a Supervising Probation Officer (SPO) and Deputy Probation Officer (DPO) within the Special Supervision Division to enroll individuals to be monitored with the terms and conditions of their supervision while they are being monitored using CEM/GPS, and answer any questions related to the process. Probation personnel shall instruct monitored individuals on the use of and responsibilities that come with being monitored by GPS system equipment. Probation personnel shall install and remove equipment on monitored individuals.
- 5.3.9 Be responsible for accessing the Contractor's CEM/GPS system and entering individual case identification data, including Exclusion and Inclusion Zone parameters.
- 5.3.10 Audit, inspect or otherwise evaluate the work performed by Contractor, including but not limited to daily or monthly operational audits, review of program components and services as provided in section 5.0 (Statement of Work), and in connection with Contractor's responsibility for maintaining a quality control program/plan as required under paragraph 5.12.13 therein.

5.4 Personnel

5.4.1 Key County Personnel

- 5.4.1.1 Project Manager: Probation's Division Director designated to serve as County's Project Manager shall have full authority to monitor Contractor's daily operations in the performance of this Contract and to coordinate the activities of Probation personnel assigned to work with Contractor.
- 5.4.1.2 The Project Manager shall provide direction to Contractor in areas relating to CEM policy, information and procedural requirements.
- 5.4.1.3 The Project Manager is not authorized to make any changes in the terms and conditions of this Contract, or to obligate the County in any way whatsoever beyond the terms of this Contract.
- 5.4.1.4 Probation will inform Contractor of the name, address and telephone number of the Project Manager at the time this Contract is awarded, and at the time of any subsequent change in the assignment of personnel.

5.4.2 *Key Contractor Personnel*

- 5.4.2.1 Contractor's Project Manager: Contractor shall provide an employee who will act as Project Manager in the overall management and coordination of Contract services on Contractor's behalf, and shall act as the central point of contact with the Probation Department.

When the Project Manager described above cannot be available, an equally qualified individual shall be designated to act for the Project Manager. Contractor shall advise County Project Manager immediately of any Project Manager change.

- 5.4.2.2 The Project Manager, or approved alternate, shall have full authority to act for Contractor on all matters relating to the daily operation in the performance of the Contract.
- 5.4.2.3 The Project Manager, or approved alternate, shall be available 24 hours a day, 7 days a week (24/7) to discuss problem areas with County personnel.
- 5.4.2.4 The Project Manager must have a minimum of one year of demonstrated previous experience in the supervisory management and operation of a program or function of similar scope.
- 5.4.2.5 County shall have the right to review the qualifications of, and approve the Contractor's selection of the Project Manager and any replacement therein recommended by Contractor. Contractor shall provide a resume for the Project Manager, or any replacement, which demonstrates his/her qualifications and the amount of time in previous assignments.
- 5.4.2.6 Contractor shall inform County's Project Manager, in writing within 10 business days, of any change in Project Manager and provide evidence of any replacement's qualifications.

5.4.3 *Other Contractor Personnel*

- 5.4.3.1 Contractor shall be responsible for providing trained staff to fulfill the services required under this Contract. Training shall include, but shall not be limited to, policies and procedures, equipment and monitoring, documentation procedures, compliance procedures for monitored individuals, and knowledge of applicable legal statutes.
- 5.4.3.2 Contractor shall provide documentation of specific program experience for each staff member. Minimum qualifications and a job description must be stated for each position. Position titles, duties and qualifications for each position must be described.
- 5.4.3.3 Contractor shall provide a resume for all program supervisory personnel, which demonstrates their qualifications and the amount of time in previous assignments.
- 5.4.3.4 All personnel shall be able to speak, read, write, and understand English.
- 5.4.3.5 Contractor shall inform County's Project Director in writing within 10 business days of any change in Contractor's personnel assigned to perform any work on this program.

5.4.4 *Contractor Employee Acceptability*

County reserves the right to preclude Contractor from employing or continuing to employ any individual in this program. Contractor shall be responsible for removing any employee within twenty-four (24) hours, and replacing the employee within a reasonable time, when requested to do so by County's Project Manager.

