



**COUNTY OF ORANGE  
PROBATION DEPARTMENT**

**CONTRACT MA-057-24011272  
BETWEEN  
THE COUNTY OF ORANGE  
AND  
GEO REENTRY SERVICES LLC  
FOR  
DAY REPORTING CENTER SERVICES**

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This Agreement, hereinafter referred to as “Contract,” entered into as of the date fully executed 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 GEO Reentry Services LLC located at 4955 Technology Way, Boca Raton, FL 33431, hereinafter referred to as “Contractor.” County and Contractor may be referred to individually as “Party” or collectively as “Parties”. The County of Orange Chief Probation Officer, hereinafter referred to as “Administrator,” shall administer this Contract.

**RECITALS**

**WHEREAS**, on January 23, 2024, Administrator issued a Request for Proposals (RFP) for the provision of Day Reporting Center Services; and

**WHEREAS**, in response to the RFP, GEO Reentry Services LLC submitted a proposal dated February 22, 2024, and represented that it is duly qualified to engage in the business of providing Day Reporting Center Services, and warranted that it possesses the competence, expertise and personnel necessary to provide such services; and

**WHEREAS**, on May 7, 2024, the Orange County Board of Supervisors approved the “Agreement between County of Orange and GEO Reentry Services LLC for the Provision of “Day Reporting Center Services”, effective June 1, 2024 through May 31, 2027, renewable for two additional one-year periods subject to applicable policy of the Orange County Board of Supervisors for contract renewals; and

**WHEREAS**, Contractor agrees to render such services in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, the Parties mutually agree as follows:

**ARTICLES**

**I. GENERAL TERMS AND CONDITIONS**

- A. 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 adjudication to another county.
- B. Entire Contract:** This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or

binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Purchasing Agent or designee.

- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. **Delivery:** Time of delivery of services is of the essence in this Contract. County reserves the right to refuse any services and to cancel all or any part of the services not conforming to applicable specifications, or descriptions or services that do not conform to the prescribed statement of work. Delivery shall not be deemed to be complete until all services have actually been received and accepted in writing by County.
- E. **Acceptance/Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the services have actually been received to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.
- F. **Warranty:** Contractor expressly warrants that the goods and services covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnittees as identified in Paragraph "W" below, and as more fully described in Paragraph "W," harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.
- G. **Assignment:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- H. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.
- I. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after thirty (30) days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract,

any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.

- J. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- K. **Independent Contractor:** Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.
- L. **Performance Warranty:** Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.
- M. **Insurance Requirements:** Prior to the provision of services under this Contract, the Contractor agrees to carry 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.

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 (SIR)'s shall be clearly stated on the Certificate of Insurance. Any SIR in excess of Fifty Thousand Dollars \$50,000 shall specifically be approved by the County's Risk Manager, or designee. The County reserves the right to require current audited financial reports from Contractor. If Contractor is self-insured, Contractor will indemnify the County for any and all claims resulting or arising from Contractor's services in accordance with the indemnity provision stated in this contract.

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).

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:

Coverage	Minimum Limits
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned or scheduled, non-owned and hired vehicles	\$1,000,000 combined single limit each accident
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per accident or disease
Professional Liability Insurance	\$1,000,000 per claims made or occurrence \$1,000,000 aggregate
Network Security & Privacy Liability	\$1,000,000 per claims-made
Sexual Misconduct	\$1,000,000 per occurrence

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 0012, 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 20 26 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 CG 20 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.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees or provide blanket coverage, which will state AS REQUIRED BY WRITTEN CONTRACT.

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 Professional Liability or Network Security & Privacy Liability are "Claims-Made" policy(ies), Contractor shall agree to the following:

- 1) The retroactive date must be shown and must be before the date of the Contract or the beginning of the Contract services.
- 2) Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after expiration or earlier termination of Contract services.
- 3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract services, Contractor must purchase an extended reporting period for a minimum of three (3) years after expiration of earlier termination of the Contract.

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 0001 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.

N. **Changes:** Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.

O. **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, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of the 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.

P. **Force Majeure:** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within thirty-six (36) hours of the start of the delay and Contractor avails himself of any available remedies.

Q. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information



shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.

- R. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of Paragraph "W" below, Contractor agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- S. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- T. **Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney's fees, costs and expenses.
- U. **Interpretation:** This Contract has been negotiated in good faith and between parties knowledgeable in the matters contained within this Contract. In addition, each party had 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 or 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.
- V. **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.
- W. **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.

- X. **Audits/Inspections:** Contractor agrees to permit the County’s Auditor-Controller or the Auditor-Controller’s authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the Contractor’s records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.

Should the Contractor cease to exist as a legal entity, the Contractor’s records pertaining to this agreement shall be forwarded to the County’s project manager.

- Y. **Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County’s Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

- Z. **Expenditure Limit:** The Contractor shall notify the County of Orange assigned Deputy Purchasing Agent in writing when the expenditures against the Contract reach seventy-five (75) percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless a change order to cover those costs has been issued by the County.

## II. ADDITIONAL TERMS AND CONDITIONS

1. **Scope of Contract:** This Contract, together with its Attachments, attached hereto and incorporated herein by reference, specifies the terms and conditions by which the County will procure and receive services from Contractor. The Scope of Work is fully set forth in Section III of this Contract.
2. **Term of Contract:** This Contract shall be effective June 1, 2024 through May 31, 2027, renewable for two additional one-year periods subject to applicable policy of the Orange County Board of Supervisors for contract renewals. County does not have to give a reason if it decides not to renew.
3. **Americans with Disabilities Act (ADA):** Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42

USC 12101; California Code of Regulations, Title 2, Title 22: California Government Code, Sections 11135, et seq; and other federal and state laws and executive orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities.

4. **Adjustments – Scope of Work:** No adjustments made to the Scope of Work will be authorized without prior written approval of the County assigned DPA.
5. **Authorization Warranty:** The Contractor represents and warrants that the person executing this Contract on behalf of and for the Contractor is an authorized agent who has 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.
6. **Bills and Liens:** Contractor shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. Contractor shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, Contractor shall promptly procure its release and, in accordance with the requirements of Paragraph “W” above, indemnify, defend, and hold County harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.
7. **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, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
  - a. Terminate the Contract immediately, pursuant to Section I herein;
  - b. Afford the Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
  - c. Discontinue payment to the Contractor for and during the period in which the Contractor is in breach; and
  - d. Offset against any monies billed by the Contractor but unpaid by the County those monies disallowed pursuant to the above.
8. **Civil Rights:** Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.
9. **Compensation:** The Contractor agrees to accept the specified compensation as set forth in Section IV of this Contract, entitled “Costs/Compensation for Contract Services,” as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder.

10. **Conditions Affecting Work:** The Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the County are expressly stated in the Contract.
11. **Conflict with Existing Law:** The Contractor and the County agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Either party having knowledge of such term or provisions shall promptly inform the other of the presumed non-applicability of such provision. Should the offending provision go to the heart of the Contract, the Contract shall be terminated in a manner commensurate with interests of both Parties to the maximum extent reasonable.
12. **Probation Background Investigation:** Probation Background Investigation: Probation shall conduct a background investigation on Contractor's employees identified as assigned to perform services under this Contract and Article 12.1 – Contractor Background Clearance. 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 arrests and/or convictions of any of Contractor's employees approved to perform services under this Contract.

Contractor and Contractor's employees must pass Probation's background investigation process and meet all requirements as set forth below:

- A. Background Clearances will remain active until the Contract expires or employment is terminated.
- B. No employee shall be assigned to perform the work under this Contract that has not received prior security clearance from Probation.
- C. Contractor is responsible for ensuring that anytime an employee is assigned to perform work pursuant to this Contract that a Background Clearance request is submitted and approved in accordance with Article 12.1 - Contractor Background Clearance prior to that employee requiring access to such premises for providing services under this Contract.
- D. Background investigation information shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying Background Clearance.
- E. Contractor's employees assigned to perform services under this Contract will be required to complete the following forms as part of the Probation Background Process: FBI Criminal Justice Information Services Security Addendum (CJIS), Employee/Volunteer Statement Form, Confidentiality of Criminal Offender Record Information (CORI), Employee Acknowledgement of Employer form, Prison Rape Elimination Act (PREA), California Law Enforcement Telecommunications Systems (CLETS) and Federal Bureau of Investigation Criminal Justice Information Services Security Addendum Certification. These are Department requirements and federal mandates and are not optional. Required forms will be sent to the Contractor's

employee prior to the background Clearance appointment. An email notification from Probation's Background Unit will be sent annually for cleared employees to the respective Contractor with detailed instructions on how to complete the required forms. Any cleared employee who does not complete this process shall have their Background security Clearance revoked and shall be denied access to all Probation Department facilities and/or area offices.

All forms will be sent to Contractor's employee prior to background investigation appointment.

- F. Contractor shall sign the Prison Rape Elimination Act (PREA) Form (attached hereto as Attachment B and the California Law Enforcement Telecommunications System (CLETS) Private Contractor Management Control Agreement (attached hereto as Attachment A in order to provide Contractor access to such information as may be needed to perform services under this Contract, provided it is understood Contractor will not have access to the CLETS system itself. Based on the level of CLETS access granted, Contractor may be required to complete CLETS National Crime Information (NCIC) training.

- 12.1 **Contractor Background Clearance:** At least thirty (30) days prior to the start of the Contract, or as soon as possible thereafter, Contractor shall email a list of current employees who will be assigned to perform services under this Contract to: Prob-ContractBackgrounds@prob.ocgov.com and carbon copy to Prob-Purchasing-Contracts@prob.ocgov.com, so that Probation can conduct background investigations of the Contractor and Contractor's employees as required by this Contract. While Background 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 Background Clearance.

