

MEMORANDUM OF UNDERSTANDING

TOTAL COURT SERVICES (TCS) and TIPPECANOE COUNTY PROBATION (AGENCY) hereby agree to the following as it will be known as the AGREEMENT:

1. **EFFECTIVE DATE:** The effective date shall be the earlier of the following: 8/4/2021, or the date in which this AGREEMENT is individually signed or when TCS ships equipment and/or provides access to any platform in good faith of signature and acknowledgment of this AGREEMENT and shall extend a period of three (3) years with automatic renewals each year thereafter. This period will be known forward as the TERM of this AGREEMENT.
2. **COMMUNICATIONS:** All written and electronic communication that may be required under this AGREEMENT shall be remitted using the following contact information:
 - a. **IF TO TCS:**
J. Robert Hawkins
600 E. Eleven Mile Road
2nd Floor
Royal Oak, MI 48067,
robh@totalcourtservices.com
Fax: 248-721-9240
 - b. **IF TO AGENCY:**
David Hullinger, Chief Probation Officer
301 Main Street
Lafayette, IN 47901
dhullinger@tippecanoe.in.gov
3. **TERMINATION:** AGREEMENT can be canceled by either party upon thirty days' prior written notice to the other party. Written notice may be given to TCS by use of the communication protocol described in Section 2a or to AGENCY by use of communication protocol described in Section 2b. Upon termination, all equipment shall be returned to TCS and all fees and costs due TCS from AGENCY shall be paid in full.
4. **MODIFICATIONS:** This AGREEMENT may be modified at any time with the mutual agreements of both parties. Any such modification will be put in writing and considered an ADDENDUM to the AGREEMENT.
5. **SOFTWARE:** AGENCY shall be provided unlimited access to any software or web-based platform necessary or optional for the purposes of effectively operating the program. This provision does not entitle AGENCY to access any of TCS's private or confidential information, trade secrets, or proprietary information.
6. **COMPETITIVE PRODUCTS:** AGENCY and any other entity under common control by, of, or with AGENCY shall not use or promote, directly or indirectly, competitive products during the TERM. Competitive products include products or services which perform the similar function as the equipment or services provided hereunder. "Common control" means management or supervision under which a director, manager, supervisor or other position has authority over any other entity that may be covered under this AGREEMENT.
7. **USE OF PRODUCTS:** AGENCY will not conduct any technology demonstrations without first notifying TCS of such a demonstration at least 3 days prior to the demonstration is scheduled to begin. AGENCY and TCS must both agree to participate in any and all technology demonstrations involving use of TCS equipment until AGENCY is adequately trained and it is mutually agreed that AGENCY can do demonstrations.
8. **PAYMENTS:** Monitoring fees shall be due and payable in full within 30 days of invoice. Invoices shall be issued on or about the 5th of each month notwithstanding any issue that prevents TCS from accurately completing the invoice. Failure to pay by the 35th day may result in the cessation of all monitoring services and the de-installation of all monitored equipment. The AGENCY will remain liable for all incurred charges until monitoring ceases. Payment for any lost equipment will be required on the following monthly invoice.
9. **AMENDMENT:** This AGREEMENT may not be changed or modified in any way except by a written instrument signed by both parties to this Agreement.
10. **AUTHORITY:** The individuals executing this AGREEMENT warrant and represent that they are authorized to act on behalf of their respective entities.
11. **BINDING EFFECT.** This AGREEMENT shall be binding upon successors and assignees of the parties hereto and shall, in all pertinent parts, survive any closing of the transaction.
12. **SEVERABILITY.** In the event any provision of this AGREEMENT should be held to be unenforceable, each and all of the other provisions of this AGREEMENT shall remain in full force and effect.