5.4.5 *Employee Benefits and Acknowledgment of Employer*

- 5.4.5.1 Contractor shall be solely responsible for providing all legally required employee benefits to its employees. An acknowledgement that each employee understands that he/she is an employee of Contractor and not of County must be signed by each employee of Contractor employed at the site by the first day of employment; the acknowledgement shall be in the form of Exhibit A, "Employee Acknowledgement of Employer," attached here to and incorporated herein by reference. Original acknowledgements must be kept by the Contractor and a copy must be filed within five business days with the County's Project Manager.
- 5.4.5.2 County shall not assume any liability for the payment of salaries, wages, benefits, or other compensation to, or on behalf of, any personnel provided by Contractor.

5.4.6 *Background Clearance*

- 5.4.6.1 At least 30 days prior to the start of the Contract, or as soon as possible thereafter, submit a list of current employees who will be assigned to perform services under this Contract to: Prob-VendorBackground@prob.ocgov.com and carbon copy to Prob-Purch@prob.ocgov.com so that Probation can conduct background investigations of those assigned employees as required by this Contract in accordance with Section III ("Scope of Work") Paragraph 5.3.2 above. While clearance may be denied for many reasons based on information obtained in a background investigation, an omission or false statement made by the employee, regardless of the nature or magnitude of the omission or false statement, may also be grounds for denying clearance.

Within 30 days of separation of the name of any approved employee who leaves the Contractor's employment, Contractor shall notify Probation of such separation, by email to: Prob-VendorBackground@prob.ocgov.com and carbon copy to Prob-Purch@prob.ocgov.com.

- 5.4.6.2 Contractor shall be under a continuing obligation to disclose to Probation any prior or subsequent criminal arrest or conviction record information regarding any Contractor employee assigned to this Contract or having access to information pertaining thereto.

6.0 **Payment Terms and Invoicing Instructions:**

- 6.1 Contractor shall reference Contract number MA-057-15010476 on invoice. Payment will be made 45 days after receipt of an invoice in a format acceptable to the County pursuant to section 5.4 below, and shall be subject to routine processing requirements.
- 6.2 Contractor's billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.
- 6.3. Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.
- 6.4 The Contractor will provide an invoice on Contractor's letterhead for services rendered. Each invoice will have a number and will include the following information:
- 6.4.1 Contractor's name and address
 - 6.4.2 Contractor's remittance address (if different from above)
 - 6.4.3 Name of County agency or department
 - 6.4.4 County Contract number MA-057-15010476
 - 6.4.5 Cost
 - 6.4.6 Contractor's Federal I. D. number
 - 6.4.7 Total
- 6.5 The responsibility for providing an acceptable invoice to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction. The County's Project Manager, or designee, is responsible for approval of invoices.
- 6.6 Invoices and supporting documentation are to be forwarded to:

County of Orange – Probation Department
 Director of Special Supervision Division
 909 N. Main Street, Suite 1
 Santa Ana, CA 92701

- 7.0 **Governing Law and Venue:** This Contract has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding

Code of Civil Procedure Section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another county.

- 8.0 **Fiscal Appropriations:** This Contract is subject to and contingent upon applicable budgetary appropriations being approved by the County of Orange Board of Supervisors for each year during the term of this Contract. If such appropriations are not approved, the Contract will be terminated without penalty. Contractor acknowledges that funding or portions of funding for this Contract may also be contingent upon the receipt of funds from, and/or appropriation of funds by, the state of California to County. If such funding and/or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.
- 9.0 **Conflict of Interest:**
- 9.1 The County of Orange Board of Supervisors' policy prohibits its public employees from engaging in activities involving conflict of interest. Contractor shall not, during the term of this Contract, employ any County employee for any purpose.
- 9.2 Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that result in a conflict with the interest of the County.
- 9.3 This obligation shall apply to Contractor, its employees, volunteers, agents, relatives, sub-tier contractors and third parties associated with accomplishing work and services hereunder.
- 9.4 Contractor's efforts shall include, but not be limited to, establishing precautions to prevent its employees, volunteers or agents, relatives, sub-tier contractors from making, receiving, providing or offering gifts, entertainment, payments, loans or other consideration which could be deemed to appear to influence individuals to act contrary to the best interest of County.
- 9.5 Contractor shall sign the "Certificate of Compliance with Orange County Conflict of Interest Policy," attached hereto as Exhibit 3, and incorporated herein by reference. Contractor shall retain the original certificate and forward a copy to County's Project Manager within five business days of the commencement of this Contract.
- 10.0 **Ownership of Documents:** The County has permanent ownership of all directly connected and derivative materials produced under this Contract by the Contractor. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remain the sole property of the County and may be used by the County as it may require without additional cost to the County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the Contractor without the express written consent of the County.
- 11.0 **Data – Title to:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.
- 12.0 **Breach of Contract:** The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event the County may take action as outlined in Paragraph 13 below.