Within thirty (30) days of separation of any approved employee who leaves Contractor's employment, Contractor shall notify Probation of such separation, by email to Prob-ContractBackgrounds@prob.ocgov.com and carbon copy to Prob-Purchasing-Contracts@prob.ocgov.com.

**All Contractor and 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 the Contractor as to whether or not each employee has passed background. If Contractor or Contractor's employee is denied Background Clearance, neither the County nor Probation will provide a reason for the denial to the Contractor or to the employee.

13. **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. **Contractor Furnished Items:** Contractor shall furnish all personnel, desks, furniture, computer equipment, and any other furnishings necessary to perform all services required by this Contract.
15. **Contractor Personnel – Drug-Free Workplace:** The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:
- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).

- b. Establish a drug-free awareness program as required by Government Code Section 8355(a)(2) to inform employees about all the following:
  - i. The dangers of drug abuse in the workplace;
  - ii. The organization's policy of maintaining a drug-free workplace;
  - iii. Any available counseling, rehabilitation and employee assistance programs;  
and
  - iv. Penalties that may be imposed upon employees for drug abuse violations.
- c. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
  - i. Will receive a copy of the company's drug-free policy statement; and
  - ii. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.
- d. Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County contracts if the County determines that any of the following has occurred:
  - i. The Contractor has made false certification, or
  - ii. The Contractor violates the certification by failing to carry out the requirements as noted above.

16. **Contractor's Records:** The Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by the Contractor in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of three (3) years after final payment is received from the County. Storage of records in another county will require written approval from the County of Orange assigned Deputy Purchasing Agent. Such records shall be available for periodic inspection by the County at reasonable times.

17. **Contractor Work Hours and Safety Standards:** The Contractor shall ensure compliance with all safety and hourly requirements for employees in accordance with federal, state and County safety regulations and laws.

18. **County of Orange Local Small Business Preference Requirements:** Contractor certifies it is in compliance with County of Orange Local Small Business Preference requirements at the time this Contract is executed.

19. **County of Orange Disabled Veteran Business Enterprise Preference Requirements:** Contractor certifies it is in compliance with County of Orange Disabled Veteran Business Enterprise Preference requirements at the time this Contract is executed.

20. **Covenant against Contingent Fees:** Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business. For breach or violation of this warranty, County shall have the right to terminate this Contract in accordance with the termination clause and, in its sole discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee from Contractor.
21. **Disputes:** The Parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor Project Manager and the Probation Project Manager, such matter shall be brought to the attention of the County's Purchasing Agent by way of the following process:
- a. The Contractor shall submit to the agency/department assigned buyer a written demand for a final decision regarding the disposition of any dispute between the Parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.
  - b. The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.
  - c. Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract.
  - d. Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County's Purchasing Agent or his/her designee. If the County fails to render a decision within ninety (90) days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. The County's final decision shall be conclusive and binding regarding the dispute unless the Contractor commences action in a court of competent jurisdiction to contest such decision within ninety (90) days following the date of the County's final decision or one year following the accrual of the cause of action, whichever is later.
22. **EDD Independent Contractor Reporting Requirements:** Effective January 1, 2001, the County of Orange is required to file in accordance with subdivision (a) of Section 6041A of the Internal Revenue Code for services received from a "service provider" to whom the County pays \$600 or more or with whom the County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.
- a. The term "service provider" is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as "an individual who is not an employee of the service recipient

for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent Contractors. An independent Contractor is defined as “an individual who is not an employee of the ... government entity for California purposes and who receives compensation or executes a contract for services performed for that ... government entity either in or outside of California.”

- b. The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.
- c. Additional information on this reporting requirement can be found at the California Employment Development Department web site located at [http://www.edd.ca.gov/Employer\\_Services.htm](http://www.edd.ca.gov/Employer_Services.htm).

23. **Emergency/Declared Disaster Requirements:** In the event of an emergency or if Orange County is declared a disaster area by the County, state or federal government, this Contract may be subjected to unusual usage. The Contractor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing quoted by the Contractor shall apply to serving the County’s needs regardless of the circumstances. If the Contractor is unable to supply the services under the terms of the Contract, then the Contractor shall provide proof of such disruption and a copy of the invoice for the services from the Contractor’s supplier(s). Additional profit margin as a result of supplying services during an emergency or a declared disaster shall not be permitted. In the event of an emergency or declared disaster, emergency purchase order numbers will be assigned. These numbers will be used in addition to the Price Agreement number. All applicable invoices from the Contractor shall show both the emergency purchase order number and the Contract number.

- a. Any emergency situation affecting the welfare of youths including, but not limited to escapes, riots, fires, floods and natural disasters, shall be immediately communicated between the Parties.

24. **Equal Employment Opportunity:** The Contractor shall comply with U.S. Executive Order 11246 entitled, “Equal Employment Opportunity” as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

- a. Regarding handicapped persons, the Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination



against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

25. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as Project Manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary, and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.
26. **Financial Accountability:** Contractor agrees to provide fiscal procedures adequate to assure accounting for the disbursement of funds paid to Contractor under this Contract in accordance with accounting policies and procedures as may be prescribed by Administrator or County Auditor-Controller, or as required by the 2 CFR Part 225, "Cost Principles for State, Local and Indian Tribal Governments (formerly OMB Circular A-87) incorporated herein by reference. All claimed reimbursements must be supported with source documents determined by Administrator's fiscal staff to be necessary for processing and payment of Contractor's invoices, and shall include but not limited to, timesheets, invoices, cancelled checks, receipts and receiving records.
- a. Contractor agrees to reimburse County for expenditures Administrator determines to be in violation of the terms and conditions of this Contract.
  - b. Allowable Costs – All items of cost actually incurred, which are provided for in the appended Program Costs, attached hereto and incorporated herein by reference, shall be allowable for payment to the extent any such item is allowable under applicable County regulations. No item shall be allowed as a cost that is not allowed as a reimbursable cost under applicable County regulations governing the same. Any program costs or administrative costs that cannot be charged directly to Day Reporting Center Services shall be apportioned based on a cost allocation plan approved by Administrator and shall be certified by an executive of Contractor. Such certification is subject to audit as authorized in Article II.5. of this Contract. Allowable costs shall be paid to Contractor in accordance with the major cost categories and maximum amounts as set forth in Section IV (Cost/Compensation) of this Contract. The maximum amount allowable for each of the major cost categories (consisting of the totals for Salaries, Employee Benefits, and Operating Expenses) may be adjusted within this Contract as long as the overall budget, program goals, and objectives are not changed. Such category adjustments shall be made upon prior written request by Contractor and approved by Administrator.
  - c. Accounting: The criteria for record keeping, as detailed in the Federal Office of Management and Budget, Circular No. A-87 (Revised effective May 10, 2004), shall be applied to accounting for Contract funds.

- 27. **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 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.
- 28. **Interpretation of Contract:** In the event of a conflict or question involving the provisions of any part of this Contract, interpretation and clarification, as necessary, shall be determined by the County's assigned deputy purchasing agent. If discrepancies in Contract exist between the Contractor and the County's assigned deputy purchasing agent in interpreting the provision(s), final interpretation and clarification shall be determined by the County's Purchasing Agent or his/her designee.
- 29. **Waivers – Contract:** The failure of the County in any one or more instances to insist upon strict performance of any of the terms of this Contract or to exercise any option contained herein shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such terms or option on any future occasion.
- 30. **Nondiscrimination Statement of Compliance:** The Contractor's signature affixed hereon and dated shall constitute a certification under penalty of perjury under the laws of the state of California that the Contractor has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12900 (a-f) and Title 2, California Code of Regulations, Sections 11102 and 11103.
- 31. **Notices:** 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 Managers' routine exchange of information and cooperation during the terms 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 by 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 by written notice from time to time in the manner aforesaid.

TO: COUNTY  
Orange County Probation Department  
Attn: Contract Administrator  
1055 N. Main St, 5<sup>th</sup> floor  
Santa Ana, CA 92701

TO: CONTRACTOR  
GEO Reentry Services, LLC  
Attn: Derrick D. Schofield, Ph.D.  
4955 Technology Way  
Boca Raton, FL 33431

32. **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.
33. **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 the PREA, and reporting incidents of sexual misconduct between wards/non minor dependents and/or staff to Probation.
34. **Project Manager:** The County shall appoint a Project Manager to act as liaison between the County and the Contractor during the term of this Contract. The County's Project Manager, currently designated below or as may later be succeeded, shall coordinate the activities of the County staff assigned to work with the Contractor.
- a. County Project Manager – The OC Probation Post release Community Supervision (PCS) Assistant Division Director (ADD), or authorized designee, shall be the County Project Manager and shall manage and oversee the administration of this Contract pursuant to the terms and conditions contained herein. In addition, the County Project Manager shall provide direction on policies and procedures relating to the services covered under this Contract, and act as liaison for overall program functions, communications and problem solving.
  - b. The County's Project Manager shall have the right to require the removal and replacement of the Contractor's Project Manager and key personnel. The County's Project Manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within fourteen (14) calendar days after written notice by the County's Project Manager. The County's Project Manager shall review and approve the appointment of the replacement for the Contractor's Project Manager and key personnel. Said approval shall not be unreasonably withheld.

County Project Manager: David P. Haner

Telephone#: 714-937-4502

Email: [david.haner@prob.ocgov.com](mailto:david.haner@prob.ocgov.com)

35. **Publication:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this Contract, are to be released by Contractor and/or anyone acting under the supervision of Contractor to any person, partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Contract. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the County unless otherwise agreed to by both Parties.

