

**COURT LIAISON AGREEMENT BETWEEN THE  
LAKE COUNTY SHERIFF AND  
THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA**

This AGREEMENT is entered into between Peyton C. Grinnell, as Sheriff of Lake County, Florida (hereinafter SHERIFF), and the School Board of Lake County, Florida, a political subdivision of the State of Florida (hereinafter SCHOOL BOARD).

WHEREAS, the parties desire to have a SHERIFF'S employee assigned to provide a coordinated effort to reduce juvenile crime and truancy through the use of interagency communication and cooperation.

NOW, THEREFORE, for the mutual consideration as outlined herein, the parties agree that SHERIFF will provide a Court Liaison which will be jointly funded by the parties under the terms and conditions as follows:

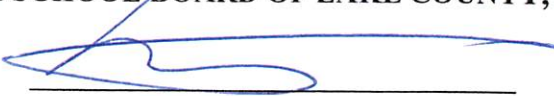
1. The term of this Agreement shall be for the period beginning July 1, 2020 through June 30, 2021.
2. SHERIFF agrees to:
  - (i.) provide office space for use by the Court Liaison at the Lake County Sheriff's Office in Tavares;
  - (ii.) provide funding for 50% of the 247 day, 8 hours per day Court Liaison, but not to exceed Twenty Seven Thousand Five Hundred Twenty Six Dollars and 00/100 (\$27,526.00);
  - (iii.) pay for 100% of the cost and labor involved in the installation of and yearly service for the phone, network and internet cable and hook up used by the Court Liaison;
  - (iv.) provide supervision on all personnel issues of the Court Liaison on a daily basis;
  - (v.) participate in a joint assessment of the Court Liaison with appropriate SCHOOL BOARD personnel, with discretion as to any employment matter being retained by SHERIFF;
  - (vi.) share juvenile criminal history information and arrest affidavits with the SCHOOL BOARD when a child of any age is taken into custody for an offense that would have been a felony if committed by an adult, or a crime of violence. This information is to be used for purposes of assessment, placement, or security of persons and property only;

- (vii.) request information on student demographics, contacts, attendance, assignment history, and discipline only in situations where there is a need to know for purposes of assessment, placement, or security of persons and property.
  - (viii.) ensure that information obtained through the Lake County Schools database is disseminated only to appropriate SHERIFF'S personnel, and carries an appropriate warning regarding confidentiality and further dissemination.
3. SCHOOL BOARD agrees to:
- (i.) provide funding for 50% of the 247 day, 8 hours per day Court Liaison, but not to exceed Twenty Seven Thousand Five Hundred Twenty Six Dollars and 00/100 (\$27,526.00);
  - (ii.) provide a computer, a fax machine, and office supplies for use by the Court Liaison;
  - (iii.) participate in a joint assessment of the Court Liaison with appropriate SHERIFF'S personnel, with discretion as to any employment matter being retained by SHERIFF;
  - (iv.) share information on student demographics, contacts, attendance, assignment history, and discipline with appropriate SHERIFF'S personnel, only in situations where there is a need to know for purposes of assessment, placement, or security of persons and property, and only to the extent permitted by law;
  - (v.) electronically transmit within 48 hours to appropriate school personnel, including the school principal, to the extent permitted by law information received from SHERIFF regarding juveniles arrested for crimes of violence or violation of law, which would be a felony if committed by an adult;
  - (vi.) request juvenile criminal history information only for purposes of assessment, placement, or security of persons and property; and
  - (vii.) ensure that information obtained through the criminal history database is disseminated only to appropriate school personnel and carries an appropriate warning regarding confidentiality and further dissemination, to the extent permitted by law.
4. The parties agree that the job description of the Court Liaison is attached as Exhibit "A".
5. SHERIFF agrees to invoice SCHOOL BOARD for services and materials provided herein, in quarterly installments (September, November, February, and May) commencing on the 1<sup>st</sup> day of September 2020. Invoices shall be paid within fifteen (15) days of receipt.