- 13.0 **Contractor Bankruptcy/Insolvency:** If the contractor should be adjudged bankrupt or should have a general assignment for the benefit of its creditors or if a receiver should be appointed on account of the contractor's insolvency, the County may terminate this contract.
- 14.0 **Termination – Default of Contractor:** If Contractor is in default of any of its obligations under this Contract, County shall give sixty (60) days notice to Contractor that this Contract may be canceled if the specific deficiencies are not corrected. If Contractor is in default of any of its obligations under this Contract and County determines that such default poses a serious threat to public safety, and Contractor has not commenced cure within 10 days after receipt of a written notice of default and cured such default within the time specified in the notice, the County shall immediately be entitled to commence resolution in accordance with this paragraph or to terminate this Contract by giving written notice to take effect immediately. Default shall include failure to carry out any of the requirements of this Contract, including, but not limited to not providing enough properly skilled workers or proper materials, persistently disregarding laws and or ordinances, not proceeding with the work as agreed to herein, or otherwise substantially violating any provision of this Contract. At any time, the County may begin negotiations with a third-party Contractor to provide goods and/or services as specified in this Contract.

Termination – Convenience of the County: Performance of services under this Contract may be terminated by County in whole or in part, when such action is deemed by County to be in its best interest. Termination of work shall be effected by delivery to Contractor of a sixty (60) day written Notice of Termination specifying the extent to which performance of work is terminated, and the date upon which such termination becomes effective. This provision is not applicable when County terminates the Contract pursuant to Paragraph 7 ("Fiscal Appropriation") of this Contract.

After receipt of the Notice of Termination and except as otherwise directed by County, Contractor shall: 1) stop services under this Contract on the date and to the extent specified in the Notice of Termination, and 2) complete performance of that part of the work that is not terminated by the Notice of Termination.

Termination – Orderly: Upon termination or other expiration of this Contract, each party shall promptly return to the other party all papers, electronic data, materials, and other properties of the other held by each for purposes of execution of the Contract. In addition, each party will assist the other party in orderly termination of this Contract and the transfer of all aspects, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each party.

15.0 **Notices:**

- 15.1 Any and all notices, requests, demands and other communications contemplated, called for, permitted or required to be given hereunder shall be in writing, except through the course of the Parties' Project Director's/Manager's routine exchange of information and cooperation during the term of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed in US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate of written notice from time to time in the manner aforesaid.
- 15.2 Any and all notices, requests, demands and other communications shall be addressed to Contractor at its placed of business, or such other place as may be hereinafter designated in writing by Contractor, as follows:
- 15.2.1 Satellite Tracking of People, LLC
1212 North Post Oak Road, Suite 100
Houston, TX 77055

Attn: Greg Utterback, Chief Development Officer

15.2.2 The notices and envelopes containing same to County shall be addressed to:

Chief Probation Officer
Orange County Probation Department
P.O. Box 10260
Santa Ana, CA 92711-0260

15.3 Administrator shall have authority to execute all notices required or permitted to be given herein.

- 16.0 **Usage:** No guarantee is given by the County to the Contractor regarding usage of this Contract. Usage figures, if provided, are approximate. The Contractor agrees to supply services and/or commodities requested, as needed by the County, at prices listed in Section 3.0 of this Contract, regardless of quantity requested.
- 17.0 **Contractor's Expense:** The Contractor will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on County sites during the performance of work and services under this Contract unless otherwise specified. The County will not provide free parking for any service in the County Civic Center.
- 18.0 **Authorization Warranty:** The Contractor represents and warrants that the signatories executing this Contract on behalf of and for the Contractor is authorized agents who have actual authority to bind the Contractor to each and every term, condition and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.
- 19.0 **Gratuities:** The contractor warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the contractor or any agent or representative of the contractor to any officer or employee of the County with a view toward securing the contract or securing favorable treatment with respect to any determinations concerning the performance of the contract. For breach or violation of this warranty, the County shall have the right to terminate the contract, either in whole or in part, and any loss or damage sustained by the County in procuring on the open market any goods or services which the contractor agreed to supply shall be borne and paid for by the contractor. The rights and remedies of the County provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
- 20.0 **News/Information Release:** The Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from the County through the County's Project Director.
- 21.0 **Publicity:** Contractor shall not disclose any details in connection with this Contract to any party, except as may be otherwise provided herein or required by law. However, in recognizing Contractor's need to identify its services and promote business, County shall not inhibit Contractor from publicizing its role under this Contract provided the following conditions are met:
- 21.1 Contractor shall develop all publicity material in a professional manner and provide copies of such material to County's Project Director; and
- 21.2 During the course of performance of this Contract, Contractor, its employees, volunteers, agents, and officers shall not publish or disseminate commercial advertisements, press releases, opinions or feature articles, using the name of County without the prior written consent of Administrator.

