

**MEMORANDUM OF UNDERSTANDING BETWEEN THE EL DORADO COUNTY  
SUPERIOR COURT AND THE EL DORADO COUNTY SHERIFF'S DEPARTMENT  
FOR COURT SECURITY SERVICES FISCAL YEAR 2014/15**

This Memorandum of Understanding (MOU) shall stand as evidence that the Sheriff of El Dorado County (hereinafter 'Sheriff'), and the Superior Court of California, County of El Dorado (hereinafter 'Court'), intend to work together toward the mutual goal of providing maximum court security.

**Recitals**

WHEREAS, Government Code 69921.5 authorizes the Presiding Judge to contract with the Sheriff, subject to available funding, for the level of law enforcement services that are necessary for the Court.

WHEREAS, the Court desires to obtain security services in the interest of public safety and to provide the Court with essential security services, and

WHEREAS, this MOU shall be governed by the Superior Court Law Enforcement Act of 2002, Government Code 69920, et seq..

NOW, THEREFORE, in consideration of the conditions herein, the parties agree as follows:

**Section I. Purpose and Intent**

The purpose of this Agreement is to describe the relationship between the Court and the Sheriff as it pertains to the provision of court security services.

Nothing in this MOU is intended to or shall be deemed to limit, expand or otherwise change the definition of Court Operations or "allowable costs" under the SCLE Act, as amended (Government Code section 69920 et seq.) and rule 10.810 of the California Rules of Court (Rule 10.810), or as otherwise provided by law, or to impose any obligation on the Court to pay the Sheriff for any services, equipment, costs, expenses or liabilities of whatever nature except as are included in Court Operations as "allowable costs" pursuant to the SCLE Act and Rule 10.810.

**Section 2. Term**

The term of this MOU shall be from July 1, 2014 through June 30, 2015 unless terminated earlier pursuant to the notice of termination procedures in Section 8.

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Negotiations for a successor MOU for Fiscal Year 2015/16 shall commence no later than April 1, 2015. The terms of this MOU shall not be a limitation on the parties in the negotiations, drafting and execution of a successor MOU for Fiscal Year 2015/16.

The terms and conditions of this MOU shall remain in effect until a successor MOU is finalized.

### **Section 3. Scope of Service**

#### **Basic Services**

Sheriff will provide basic security services ("Basic Services") to the Court in the facilities identified in Exhibit A; the Sheriff will provide security services for Teen Court as scheduled. The Basic Services will consist of providing personnel for and performance of the following security functions: traditional bailiff services for judicial officers; courtroom security; perimeter screening of the public and other court users and staff; patrol of the interior of Court Facilities, security of holding cells in Court Facilities, security and protection of judges, judicial officers, court staff and jurors within Court Facilities; as well as incident response in the Clerk's Offices, Court Administration, Family Court Services; maintenance of security-related equipment paid for by the Court, identification of potential threats to the security of the Court, acceptance of time sensitive paperwork for review by judicial officers; and direct supervision of applicable personnel assigned to the Court Security Unit; and the purchase of equipment and supplies necessary to perform these services.

While the number of staff required in a given situation is within the discretion of the Sheriff, the Court shall have the right to consult with the Sheriff on the number of sworn deputies assigned should staffing appear to be inadequate or excessive.

The Sheriff's Office will make every effort to minimize the use of overtime which may be required as a result of court scheduling changes or when assigned staff are absent on vacation or sick leave.

Sheriff, in conjunction with Court, shall develop an annual El Dorado Superior Court Comprehensive Court Security Plan (CCSP) that includes the mutually agreed upon Law Enforcement Security Plan to be utilized by the Court. In accordance with Government Code section 69925, the CCSP shall include policies and procedures to ensure adequate security for public safety, public access and law enforcement services to the Court.

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### Additional Services

The Court and Sheriff recognize that extraordinary demands for courtroom security, perimeter security, prisoner supervision, or some combination thereof, may arise during the term of this MOU.