13. **ENTIRE AGREEMENT.** The parties hereto acknowledge that this AGREEMENT constitutes a full, final, and complete statement of their agreement and supersedes and replaces any and all other written or oral exchanges, agreements, understandings, arrangements, or negotiations between or among them relating to the subject matter hereof, and affirmatively state that there are no other prior or contemporaneous agreements, exchanges, representations, arrangements, or understandings, written or oral, between or among them relating to the subject matter hereof other than that as set forth herein, and that this AGREEMENT contains the sole and entire AGREEMENT between them with respect to the subject matter hereof. The AGREEMENT and any SCHEDULES, ADDENDUMS, and AMENDMENTS that are included initially or subsequent to the original EFFECTIVE DATE is considered to be inclusive of the AGREEMENT. The parties hereto further acknowledge and agree that language proposed for, deleted from, or otherwise changed in the various drafts of this AGREEMENT but not included herein shall not be considered in any way in the interpretation and application of this AGREEMENT and shall not in any way affect the rights and obligations of the parties hereto.
14. **CONSTRUCTION.** This AGREEMENT shall be construed without regard to any presumption or rule requiring construction against the party causing that instrument to be drafted.
15. **APPLICABLE LAW AND MUTUAL SUBMISSION TO JURISDICTION.** This AGREEMENT shall be construed and enforced according to the laws of the State of Michigan. The parties agree to submit any and all disputes arising out of or based on this AGREEMENT to binding arbitration, and an agreement that the finding of the Arbitrator may be reduced to judgment and entered into the appropriate court for the County of Oakland, State of Michigan, the jurisdiction of which the parties hereby consent to.
16. **COUNTERPARTS ACCEPTABLE.** This AGREEMENT may be executed in two or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. These counterparts are termed SCHEDULES and are attached to this AGREEMENT to describe each product or service under this AGREEMENT.
17. **LIMITATION OF LIABILITY.** In no event shall either party have any liability to the other party or to any third party for any incidental, consequential, special, punitive, speculative or exemplary damages based upon a claim or tort (including but not limited to negligence, warranty or strict liability), including, without limitation, damages for loss of income, profits or use, business interruption, or loss of goodwill, irrespective of whether the party has advance notice of the possibility of such damages.

In witness whereof the authorized representatives of the parties have executed this Memorandum of Understanding on the date below.

For AGENCY

For TCS

David M. Hullinger CPO
David Hullinger, Chief Probation Officer

J. Robert Hawkins, President

9/7/2021
Date

Date

Tippecanoe County Judge

Date

Tracy Brown, County Commissioner

Date

David Byers, County Commissioner

Date

Tom Murtaugh, County Commissioner

Date

SCHEDULE D
DRUG TESTING
PRODUCT & SERVICES AGREEMENT



This **SCHEDULE D** to the **MEMORANDUM OF UNDERSTANDING** (the "**AGREEMENT**") is entered into on the Effective Date by and between **TOTAL COURT SERVICES, (TCS)** and **TIPPECANOE COUNTY PROBATION (AGENCY.)** This **SCHEDULE** is incorporated by reference into the **AGREEMENT** executed by the parties. All other terms and conditions of the **AGREEMENT** that are not in conflict with the terms of this **SCHEDULE** are hereby ratified and remain in full force and effect.

1. TERMS & USE OF PRODUCTS

- a. **EQUIPMENT.** TCS agrees to furnish AGENCY with a number of drug testing devices requested and any other necessary and consumable components required to operate a Drug Testing program in accordance with the pricing contained in this SCHEDULE.
- b. **SOFTWARE.** TCS agrees to furnish AGENCY with any applicable software program necessary for the operation of the provided testing devices for which a cost may be associated pursuant to other SCHEDULES contained in this AGREEMENT. AGENCY is required to properly maintain the caseload operations within the software and will address, per the AGENCY's policy, any event or notification in the system within a specified period of time. Additional fees may be assessed for any events that are open and unresolved for a minimum of 15 days in the event TCS staff must resolve these events. Any action taken by TCS staff will be recorded in the event's archival action log.
- c. **SHIPPING.** TCS agrees to supply any necessary equipment by way of hand delivery or courier service at its own expense with standard, non-expedited delivery. If expedited delivery is necessary AGENCY agrees to assume responsibility for those costs to be included on the next invoice. Shipping of completed testing devices requiring confirmation will be provided once per week at the expense of TCS. Shipping outside of the agreed upon day for shipping will be at the expense of the AGENCY.
- d. **DELIVERY & STOCK.** TCS agrees to provide a reasonable supply of surplus stock of all components necessary to operate a Drug Testing program.
- e. **COST RESPONSIBILITY OF AGENCY.** Agency shall be responsible for the costs associated with the drug testing program for the clients designated as Juveniles that demonstrate an immediate inability to pay the appropriate costs associated to the program, or members of the AGENCY's program designated as AGENCY paid clients during enrollment into the program.
- f. **LEAVE OF COLLECTION.** TCS will be granted the right to collect from clients all applicable fees prior to testing being performed. Those clients responsible for their testing costs that do not have the means to make payment may be granted an extension of payment terms solely at the discretion of TCS. Clients not granted extensions or refuse to accept the terms will not be permitted to test and will be recorded as a failure to test. The AGENCY will be provided opportunity to make a determination if any such clients will be charged to the AGENCY.