- 22.0 **Tax Liability Limitation:** County shall have no liability or responsibility for any taxes, including, without limitation, sales, income and/or property taxes which may be imposed in connection with or resulting from this Contract or Contractor performance hereunder.
- 23.0 **Intentionally left blank.**
- 24.0 **Remedies Not Exclusive:** The remedies for breach set forth in this Contract are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Contract does not preclude resort by either Party to any other remedies provided by law.
- 25.0 **Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither Party shall request a jury apportionment.
- 26.0 **Insurance:** Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance Any self-insured retention (SIR) an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Employers' Liability Insurance	\$1,000,000 per occurrence
Network Security & Privacy* Liability	\$1,000,000 per claims-made
Technology Errors & Omissions*	\$1,000,000 per claims-made \$1,000,000 aggregate

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 2026 04 13 or a form at least as broad naming the **County of Orange, its elected and appointed officials, officers, agents and employees** as Additional Insureds, or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN CONTRACT**.
- 2) A primary non-contributing endorsement using ISO form CG20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Network Security and Privacy Liability policy shall contain the following endorsements which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement naming the *County of Orange, its elected and appointed officials, officers, agents and employees* as Additional Insureds for its vicarious liability.
- 2) A primary and non-contributing endorsement evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

If Contractor's Technology Errors & Omissions and/or Network Security & Privacy Liability are "Claims-Made" policy(ies), Contractor shall agree to maintain coverage for two (2) years following the completion of the Contract. (Only include this provision when Technology Errors & Omissions and/or Network Security & Privacy Liability Insurance are required.

The Commercial General Liability policy shall contain a severability of interests clause, also known as a "separation of insureds" clause (standard in the ISO CG 001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

- 27.0 **Change of Ownership/Name, Litigation Status, Conflicts with County Interests:** Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, the new owners shall be required under terms of sale or other transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- 28.0 **Waiver of Jury Trial:** Each Party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each Party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any Party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this Contract and /or any other claim of injury or damage.
- 29.0 **Headings:** The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- 30.0 **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- 31.0 **Attorney's Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs and expenses.
- 32.0 **Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each Party has been represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other Party hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the Party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Contract.

- 33.0 **Authority:** The Parties to this Contract represent and warrant that this Contract has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.

- 34.0 **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended.

The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

- 35. **Prison Rape Elimination Act (PREA):** Contractor agrees to comply with the national, state and local standards and requirements of Federal Public Law 108-79 dated September 4, 2003, also known as the Prison Rape Elimination Act of 2003 (PREA), and 28 CFR Part 115, as they are applicable on the date of enactment or as they may be subsequently amended, inclusive of all ensuing standards which may be forthcoming. These requirements include, but are not limited to monitoring for compliance with PREA, and reporting incidents of sexual misconduct between wards/non-minor dependents and/or staff to Probation.

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Signature Page

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed.

*SATELLITE TRACKING OF PEOPLE, LLC

By: _____

Dated: _____

Name: _____

Title: _____

By: _____

Dated: _____

Name: _____

Title: _____

COUNTY OF ORANGE

By: _____

Dated: _____

Steven J. Sentman
Chief Probation Officer

APPROVED AS TO FORM:
COUNTY COUNSEL
ORANGE COUNTY, CALIFORNIA

By: _____

Dated: _____

Deputy County Counsel

* Pursuant to California Corporations Code Section 313, if the Contracting party is a corporation, ***(2) two signatures are required***: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer of any Assistant Treasurer. *In the alternative, a single corporate signature is acceptable when accompanied by a corporate Resolution demonstrating the legal authority of the signatory to bind the corporation.*

ATTACHMENT A

State of Washington Department of Enterprise Services, Contracts and Legal Division
Master Contracts & Consulting (MCC)
Contract #00212 with Satellite Tracking of People for Electronic Monitoring of Offenders