36. **Reports/Meetings:** The Contractor shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this Contract. The County's Project Manager and the Contractor's Project Manager will meet on reasonable notice to discuss the Contractor's performance and progress under this Contract. If requested, the Contractor's Project Manager and other project personnel shall attend all meetings. The Contractor shall provide such information that is requested by the County for the purpose of monitoring progress under this Contract.
37. **Subcontracting:** No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the County. Any attempt by the Contractor to subcontract any performance of this Contract without the express written consent of the County shall be invalid and shall constitute a breach of this Contract.
- a. In the event that the Contractor is authorized by the County to subcontract, this Contract shall take precedence over the terms of the Contract between Contractor and subcontractor and shall incorporate by reference the terms of this Contract. The County shall look to the Contractor for performance and indemnification and not deal directly with any subcontractor. All work performed by a subcontractor must meet the approval of the County of Orange.
38. **State Funds –Audits:** When and if state funds are used in whole or part to pay for the services under this Contract, the Contractor agrees to allow the Contractor's financial records to be audited by auditors from the State of California, the County of Orange, or a private auditing firm hired by the State or the County. The State or County shall provide reasonable notice of such audit.
39. **Usage:** No guarantee is given by the County to the Contractor regarding usage of this Contract. Usage figures, if provided, are approximate, based upon the last usage. The Contractor agrees to supply services and/or commodities requested, as needed by the County, at prices listed in the Contract, regardless of quantity requested.
40. **Cooperative Contract:** This Contract is a cooperative contract and may be utilized by all County of Orange departments.

The provisions and pricing of this Contract may be extended, at the option of Contractor, to any Municipal, County, Public Utility, Hospital, Educational Institution, or any other non-profit or governmental organization (the "Cooperative Program"). Parties in a Cooperative Program wishing to use this Contract will be responsible for issuing their own purchase documents / price agreements, providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any agreement entered into with another agency or entity that is entered into pursuant to the provisions and pricing of this Contract a clause that binds the parties to the agreement to "indemnify, defend with counsel approved in writing by the County of Orange, California ("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" under the agreement.. Failure to so include this clause voids the Contract's extension to a Cooperative Program and will be considered a material breach of this Contract and grounds for immediate Contract termination. The cooperative entities are responsible for obtaining all certificates of insurance and bonds required. The County of Orange makes no guarantee of usage by other users of this Contract.

As a cost-recovery mechanism for County, a 2 percent administrative rebate on total sales from all subordinate contracts will be paid to the County for any contracts the Contractor agrees to enter into with another agency or entity, other than the County of Orange or a department thereof, under the provisions and pricing of this Contract. The County has partnered with Pavilion, a third-party

administrator, responsible for managing all reporting and payments under this Cooperative Program. The Contractor shall provide quarterly Volume Sales Reports about additional sales to other entities under the provisions and pricing of this Contract. The Reports shall include the ordering agency, detail of items sold including description, quantity, and price, and shall include all transactions pertaining to sales under the Contract provisions and pricing for that Reporting Period. Contractor shall provide the Volume Sales Reports regardless of whether or not any sales have been conducted. Failure of the Contractor to provide quarterly reports as required may be deemed by the County as a material breach of the Contract. A late penalty of 15 percent on the value of the rebate may be assessed to the Contractor for each month the payments are not received.

Subordinate contracts must be executed prior to the expiration or earlier termination of this Contract and may survive the expiration of this Contract. This Cooperative Contract provision shall survive expiration or termination of this Contract.

### **III. SCOPE OF WORK**

#### **1. Description of Target Population**

- 1.1 Target Populations: Contractor shall provide Day Reporting Centers (DRC) Services to “AB 109 Offenders”, “General Supervision Offenders”, “Transitional Age Youth (TAY) probationers” and “Pretrial defendants” as described below, who will collectively be referred to as “DRC Participants”.
- 1.1.1 AB 109 Offenders: The Public Safety Realignment Act (Assembly Bill (AB) 109) was signed into law by the Governor on April 5, 2011, and amended by Assembly Bill 117 on June 30, 2011. Beginning October 1, 2011, and subsequent related legislation as implemented by County, placed the following populations under County jurisdiction and supervision by Probation:
- 1.1.1.1 Persons released from prison on Post release Community Supervision (PCS) instead of parole, consisting of non-violent, non-serious and non-high-risk sex offenders as defined by the California Department of Corrections and Rehabilitation.
- 1.1.1.2 Persons who have committed felonies and are now sentenced to County jail pursuant to subdivision (h) of Penal Code section 1170 instead of state prison and are placed under Mandatory Supervision.
- 1.1.2 General Supervision Offenders: Other adult offenders, who are not AB 109 Offenders as described above, but are otherwise under supervision by Probation and referred to Contractor for DRC Services.
- 1.1.3 Transitional Age Youth (TAY) probationers: Justice involved transitional age youth between 18 years to 25 years of age who are under juvenile court and/or both juvenile court and adult court probation supervision.
- 1.1.4 Pretrial Defendants: Pretrial Release is a defendant’s opportunity to remain out of custody while pending court without having to post bond.

#### **2. Service Program Overview**

AB 109 added Penal Code section 3450, with a declaration of legislative finding in subsection (b)(5) as follows:

"Realigning the postrelease supervision of certain felons reentering the community after serving a prison term to local community corrections programs, which are strengthened through community-based punishment, evidence-based practices, and improved supervision strategies, will improve public safety outcomes among adult felon parolees and will facilitate their successful reintegration back into society."

Further, Penal Code section 3450(b)(8)(H) defines "community-based punishment" as evidence-based correctional sanctions and programming, encompassing a range of custodial and noncustodial responses to criminal or noncompliant offender activity. Intermediate sanctions...include...Day reporting."

Penal Code Section 1228 "finds and declares" that "Probation is the linchpin of the criminal justice system, closely aligned with the courts, and plays a central role in promoting public safety in California's communities." Further, that providing "sustainable funding for improved, evidence-based probation supervision practices and capacities will improve public safety outcomes among adult felons who are on probation." In addition, Penal Code section 17.5 confirms the legislature's commitment to reducing recidivism by reinvesting "criminal justice resources to support community-based corrections programs and evidence-based practices" which includes: (H) Day reporting.

The current DRCs receive AB 109 and General Supervision Offenders under County jurisdiction for day reporting services. Services provided by Contractor to all DRC Participants, as described in paragraph 1.1 herein, shall be designed to promote the reintegration of adult offenders, TAY probationers and Pretrial Defendants into the community and reduce the risk of recidivism. For purposes of this Contract, such services shall be termed "DRC Services", which contractor shall provide at its DRC, a central facility to be owned or leased by Contractor.

The parties shall coordinate DRC Services for each offender referred to Contractor by Probation. Contractor shall provide individualized evidence-based practice (EBP) programming to offenders referred by Probation. DRC Services for each offender shall be performance-driven based upon overall progress and behavior, starting with an intensive first phase and gradually lessening intensity in subsequent phases. It is expected that a majority of DRC Participants will require approximately six-months of services, less if determined appropriate. Some DRC Participants may require, and Contractor shall provide, additional services in excess of six months, based upon individual case dynamics.

### **3. Objectives of DRC Services**

The Parties share a common interest in the effective rehabilitation of offenders in preparation for their return to the community as law abiding citizens. County and Contractor agree to coordinate the provision of an array of services and community resources designed to increase the likelihood that adult/youth offenders will successfully discharge from Probation supervision and reduce their continued involvement in the criminal justice system upon their return to the community.

Contractor shall provide DRC Services to help achieve the following objectives:

- 3.1 Manage offender populations
- 3.2 Increase community safety
- 3.3 Increase offender accountability and competency
- 3.4 Provide a variety of services, such as substance abuse treatment, cognitive behavioral intervention program, and job skills
- 3.5 Reduce recidivism through the use of EBP targeted at the criminogenic needs of participating offenders

- 3.6 Offer a detention alternative to traditional incarceration for offenders who meet program criteria while reducing the overall costs of incarceration

#### **4. Contractor Responsibilities**

##### **4.1 Delivery of Program Services**

Contractor shall:

- 4.1.1 Secure and maintain, by ownership or leasehold, a DRC site for the duration of the term of this Contract, which shall be adequate for Contractor to provide Day Reporting Services and ensure the following:

4.1.1.1 Hours of Operation: At a minimum, the DRC site shall be open Monday through Friday, 8:00 a.m. to 8:00 p.m.; Saturdays, 8:00 a.m. to noon; and shall be closed on Sundays and major County-observed holidays. Any modification of hours of operation shall be agreed to by the Parties.

4.1.1.1.1 Major County-observed holidays are as follows: • New Year's Day • Martin Luther King Jr. Day • Lincoln's Birthday • Presidents Day • Memorial Day • Independence Day • Labor Day • Native American Day • Veteran's Day • Thanksgiving (includes Friday after Thanksgiving) • Christmas Day

4.1.1.2 Location: Contractor shall provide DRC Services from sites with easy accessibility to public transportation and availability of parking validation. Current DRC sites are located in the City of Santa Ana and City of Westminster. Contractor shall be willing to perform evidence-based programming at designated Probation Services areas upon request when appropriate and feasible. Any changes or additions to the site locations shall be by mutual agreement of the Parties and located within the four Probation Service areas (North, Central, West and South).

4.1.1.3 Capacity: Contractor's DRC sites shall be adequate to accommodate a maximum number of offenders approved by Probation that can be served at any given time. The maximum capacity for the site located in the City of Santa Ana shall be 140 offenders. The maximum capacity for the site located in the City of Westminster shall be 75 offenders. Any changes or additions to the site locations may increase or decrease the capacity at site locations.

4.1.1.4 Furniture and Facilities: Appropriate furniture, equipment, office spaces, meeting rooms, restrooms and other facilities shall meet Americans with Disabilities Act (ADA) regulations and all other applicable codes and standards for health and sanitation, fire prevention and alarm system, security, safety, evacuations and emergencies.

4.1.1.5 Utilities and Maintenance: Contractor shall operate the DRC at its own cost. County shall have no cost responsibility for rent, utilities, telephones, internet access, repairs/maintenance, and janitorial supplies/services.

- 4.1.2 Develop individualized EBP programming for DRC Participants referred by Probation, which shall include the service components, as determined applicable, from the program components described in Section III (Scope of Work) Paragraph 4.2 (Program Components of DRC Services) herein.