2. MODE OF PRICING.

- a. TCS shall charge a per test fee for only those tests the AGENCY requires on an interval determined by the AGENCY. It is understood that the various fees may be changed in the future due to circumstances outside the control of TCS. In that event, TCS will provide no less than 30 days' written notice.
- b. Costs associated with the administration of on-site screening tests whether paid by the Client or AGENCY:
 - i. 12 Panel Urine Screening: \$15.00 per client, per instance
 - ii. 10 Panel Oral Fluid Screening: \$20.00 per client, per instance
- c. Costs associated with laboratory confirmations vary based on the drug, drug group, or other substances requiring testing and the method for which the laboratory must conduct the testing.
 - i. Common drug or drug groups are defined by the inclusion of the following: Amphetamines (AMP, mAMP, MDMA), Barbiturates (BAR), Benzodiazepines (BZO), Buprenorphine (BUP), Cocaine (COC), Ethyl Glucuronide (EtG), Methadone (MTD), Opiates (OPI), Oxycodone (OXY), Phencyclidine (PCP), Propoxyphene (PPX), Tetrahydrocannabinol (THC), Tramadol (TRA), Tricyclic Antidepressants (TCA)
 - o Single Substance: \$25.00/instance (Common Drugs) if paid by the Client.
 - o Single Substance: \$20.00/instance (Common Drugs) if paid by agency for Juvenile Clients.
 - ii. Fentanyl: \$35.00/Instance (Standard)
 - iii. Fentanyl: \$50.00/Instance (Premium)
 - iv. Synthetic Cannabinoids: \$35.00/Instance (Standard)
 - v. Synthetic Cannabinoids: \$50.00/Instance (Premium)
 - vi. Designer Stimulants: \$50.00/Instance

- d. TCS reserves the right, in its sole discretion, to charge additional fees to clients in the event that circumstances arise including but not limited to: the requirement of TCS to perform duties outside of the scope of this SCHEDULE, the required use of additional testing devices or materials due to actual or suspected tampering by the Client, or an unreasonable use or occupation of time to the staff or agents of TCS in order to perform its duties under this AGREEMENT and SCHEDULE.

3. SERVICES

- a. **TRAINING.** TCS will provide AGENCY with personnel training and certification in the use of the products at no cost.
- b. **EQUIPMENT MAINTENANCE.** TCS and AGENCY shall establish a routine maintenance program designed to keep any stock current and ensure use before any manufacturer-imposed expiration dates.
- c. **ON-SITE SERVICES.** TCS will provide staff to regularly visit AGENCY's location in order to restock necessary components, ensure a supply of operational inventory and to address any questions AGENCY personnel may have.

4. OTHER SPECIAL TERMS

In witness whereof the authorized representatives of the parties have executed this SCHEDULE on the date below.

For AGENCY

For TCS

David M. Hullinger CPO

 David Hullinger, Chief Probation Officer

 J. Robert Hawkins, President

9/7/2021

 Date

 Date

 Tippecanoe County Judge

 Date

 Tracy Brown, County Commissioner

 Date

 David Byers, County Commissioner

 Date

 Tom Murtaugh, County Commissioner

 Date

SCHEDULE E4
COURTFACT SOFTWARE & MOBILE APPLICATION
PRODUCT & SERVICES AGREEMENT

This **SCHEDULE E4** to the **MEMORANDUM OF UNDERSTANDING** (the "**AGREEMENT**") is entered into on the Effective Date by and between **TOTAL COURT SERVICES, (TCS)** and **TIPPECANOE COUNTY PROBATION (AGENCY)**. This **SCHEDULE** is incorporated by reference into the **AGREEMENT** executed by the parties. All other terms and conditions of the **AGREEMENT** that are not in conflict with the terms of this **Schedule** are hereby ratified and remain in full force and effect.

