

#235

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 04 / 29 / 2022

COUNTY DEPARTMENT MAKING REQUEST: JJC

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: Please review the attached contract with the ACA for our audit in June 2022. You reviewed this on 3-1-22 and the BOCC signed on 3-21-22. ACA contacted us and requested to change pg. 2 title from "Oklahoma County Juvenile Court Services Department" to "Oklahoma County Juvenile Bureau Court Services Department." There is an additional change on page 4, from "Oklahoma County Juvenile Detention Center" to "Oklahoma County Juvenile Bureau Court Services Department." THERE ARE NO OTHER CHANGES. Thank you.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

J'me Overstreet

COUNTY OFFICER

.....
DATE RECEIVED BY DISTRICT ATTORNEY: _____

REPLY BY DISTRICT ATTORNEY: _____

Reviewed 5/4/22

RECEIVED

APR 29 2022

CIVIL DIVISION
DISTRICT ATTORNEY

DAVID PRATER
DISTRICT ATTORNEY

By: _____

[Signature]

AMERICAN CORRECTIONAL ASSOCIATION

REACCREDITATION CONTRACT

THIS CONTRACT is made by and between the American Correctional Association, hereinafter referred to as the "Association," and the undersigned, the Oklahoma County Board of County Commissioners, hereinafter referred to as the "Agency."

WITNESSETH:

WHEREAS, the Association has been established and exists for the purpose of improving correctional agencies, institutions and programs through the process of accreditation; and,

WHEREAS, accreditation is a process administered by an impartial, elected Commission which certifies whether or not an agency, institution or program meets and maintains compliance with American Correctional Association standards in order to be accredited; and,

WHEREAS, the Association has developed the Manual of Standards for Juvenile Probation and Aftercare Services, second edition, and the 2016 Standards Supplement, containing standards approved for the accreditation of such agencies, facilities, and programs; and,

WHEREAS, the commission is in the process of accrediting Juvenile Probation and Aftercare Services, throughout the United States; and,

WHEREAS, the Agency realizes the benefits accruing from accreditation and wishes to seek accreditation from the Commission.

NOW, THEREFORE, in consideration of the mutual covenants and conditions, the parties hereby agree as follows:

1. The Agency:

- a. Accepts the standards and criteria for reaccreditation, including subsequent modifications or amendments thereto;
- b. Has statutory and/or other legal authority to enter into this Contract with reference to its decision to seek reaccreditation for the following specified agencies, facilities or programs:

Oklahoma County Juvenile Bureau Court Services Department

- c. Will adhere to the policies and procedures of the Commission and the Association with reference to the reaccreditation process as stated in the Agency Manual of Accreditation Policy and Procedure, and other documents supplied by the Association; and
- d. Will strive at all times to achieve and/or maintain the reaccreditation status, as specified in the Agency Manual of Accreditation Policy and Procedure.

2. The Association shall:

- a. Use only standards approved by the American Correctional Association in the reaccreditation process, making judgements of compliance based on written documentation, visual confirmation, or both;
- b. Provide information on the reaccreditation program and process, and the participation of the agency, facility or program therein, to the Agency's governing and/or contract authority;
- c. Conduct an orientation to the reaccreditation program and process, if requested, at the Agency's expense;
- d. Cooperate with the Agency, its Administrator, Accreditation Manager, and staff in requests for assistance, information, and materials required in the implementation and conduct of the reaccreditation process;
- e. Appoint all auditors/consultants based upon their experience and demonstrated knowledge;
- f. Conduct reconsideration hearings using procedures approved by the Association and the Board of Commissioners;
- g. Agree that all materials provided, and information gathered, will be held in strict confidence consistent with the professional contractor/client relationship. Accreditation information will be shared among the Commission, officers, auditors and staff on a need to know basis.
- h. Provide to the agency, facility, or program if awarded reaccreditation, a Certificate of Accreditation; this certificate shall identify the agency, facility or program and the year in which accreditation is awarded; the certificate and all copies and facsimiles remain the property of the American Correctional Association, and shall be returned to the Association upon the expiration or loss, for any reason, of accreditation; and,

- i. Publish the name of the accredited agency, facility or program in an annual summary.
3. The Agency hereby covenants and agrees to pay a reaccreditation fee in the amount of **\$9,000.00** payable without deduction or refund as stipulated in the following schedule:
 - a. In consideration of preparation, planning and activating the reaccreditation process for the herein named agency, facility or program which involves staff time and other expenses, 50% of the total reaccreditation fee **\$4,500.00** shall be made payable within 30 days from the commencement of this contract.
 - b. In consideration of completion of the standards compliance audit, the remaining 50% of the total reaccreditation fee **\$4,500.00** shall be due 30 days after completion of the audit. **The total fee must be paid in full to receive your certificate of accreditation.**
4. Upon prior written approval, the Agency agrees to pay in addition to the other reaccreditation fees provided herein, for the actual cost of field consultation services to the facility/program, which are requested in writing by the agency, and prior to fees being incurred. The cost will be \$4,500.00 for technical assistance; \$6,500.00 for a mock audit.
5. Postponement of Audit and/or Termination of Contract
 - a. The Agency may terminate this Contract upon 30 days written notice to the Association. The Association may terminate this Contract for cause, upon 30 days written notice to the Agency. The Association's decision of termination may be appealed by the Agency within 30 days of notification of the decision.
 - b. All reaccreditation, administrative, and annual fees due are payable as of the effective date of termination, shall remain a debt to the Association, and all fees paid are non-refundable.
6. This Contract shall be governed in all respects by the laws of the State of Oklahoma.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized representatives. The dates of the contract period will be adjusted in accordance with the date of the agency's signature.