- 4.1.3 Assist DRC participants who have transportation barriers with free transportation services and availability to parking validation, in order to facilitate their program attendance and participation regularly.
- 4.1.4 Provide various program incentives in order to increase overall client participation, consistent with EBP and treatment, and as mutually agreed upon between the Parties.
- 4.1.5 Staff each DRC site with sufficient personnel who are qualified to provide the program components described in Section III (Scope of Work) Paragraph 4.2 (Program Components of DRC Services) herein, and: (a) hold and maintain the minimum administrative, counseling, or teaching credentials and state certification requirements for providing any such applicable service components; (b) have the ability to provide services to offenders that are gender specific and culturally responsive in order to meet the needs of both male and female offenders as well as effectively meet the needs of those varying cultural and ethnic backgrounds, languages, and sexual orientations. This includes having the ability to address the needs of persons with limited English language skills; and (c) have the ability to meet the special education and other learning needs of offenders.
- 4.1.6 Background Clearance: At least thirty (30) days prior to the start of the Contract, or as soon as possible thereafter, Contractor shall email a list of current employees who will be assigned to perform services under this Contract to: [Prob-ContractBackgrounds@prob.ocgov.com](mailto:Prob-ContractBackgrounds@prob.ocgov.com) and carbon copy to [Prob-Purchasing-Contracts@prob.ocgov.com](mailto:Prob-Purchasing-Contracts@prob.ocgov.com), so that Probation can conduct background investigations of the Contractor and Contractor's employees as required by this Contract. While Background 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 Background Clearance.  
  
Within thirty (30) days of separation of any approved employee who leaves Contractor's employment, Contractor shall notify Probation of such separation, by email to [Prob-ContractBackgrounds@prob.ocgov.com](mailto:Prob-ContractBackgrounds@prob.ocgov.com) and carbon copy to [Prob-Purchasing-Contracts@prob.ocgov.com](mailto:Prob-Purchasing-Contracts@prob.ocgov.com).
- 4.1.7 Maintain records and documentation of DRC operations and referred DRC Participants, in accordance with Section III (Scope of Work) Paragraph 4.3.1 (Data Collection and Quality Assurance) herein.
- 4.1.8 Serve timely and adequate notice to the OC Probation Project Manager of any policy or procedure that may affect the performance of Contractor's services in accordance with the terms and conditions of this Contract, and immediate notification in the following instances:
  - 4.1.8.1 Public Safety and Risk Indications: Contractor shall notify the OC Probation Project Manager immediately if any problems or issues arise in connection with the services provided by Contractor that would jeopardize public safety or any DRC Participant's continuation in the DRC program, such as: (a) failure to report and follow daily schedules; (b) non-participation in required activities or treatment; (c) positive results from drug or alcohol testing; and (d) any other behaviors or indicators that might pose a public risk.

4.2 Program Components of DRC Services:



4.2.1 Subject to the approval of the OC Probation Project Manager and the assigned DPO, Contractor shall conduct its own assessments of each offender's needs, to identify the types of intervention that will best meet DRC program objectives, within the following components:

4.2.1.1 Random Drug and Alcohol Testing:

Contractor shall conduct random testing for drug usage and alcohol consumption on eligible offenders assessed with such risks. Said drug and alcohol testing component, at a minimum, shall include:

4.2.1.1.1 Urinalysis testing, in compliance with state and federal regulations and guidelines, together with appropriate procedures for: (a) confirming positive results; (b) ensuring chain of custody; and (c) addressing sanctions and treatment plan modifications based on test results.

4.2.1.1.2 Alcohol testing with breathalyzer

4.2.1.1.3 Reporting of test results to Probation within 72 hours

4.2.1.2 Cognitive Behavior Therapy

Contractor shall provide evidence-based cognitive behavior interventions such as Moral Reconciliation Therapy (MRT) or Thinking for a Change (T4C). In addition, Contractor shall offer individual or group therapy sessions in order to address the criminogenic needs of offenders and reduce recidivism.

Individualized case plans for each program participant shall be based on a validated risk and need assessment, using industry-recognized, state-of-the-art, evidence-based tools such as: (a) LSI-R (Level of Services Inventory – Revised); (b) STRONG (Static Risk and Offender Needs Guide; and (c) COMPAS (Correctional Offender Management Profiling for Alternative Sanctions). For purposes of coordinated case management, Contractor shall have a working knowledge of Probation's validated adult risk/needs assessment instrument. Upon Contractor's request, Probation will provide training on its risk/needs assessment instrument to Contractor's DRC staff.

4.2.1.3 Anger Management

Contractor shall provide evidence-based anger management strategies to offenders assessed as needing such services. Services will be provided in individual and group settings to: (i) assist offenders in identifying healthy responses to anger; (ii) explore various methods of de-escalation; and (iii) learn effective strategies in dealing with difficult people and situations. Offenders will learn how to manage inappropriate behavior related to anger and understand its consequences.

4.2.1.4 Family and Parenting Counseling

Contractor shall provide evidence-based services for offenders assessed as needing training in healthy parenting skills. Contractor will teach offenders easy-to-learn techniques and strategies to address everyday family issues of communication, discipline, decision-making, relationships, and self-control.

4.2.1.5 Life Skills Training

Contractor shall prepare a detailed DRC training curriculum designed to encourage offenders to adopt a positive, law-abiding lifestyle. The training curriculum shall be based on cognitive-behavioral techniques and focus on defects in thought processes that lead to self-defeating decisions.

#### 4.2.1.6 Restorative Justice Services

Contractor shall Provide a nine (9)-week Restorative Justice Workshop to DRC Participants on a quarterly basis. Each session shall be one and one-half (1.5) hours in length, provided on a single day of the week, to be mutually agreed upon by both Parties.

For each workshop, sessions shall be provided in nine (9) consecutive weeks. Provide Contract services to DRC Participants at a facility to be designated by Probation. Conduct a survey of program participants subsequent to the completion of each nine (9) week workshop.

Maintain and provide to Probation documentation of information including but not limited to the number of program participants, the number of successful program completions, the number of participants who did not complete the workshop and the reason(s) why successful completion was not attained.

#### 4.2.1.7 Job Skills Training and Placement

Contractor shall establish a job skill training and placement programming for offenders and employ a variety of resources that will enable a successful transition into long-term, sustainable work. Such training will include, but not be limited to employment preparation, image presentation and demeanor, effective communication, job search strategies, networking, interviews, resume writing, skills development, and job placement.

#### 4.2.1.8 Substance Abuse Counseling

The Contractor shall provide programming in substance abuse that is evidence-based and designed to reduce recidivism. Contractor shall provide at a minimum a Certified Alcohol/Drug Counselor (CADC) at each site. Such programming shall include alcohol and drug counseling in the form of education, prevention, and early intervention services. Intensive outpatient programming will be provided if determined necessary by a validated risk/needs assessment.

In addition, Contractor shall coordinate with the assigned DPO, Orange County Health Care Agency, and other service providers to identify DRC participants who are eligible for substance abuse and mental health treatment and related services and benefits.

#### 4.2.1.9 Educational and High School Equivalency Services

Contractor shall partner with the Orange County Department of Education, as needed, to provide education, vocational training, and GED services that are focused on: (a) increasing offenders' functional literacy and employment skills; (b) basic education in reading and mathematics; and (c) High School Equivalency preparation (i.e. GED, HiSET or TASC), as necessary. To help achieve that focus, Contractor shall equip the

DRC site with computer labs that can be used as an online resource center for participants and as a classroom for courses.

Contractor shall schedule GED testing for qualifying offenders and report results to both the offender, OC Probation Project Manager, and assigned DPO within five (5) business days of receipt of results.

#### 4.2.1.10 Relapse Prevention and Community Resource Referral Services

Contractor shall make after-care programming and resources available, to assist DRC participants in maintaining a healthy and law-abiding lifestyle. The DRC shall maintain directories of Probation-approved resources that offer various forms of assistance to offenders and their families. Contractor's staff at the DRC shall be familiar with eligibility criteria and application procedures pertaining to community resources, to assist offenders with referrals and provide linkage to existing community resources.

### 4.3 Measurable Outcomes and Reporting

4.3.1 Data Collection and Quality Assurance: Contractor shall establish written procedures describing its data collection process and quality assurance of its operations at all DRC sites, including the services provided under this Contract. Data collected for each client shall, at the minimum, include but not be limited to, the following:

4.3.1.1 Client name and date of birth

4.3.1.2 Probation A#

4.3.1.3 Date referred

4.3.1.4 Date enrolled

4.3.1.5 Types of programming assigned to client (e.g., substance abuse counseling, CBT, life skills)

4.3.1.6 Date of exit

4.3.1.7 Type of exit (e.g., completed, did not complete, discharged) and reason for exit (e.g., full-time employment, violation of probation, medical), including Agency Ordered Term (AOT) reason when that is the Case Status.

4.3.1.8 Program level (stage, phase, etc.) at exit, including aftercare completion status

4.3.1.9 Employment status (e.g., unemployed, full-time, part-time) at entry and exit, including type of employment and employment industry (e.g., telemarketing)

4.3.1.10 Education status (e.g., full-time student, part-time student) at entry and exit, including level of education (e.g., GED, AA degree, BA degree)

4.3.1.11 Restorative justice status (e.g., no referral, referred to), and if referred, dates of entry and exit from program and completion status at exit (e.g., completed, did not complete)

4.3.1.12 Drug testing dates and results.

4.3.1.13 Major positive events (e.g., restitution paid, enrollment in school)

4.3.1.14 Program violations (descriptions, types, dates committed)

4.3.1.15 Attendance and compliance with scheduled activities (e.g., groups, individual meetings, check-ins)

4.3.1.16 Risk/needs assessment scores of each client, at entry to, and upon exit from the program while ensuring compliance with confidentiality requirements as set forth in Section Q under this Contract.