1. TERMS & PRICING OF PRODUCTS

a. **SOFTWARE.** TCS agrees to furnish AGENCY with the CourtFact Cases software platform necessary for the operation of the CourtFact Client Mobile application. AGENCY is required to properly maintain the caseload operations within the software and will address, per the AGENCY's policy, any event or notification in the system within a specified period of time as dictated by their protocol.

b. **MODE OF PRICING.** TCS shall charge a monthly fee for each active module instance within the software platform for any minimum number of days within a calendar month on the schedule outlined below:

Monthly Minimum:	\$100.00 (to include up to 100 instances of individually used modules)
101-500 Module Instances:	\$1.00ea
501-1,000 Module Instances:	\$0.90ea
1,001-3,000 Module Instances:	\$0.75ea
3,001-10,000 Module Instances:	\$0.60ea
10,001+ Module Instances:	\$0.50ea

Data Charges:

500 Notifications & Data:	\$20.00/month (Monthly Minimum if any data option is enable)
501 - 1,500 Notifications & Data:	\$0.0300ea
1,501 - 2,500 Notifications & Data:	\$0.0275ea
2,501 - 8,000 Notifications & Data:	\$0.0250ea
8,001 + Notifications & Data:	\$0.0200ea

Data Charges are billed per instance after the minimum monthly charge, include any ratio of SMS text, email, or photos, are rounded up to the nearest full cent for billing purposes, and are subject to terms in Section 2.b.ii & iii.

2. LIMITATIONS OF USE

a. **MODULES.** AGENCY is provided with unlimited use of all standard modules per client, per month. Standard modules are defined as the following features: Photo Login, Facial ID Login, Events, Tracking, Discussions, Check-In, Financials, Screening, and Reporting.

b. **DATA USAGE & NOTIFICATIONS.** AGENCY is provided with an allotment during each billing cycle:

Push Notifications: Unlimited

- i. Data Usage & Other Notifications includes SMS Text, email, and photos sent to or collected from clients.
- ii. Data Usage & Other Notifications can be used on any number of module instances, active clients and for any method described in Section 2.b.i.
- iii. Data Usage & Other Notifications cannot be reserved, transferred, or otherwise carried over to any other billing cycle, credited for future or past billing cycles, or used on module instances or clients other than those covered under this specific SCHEDULE.

3. SERVICES

a. **TRAINING.** TCS will provide AGENCY with personnel training and certification in the use of the products at no cost.

b. **ON-SITE SERVICES.** TCS will provide staff to visit AGENCY's location in order to address any questions AGENCY personnel may have.

4. CONFIDENTIAL INFORMATION

a. **CONFIDENTIAL INFORMATION.** In connection with this **AGREEMENT**, TCS may furnish the AGENCY with software, user and training manuals, data, Client information, designs, drawings, plans, layouts, specifications, and other information provided by or on behalf of TCS. This information is proprietary and confidential to TCS. Confidential Information specifically includes all information accessed by the AGENCY and its employees via the software. Confidential Information may not be disclosed in written or other tangible form (including digital or other electronic media) or by oral, visual or other means. AGENCY agrees not to disclose any confidential or proprietary information.

5. OTHER SPECIAL TERMS

In witness whereof the authorized representatives of the parties have executed this SCHEDULE on the date below.