ATTACHMENT B

Participating Addendum WSCA-NASPO Cooperative Purchasing Organization
Electronic Monitoring of Offenders Administered by
the State of Washington

Attachment C



STATE OF CALIFORNIA
HDC 0004B
(Orig. 11/2005; Rev. 03/2010)

DEPARTMENT OF JUSTICE
PAGE 1 of 2

**CLETS PRIVATE CONTRACTOR
MANAGEMENT CONTROL AGREEMENT**

Agreement to allow California Law Enforcement Telecommunications System (CLETS) access by

Orange County Probation Department

CA030023G

(Public law enforcement/criminal justice agency)

(ORI)

to Satellite Tracking of People, LLC

(Private Contractor)

to perform Continuous Electronic Monitoring Services Using Global Positioning Satellite (GPS) Equipment services on its behalf.

(Type of service)

Access to the CLETS is authorized to public law enforcement and criminal justice agencies (*hereinafter referred to as the CLETS subscribing agency*) only, which may delegate the responsibility of performing the administration of criminal justice functions (e.g., dispatching functions or data processing/information services) in accordance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Security Addendum to a private contractor. The private contractor may access systems or networks that access the CLETS on behalf of the CLETS subscribing agency to accomplish the above-specified service(s). This agreement must be received by the California Department of Justice (CA DOJ) prior to the subscribing agency permitting access to the CLETS. The performance of such delegated services does not convert that agency into a public criminal justice agency, not automatically authorize access to state summary criminal history information. Information from the CLETS is confidential and may be used only for the purpose(s) for which it is authorized. Violation of confidentiality requirements or access authorizations may be subject to disciplinary action or criminal charges.

Pursuant to the policies outlined in the *CLETS Policies, Practices, and Procedures (PPP)* and the Federal Bureau of Investigation's (FBI) *CJIS Security Policy*, it is agreed the CLETS subscribing agency will maintain responsibility for security control as it relates to the CLETS access. Security control is defined as the ability of the CLETS subscribing agency to set, maintain, and enforce:

1. Standards for the selection, supervision, and termination of personnel. This does not grant hiring/firing authority to the CLETS subscribing agency, only the authority to grant CLETS access to personnel who meet these standards and deny it to those who do not.
2. Policies governing the operation of computers, access devices, circuits, hubs, routers, firewalls, and other components that make up and support a telecommunications network and related CA DOJ criminal justice databases used to process, store, or transmit criminal justice information, guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.

Security control includes, but is not limited to, the supervision of applicable equipment, systems design, programming, and operating procedures associated with the development, implementation, and operation of any computerized message-switching or database systems utilized by the served law enforcement agency or agencies. Computer sites must have adequate physical security to protect against any unauthorized viewing or access to computer terminal, access devices, or stored/printed data.



**CLETS PRIVATE CONTRACTOR
MANAGEMENT CONTROL AGREEMENT**

Additionally, it is the responsibility of the CLETS subscribing agency to ensure that all private contractors receiving information from the CLETS meet the minimum training, certification, and background requirements that are also imposed on the CLETS subscribing agency's staff. The minimum requirements are applicable also to staff having access to record storage areas containing information from the CLETS. The minimum requirements include, but are not limited to:

1. Prior to allowing the CLETS access, train, functionally test, and affirm the proficiency of all the CLETS computer operators to ensure compliance with the CLETS and the FBI's National Crime Information Center (NCIC) policies and regulations, if applicable. Biennially, provide testing and reaffirm the proficiency of all the CLETS operators, if applicable.
2. State and FBI criminal offender record information searches must be conducted prior to allowing access to the CLETS computers, equipment, or information. If the results of the criminal offender record information search reveal a record of any kind, access will not be granted until the CLETS subscribing agency can review the matter to decide if access is appropriate. If a felony conviction of any kind is found, access shall not be granted.
3. Each individual must sign a CLETS Employee/Volunteer Statement form (HDC 0009) prior to operating or having access to CLETS computers, equipment, or information.

In accordance with CLETS/NCIC policies, the CLETS subscribing agency has the responsibility and authority to monitor, audit, and enforce the implementation of this agreement by the private contractor. The private contractor agrees to cooperate with the CLETS subscribing agency in the implementation of this agreement and to accomplish the directives for service under the provisions of this agreement. The CLETS Management Control Agreement (HDC 0004B) shall be updated when the head of either agency changes or immediately upon request from the CA DOJ.