For the:

Oklahoma County Juvenile
Bureau Court Services Department

By: [Signature]

Title: Oklahoma County Juvenile
Bureau Director

Date: 04/29/2022

AMERICAN
CORRECTIONAL
ASSOCIATION

By: [Signature]

Title: Executive Director

Date: 4/29/2022

Please send Invoice to:

Name: Valerie Lee, Business Manager

Facility: Oklahoma County Juvenile Bureau

Address: 5905 N. Classen Court, Room 202
Oklahoma City, OK 73118

Telephone: 405-713-6439

Email: jvallee@oklahomacounty.org

Please return all documents and remit payments to:

American Correctional Association
Standards & Accreditation Department
Attention: Christina Randolph
206 N. Washington Street, Suite 200
Alexandria, VA 22314-2528

Subscribed and sworn to before me this 29th day of April, 2022
My Commission Expires: 5-10-22 Valerie D. Lee
Notary Public 02008283

Approved this _____ day of _____, 20 _____

BOARD OF COUNTY COMMISSIONERS
Oklahoma County, Oklahoma



Brian Maughan, Chairman

Carrie Blumert, Member

Kevin Calvey, Member

ATTEST:

David B. Hooten, County Clerk

Bill To JUVENILE JUSTICE BUREAU 5905 N. CLASSEN COURT SUITE 202 OKLAHOMA CITY, OK 73118	Requisition 12205031-00 FY 2022 Acct No: 10152600-54455 Review: Buyer: 6065jjvallee Status: Released
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Vendor AMERICAN CORRECTIONAL ASSOCIATION (ACA) 206 N WASHINGTON ST SUITE 200 ALEXANDRIA, VA 22314	Ship To JUVENILE JUSTICE BUREAU 5905 N. CLASSEN COURT SUITE 202 OKLAHOMA CITY, OK 73118
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Deliver To
 JUVENILE JUSTICE BUREAU
 5905 N. CLASSEN COURT
 SUITE 202
 OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
03/01/22	1002161				Juvenile Justice Bureau

LN Description / Account	Qty	Unit Price	Net Price
001 Blanket-DA Contract for Professional Services for the Oklahoma County Juvenile Bureau Court Services/Intake Units ACA Re-accreditation Audit.	9000.00 EACH	1.00000	9000.00

1 10152600-54455 9000.00

Ship To
 JUVENILE JUSTICE BUREAU
 5905 N. CLASSEN COURT
 SUITE 202
 OKLAHOMA CITY, OK 73118

Deliver To
 JUVENILE JUSTICE BUREAU
 5905 N. CLASSEN COURT
 SUITE 202
 OKLAHOMA CITY, OK 73118

Requisition Link

Requisition Total

9000.00

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
10152600-54455	9000.00	82950.06
Juvenile Bureau	Professional Services-Other	

***** Approval/Conversion Info *****

Activity Data	Clerk	Comment
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Bill To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK
73118

Requisition 12205031-00 FY 2022

Acct No:
10152600-54455
Review:
Buyer: 6065jjvallee
Status: Released

Page 2

Vendor
AMERICAN CORRECTIONAL ASSOCIATION (ACA) JUVENILE JUSTICE BUREAU
206 N WASHINGTON ST
SUITE 202
ALEXANDRIA, VA 22314

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
03/01/22	1002161				Juvenile Justice Bureau

LN	Description / Account	Qty	Unit Price	Net Price
Rejected	03/01/22 Valerie Lee		Need to change Vendor address.	
Queued	03/01/22 Mary Prince		Need to change Vendor address.	
Queued	03/01/22 Valerie Lee		Need to change Vendor address.	
Pending	Deborah McDonald		Need to change Vendor address.	
Pending	Maalke Potter		Need to change Vendor address.	
Pending	Sheena McGrady		Need to change Vendor address.	
Pending	Danny Lambert		Need to change Vendor address.	
Pending	Dorinda Berry		Need to change Vendor address.	
Pending	Charlotte Swindle		Need to change Vendor address.	
Pending	Chantal Boso		Need to change Vendor address.	
Pending	Shanika Babcock		Need to change Vendor address.	
Pending	Ashley McMicha		Need to change Vendor address.	
Pending	Lauren Adkison		Need to change Vendor address.	
Pending	Long Tran		Need to change Vendor address.	