

MEMORANDUM

To: Mayor and City Council
From: Trina Gallien, Court Administrator
Date: February 4, 2014
Subject: **Discussion of Probation Services Contract Renewal**

BACKGROUND

In April 2009, The Mayor and City Council approved the contract awarded to Sentinel Offender Services, L.L.C. and in January 2013, approved an addendum adjusting the monthly probation fees. On April 5, 2014, the said contract is scheduled to expire.

Court staff and the Municipal Judges are pleased with the quality of service and performance provided by Sentinel and its staff.

Probation services assist the court with case management of defendants sentenced to probation for collection of fines and fees and to ensure compliance with special conditions ordered by the Court on behalf of the City. During the second half of 2013, Sentinel's caseload increased 27% compared to the first half due to the court's caseload increase. On average, Sentinel currently manages approximately 447 probationers per month which includes new and previous cases sentenced to probation. For your review, attached is the 2013 Annual Report prepared by Sentinel Offender Services, L.L.C. for the City of Dunwoody Municipal Court.

Sentinel Offender Services, L.L.C. has demonstrated quality service to Dunwoody Municipal Court and its probationers since April 2009. The decision to recommend renewal as opposed to rebidding the contract was based primarily on Sentinel's performance and the level of service provided on behalf of Dunwoody Municipal Court. There could be significant disruption of services to the probationers if we made a change at this point.

FUNDING

Probation is an offender paid service; therefore, there are no costs to the City.

RECOMMENDATION

Staff respectfully requests that Council approve to renew the contract for probation services with Sentinel Offender Services, LLC.