

FREDERICK COUNTY SHERIFF'S OFFICE

**HEADQUARTERS
FREDERICK COUNTY LAW
ENFORCEMENT CENTER**
110 Airport Drive East
Frederick, Md. 21701
301-600-1046
301-600-1527 (Fax)
301-600-7655 (TTY)

JUDICIAL OPERATIONS
100 W. Patrick Street
Frederick, Md. 21701
301-600-2162
301-600-3690 (Fax)



CHARLES A. JENKINS
SHERIFF

RECEIVED

MAR 17 4 2025

Town of Myersville
Office Copy

**DETENTION CENTER/
CENTRAL BOOKING**
7300 Marcie's Choice Lane
Frederick, Md. 21704
301-600-2550 (D.C.)
301-600-2566 (D.C. Fax)
301-600-1790 (C.B.)
301-600-1791 (C.B. Fax)

WORK RELEASE CENTER
7281 Marcie's Choice Lane
Frederick, Md. 21704
301-600-1727
301-600-3404 (Fax)

March 18, 2025

Mr. Mark Hinkle, Mayor
Town of Myersville
301 Main Street
P. O. Box 295
Myersville, MD 21773

Dear Mayor Hinckle:

Enclosed please find the FY 2026 Contract for Law Enforcement Services between the Frederick County Sheriff's Office and the Town of Myersville. The contractual cost for FY2026 is \$181,643, which is 5.04% higher than the previous contract cost. This increase is due to several factors to include an expected 3% increase to the Uniformed Law Enforcement Pay Scale, salary step increase, associated fringe benefit costs, and an increase in the cleaning allowance.

Please sign the contract, have it witnessed, and return it to me. Once the remaining signatures are obtained, a signed copy will be returned to you. Should you have any questions, please feel free to call Renee Williar at 301-600-1833.

Sincerely,

A handwritten signature in black ink that reads "Charles A. Jenkins". The signature is fluid and cursive.

Charles A. Jenkins
Sheriff of Frederick County

/Enclosure

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CONTRACT FOR LAW ENFORCEMENT SERVICES

WHEREAS the Mayor and Council of Myersville, an incorporated municipality of Frederick County, desire to enter into an agreement with the Sheriff of Frederick County and Frederick County, Maryland, a body politic and corporate, for the provision of law enforcement services, by the Frederick County Sheriff's Office for the Town of Myersville.

NOW THEREFORE THIS AGREEMENT, made this _____ day of _____, 2025, by and between Sheriff Charles A. Jenkins, Sheriff of Frederick County, hereafter referred to as the "Sheriff", Frederick County, Maryland, a body politic and corporate, hereafter referred to as the "County", and The Mayor and Town Council of Myersville, an incorporated municipality located within Frederick County, in the State of Maryland, hereafter referred to as the "Municipality" agree as follows:

The Sheriff, pursuant to the rules and regulations pertaining to the provision of contract services by the Frederick County Sheriff's Office, a copy of which is attached in this agreement as Exhibit "A", and in consideration of the promises of the Municipality, does hereby detail regular assignment to the said Municipality one (1) uniformed Frederick County Sheriff's Deputy.

The said uniformed deputy shall commence services as of July 1, 2025. The Sheriff, pursuant to his authority as chief law enforcement officer for Frederick County, does hereby assign one

deputy to the Town of Myersville, Frederick County, in addition to the regular complement of deputies assigned law enforcement responsibilities throughout the geographic area of Frederick County.

This agreement shall cover the period from July 1, 2025 through June 30, 2026. This agreement shall be automatically renewed from year to year unless the Municipality shall give written notice to the Sheriff at least six (6) months prior to the expiration of any renewal term of its intention not to renew said agreement at the conclusion of the then current term.

In return for the assignment of said Sheriff's deputy, the Municipality hereby promises and agrees to pay an amount equal to one hundred percent (100%) of the reasonable and proper costs of the assigned deputy as determined by the Sheriff of Frederick County. The costs shall be set forth as Exhibit "B" and shall be attached hereto, and incorporated herein. For each successive year this agreement may remain in force, the annual certification of costs determined by the Sheriff shall be attached hereto as the then current Exhibit "B" and shall become a part hereof.