By signing this agreement, the vendors and private contractors certify they have read and are familiar with the contents of (1) the FBI's CJIS Security Addendum, (2) the NCIC 2000 Operating Manual, (3) the FBI's CJIS Security Policy, (4) Title 28, Code of Federal Regulations, Part 20, and (5) the CLETS PPP and agree to be bound by their provisions. Criminal offender record information and related data, by its very nature, is sensitive and has potential for great harm if misused. Access to criminal offender record information and related data is therefore limited to the purpose(s) for which the CLETS subscribing agency has entered into the contract. Misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; use, dissemination, or secondary dissemination of information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. Accessing the system for an appropriate purpose and then using, disseminating, or secondary dissemination of information received for another purpose other than execution of the contract also constitutes misuse. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Signature (CLETS Subscribing Agency Head)

Signature (Private Contractor Agency Head)

Print Name and Title

Print Name and Title

Date

Date

Attachment C

EXHIBIT 1

JUVENILE COURT ADMINISTRATIVE ORDERS OF THE ORANGE COUNTY SUPERIOR COURT

EXHIBIT 2

EMPLOYEE ACKNOWLEDGMENT OF EMPLOYER

I acknowledge that I am an employee of **Satellite Tracking of People, LLC** and not of the County of Orange.

I understand that my employer, **Satellite Tracking of People, LLC** and not the County of Orange will be solely responsible for providing on my behalf, all legally required employee benefits.

I understand that the County shall not assume any liability for the payment of salaries, wages, benefits, or other compensation to, or on my behalf.

(Employee Name – Please Print)

(Signature of Employee)

EXHIBIT 3

**CERTIFICATE OF COMPLIANCE WITH
ORANGE COUNTY CONFLICT OF INTEREST POLICY**

Conflict of Interest: Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interest of the County.

This obligation shall apply to Contractor’s employees, agents, relatives, sub-tier contractors, and third parties associated with accomplishing the work hereunder.

Contractor’s efforts shall included, but not be limited to, establishing precautions to prevent its employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interest of the County.

The Orange County Board of Supervisors’ policy prohibits its public employees from engaging in activities involving conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.

Signature of Authorized Representative for Contractor

Exhibit 4



STATE OF CALIFORNIA
HDC 0012
(Orig. 02/2009; Rev. 04/2016)

DEPARTMENT OF JUSTICE
PAGE 1 of 1

FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

PRINT

RESET

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Printed Name/Signature of Contractor Employee

Date

Printed Name/Signature of Contractor Representative

Date

Organization and Title of Contractor Representative

Exhibit 5

EMPLOYEE/VOLUNTEER STATEMENT FORM

**USE OF CLETS CRIMINAL JUSTICE INFORMATION
AND DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION**

As an employee/volunteer of _____, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the need-to-know and the right-to-know. Misuse of such information may adversely affect an individual(s) civil rights, and violates the law and/or CLETS policy.

Penal Code section 502 prescribes the penalties relating to computer crimes. Penal Code sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code sections 11141-11143 and 13302-13304 prescribe penalties for misuse of public record and CLETS information. California Vehicle Code section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code sections 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any person/volunteer who is responsible for CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION.

Signature: _____

Print Name: _____

Date: _____

Exhibit 6

CONFIDENTIALITY OF CORI INFORMATION

Criminal Offender Record Information (CORI) is that information which is recorded as the result of an arrest, detention or other initiation of criminal proceedings including any consequent proceedings related thereto. As an employee of _____, during the legitimate course of your duties, you have access to CORI. The Orange County Probation Department has a policy of protecting the confidentiality of Criminal Offender Record Information.

You are required to protect the information contained in documents against disclosure to all individuals who do not have a right-to-know or a need-to-know this information.

The use of any information obtained from case files or other related sources of CORI to make contacts with probationers or their relatives, or to make CORI available to anyone who has no real and proper reason to have access to this information as determined solely by the Probation Department is considered a breach of confidentiality, inappropriate and unauthorized.

Any employee engaging in such activities is in violation of the Probation Department’s confidentiality policy and will be subject to appropriate disciplinary action and/or criminal action pursuant to Section 11142 of the Penal Code.

I have read and understand the Probation Department’s policy concerning the confidentiality of CORI records.

(Signature)

Name (Print)

Classification

Date

Copy to be forwarded to Probation Juvenile Court Services Assistant Division Director within five (5) business days of start of employment.