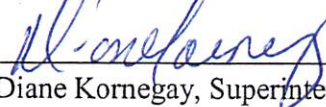
6. During the term of this Agreement, the Court Liaison shall remain under the authority of the SHERIFF'S chain of command and subject to all other SHERIFF'S rules and regulations. The Court Liaison shall remain, at all times, a SHERIFF'S employee. Workers Compensation coverage, as required by law, will be provided by SHERIFF.
7. SHERIFF will provide the salary and benefits to the Court Liaison, including uniforms and equipment.
8. Background Investigations. SHERIFF represents and warrants to SCHOOL BOARD that he has read and is familiar with Florida Statute Sections 1012.32 and 1012.465, 1012.467, and 1012.468 regarding background investigations. SHERIFF covenants to comply with all requirements of the above-cited statutes and shall provide SCHOOL BOARD with proof of compliance upon request.
9. This Agreement may be terminated by either party upon thirty (30) days written notice. Notice shall be deemed given as of the date of deposit of such written notice in the course of transmission in the United States Postal Service and addressed as follows:
  - a. SCHOOL BOARD: Superintendent  
School Board of Lake County  
201 West Burleigh Boulevard  
Tavares, FL 32778
  - b. SHERIFF: Sheriff of Lake County  
Lake County Sheriff's Office  
360 West Ruby Street  
Tavares, FL 32778
10. Upon termination pursuant to paragraph 9, all payments to be made by SCHOOL BOARD or reimbursement made by SHERIFF based on a prorata charge for services for that portion of the school year covered by this Agreement, shall be made prior to termination.
11. This Agreement embodies the entire agreement and understanding between the parties with respect to the subject matter hereto and supersedes all prior agreements, representations and understandings either oral, written or otherwise relating thereto.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of The School Board of Lake County, Florida and the Lake County Sheriff.

**THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA**

By:   
\_\_\_\_\_  
Kristi Burns, Chairperson  
Bill Mathias, Vice Chair

Date: 11-27-2020

Attest:   
\_\_\_\_\_  
Diane Kornegay, Superintendent

Approved as to form:

  
\_\_\_\_\_  
School Board Attorney

**LAKE COUNTY SHERIFF:**

By:   
\_\_\_\_\_  
Peyton C. Grinnell, Sheriff

Date: 10/10/20

Approved as to form:

  
\_\_\_\_\_  
Sheriff's General Counsel

**EXHIBIT "A"**  
**LAKE COUNTY SHERIFF'S OFFICE**  
**Job Description**  
**Juvenile Court Liaison**

**DEPARTMENT:** School Resource Office

**GENERAL DESCRIPTION:** Analytical and Investigative support in conjunction with the Lake County School, Lake County Courts and the Lake County Sheriff's Office.

**ESSENTIAL JOB FUNCTIONS:**

1. Gathers and analyzes information related to criminal activity of juvenile arrest throughout the county.
2. Attends training courses in juvenile crimes as determined by the Lake County Sheriff's Office.
3. Maintains a database for all students within the Lake County School System.
4. Work in conjunction with the State Attorney Office and Juvenile Judge.
5. Work in conjunction with the Department of Juvenile Justice and Department of Children and Families.
6. Work in conjunction with the School Administration in reference to juvenile crime.
7. Responds to inquiries whether in person or be telephone; produces special reports as required or as directed by the School Resource Officer Unit Supervisor.
8. Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.
9. Assembles statistical information as required. Collects, compiles, and distributes information.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Ability and Skills:**

Knowledge of the methodology necessary to complete assigned duties.

Knowledge of the principles and analytical techniques used in the analysis of juvenile arrest.

Knowledge of county demographics and geography.

Knowledge of business English, spelling and arithmetic, office practices and procedures.

Skill in the use of a computer and word processor.

Ability to understand and follow oral and written instructions.

Ability to make arithmetic computations and tabulations accurately and with reasonable speed.

Ability to work independently in carrying out assignments to completion.

Ability to make decisions based on factual data.

Ability to present ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates co-workers, and interagency personnel.

Ability to communicate orally and speak publicly.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Education and Experience: High school graduation or possession of an acceptable equivalency diploma. At least one year experience in a clerical position; or an equivalent combination of related training and experience. May be required to type at a prescribed rate of speed.

Licenses, Certifications, or Registrations:

None.