

EXHIBIT B:

Scope of Work—Police Department Accreditation Support

Project/work: Prepare for the Powder Springs Police Department to reapply for State Certification in 2022

Perform work on behalf of the City of Powder Springs to position the Powder Springs Police Department (PSPD) to reapply for State Certification, including review of policies, documentation of proofs for Certification standards, and coordination of a mock assessment and actual Certification assessment. Using City systems Consultant will enter needed information into the PSPD's PowerDMS system. All work will involve coordination with PSPD staff members and the City Manager.

Task 1 – Review and **assess PSPD's current status** of policies, practices, standards and documentation related to certification. This will require login credentials for PSPD systems, including PowerDMS, Records Management System, and Body Camera System.

Task 2 – **Compare existing PSPD policies with requirements** in Federal and State law, City ordinances, and State standards. Prepare recommended changes and updates to policies needed.

Deliverable: List of specific recommended changes to current PSPD policies.

Task 3 – Based on the assessment of the current status of policies, practices, and documentation, Consultant will compare these to those needed for State Certification and **prepare a preliminary timeline** for State Certification. Create a list of tasks outside the scope of this contract to be completed by PSPD staff that are needed to be accomplished in order to meet the milestones in the proposed timeline.

Deliverables: Proposed Certification timeline; list of tasks to be completed by PSPD staff.

Task 4 – Using PSPD and/or City IT systems, **identify proofs for each standard** required for State Certification. Proofs may consist of reports, correspondence, video, and other forms. Enter the necessary proofs into the PSPD's PowerDMS system.

Deliverable: Enter proofs for all 139 standards into PowerDMS.

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Task 5 – Conduct a mock assessment of the PSPD’s compliance with State Certification standards using up to three independent qualified volunteer assessors. Review the responses from the assessors and correct any deficiencies identified.

Deliverable: Corrections and additions identified in the mock assessment are entered into PowerDMS.

Task 6 – Coordinate with the Georgia Association of Chiefs of Police to schedule and **conduct an assessment** of the PSPD’s compliance with State Certification standards. Prepare for the two-day onsite assessment so that needed items are available for observation and inspection. Monitor and support the assessment process onsite. Review the responses of the assessors and correct any identified deficiencies.

Deliverable: Deficiencies identified in the assessment are entered into PowerDMS.

Assumptions:

- a) The target date for completing the State Certification process is April 30, 2022. Contractor will make every effort to meet this target, but it is understood many factors outside of the control of the Contractor may delay the process beyond this date. If it becomes apparent the work needs to continue beyond April 30, 2022, the Parties agree to discuss whether additional fees would be reasonable and appropriate.
- b) Contractor will be able to remotely access PSPD IT systems and record storage to obtain data needed for proofs of compliance with Certification standards.

Fee: \$20,340