

Contract for Professional Services

This Contract for professional services is by and between The Mayor and Aldermen of the City of Vicksburg, (hereinafter "City") and Trina Naylor, Domestic Violence Court Officer, (hereinafter "Naylor") for the provision of Domestic Violence Court Services for Vicksburg Municipal Court's Domestic Violence Victims' Empowerment Program. Naylor will perform the following duties listed below in satisfactory manner:

- A. Working on behalf of domestic violence victims, shall assist Vicksburg Municipal Court by following up with domestic violence victims within 24-48 hours after an incident of domestic violence, stalking, dating violence or sexual assault occurs to gather additional evidence to supplement evidence collected by initial investigating officer, to determine if extended victim services are needed and make necessary referrals;**
- B. Make contact with the alleged victims via home visits, telephone calls or any means available to make an assessment;**
- C. Share his/her information with the Domestic Violence Investigator and Prosecutor;**
- D. Assist the court by working closely with the Domestic Violence Investigator and Prosecutor to make sure that subpoenas are served to defendants, victims and witnesses for protective orders and/or criminal charges and that this information is entered into the court files prior to the scheduled hearing date;**
- E. Assist with filling out petitions for Protective Orders as needed;**
- F. Be available to attend court and testify as a witness if needed in DV cases; and**
- G. Attend at least eight (8) hours of DV training, subject to funding and availability.**

TERMS AND CONDITIONS GOVERNING THIS AGREEMENT

- 1. Amendments may be added to this document upon written agreement of both parties.**
- 2. Either party may terminate the agreement with thirty (30) days written notice to the other.**

For purposes of written notice, the following addresses should be used:

**Vicksburg Municipal Court
820 Veto Street
Vicksburg, MS 39180**

**Trina Naylor
6031 Castle Road
Vicksburg, MS 39180**

With a copy to:

**City of Vicksburg
City Clerk
P.O. Box 150
Vicksburg, MS 39181**

3. The City will pay Naylor a fee of \$18.00 per hour, based on forty (40) hours per month to provide the services set forth above. Naylor shall submit a monthly Invoice and detailed Monthly Activity Report to the City Grant Administration Office outlining specific activities for which she is seeking payment.


4. This Agreement and all of the terms and conditions herein, are contingent upon And subject to the MS State Department of Health, Office Against Interpersonal Violence, FFY 2016 S.T.O.P. Violence Against Women Program grant agreement, if awarded.

5. Naylor is an independent contractor under the direct supervision of the DV Victims' Empowerment Program Manager and not an employee of the City of Vicksburg. Naylor is expected to perform the work listed above related to the City's Domestic Violence Victim Empowerment Program, to provide proof of motor vehicle insurance and her own transportation.

**The Mayor and Aldermen of the
City of Vicksburg**

**By: _____
George Flaggs, Jr, Mayor**

**_____
Date**



Trina Naylor, DV Court Officer

**3-30-17

Date**

**Contractor's Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion for Covered Contracts**

I, Trina Naylor, Contractor, hereby certify, by submission of this certification, that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the attached professional services contract by any federal department or agency or by the State of Mississippi.



Trina Naylor
DV Court Officer

5-10-17

Date