4.3.2 Contractor shall track the overall program:

4.3.2.1 Completion Rate

4.3.2.2 Average Length of Stay

4.3.2.3 Attendance Rates

4.3.3 Contractor shall enable data file sharing with Probation using compatible automated format while ensuring compliance with confidentiality requirements as set forth in Section Q under this Contract.

4.3.3.1 On a monthly basis, Contractor shall provide a data file with discharged clients' total hours of DRC program services (i.e., dosage) and dosage by service category.

4.3.3.1.1 Data file shall include but will not be limited to:

4.3.3.1.2 Client name and date of birth

4.3.3.1.3 Probation A#

4.3.3.1.4 Date referred (for each referral)

4.3.3.1.5 Date enrolled (for each enrollment)

4.3.3.1.6 Date exited (for each exit)

4.3.3.1.7 Type of program used at DRC (at each matriculation)

4.3.3.1.8 Dosage for each program (number of hours at each matriculation)

4.3.3.1.9 Program track (based on risk need assessment for each matriculations) (traditional, low risk-low need, low risk-high need, etc.)

4.3.4 Program Reports

4.3.4.1 Monthly Progress Report: By the 5th day of each month after the commencement of services, Contractor shall submit monthly progress reports on each DRC participant to Orange County Probation staff (assigned Probation Officer and Probation research staff). The monthly progress report shall include, but not be limited to:

4.3.4.1.1 Programming or treatment phase that the participant is in and progress made within that phase

4.3.4.1.2 Services participants received

4.3.4.1.3 Staff assessment of treatment progress

4.3.4.1.4 Progress towards meeting case plan goals

4.3.4.1.5 Recommendations for continuing, modifying, or discontinuing program participation

4.3.5 Discharge Report: When a participant is discharged from the program, a discharge report shall be completed and sent to the assigned Probation Officer and Probation research staff. The discharge report shall include, but not be limited to:

4.3.5.1 Client name and date of birth

4.3.5.2 Client's DRC history, including compliance and noncompliance within the various program components

4.3.5.3 Phase at time of discharge

4.3.5.4 Date of client's termination from program and reasons for termination. Including Case Status, Discharge Type. For members discharged with an Agency Ordered Termination (AOT) Case Status, their AOT reason.

4.3.5.5 Program track (traditional, low risk-low need, low risk-high need, etc.)

4.3.5.6 Leave of absence (LOA) from program (including start date/end date of each LOA and the specific reason for each LOA)

4.3.5.7 For members with a discharge Case Status of Transfer External (TE), their facility name & outpatient or inpatient status.

4.3.5.8 Employment status (Refer to Section 4.3.1.9)

4.3.5.9 Education status (Refer to Section 4.3.1.10)

4.3.5.10 Dosage (Refer to Section 4.3.3.1)

4.3.6 Monthly Outcomes Report by Site: By the 5th day of each month after the commencement of services, Contractor shall submit monthly outcomes report to OC Probation staff (Probation operations management, fiscal services, research division). The monthly outcomes report shall include, but not be limited to:

4.3.6.1 Total number of participants

4.3.6.2 Total number of referrals

4.3.6.3 Total number of discharges

4.3.6.4 Program level for each participant at exit (Refer to Section 4.3.1.8)

4.3.6.5 Attendance rate (Refer to Section 4.3.2.3)

4.3.6.6 Employment status (Refer to Section 4.3.1.9)

4.3.6.7 Educational status (Refer to Section 4.3.1.10)

4.3.6.8 Total number of participants defined by each of the programs (Refer to Section 4.3.1.5)

4.3.6.9 Referral reason (benefit or sanction or both), along with sub-reasons for those referral reasons (employment, substance abuse, failure to report etc.)

4.3.6.10 Gang affiliation

- 4.4.6.11 Drug of choice (including alcohol).
- 4.3.6.12 Dosage (Refer to Section 4.3.3.1)
- 4.3.6.13 Program Track (Refer to Section 4.3.3.1.9)
- 4.4.6.14 Discharge information (Refer to Section 4.3.5.4)
- 4.4.6.15 Leave of absence (LOA) (Refer to Section 4.3.5.6)

5. **County's Responsibilities**

County, acting through Probation, shall:

- 5.1 Assist Contractor in implementing DRC Services in accordance with the terms and conditions of this Contract.
- 5.2 Designate a Project Manager pursuant to Section II (Additional Terms and Conditions) Paragraph 34 (Project Manager) herein.
- 5.3 Identify offenders under the jurisdiction and supervision of Probation who: (a) are determined to be in need of DRC Services as provided by Contractor; and (b) are rated for EBP programming through Probation's risk-needs assessment instrument that targets dynamic and criminogenic factors such as substance abuse, pro-social behavior, education, and employability.
- 5.4 Identify DPO's who will provide ongoing case management and supervision for DRC Participants under referral to Contractor, by monitoring their progress and facilitating their compliance with program related services and referral requirements.
- 5.5 Communicate regularly and conduct meetings with Contractor, to share information on DRC Participant activities, progress and performance, program outcomes, data collection and evaluation, and state mandate requirements.
- 5.6 Coordinate with Contractor on program plans, schedules and completion for each participant, including aftercare and community resource referrals.
- 5.7 Conduct a background investigation on each individual identified as assigned to perform services under this Contract in accordance with Section II (Additional Terms and Conditions) Paragraph 12 above.
- 5.8 Have final authority and responsibility for decisions affecting services required under this Contract.
- 5.9 Assume no financial liability for the operations of Contractor in providing the contracted services, including payments in excess of the maximum contract amount specified in section IV herein.

[Remainder of this page intentionally left blank]

#### IV. COST/COMPENSATION FOR CONTRACT SERVICES

1. **COMPENSATION:** This is a Fixed Rate Contract between County and Contractor for Day Reporting Center Services and includes all fees and all other costs required to provide services as listed in Attachment A – Scope of Work.

Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder.

**The County shall have no obligation to pay any sum in excess of the flat rates specified herein unless authorized by amendment in accordance with Articles C and N of the County Contract Terms and Conditions.**

2. **FEES:**

- 2.1 County will pay the following fees in accordance with the provisions of this Contract. Payment shall be as follows:

2.1.1 DRC Site #1 – City of Santa Ana

Year 1 Santa Ana Location Average Daily Total Per Month of DRC Participants Served	Monthly Rate	Annual Total
Up to 70	\$ 95,850 per month	\$ 1,150,200
71-140 \$ 10.20 per day, per participant  Client Types: AB109, General Supervision, Transitional Age Youth (TAY)	Varies on # of Participants	Up to an additional \$ 260,610

Year 2 Santa Ana Location Average Daily Total Per Month of DRC Participants Served	Monthly Rate	Annual Total
Up to 70	\$ 97,767 per month	\$ 1,173,204
71-140 \$ 10.40 per day, per participant  Client Types: AB109, General Supervision, Transitional Age Youth (TAY)	Varies on # of Participants	Up to an additional \$ 265,720

Year 3 Santa Ana Location Average Daily Total Per Month of DRC Participants Served	Monthly Rate	Annual Total
Up to 70	\$ 99,723 per month	\$ 1,196,676
71-140 \$ 10.61 per day, per participant  Client Types: AB109, General Supervision, Transitional Age Youth (TAY)	Varies on # of Participants	Up to an additional \$ 271,086

2.1.2 DRC Site #2 – City of Westminster

<b>Year 1 Westminster Location Average Daily Total Per Month of DRC Participants Served</b>	<b>Monthly Rate</b>	<b>Annual Total</b>
Up to 40	\$ 70,775 per month	\$ 849,300
41-75 \$ 8.10 per day, per participant  Client Types: AB109, General Supervision, Transitional Age Youth (TAY)	Varies on # of Participants	Up to an additional \$ 103,478

<b>Year 2 Westminster Location Average Daily Total Per Month of DRC Participants Served</b>	<b>Monthly Rate</b>	<b>Annual Total</b>
Up to 40	\$ 72,190 per month	\$ 866,280
41-75 \$ 8.26 per day, per participant  Client Types: AB109, General Supervision, Transitional Age Youth (TAY)	Varies on # of Participants	Up to an additional \$ 105,522

<b>Year 3 Westminster Location Average Daily Total Per Month of DRC Participants Served</b>	<b>Monthly Rate</b>	<b>Annual Total</b>
Up to 40	\$ 73,634 per month	\$ 883,608
41-75 \$ 8.43 per day, per participant  Client Types: AB109, General Supervision, Transitional Age Youth (TAY)	Varies on # of Participants	Up to an additional \$ 107,694

2.1.3 Contractor shall track and clearly document the number of AB 109, General Supervision, TAY, and Pretrial Participants receiving services at the DRC. This information shall be included with the monthly invoices submitted by Contractor to County as supporting documentation.

2.1.4 Each invoice submitted by Contractor must clearly identify the amount due from County to Contractor for services provided to AB 109 Offenders, the amount due for General Supervision Offenders, the amount due for TAY probationers and the amount due for Pretrial defendants.

2.1.5 As approved by the County’s Board of Supervisors on May 7, 2024, the annual contract amount for the term July 1, 2024 through June 30, 2027 is \$7,233,378.

3. **PAYMENT TERMS**

Invoices are to be submitted in arrears to the address in section 6 below. Contractor shall



reference the Contract number on all invoice(s). Payment will be net thirty (30) days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

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.

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.

As a condition of payment, the County may require that the Contractor furnish documentation such as detailed itemizations and receipts that pertain to this Contract as may be required by the County's Auditor-Controller.

4. **PAYMENT – ELECTRONIC FUNDS TRANSFER (EFT)**

The County of Orange offers contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please contact the department DPA.

5. **TAXPAYER ID NUMBER**

Contractor shall include its taxpayer ID number on all invoices submitted to the County for payment to ensure compliance with IRS requirements and to expedite payment processing.