Request for Additional Services may be made to the Sheriff by the Presiding Judge, his or her designee(s), or by the Court's Executive Officer, and shall either be made in writing, or, if made in person or by telephone, be confirmed in writing by the requestor. The Court shall provide the Sheriff with as much advance notice as possible regarding requests for Additional Services. Additional Services may include community outreach programs such as The Drug Store Project, Every 15 Minutes, Bench Bar Activities, etc.

The Sheriff shall advise the Court, and shall confirm in writing, if the Sheriff is unable to provide some or all of any requested Additional Services. If the Sheriff is able to provide some or all of any requested Additional Services, the Sheriff shall promptly advise the Court in writing of the estimated costs of the services and if the costs of the additional services can be funded directly by the County or if funding will be required by the Court. Unless the Court disapproves an estimate provided by the Sheriff in writing, the Sheriff shall provide such Additional Services to the Court and shall be entitled to reimbursement for the actual cost of providing the Additional Services up to the amount set forth in the estimate either through Court Security Funds provided to the County or the Court.

Sheriff and Court acknowledge and agree it is impracticable to specify in the Agreement each and every category of Additional Services which might be desired by Court, and that the parties will reasonably cooperate in identifying and addressing such potential Additional Services.

### Emergencies

Notwithstanding any other provision of this Agreement, in the event of an emergency involving security in the Court Facilities or involving threats against any judges, judicial officers, court staff or jurors, the Sheriff shall immediately take any and all actions reasonably necessary or appropriate to respond to the emergency.

Emergency law enforcement services shall be reimbursed in accordance with Government Code section 69927.

### Review of Staffing Needs

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Prior to the commencement of negotiations for a successor MOU, the Sheriff shall conduct a needs assessment to determine the staffing needs for court security services and public safety protection for the succeeding fiscal year. Based on the results of the needs assessment, the Court and the Sheriff shall meet and discuss the staffing requirement for the succeeding fiscal year in conjunction with the negotiations for a successor MOU.

As necessary throughout the year, the Sheriff and the Court shall meet and confer regarding any proposed budget adjustments during the term of this MOU to assure that total court security costs remain within the funds available.

In the event Court and Sheriff agree that changes in staffing are necessary in order to provide Basic Services, and if funding is available to acquire any additional security services, then this Agreement shall be amended as appropriate.

#### **Section 4. Equipment and Supplies**

Sheriff will provide all prescribed personal equipment such as uniforms, handcuffs, firearms, batons and radios, to be used by Sheriff's personnel, and the Sheriff shall be reimbursed for the costs of such equipment through the Court Security Funds provided to the County.

Court will be responsible for the purchase and maintenance costs of any equipment used to provide security in Court Facilities, specifically, but not limited to metal detectors and x-ray devices. Sheriff may acquire such equipment at the request of Court, at Court's cost. All such equipment and devices are the property of the Court.

#### **Section 5. Compensation**

##### **Funding**

The Court and Sheriff acknowledge that funding for Court security and bailiff services is provided directly to the County by the State of California. The Sheriff and Court recognize the amount of funding available for security services during the term of this MOU is anticipated to be \$3,265,780.00. If at any time the costs for services are projected to exceed this amount or if the funding levels are reduced by the State, the Sheriff and Court agree to discuss and amend the MOU to reduce costs, which may include but not be limited to reducing staffing levels and Court hours of operation.

#### **Section 6. Indemnification/Insurance**

### Indemnification

The Sheriff shall defend, indemnify, and hold the Court harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, Court employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Sheriff's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the Court, the Sheriff, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of the Court, its officers and employees, or as expressly prescribed by statute. This duty of Sheriff to indemnify and save Court harmless includes the duties to defend set forth in California Civil Code section 2778.

