

Exhibit A – Services

In consideration of the payments set forth in Exhibit B, County shall provide Town with the following services:

1. DESCRIPTION OF LAW ENFORCEMENT SERVICES PROVIDED BY COUNTY

County shall provide law enforcement services to Town. Except as otherwise hereinafter specifically set forth, such services shall only encompass duties and functions of the type coming within the jurisdiction of, and customarily rendered by the Sheriff's Office.

The parties agree that the County may provide a greater level of service as is appropriate and necessary to respond to emergent law enforcement circumstances and situations, and that this determination shall be at the sole discretion of the County Sheriff.

The incorporated limits of Town may be part of a portion of a larger Sheriff's beat, the boundaries of said beat or beats to be determined by the Sheriff. Notification of Town shall be made by the Sheriff prior to any change in beat structure of the patrol servicing Town. Should Town desire to receive any service from the Sheriff not specifically listed in this Agreement, it shall so notify Sheriff in writing.

For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the level of service to be rendered hereunder.

a. Law Enforcement Services

- i. Patrol services are provided 24 hours a day, 365 days a year. The following personnel will be assigned to the Town:
 - Day Shift: 1 Deputy provides coverage for the Town of Portola Valley
 - Day Shift: 1 Deputy provides coverage for the Towns of Portola Valley and Woodside
 - Night Shift: 1 Deputy provides coverage for the Town of Portola ValleyIn addition, the Sheriff's Office will provide Detective services when needed.
- ii. Proactive traffic and bicycle law enforcement services.
- iii. Parking enforcement and citation processing services.
- iv. Special event security detail (bicycle/running/other special events).
- v. Criminal investigations, surveillance, apprehension and arrest of suspects. Investigation services are provided by the Sheriff's Office Investigations Unit.
- vi. Transportation of suspects to County jail.
- vii. Radar and radar trailer deployment.
- viii. Presentations and participation at various Town meetings and neighborhood groups.
- ix. Crime prevention activities.
- x. Supervision and oversight associated with providing law enforcement services.
- xi. Quarterly statistical reports, monthly traffic/citation reports, and crime reports as needed.

b. Additional Services Performed by Sheriff's Office

- i. School Resource Officer services to address timely and pressing needs of the community, including but not limited to Sober Graduations and Government Classes (subject to arrangement with School District).
- ii. K-9 Unit services.

- iii. Special investigative services including the Narcotics Task Force (NTF) and Vehicle Theft Task Force (VTTF). The Town will not be a signatory to any other agreements for NTF or VTTF services.
- iv. Emergency Service Bureau services including specialized units such as SWAT and Search & Rescue, including VIP visits and bomb squad services.
- v. Local emergency support services.
- vi. Psychiatric Emergency Response Team (PERT) services.
- vii. Media relations services, including but not limited to press releases for major crimes.

c. Town Requested Services

If Town so requests, the Sheriff may assign deputies at times other than the deputies' work shift for a specific police patrol. If the Sheriff does so assign deputies, Town will reimburse County at the prevailing overtime rate paid to deputies, and shall reimburse County for each mile traveled by a patrol vehicle at the then County established rate. Any such payments will be in addition to those set forth in Exhibit B of this agreement.

Overtime will include time for the specific police patrol plus any overtime required to attend court hearings relating to the specific police patrol. If a deputy so assigned to special patrol is called off this patrol to respond to other Sheriff's business, the mileage and personnel costs of this time away from the special patrol will not be billed to Town. All amounts paid by Town pursuant to this paragraph are over and above the amount stated in Section 3 of this agreement.

2. SELECTION / SUPERVISION OF PERSONNEL

The selection, control, and supervision of the personnel providing the services mentioned herein shall be exercised solely by the Sheriff and/or his designee.

Permanent replacement of vacant positions assigned under this Agreement shall be provided by the Sheriff within 30 days in accordance with established Sheriff's Office Standards of Practice.

The Sheriff and/or Sheriff's designee shall notify Town of changes in the personnel who provide the law enforcement service mentioned herein. If Town is not satisfied with the performance of Sheriff's personnel assigned to this Agreement, Town may notify Sheriff. Sheriff shall evaluate Town's concerns and consider making personnel changes as may be appropriate.

The Sheriff and/or Sheriff's designee agree to work collaboratively with Town in assignment of and changes in personnel. Personnel assignments will be reviewed with Town for approval, except in the event of emergency response situations.

3. REPORTS

The Sheriff's representative shall report quarterly to the Town Council and/or Town Safety Committee, at the Town Manager's discretion, all violations of law within its borders coming to the Sheriff's attention. Quarterly statistical reports will be provided and shall include the following information with breakdowns of race/ethnicity where appropriate:

- i. Service related complaints.
- ii. Average response time to high/low priority calls for service.
- iii. Comparative analysis crime trends (year-to-year)
- iv. Arrests and related statistics.
- v. Breakdown of calls for service, including Deputy initiated activity.

4. UNIFORMS AND INSIGNIA

The sworn personnel performing such law enforcement services as herein provided shall be in the prescribed uniform of the San Mateo County Sheriff's Office during the performance of their duties. Similarly, patrol vehicles used by officers assigned to provision of services under this Agreement shall bear the markings and insignia of the Sheriff's Office. If the Town should desire any customization of uniforms or insignia relative to services provided, the Town shall notify Sheriff of same, and the Sheriff in his sole discretion may decide whether it is feasible and agreeable to do so. In that case, the cost of modification to uniforms and/or insignia shall be borne by the Town.

5. TOWN OBLIGATIONS

Town shall furnish at its own cost and expense all necessary office space, furniture and furnishings, office supplies, janitorial service, telephone, light, water and other utilities, in order for the Sheriff to maintain a small substation office in the Town Center. The parties acknowledge that the current space provided by the Town in Town Center shall comply with this requirement. It is expressly further understood that such quarters may be used by the Sheriff or the County of San Mateo in connection with the performance of duties in territory outside of Town, and adjacent thereto, provided, however, that the performance of such outside duties shall not be at any additional cost to Town.

Notwithstanding the foregoing, it is agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of Town, the same shall be supplied by said Town at its own cost and expense.