6. **INVOICING INSTRUCTIONS**

Contractor will provide an invoice on the Contractor's letterhead for services rendered. Each invoice must have a unique number and must include the following information:

- A. Contractor's name or DBA;
- B. Contractor's address;
- C. Contractor's remittance address (if different from line B);
- D. Contractor's Federal Taxpayer's ID number;
- E. Billed to the County of Orange or Orange County Probation Department;
- F. Delivery/Service Address
- G. Invoice number;
- H. Invoice date;
- I. Goods/services ordered date;
- J. Goods/services description; quantity, unit prices;
- K. Contract Number **MA - 057- 24011272**
- L. Requisition Number: **RX 1630677**
- M. Sales tax, if applicable;
- N. Freight/delivery charges, if applicable; and
- O. Total Invoice Amount.

Invoices shall itemize all fees, including all applicable Federal, State Tax and/or any other applicable tax and/or environmental fees as separate line items when invoicing.

**Invoice and support documentation shall be mailed to:**

COUNTY OF ORANGE

PROBATION: ACCOUNTS PAYABLE

PO BOX 10260

SANTA ANA, CA 92711-0260

**Or**

**Emailed to [Prob-AP@prob.ocgov.com](mailto:Prob-AP@prob.ocgov.com) (preferred)**

The responsibility for providing an acceptable invoice to County for payment rests with Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to Contractor for correction.

**Signature Page**

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be executed in the County of Orange, State of California.

**CONTRACTOR\***

*\* If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) the Chairman of the Board; 2) the President; 3) any Vice President. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.*

Derrick D. Schofield

Executive Vice President

<small>DocuSigned by:</small> Name <i>Derrick D. Schofield</i>	<small>Title</small> 4/10/2024
--	-----------------------------------

Signature

Dated

*\*The second corporate officer signature must be one of the following: 1) Secretary; 2) Assistant Secretary; 3) Chief of Financial Officer; 4) Assistant Treasurer.*

Name

Title

Signature

Dated

**COUNTY OF ORANGE**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

County of Orange, California

**APPROVED AS TO FORM:**

**COUNTY COUNSEL**

**ORANGE COUNTY, CALIFORNIA**

By: \_\_\_\_\_

Dated: 4/10/2024

Deputy County Counsel

**ATTACHMENT A**



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

(Private Contractor)

to perform

(Type of service)

services on its behalf.

-----  
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 B**

**PRISON RAPE ELIMINATION ACT**

**PRISON RAPE ELIMINATION ACT**



**DANIEL HERNANDEZ**  
CHIEF PROBATION OFFICER  
TELEPHONE: (714) 569-2000  
1055 N. MAIN STREET, 5<sup>TH</sup> FLOOR  
SANTA ANA, CA 92701  
MAILING ADDRESS:  
P.O. BOX 10260  
SANTA ANA, CA 92711-0260

**Prison Rape Elimination Act  
Orientation Information**

The Orange County Probation Department has a zero tolerance policy toward any acts of sexual misconduct by staff, youth, volunteers, contractors, vendors and collaborative partners including, sexual assault, sexual abuse and sexual harassment. This includes any sexual act, touching, comments or gestures.

- You have received a copy of the information sheet "Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients."
- You understand that the Orange County Probation Department has a zero-tolerance policy related to sexual assault, sexual abuse and sexual harassment involving youths in custody or under the supervision of this department.
- You understand that you are required to immediately report any instance of suspected, reported or observed acts of sexual assault, abuse or harassment to a supervisor or administrator and to fully cooperate with investigation of such incidents.
- You understand that the Probation department will fully investigate any incidents of suspected, reported or observed sexual assault, sexual abuse and sexual harassment

If you have any questions regarding this document, the brochure, "Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients." or if you need this information explained to you in a different language or format, please notify staff.

I have been provided with the brochure, "Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients." And have had an opportunity to ask questions.

**I UNDERSTAND THAT I AM REQUIRED TO COMPLY WITH THE ORANGE COUNTY PROBATION ZERO TOLERANCE FOR SEXUAL MISCONDUCT POLICIES AND PROCEDURES.**

Print Name

Signature

Date

Staff Signature / Title

Date

**How to report observed or suspected incidents of sexual abuse, assault, and/or harassment**

Probation staff including volunteers, contractors and vendors are required to immediately report any instance of suspected or observed sexual abuse, sexual assault or sexual harassment verbally to a supervisor or administrator then to document the matter in writing within 24-hours.

- Inform the Institution Duty Officer, any Supervisor or Administrator of the facility where the alleged abuse occurred
- Report anonymously on the Probation Hotline 1-(888) 296-3389
- Contact the Probation Dept. PREA Coordinator 1-714-935-7095
- Orange County Child Abuse Hotline 1 (800) 207-4464

No probation staff member, individual subject to probation supervision, facility resident, volunteer, or collaborative partner will be subject to retaliation for acting in good faith to intervene in, report or document any incident of sexual abuse, sexual assault or sexual harassment.

Orange County Probation Department currently partners with the following agencies for victim support:

Waymakers

24-Hour Crisis Hotlines  
(714) 957-2737  
(949) 831-9110

Report any concern of sexual misconduct:

PREA Coordinator : (714) 567-7732

Probation Hotline 1-(833) 740-7732

This project was supported by Grant No. 2010-RP-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice.



<http://egov.ocgov.com/ocgov/Probation>

**Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients**



**For Volunteers, Contractors, Collaborative Partners and Vendors of the Orange County Probation Department**

## Staff Sexual Misconduct

The Orange County Probation Department has a zero tolerance policy regarding sexual assault, sexual abuse and sexual harassment. Residents of probation facilities, individuals under probation supervision, probation staff, volunteers, contractors, vendors and collaborative partners have a right to an environment that is free from sexual abuse, sexual assault and sexual harassment.

Department policy and state law specifically forbids sexual misconduct, including sexual harassment between probation clients and staff. For this purpose, "staff" includes: contractors, vendors, and volunteers of the Orange County Probation Department as well as staff from other Federal, State and Local jurisdictions. A "probation client" means someone incarcerated/detained in a correctional facility or under supervision in the community.

Sexual misconduct is defined in the Prison Rape Elimination Act (PREA) 2003. Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward a probation client by a Department staff, contract staff, vendor, or volunteer.
2. Inappropriate touching between probation clients and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff, contract staff, vendor, or volunteer and a probation client.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

The department will fully investigate and immediately address all allegations of sexual assault, sexual abuse and sexual harassment to include criminal and administrative sanctions as appropriate.

## An Abuse of Power

Due to the imbalance of power between probation clients and staff in correctional settings, sexual interactions between staff (who have power) and probation clients (who lack power) are unprofessional, unethical, and illegal.

Some probation clients who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally a probation client may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.).

As a Probation Department contractor, vendor or volunteer, your assignments can place you in a position of authority over the clients with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between clients and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and clients. In fact, 'consent' is not a defense to prosecution.

## History of Victimization

Some staff don't think of clients as "victims" of staff sexual misconduct, especially when the client appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The client is always the victim because of the imbalance of power. The consent or willingness of a client to participate may be a survival strategy or a learned response to previous or current victimization.

Many clients have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of

affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member. In some instances, particularly for female clients, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

**As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times.**

Boundaries in relationships can be difficult. If you question your professional boundaries with an client or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a Probation supervisor or administrator before it gets out of control.

## Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with a client:

- Spending a lot of time with a particular client
- Change in appearance of a client or staff member
- Deviating from agency policy for the benefit of a particular client
- Sharing personal information with a client
- Horseplay
- Doing favors for a client
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with a client
- Overlooking infractions of a particular client



**ATTACHMENT C**

**JUVENILE COURT ADMINISTRATIVE ORDERS OF THE ORANGE COUNTY SUPERIOR COURT**



Chambers of  
**MARIA D. HERNANDEZ**  
PRESIDING JUDGE OF JUVENILE COURT

## Superior Court of California County of Orange

341 THE CITY DRIVE  
ORANGE, CA 92668  
PHONE: (657) 622-5502

### Orange County Juvenile Court Administrative Order: A-100-2-2013 Juvenile Court Proceedings: Media and Public Access; Confidentiality; Photography/Audio/Video Recording.

#### A. Applicability of Order:

1. This administrative order shall supplement Welfare and Institutions Code, Sections 346, 676, 676.5, and California Rules of Court, Rule 5.530, regarding the admittance of persons, agencies and organizations to juvenile court proceedings. (All statutory references shall be to the Welfare and Institutions Code, and all references to rules shall be to the California Rules of Court, unless otherwise noted.) To the extent that this order conflicts with Sections 346, 676, 676.5, or Rule 5.530, the statute or rule shall control.
2. This administrative order shall supplement California Rules of Court, Rule 1.150, and Orange County Superior Court, Local Rules 180 and 906, regarding media coverage of courtroom proceedings, and shall be applicable only as to the proceedings of the Orange County Juvenile Court. To the extent that this order conflicts with Rule 1.150 (as constrained by Sections 346 and 676, or Rule 5.530), or Local Rule 180, the rules shall control.
3. This administrative order shall supplement Section 827(a)(4), and Orange County Superior Court, Local Rule 903.3, regarding the non-dissemination of information relating to the content of the juvenile case file or proceedings, and shall apply to all persons who are permitted access to juvenile court proceedings. To the extent that this order conflicts with Section 827, or Local Rule 903.3, the statute or rule shall control.
4. This administrative order supersedes all prior Juvenile Court administrative orders addressing public and/or media access, including administrative orders number 11/010-903 and 11/009-906, the Juvenile Court Exchange of Information and Media Policy, signed September 23, 2010, and all such orders are rescinded. All prior miscellaneous orders authorizing access to specifically identified persons or organizations remain in full force and effect, unless expressly rescinded by the Presiding Judge of Juvenile Court.

