

**Summary of Professional Service Agreement Between
the City of St. George and On Scene Services, LLC**

PURPOSE: To provide services of civilians to respond to noncriminal matters traditionally responded to by law enforcement agencies.

ANNUAL COST: \$1,500,000 to be paid monthly in accordance with Agreement.

SERVICES: Contractor will in accordance with the schedule approved by the City:

1. Provide traffic incident management, data collection, and support services to the City as specified in the Contractor’s proposal:
 - a. Deploy response units and On Scene Service (OSS) Agents across the City based on historic crash data and historic calls for service;
 - b. Dispatch OSS Agents as a primary response to traffic accidents;
 - c. Provide thorough field data collection and investigative services;
 - d. Ensure compiled data is in full compliance with existing laws, policies, and procedures of the City;
 - e. Facilitate workflows and respond to calls as dispatched by the East Baton Rouge Sheriff’s Office (“EBRSO”);
2. Provide all necessary systems and personnel, along with **a minimum of six vehicles** to provide dispatch, response, traffic incident management, data gathering, reporting and support services to City on traffic accidents, occurring within the City’s jurisdiction, that are received and dispatched by the EBRSO;
3. Maintain a registry and procedure to request, monitor, and recommend termination of Special Commissions, issued by the Chief of Police, as necessary;
4. Coordinate with the EBRSO to correct any wrong or erroneous data entries into the Computer Aided Dispatch (“CAD”) system;
5. Develop and maintain a training policy for OSS Agent personnel outlining appropriate certifications and annual certification renewal procedures;
6. Maintain a complete and readily accessible dataset of all performance metrics, including but not limited to, any performance measures listed in Agreement with City;
7. Provide regular data-reporting packages to authorized parties as directed by City;
8. Provide all required traffic accident information to the Louisiana Department of Public Safety as required by LA R.S. 32:398;
9. Ensure all data generated, collected, or transmitted is maintained in a secure environment using enterprise industry-standard security precautions for encryption and security;
10. Provide a designated administrative and operational liaison to coordinate with the City;

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- 11.** Provide, on a monthly basis, a status report including the number of traffic incidents investigated and identifying the name of the civilian traffic investigator;
- 12.** Provide, on a daily basis, a roster of all civilian traffic investigators on duty for each shift;
- 13.** Ensure all traffic crash reports, generated by civilian OSS Agents, are provided to and/or are accessible by City within 48 hours of the traffic incident;
- 14.** Perform all other services and obligations mutually agreed between Contractor the City, and as set forth in Agreement;
- 15.** Submit complete and accurate invoices, maintain records, submit to audits and inspections, maintain insurance, and perform all other obligations of the Contractor as set forth in Agreement;
- 16.** Promptly correct any errors or omissions and any work deemed unsatisfactory or unacceptable by the City, at no compensation;
- 17.** Monitor, supervise, and otherwise control and be solely responsible for all persons performing work on its behalf;
- 18.** Perform all requirements set forth in La. R.S. 38:2192, including without limitation the payment of any associated costs, and submit a copy of any recorded documents to the City within 30 days after the approval of the associated plan change or amendment; and
- 19.** Cooperate with the City and any person performing work for the City, as directed by City.