The Sheriff retains the right to adjust operating costs to reflect those actually incurred during the course of a particular fiscal year in which the agreement is in effect, but any increase in costs will not exceed 10% of the total budget contained in Exhibit "B". The Municipality shall be notified by the Sheriff of any price escalation or de-escalation in writing as soon as possible, but in any event, no later than thirty (30) days from the time the Sheriff becomes aware of the cost fluctuation. The Sheriff may, from time to time, amend Exhibit "B" of this agreement, provided the above notification has been made and that any increase in cost will not exceed 10% of the total budget contained in Exhibit "B".

At least sixty (60) days prior to the end of the term of this agreement or any renewal hereof, the Sheriff shall estimate the reasonable and proper costs of the contracted services for the following term and shall so advise the Municipality.

In the event an increase greater than 10% is required, and the parties are unable to reach an agreement on how to fund the additional costs, either party may terminate this contract upon 30

days notice to the other party.

Payment for the current term of this agreement (one hundred percent [100%] of the reasonable and proper costs as determined by the Sheriff in accordance with Exhibit "B") shall be made by the Municipality to Frederick County on a quarterly basis when billed to the Municipality by Frederick County. In the event that any payment due under the terms of this agreement remains unpaid for a period of thirty (30) days beyond the date when such payment is due, the Sheriff and Frederick County reserve the right to terminate this agreement, in addition to pursuing any other available remedies to obtain the amount due under this agreement.

The Municipality agrees that the operation of the contracted law enforcement services will be governed by the Sheriff's Office Rules and Regulations for the Provision of Contracted Services, a copy of which is attached hereto as Exhibit "A". The Sheriff may, from time to time, amend said regulations. Prior to amending said regulations, the Sheriff shall send a copy of said proposed amendment(s) to the Municipality at least thirty (30) days prior to their effective date, to allow the Municipality an opportunity to review and comment upon the proposed amendments to the regulation(s).

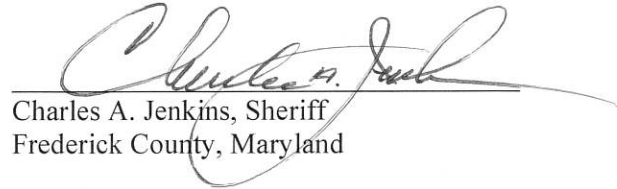
Frederick County shall provide law enforcement liability insurance to cover the provision of law enforcement services under this agreement.

This writing contains the full and final agreement between the parties and may only be amended in writing signed by the parties and attached hereto as an amendment.

IN WITNESS WHEREOF the said parties have hereunto set their hands and seals this _____ day of _____ 2025.



Witness


Charles A. Jenkins, Sheriff
Frederick County, Maryland

ATTEST:

John Peterson
Chief Administrative Officer

Jessica Fitzwater, County Executive
Frederick County, Maryland

MAYOR AND COUNCIL OF MYERSVILLE:

Kristin B. Aleshire
Town Manager

Mark Hinkle, Mayor
Myersville, Maryland

Approved as to form this _____ day of _____ 2025:

County Attorney
Frederick County, Maryland

FREDERICK COUNTY SHERIFF'S OFFICE
RULES AND REGULATIONS
FOR
THE PROVISION OF CONTRACT SERVICES

1. Sheriff's Deputies involved in the provision of contract services will remain under the direct control of the Frederick County Sheriff's Office. They will be supervised by the Commander of Patrol Operations or their designate. All organizational orders, regulations, and directives apply with full force to these deputies.
2. In keeping with contemporary management principles whereby no person should have more than one immediate supervisor, deputies providing contract services shall receive orders by normal communication channels through the Sheriff's Office Patrol Operations Commander or their designate. The principal executive of the contracting jurisdiction or their designate shall deal with the Patrol Operations Commander or their designate on all matters concerning the duties or performance of the Deputies assigned to their community on a contract basis.
3. Matters concerning working hours shall be arranged by the Patrol Operations Commander or their designate based on the needs of the contractee, considering input from the Municipal representative and the assigned deputy.
4. Deputies providing contract services shall be in uniform at all times during regular working hours unless a specific need arises and special permission is given by the Patrol Operations Commander or their designate to work in civilian attire. The uniform of the day shall be governed by the normal Sheriff's Office policy.
5. The deputies assigned to a municipality to provide contract services shall not leave their agreed upon patrol area without the permission of the Patrol Operations Commander or their designate.
6. The Sheriff's Office will not remove deputies providing contracted services from their assigned Municipality for use on searches for missing persons, manhunts, etc., except in emergency cases. If the Sheriff, Chief Deputy, Law Enforcement Bureau Chief, Operations Division Commander, or Patrol Operations Commander deem this action as necessary, the deputies providing contract services shall be relieved to return to their assigned Municipality as soon as reasonably possible.
7. From time to time, there will be conferences, meetings, training sessions, and/or other occasions wherein the contracted deputy's presence will be required. Such events will be kept to a minimum. The contracting Municipality will be notified of such absences prior to any scheduled absence. The Sheriff's Office is not obligated to provide special coverage beyond the normal coverage afforded Frederick County during such absences.
8. If the terms of the contract specify that law enforcement services are to be limited to a patrol area, shift or certain duties, the Patrol Operations Commander or their designate and contracted deputies will be guided by those terms. If the Patrol Operations Commander or their designate has good and sufficient reasons to alter or rearrange any work conditions specified in the contract, he will obtain concurrence from the Chief Executive of the Municipality concerned.
9. Deputies who are assigned to a Municipality on a contract basis shall not direct traffic at church or school crossings without the specific approval of the Patrol Operations Commander or their designate. They will not collect money from parking meters or otherwise attend them.
10. The Sheriff's Office is not required to provide special fill-in coverage for contracted deputies during regular leave, vacation, and short periods of sick leave (one to five days). The normal coverage afforded Frederick County will be provided by the Sheriff's Office during such absences.