The Court shall defend, indemnify, and hold the Sheriff harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, Sheriff employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Court's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the Sheriff, the Court, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of the Sheriff, its officers and employees, or as expressly prescribed by statute. This duty of Court to indemnify and save Sheriff harmless includes the duties to defend set forth in California Civil Code section 2778.

### Insurance

The Sheriff and the Court shall each maintain their own liability insurance coverage, against any claim of civil liability arising out of the performance of this MOU, and provide appropriate evidence of such coverage to the other party.

### **Section 7. Independent Contractor**

It is understood and agreed that the Sheriff is an independent contractor in relationship to the Court, that no relationship of employer-employee exists between the parties, and that under no circumstances shall the Sheriff or its employees or agents be deemed to be employees or agents of the Court. As an independent contractor, the Sheriff is not subject to the direction and control of the Court except as to the final result.

Court shall have the right, through the Sheriff, to request removal from Court Facilities of any Sheriff's officer, agent or employee for cause. Sheriff shall then direct the assignments and duties of such officer, agent or employee.

### **Section 8. Termination**

Either party may terminate this MOU with or without cause on forty-five (45) days notice provided to the other party.

Written Notice of Termination of this MOU shall be sent by registered mail. Sheriff shall address such notice to:

Tania Ugrin-Capobianco, Court Executive Officer  
2850 Fairlane Court  
Placerville, CA 95667

Court shall address such notice to:

John D'Agostini, Sheriff – Coroner  
300 Fair Lane  
Placerville, CA 95667

The notice shall specify the date on which termination shall become final.

If this MOU is terminated for any reason, the Court shall be liable only for payment in accordance with the terms of this MOU for services rendered and expenses incurred prior to the effective date of termination and the Sheriff shall be released from any further obligation to provide the services affected by such termination

### **Section 9. Dispute Resolution**

Court and Sheriff shall attempt in good faith to resolve any dispute informally. The Sheriff's Office shall meet with the Court to discuss the matter and any actions necessary to resolve the dispute.

If the dispute cannot be resolved to the satisfaction of the Sheriff or Court, the objecting party may pursue any available legal remedies. Pending a final decision of the dispute, both parties shall perform their obligations under this MOU in good faith.

## **Section 10. General Provisions**

Notwithstanding any other provision in this MOU, the parties acknowledge the Sheriff is an independently elected official, who, in that capacity, has and retains the discretion to determine and recommend to the Court for approval the appropriate level of service that is required to ensure the safety of the public, judges, court personnel, and other personnel on a long-term as well as temporary basis in all court facilities. The services performed by the Sheriff, the standards of performance, the discipline of officers, the control of Sheriff's personnel, and other matters incidental to the performance of those so employed shall remain with the Sheriff. The selection, assignment and reassignment of the bailiff's are the responsibility of the Sheriff and those decisions should be based on the experience, training and demonstrated ability of personnel and the needs of the Court and judicial officers. All staff assigned to the Court shall be provided all breaks and lunch in accordance with federal and state law, Sheriff's policy, and the Memorandum of Understanding between the County and the Deputy Sheriff's Association.

Any waiver of any term of this MOU must be in writing and executed by an authorized representative of the waiving party, and shall not be construed as a waiver of any succeeding breach of the same or other tem of this MOU.

All notices, requests, demands and other communications hereunder must be in writing and shall be deemed to have been duly given when hand delivered or mailed via United States mail, certified mail, registered mail or Interdepartmental mail to the following individuals:

### Court

Tania Ugrin-Capobianco, Court Executive Officer  
2850 Fairlane Court  
Placerville, CA 95667

### Sheriff

John D'Agostini, Sheriff – Coroner  
300 Fair Lane  
Placerville, CA 95667

## **Section 11. Modifications of this MOU**

No modifications of this MOU will be valid unless agreed to in writing and executed by the Presiding Judge of the El Dorado County Superior Court, the Sheriff of El Dorado County and the El Dorado County Board of Supervisors.