#### B. Admission to Juvenile Court proceedings:

1. Except as otherwise addressed herein, the persons entitled to be present at Juvenile Court proceedings are those persons described in Sections 676 and 676.5, and Rule

- 5.530. No other person shall be admitted into a Juvenile Court proceeding, except upon express authorization of a judicial officer of the Juvenile Court, pursuant to this order.
2. All assigned judicial officers of the Juvenile Court shall have the discretion to admit into their assigned courtroom, only, any person who may be admitted, pursuant to Sections 346 and 676, and Rule 5.530. No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the discretion to admit such persons to any other courtroom other than the judicial officer's own courtroom.
  3. Members of the "media", as defined in Rule 1.150, shall be admitted to Juvenile Court proceedings to the same extent and under the same limitations as members of the public are admitted, pursuant to Section 676(a), for the crimes listed in subdivisions (1) through (28). Members of the media shall be subject to all orders of the Court issued pursuant to subdivisions (b), (c), (d) and (e), of Section 676.
    - a) No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the authority to authorize the admission of members of the media to any Juvenile Court proceeding, except pursuant to Section 676(a).
    - b) No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the discretion to authorize "media coverage", as defined in Rule 1.150 (regarding photographing, recording or broadcasting), as to any Juvenile Court proceeding, including public proceedings pursuant to Section 676(a).
    - c) Authorization for media coverage, by the Presiding Judge of Juvenile Court, shall be made pursuant to Rule 1.150, Local Rule 180, and this administrative order.
  4. All persons with a direct and legitimate interest in the particular case or the work of the court desiring admission to Juvenile Court proceedings (except those admitted into a specific courtroom by the assigned judicial officer), including persons conducting research, students, public or private agencies and organizations, and members of the news media, shall seek authorization from the Presiding Judge of Juvenile Court, by contacting Juvenile Court Administration.
    - a) In the exercise of its sound discretion in determining whether to authorize admission, the Presiding Judge of Juvenile Court considers and balances many competing factors, including:
      - The stated reason or purpose for seeking access;
      - The agency or organization with whom the person seeking access is associated with, if any, and the function, purpose, mission and goals of the agency or organization;
      - Whether the person is seeking information of a general nature about the Court or the juvenile justice system, or information regarding a particular case, minor, family or party to a matter;
      - The age of the minor[s] and the alleged facts and circumstances of the case or cases to which the requesting person is seeking admission;
      - The privacy and confidentiality rights of the children and caretakers before the court and the highly sensitive nature of the child and family issues involved in the cases before the Juvenile Court;
      - The stated concerns or objections of any party to the matters pending before the Court as to the admission of the requesting person;
      - The best interests of all minors with matters pending with the Court;

- The feasibility of orders and measures to prevent or mitigate any negative impact to the child;
  - The beneficial societal values promoted by public access. (See: *San Bernardino County v. Superior Court* (1991) 232 Cal.App.3d 188, 210 – 203.)
- b) Persons seeking admission to Juvenile Court proceedings may submit a request in writing that addresses the factors listed in subparagraph (a).
5. Except for persons associated with a party to a particular case whose presence was requested by the parent, guardian or minor, all persons admitted into Juvenile Court proceedings, because they have been determined to have a direct and legitimate interest in the particular case or the work of the court, before attending a proceeding, shall be required to report to Juvenile Court Administration to sign an acknowledgement of the provisions of this administrative order.
- C. Prohibition against publication or dissemination of information regarding Juvenile Court proceedings:**
1. Pursuant to Sections 300.2 and 827(a)(4), Local Rule 903.3 is reiterated, to wit: with the exception of cases involving offenses listed in Section 676, any member of the public admitted into a Juvenile Court proceeding shall not publish or disseminate any information regarding any matter heard by the Juvenile Court, including but not limited to: the identity of any party, attorney, probation officer, social worker, witness, therapist; the allegation made in the petition[s]; the facts and circumstances of the matter; the orders and findings by the Court, unless permitted by statute, rule or court order.
- a) The terms "publish or disseminate" means: revealing information to any person, by any means, including through television, radio, newspapers, magazines, email, the Internet, or any form of social media, such as Facebook, Twitter, YouTube, Instagram, blogs, or any other form of personal communication.
2. News media, researchers, students or academic institutions may publish or disseminate of information regarding Juvenile Court proceedings only to the extent authorized and limited by an express order by the Presiding Judge of Juvenile Court.
- D. Use of cellular telephones, recording or photographing Juvenile Court proceedings:**
1. Use of cellular phones in a Juvenile Court courtroom by all persons is prohibited. Use of cellular phones includes: making or receiving phone calls, making or replying to text messages, accessing for any purpose the Internet, including posting messages on Facebook, Twitter or Instagram, or playing games.
- a) Persons may utilize cellular phones in the public hallways of the courthouse, so long as such use does not disrupt the operation and business of the Court.
- b) Orange County Sheriff's Department personnel are authorized to admonish or remove from the courtroom any person using a cellular device in a courtroom or disrupting the operation and business of the Court, immediately seize the cellular device, and/or remove the person from the courthouse.

2. The Court finds that use of cellular telephones in the courtroom by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff is necessary for the efficient operation and conduct of Court proceedings. Therefore, such persons are authorized to use such devices in the courtroom, so long as such use is related to Court proceedings and operations, the proceedings and operations of the business of such person's agencies and firms, or other business related matters.
  - a) Use of cellular devices by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff may not disrupt the proceedings before the Court.
  - b) All judicial officers of the Juvenile Court may make orders further limiting or prohibiting the use of cellular devices by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff in the judicial officer's assigned courtroom.
3. No person (including attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff) may take photographs or make audio and/or video recordings of any Juvenile Court proceedings.
  - a) Juvenile Court adoption proceedings may be photographed and/or recorded, solely for the personal use of the family. All judicial officers of the Juvenile Court may make orders further limiting or prohibiting such recording in the judicial officer's assigned courtroom.
4. Photography, audio or video recording, by any means, by members of the public and the media is prohibited in any part of the Lamoreaux Justice Center, including the lobby areas, hallways, stairs, elevators, conference rooms or areas, unless expressly authorized by the Presiding Judge of Juvenile Court.

**E. Media admission and coverage of Juvenile Court proceedings:**

1. **Requests for admission of media:** Other than members of the media admitted pursuant to Section 676(a), all requests by members of the media to be admitted to Juvenile Court proceedings shall be directed to the Presiding Judge of Juvenile Court.
  - a) Members of the media seeking admission to Juvenile Court proceedings may make such requests in writing, addressing the factors the Court considers and balances concerning the admission of persons with a direct and legitimate interest in a particular case or the work of the Court.
2. **Requests for "media coverage":** All requests for "media coverage" (for photographing, recording or broadcasting) of any Juvenile Court proceeding, including proceedings under Section 676(a), shall be made in compliance with Rule 1.150, Local Rule 180 and this administrative order, and by submitting to the Presiding Judge of Juvenile Court Judicial Council forms MC-500 and MC-510.
  - a) Forms MC-500 and MC-510 shall be filed at Juvenile Court Administration (Lamoreaux Justice Center, second floor), in person or by facsimile (622-657-8384). Requests for media coverage of a matter set for a morning hearing shall be filed by 4:00 p.m. of the prior business day, and requests coverage of an afternoon hearing shall be filed by 10:00 a.m. the day of the hearing. Failure to timely file a request may result in the denial of coverage for that reason.

- b) Upon receipt of a request for media coverage, Juvenile Court Administration shall immediately deliver the request to the Presiding Judge of Juvenile Court and to the Court Public Information Office.
  - c) The clerk must promptly notify the parties that a request has been filed.
3. **Limitations on coverage:** Unless expressly authorized by order of the Presiding Judge of Juvenile Court, in addition to the limitations on coverage set forth in Local Rule 180, the following limitations shall apply to authorized media coverage at the Juvenile Court:
- a) Photography or video recording of minor shall be restricted to the back of the individual, from the shoulders and below. The face, profile and back of the head of the minor, or any member of the minor's family, shall not be recorded.
  - b) Photography or audio or video recording in a courtroom when the Court is not in session and formally on the record is prohibited.
  - c) Photography or audio or video recording of the minor and/or the family that is the subject of a Juvenile Court proceeding in the plaza area, sidewalks, streets and parking lots immediately adjacent to the Lamoreaux Justice Center is prohibited.
  - d) When authorized, photography or audio or video recording of any person, whether within the interior or at the exterior of the Lamoreaux Justice Center, must be restricted so as to preclude any recording of persons in the background and not part of the authorized recording.
4. **Pooling media coverage:** Media coverage inside of a Juvenile Court courtroom shall be limited to one still camera and one video camera. Therefore, media organizations and agencies shall make arrangements for the pooling of photographic and video recording resources.
- a) Members of media organizations and agencies permitted to photograph and/or make video recordings of proceedings shall share any photographs or video with other media organizations or agencies.
5. **Media identification:** All members of the media must prominently display identification identifying the person as a member of the media, while inside or at the plaza area, sidewalks, streets and parking lots immediately adjacent to the Lamoreaux Justice Center.
6. **Check-in:** Upon arrival at the Juvenile Court, all members of the media shall inform the Juvenile Court receptionist (located on the second floor) of their presence, and the purpose for their presence, including the name of the case or minor that they seek to cover.
- a) In addition to checking in with Juvenile Court reception, upon arrival at the Lamoreaux Justice Center, all members of the media with cameras or other audio or video recording equipment shall advise officers of the Orange County Sheriff's Department, and shall obey their instructions regarding the movement, staging and use of such equipment.
  - b) Members of the media must arrive at the Juvenile Court in sufficient time so as not to delay the calling of a matter, including time to set-up any cameras or recording equipment. The Court will not delay calling a matter to wait for the arrival of members of the media or for the set-up of equipment, regardless of an order granting media admission and/or coverage.