11. The names of deputies assigned to Municipalities for the provision of contract services will be listed among Sheriff's Office members assigned to Patrol Operations with the name of the jurisdiction to which they are assigned to provide contract law enforcement services.

12. Contracted deputies will normally be expected to work a forty-hour week consisting of one shift per working day. After hours, and when on days off, calls for service will be handled by the Sheriff's Office.

13. Any other law enforcement officers working within the jurisdiction contracting with the Sheriff's Office for law enforcement services will work in cooperation with the deputies providing contract services. If these conditions exist, the contracted deputy will be advised of all law enforcement activities in his/her assigned area.

14. A Deputy assigned to provide contract services shall be required to maintain a telephone at their place of residence or possess an activated cell phone and make the phone number known to the Sheriff's Office. This will be done at the expense of the employee. Employee's current address will also be known to the Sheriff's Office. The deputy will maintain contact with the Sheriff's Office Patrol Operations supervisor while on duty. He/she will be available for recall to duty in cases of emergency on the same basis as other members of the Sheriff's Office.

15. Selection of deputies to be assigned to Municipalities for the provision of contract services shall be by the Law Enforcement Bureau Chief with recommendations from the Operations Division Commander and Patrol Operations Commander and approval of the Sheriff.

16. Deputies providing contract services shall enforce local ordinances of the contracting jurisdiction as well as State motor vehicle and criminal law.

17. Supplies, equipment, and maintenance will be obtained from the Sheriff's Office through the Operations Division. Car, Radio, and other equipment repairs will be made in accordance with existing Sheriff's Office policies and procedures. A spare vehicle shall be furnished when necessary. No contracted Deputy will make arrangements for any services outside the Sheriff's Office policies and procedures without approval of the Patrol Operations Commander or their designate.

18. Deputies involved in the provision of contract services for the Sheriff's Office shall retain all the rights and privileges of Sheriff's Office personnel.

19. Community Deputies assigned to the Town of Myersville shall be provided office at Town Hall or other appropriate location. Deputies shall not spend an undue amount of time in the office performing administrative duties.

20. Records of the activities of the Community Deputies will be maintained by the Sheriff's Office. This data will include such information as details of calls for service (type, time of day, location, response time, etc.), assistance provided, and number and types of arrests. The data will be stored in the main agency database; and will be entered so that information specific to the Community Deputies can be extracted.

FREDERICK COUNTY SHERIFF'S OFFICE
Costs for Contract Services - FY 2026
Town of Myersville

DFC Graves

Salary & Benefits:

Salary	\$88,401
Overtime (Estimate of salary plus benefits)	\$1,500
Benefits:	
FICA	\$6,877
Worker's Compensation	\$1,546
Health Insurance	\$28,907
Retirement	\$29,880
Life Insurance	\$118
Unemployment	\$30
Dental	\$60
Retiree Health Benefits	\$468

Motor Vehicle Operations & Maintenance:

Vehicle depreciation, insurance, repairs & fuel costs	\$22,606
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Equipment & Supplies:

Uniforms & Equipment	\$750
Cleaning Allowance	\$550

TOTAL	\$181,693
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