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Any purported amendment hereof, whether oral or written, which does not conform to the requirements of this paragraph shall be null and void and of no force or effect.

**Section 12. Records/Audits**

The Sheriff and Court shall retain copies of all MOUs, billing invoices and supporting documentation for a period of five years, which shall be made available for audit purposes by Judicial Council (AOC), El Dorado County Auditor, or other appropriate agencies.

**Section 13. Integration**


This document shall constitute the entire Agreement between the parties concerning the provision of security services for all court facilities in El Dorado County during the period July 1, 2014 – June 30, 2015. Any previous agreements, whether oral or in writing, concerning the provision of or payment for court security services during this term shall be of no force or effect.



IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be entered on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**El Dorado County Superior Court**

**El Dorado County Sheriff's Department**

By:   
Suzanne N. Kingsbury  
Presiding Judge

By:   
John D'Agostini  
Sheriff - Coroner

Date 7/22/14

Date 7/22/14

**El Dorado County Board of Supervisors**

By: \_\_\_\_\_  
Chair  
Board of Supervisors

Date: \_\_\_\_\_

ATTEST:  
Clerk of the Board of Supervisors

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Clerk

**Superior Court Services 14/15  
Exhibit A**

<b>Supervision Personnel</b>			
Rank		Shift	Hours per year
Sergeant	Sworn	Mon - Fri	2080
<b>Total Supervision:</b>			2080
			<b>\$176,948.00</b>
<b>South Lake Tahoe Courts</b>			
Division		Shift 9/80	
Bailiff - Department 3	Sworn (FTE)	Mon - Thur; 0730 - 1700	2080
Bailiff - Department 4	Sworn (FTE)	Tues - Fri; 0730 - 1700	2080
Bailiff - Department 12	Sworn (FTE)	Mon-Fri (Wed off) 0730-1700	2080
Relief Bailiff/Court Escort	Sworn (FTE)	Tues - Fri; 0730 - 1700	2080
			<b>Total Sworn FTE</b>
			8320
			\$620,000.00
Bailiff - Department 11	Sworn (EH)	Tues-(all) 13-1630/ 2 <sup>nd</sup> 4 <sup>th</sup> 830-12,	546
			<b>Total Sworn PTE</b>
			546
			\$16,216.00
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730 - 1530	2080
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
			<b>Total Non-sworn FTE</b>
			4160
			\$179,858.00
<b>Total South Lake Tahoe</b>			13026
			<b>\$816,074.00</b>
<b>Main Street Courthouse</b>			
Bailiff - Department 1	Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
Bailiff - Department 2	Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
Bailiff - Department 5	Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
Court Escort	Sworn (FTE)	Tues-Thurs; 0800-1600	2080
			<b>Total Sworn FTE</b>
			8320
			\$620,000.00
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730 - 1700	2080
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730 - 1700	2080
			<b>Total Non-sworn FTE</b>
			4160
			\$179,858.00
<b>Total Main Street</b>			12480
			<b>\$799,858.00</b>
<b>Fair Lane Courthouse</b>			
Bailiff - Department 7	Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
Relief Bailiff /Court Escort	Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
			<b>Total Sworn FTE</b>
			4160
			\$310,000.00
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730-1530	2080
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730 - 1530	2080
			<b>Total Non-sworn FTE</b>
			4160
			\$179,858.00
<b>Total Fair Lane</b>			8320
			<b>\$489,858.00</b>