For AGENCY

For TCS

David M. Hullinger CPO

David Hullinger, Chief Probation Officer

9/7/2021

Date

J. Robert Hawkins, President

Date

Tippecanoe County Judge

Date

Tracy Brown, County Commissioner

Date

David Byers, County Commissioner

Date

Tom Murtaugh, County Commissioner

Date

SCHEDULE K
COURTFACT SOFTWARE & ON-SITE KIOSK SYSTEM
PRODUCT & SERVICES AGREEMENT

This SCHEDULE K to the MEMORANDUM OF UNDERSTANDING (the "AGREEMENT") is entered into on the Effective Date by and between TOTAL COURT SERVICES, (TCS) and TIPPECANOE COUNTY PROBATION (AGENCY.) This SCHEDULE is incorporated by reference into the AGREEMENT executed by the parties. All other terms and conditions of the AGREEMENT that are not in conflict with the terms of this Schedule are hereby ratified and remain in full force and effect.

1. TERMS & PRICING OF PRODUCTS

- a. **SOFTWARE.** TCS agrees to furnish AGENCY with the CourtFact Cases software platform necessary for the operation of the CourtFact Kiosk Platform. AGENCY is required to properly maintain the caseload operations within the software and will address, per the AGENCY's policy, any event or notification in the system within a specified period of time as dictated by their protocol.
- b. **MODE OF PRICING.** TCS shall charge a monthly fee for the presence of any single physical Kiosk hardware unit for any number of days within a calendar month.
Single Unit Monthly Fee: \$2,500.00
Additional Unit Monthly Fee: \$1,000.00

2. SERVICES

- a. **TRAINING.** TCS will provide AGENCY with personnel training and certification in the use of the products at no cost.
- b. **ON-SITE SERVICES.** TCS will provide staff to regularly visit AGENCY's location in order to address any questions AGENCY personnel may have and to maintain any physical hardware on-site.

3. CONFIDENTIAL INFORMATION

- a. **Confidential Information.** In connection with this AGREEMENT, TCS may furnish the AGENCY with software, user and training manuals, data, Client information, designs, drawings, plans, layouts, specifications, and other information provided by or on behalf of TCS. This information is proprietary and confidential to TCS. Confidential Information specifically includes all information accessed by the AGENCY and its employees via the software. Confidential Information may be disclosed in written or other tangible form (including digital or other electronic media) or by oral, visual or other means. AGENCY agrees not to disclose any confidential or proprietary information.

4. OTHER SPECIAL TERMS

- a. All costs and fees associated to SCHEDULE E4 of this AGREEMENT will be waived during any billable month in which an on-site Kiosk System is deployed and the services associated with this SCHEDULE K are charged and paid.
 - i. The AGENCY will be limited to no more than 50,000 individual pieces of data as defined by SCHEDULE E4 Data Usage & Notifications Section 2.b.i.

In witness whereof the authorized representatives of the parties have executed this SCHEDULE on the date below.

For AGENCY

For TCS

David M. Hullinger CPO

David Hullinger, Chief Probation Officer

9/7/2021

Date

J. Robert Hawkins, President

Date

Tippecanoe County Judge

Date

Tracy Brown, County Commissioner

Date

David Byers, County Commissioner

Date

Tom Murtaugh, County Commissioner

Date

**TIPPECANOE COUNTY, INDIANA
ADDITIONAL TERMS AND CONDITIONS**

The attached and forgoing Memorandum of Understanding (“Agreement”) between **Tippecanoe County Probation** (County) and **Total Court Services** (Contractor) is amended to incorporate by reference the following terms and conditions. Any provisions in the attached Agreement which may be inconsistent with the following provisions shall be ineffective to the extent of any such inconsistency.

Funding for a Multi-year Agreement - In the event that the County is not able to obtain funding, after affirmatively requesting such funding, for the provision of the goods and or services to be provided in accordance with this Agreement, County may terminate this Agreement on thirty (30) days written notice to Contractor . In such event, County agrees that it shall reimburse Contractor for all expenses incurred under this Agreement before written notice of termination is received. Such charges, however, shall not exceed the total purchase price under this Agreement. Contractor and County understand that the funding for a multi-year agreement is done on a year-to-year basis, and this provision applies annually.

Non-Discrimination – Pursuant to IC 22-9-1-10, Contractor and its subcontractors, if any, shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry. Breach of the covenant may be regarded as a material breach of this Agreement.