Page 6

c) When a member of the media checks-in, the Juvenile Court receptionist shall immediately advise the courtroom clerk where the matter is calendared and the Presiding Judge of Juvenile Court.

7. **Admission into the courtroom:** When authorized by order of the assigned judicial officer or the Presiding Judge of Juvenile Court, when advised of the presence of the media, courtroom staff, including Sheriff's personnel, shall facilitate the admission of the media into the courtroom for the matter they are authorized to cover.

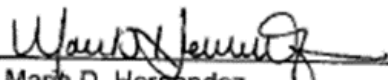
a) Courtroom staff, including Sheriff's personnel, shall admit members of the media into the courtroom in sufficient time for equipment set-up so as not to delay the calling of the matter.

**F. Minors in juvenile institutions:**

1. The term "juvenile institution" means: any jail, lock-up, juvenile hall, secure and non-secure detention facilities used to house juveniles; any juvenile day centers, ranches and camps; any emergency shelter home, group home, or foster home; operated by or on behalf of the Orange County Probation Department and/or Orange County Social Services Agency.
2. Except as expressly authorized by the Presiding Judge of Juvenile Court, interviews by the media of any juvenile housed in or attending a juvenile institution is prohibited.
3. Except as expressly authorized by the Presiding Judge of Juvenile Court, photography, audio or video recording, by any means, by members of the public and the media of any juvenile housed in or attending a juvenile institution is prohibited.

SO ORDERED.

Date: 1/21/14

  
 \_\_\_\_\_  
 Maria D. Hernandez  
 Presiding Judge of Juvenile Court

**FILED**  
SUPERIOR COURT OF CALIFORNIA  
COUNTY OF ORANGE  
LAWRENCE JUSTICE CENTER  
JUL 05 2018

DAVID H. YAMASAKI, Clerk of the Court  
J. Wainwright  
DEPUTY

**JUVENILE COURT ADMINISTRATIVE ORDER NO. 12/003-903**

Revised: May 7, 2018

**EXCHANGE OF INFORMATION**

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Considering recent changes to the California Welfare and Institutions Code (hereinafter "WIC") which pertain to the disclosure of juvenile case files<sup>1</sup>, this Administrative Order (No. 12/003-903) (hereinafter "Order") is now revised as set forth below.

The exchange and/or dissemination of information from within a juvenile case file may be authorized as follows:

*1. In WIC Section 709 Proceedings*

In proceedings wherein a doubt has been declared as to a current ward's competency pursuant to WIC Section 709, there may be an exchange of information concerning a current ward "only among all private or public agencies providing case planning, eligibility, and/or services delivered. This authorization includes, but is not limited to, the Orange County Probation Department, the Orange County Social Services Agency, the Orange County Health Care Agency, the Orange County Department of Education, the Regional Center of Orange County,... local school", and the Orange County Public Defender's Office. (Super. Ct. Orange County, Local Rules, Rule 903.1; see also Superior Court of California, County of Orange Administrative Order re: Competency (WIC § 709); Administrative Order No. 13/010, Revised: March 7, 2013.) For minors who have not yet been declared wards of the Orange County Juvenile Court and for whom a doubt as to competency has been

<sup>1</sup> For purposes of this Order, a "juvenile case file" means dependency or delinquency files maintained by the court, probation, social services agency and law enforcement. The file includes "all documents filed in a juvenile court case", "[r]eports to the court by probation officers, social workers of child welfare services programs, and CASA volunteers", "[d]ocuments made available to probation officers, social workers of child welfare services programs, and CASA volunteers in preparation of reports to the court", "[d]ocuments relating to a child concerning whom a petition has been filed in juvenile court that are maintained in the office files of probation officers, social workers of child welfare services programs, and CASA volunteers", "[t]ranscripts, records, or reports relating to the matters prepared or released by the court, probation department, or child welfare services program", and "[d]ocuments, video, or audio tapes, photographs, and exhibits admitted into evidence at juvenile court hearings." (Cal. Rules of Court, Rule 5.552, subd. (a); see also Cal. Welf & Inst. Code, § 827, subd. (e).)



1 declared pursuant to WIC Section 709, the exchange of information concerning the youth is governed  
2 by Administrative Order No. 13/010, Revised: March 7, 2013.

3 *2. To victims for whom restitution has been ordered*

4 Pursuant to WIC Sections 730.6 and 730.7 and Penal Code Section 1214, the victim(s) is  
5 entitled to obtain all information allowed by law to pursue collection of restitution as if it were a money  
6 judgment. Upon request by a victim, the Orange County Probation Department is authorized to provide  
7 the victim(s) with a recorded abstract of judgment to enforce any restitution order pursuant to Penal  
8 Code Section 1214, subdivision (b).

9 *3. As attachments to Social Service Agency reports filed with the Juvenile Court*

10 On Dependency matters only, in order to promote the efficient exchange of discoverable  
11 documents, the Social Service Agency may attach police reports, medical records, and other documents  
12 to reports filed with the Court, and such attached documents shall be deemed reproduced in full within  
13 the body of the report itself, for the purposes of determining the admissibility of the information  
14 contained in such documents, within the meaning of WIC Section 355. All parties retain all rights to  
15 object to the admissibility of all or a portion of the information contained in such documents, only to  
16 the extent that a party could object had the information been reproduced in the body of the report itself.  
17 With respect to any attachments to reports, as set forth in Rule 903.1 of the Orange County Superior  
18 Court Local Rules, the Social Service Agency shall ensure compliance with all applicable statutes,  
19 rules or regulations regarding the confidentiality of such records and/or the information contained  
20 therein, including, but not limited to: Penal Code Sections 293, 11167, and 11167.5, as well as the  
21 Health Insurance Portability Act (HIPAA). Additionally, “[u]pon request by any party or on its own  
22 motion, a juvenile court judicial officer may order that all or a portion of any attachments to reports be  
23 sealed, placed in a confidential envelope; or any information contained within any attachments be  
24 redacted; or dissemination of any attachments or information contained therein be restricted, pursuant  
to Welfare and Institutions Code, section 827.” (Super. Ct. Orange County, Local Rules, Rule 903.1.)

1           4. *To the Social Security Administration*

2           The Probation Department and the Social Services Agency may release information from a  
3 juvenile case file to the Social Security Administration for purposes of securing benefits for wards or  
4 dependents. (See Cal. Welf. & Inst. Code, § 16501.1, subs. (g)(13) & (g)(16), § 11400 and § 10850;  
5 see also 42 U.S.C. § 675 subs. (1) & (8) and 42 U.S.C. § 671, subd. (a)(16).)

6           5. *Law Enforcement Agencies and Federal Officials*

7           The exchange and/or dissemination of information from a juvenile case file to law enforcement  
8 agencies is governed by WIC Sections 827 and 828. Additionally, WIC Section 831 precludes the  
9 disclosure and/or dissemination “of juvenile information to federal officials absent a court order of the  
10 judge of the juvenile court upon filing a petition as provided” in WIC Section 827, subdivisions  
11 (a)(1)(P) or (a)(4). For purposes of Section 831, “‘juvenile information’ includes the ‘juvenile case  
12 file’ as defined in subdivision (e) of Section 827, and information related to the juvenile, including, but  
13 not limited to, name, date or place of birth, and the immigration status of the juvenile that is obtained  
14 or created independent of, or in connection with, juvenile court proceedings about the juvenile and  
15 maintained by any government agency, including, but not limited to, a court, probation office, child  
16 welfare agency, or law enforcement agency.” (Cal. Welf. & Inst. Code, § 831, subd. (e).)

17           6. *Child Death Review Team*

18           Information including but not limited to autopsy reports, criminal records, mental health  
19 records, physical health records, drug or alcohol information and reports, child abuse reports, and  
20 dependency case information may be shared with and among members of the Orange County Child  
21 Death Review Team. Team members must be advised on confidentiality guidelines and sign a  
22 confidentiality statement.

23           7. *To foreign consulates*

24           The release and exchange of information concerning minors of foreign nationality, who are  
wards or dependents of the Juvenile Court or are subject of a petition to declare the minor a ward, or  
are the subject of an application for such petition, to the consulate of the appropriate government is

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governed by WIC Section 10609.95 and Orange County Juvenile Court Miscellaneous Order No. 688.2, Revised: May 7, 2018.

8. *In all other instances.*

In all other instances, the disclosure of juvenile case files, the exchange of information between and among agencies concerned with court matters affecting children, the presence of persons at Juvenile Court proceedings, and media coverage of Juvenile Court matters shall be governed by WIC Sections 345, 346, 675, 676, 676.5, 827, 827.10, 827.11, 827.12, 827.15, 827.2, 827.5, 827.26, 827.7, 827.9, 828, 828.1, 828.3, 829, 830 and 831, as well as California Rules of Court, Rules 5.530, 5.552, and 5.553, Orange County Superior Court Local Rules 903 et seq., and this Order.

Information from a juvenile case file, received by an authorized recipient, shall be safeguarded from unauthorized access or disclosure and shall not be further released to any person or agency not authorized to receive such information by statute, court order, or other lawful process. No person or entity may copy or inspect confidential psychological, medical, or educational information absent an order from the Presiding Judge of the Juvenile Court.

This Order is to remain in effect until otherwise ordered by the Presiding Judge of Juvenile Court. In the event a conflict arises between this Order and the statutes or rules, the statutory and rule provisions control.

Dated this 5th of July 2018

  
\_\_\_\_\_  
JOANNE MOTOIKE  
PRESIDING JUDGE of JUVENILE COURT

**Exhibit 1**



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 2**

**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 3**

**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.

**Exhibit 4**

**EMPLOYEE ACKNOWLEDGMENT OF EMPLOYER**

I acknowledge that I am an employee of \_\_\_\_\_ and not of the County of Orange.

I understand that my employer, \_\_\_\_\_ 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)**