**Superior Court Services 14/15  
Exhibit A**

<b>Dept. 8 Juvenile Hall Courthouse</b>			
Bailiff - Department 8	Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
		<b>Total Sworn FTE</b>	<b>2080</b>
			\$155,000.00
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730 - 1600	2080
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0800 - 1630	2080
		<b>Total Non-sworn FTE</b>	<b>4160</b>
			\$179,858.00
<b>Total Juvenile Hall Courthouse</b>			<b>6240</b>
			<b>\$334,858.00</b>
<b>Cameron Park Courthouse</b>			
Bailiff - Department 9	Sworn (FTE)	Mon - Fri; 0800 - 1600	2080
		<b>Total Sworn FTE</b>	<b>2080</b>
			\$155,000.00
Bailiff - Department 10	Sworn (PTE)	Tues - 0800 - 1600	208
		<b>Total Sworn PTE</b>	<b>208</b>
			\$14,387.00
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730 - 1600	2080
Sheriff Security Officer	Non-Sworn (FTE)	Mon - Fri; 0730 - 1600	2080
			\$179,858.00
<b>Total Cameron Park</b>			<b>6656</b>
			<b>\$349,245.00</b>
<b>Relief Staffing</b>			
Deputy OT	Sworn	Escort/ Jury Trials	1870
Deputy OT VA cover		Vacation Coverage	1172
			<b>3044</b>
			\$210,415.00
Extra Help Deputy	Sworn	SSO Vacation Relief	798
			\$23,700.00
<b>Total Relief Personnel</b>			<b>1378</b>
			<b>\$234,115.00</b>
<b>Court required training</b>			
Bailiff	Sworn		Included in regular hours
Sheriff Security Officer	Non-Sworn		Included in regular hours
Extra-help Deputy	5 Sworn	Range 2 hrs. Quarterly	40
<b>Total</b>			<b>40</b>
			<b>\$1,188.00</b>
<b>Professional Support Staff for Court Security Operations</b>			
Fiscal	Admin Tech		120
Fiscal	Admin Analyst	7565	160
Armorer	Included		
<b>Total</b>			<b>280</b>
			<b>\$12,664.00</b>
<b>Equipment, Services and Supplies</b>			
Screening badges	125.00	Quarterly	\$500.00
Practice Ammunition	16,200 rounds	@ 13.15 per box of 50 rnds	\$4,261.00
Duty Ammunition	6,350 rounds	@ \$17.00 per box of 50 rnds	\$2,159.00

**Superior Court Services 14/15  
Exhibit A**

Batons	120.00	2 new/ 2 replacements	\$480.00
<b>Equipment, Service and Supplies continued</b>			
Bulletproof vests	700.00	2 new/ 3 replacements yearly	\$3,500.00
Handcuffs	25.00	2 new/ 3 replacements yearly	\$125.00
Holster	100.00	2 new/ 2 replacements yearly	\$400.00
Leather gear	191.00	2 new/ 2 replacements yearly	\$764.00
Chemical spray	13.00	15 replacements yearly	\$195.00
Chemical spray holster	18.00	2 new/ 2 replacements yearly	\$72.00
Radio, charger, holster	1320.00	2 new / 2 replacements yearly	\$5,280.00
Radio Batteries	85.00	15 replacements yearly	\$1,275.00
Uniforms Sworn	750.00	12 yearly	\$9,000.00
Uniforms Non-sworn	340.00	10 yearly	\$3,400.00
Duty Side arm	450.00	2 new/ 1 replacement yearly	\$1,350.00
Taser	1000.00	2 new/ 2 replacements yearly	\$4,000.00
Taser Cartridges	30.75	20 replacements yearly	\$615.00
Taser Training Cartridges	30.00	44- 2 per person	\$1,320.00
Flashlight	75.00	2 new/ 2 replacements yearly	\$300.00
Foul Weather Jackets	180.00	2 new/ 2 replacements	\$720.00
<b>Total</b>			<b>\$39,716.00</b>
<b>Vehicle Use for Court Security Needs</b>			
Placerville to SLT	2 days weekly x 50 wks	63 mi each trip	6300 mi
SLT to Placerville	2 days weekly x 50 wks	63 mi each trip	6300 mi
West Slope Courts	3 days weekly x 50 wks	50 mi round trip	7500 mi
Total miles- 20100 @ .56 a mile			<b>\$11,256.00</b>
<b>Total Court Costs</b>			<b>\$3,265,780</b>