Governing Law; Exclusive Jurisdiction; Exclusive Venue - Notwithstanding section 15 of the Agreement, this Agreement is entered into in Indiana and all matters arising under or related to this Agreement shall be governed by and construed in accordance with the substantive law (and not the law of conflicts) of the State of Indiana. Courts of competent authority located in Tippecanoe County, Indiana shall have sole and exclusive jurisdiction of any action arising out of or in connection with the Agreement, and such courts shall be the sole and exclusive venue for any such action.

Severability - Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

Force Majeure - In the event that any party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, actions or decrees of governmental bodies or communication line failure not the fault of the affected party (hereinafter referred to as a “Force Majeure Event”), the party who has been so affected shall immediately give notice to other parties and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If

the period of nonperformance exceeds thirty (30) days from the receipt of such notice of the Force Majeure Event, the party whose ability to perform has not been so affected may be given written notice to terminate this Agreement.

E-Verify Employment Eligibility Verification - In accordance with IC 22-5-1.7, if Contractor has any employees or subcontractors, and the E-Verify program as defined in IC 22-5-1.7-3 is in existence, **Contractor** shall enroll in and verify the work eligibility status for all of Contractor's newly hired employees through the E-Verify program. Contractor shall not knowingly employ or contract with an unauthorized alien, nor shall Contractor retain an employee or contract with a person that **Contractor** subsequently learns is an unauthorized alien.

Contractor shall:

1. Sign and deliver to County a sworn affidavit that affirms that Contractor has enrolled and is participating in the E-Verify program;
2. Provide documentation to County substantiating that Contractor has enrolled and is participating in the E-Verify program; and
3. Sign and deliver to County an affidavit affirming that Contractor does not knowingly employ an unauthorized alien.

Contractor shall require all subcontractors, who perform work under this contract, to certify to Contractor in a manner consistent with federal law that the subcontractor, at the time of certification, does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. Contractor agrees to maintain this certification throughout the duration of the term of each subcontract.

County may terminate the contract immediately if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified thereof by County or another state agency or political subdivision. In accordance with IC 22-5-1.7, any challenge by Contractor to a termination pursuant to this provision must be made in Tippecanoe County Superior or Circuit Court not later than twenty (20) days after Contractor receives notice of such termination.

Contract Reporting Requirements - Contractor understands and acknowledges that the County is a "public agency" within the meaning of Indiana's Access to Public Records Act and, as such, the agreement or other contract between the parties may be subject to disclosure as a public record under IC 5-14-3. Contractor further understands and acknowledges that, under IC 5-14-3.8-3.5, if the amount to be paid during a calendar year by the County under the contract exceeds fifty-thousand dollars (\$50,000), the County will be required to scan and upload the digital image of the contract to the "Indiana transparency Internet web site."

Anti-Nepotism Requirements - Contractor hereby certifies either: a) Contractor is not a relative of an elected official (as defined by IC 36-1-21) of Tippecanoe County and is not a business that is wholly or partially owned by a relative of an elected official of Tippecanoe County; or b) the requirements set forth in IC 36-1-21-5(b) have been satisfied.

Termination - The cancellation provided for in section 3 of the Agreement may be exercised by

either party for cause or convenience.

Competitive Products - Section 6 of the Agreement is stricken.

Schedules - This Agreement includes "Schedule D - Drug Testing Product & Services Agreement," "Schedule E4 - Courtfact Software and Mobile Application Product and Services Agreement," and "Schedule K - Courtfact Software and On-Site Kiosk System Product & Services Agreement." At the time of adoption the Agreement does not contain other schedules.

Confidentiality - Nothing in the Agreement (including without limitation the confidentiality provisions of Schedule E4, section 4 and Schedule K, section 3) shall be construed to require County to violate Indiana's Access to Public Records Act (IC 5-14-3) or to impose obligations or restrictions upon the County with respect to the County's own information or information that is a matter of public record.

ACCEPTED:

ACCEPTED:

TIPPECANOE COUNTY PROBATION
301 Main Street
Lafayette, IN 47901

TOTAL COURT SERVICES
600 E. Eleven Mile Road, 2nd Floor
Royal Oak, MI 48067

By: Dave M. Fullmer CPO

By: _____

Title: CHIEF PROBATION OFFICER

Title: _____

Date: 9/7/2021

Date: _____