

MEMORANDUM OF AGREEMENT

BETWEEN

SHERIFF'S OFFICE OF WORCESTER COUNTY

AND

NEW ENGLAND POLICE BENEVOLENT ASSOCIATION, LOCAL 550

(July 1, 2010 through June 30, 2013)

WHEREAS, the Collective Bargaining Agreement between the SHERIFF'S OFFICE OF WORCESTER COUNTY (the "Sheriff's Office") and the NEW ENGLAND POLICE BENEVOLENT ASSOCIATION, LOCAL 550 (the "Union") is scheduled to expire on June 30, 2010;

WHEREAS, the Sheriff's Office and the Union have negotiated for a new Collective Bargaining Agreement (the "New Agreement") to succeed the present Collective Bargaining Agreement effective July 1, 2010;

NOW, THEREFORE, the Sheriffs' Office and the Union agree that the New Agreement shall consist of the provisions of the former Agreement, except as listed below:

1. ARTICLE 1, RECOGNITION

The parties agree to amend the Article by deleting the words "Massachusetts Correction Officers Federated Union," and adding in their place the words "New England Police Benevolent Association, Local 550."

2. ARTICLE 3, UNION BUSINESS LEAVE

The parties agree to delete the existing language contained in Article 3, and insert the following language in its place:

Section 1: The Sheriff's Office will grant a total of 200 hours per quarter of Union business leave to be used without loss of pay or benefits for Union-related business (including by members of the Union negotiation committee, the Union steward, or bargaining unit members who participate in the grievance process). The parties further agree all Union Business Leave shall be requested, in writing, to the Assistant Deputy Superintendent of Administration and Finance, however, such permission shall not be unreasonably withheld or denied, subject to operational needs and staffing availability. Any use of hours must be authorized in advance through a written request directed to the Assistant Superintendent for Administration and Finance, which shall include: (a) the number of hours being requested, (b) the date(s) when the hours shall be used; and (c) the name(s) of the person(s) using the hours. If the hours are approved, no one shall be allowed to leave their post without first obtaining approval from their direct supervisor, who shall approve the release of the officer unless at the time operational or staffing needs cannot be met, and no overtime will result from the use of hours for Union business leave.

Section 2: Union officials or Union negotiating committee members shall be allowed to utilize the time-off from the allotted Union Business Leave without loss of wages or benefits for attendance at negotiation sessions. Union officials shall also be allowed to utilize the allotted time-off to attend labor/management meetings, NEPBA Local 550 Union meetings, as well as Conventions of the New England PBA and the International Union of Police Associations, I.U.P.A., AFL-CIO, subject to Section 1 above.

Section 3: Subject to the provisions of this article, in the quarter immediately prior to the expiration of this Agreement, the Sheriff's Office will grant an additional ninety (90) hours of Union Business Leave to be used, in accordance with the terms and conditions of this Article, by members of the bargaining unit's negotiating team. Such time will expire at the end of the quarter in which it is granted or upon ratification of a new Agreement; whichever comes first. Notwithstanding, however, in the event that additional time is necessary to complete negotiations, and the parties are not at impasse, members of the union's bargaining team shall be allowed to continue to attend bargaining sessions without loss of compensation or other benefits.

Section 4. Any unused hours will immediately expire at the end of the quarter in which they were granted.

Section 5. If the Sheriff's Office specifically requests the Union to assist it in the annual vacation bid process, the hours of those required to assist in the vacation bid process shall not count against the 200 hours provided for under Section 1 above.

Section 6. Members of the bargaining unit whose testimony is required or necessary at formal legal proceedings (i.e. grievance hearings, Labor Relations or Court proceedings, etc.) shall be allowed to participate in such matters without loss of wages or other benefits, and such participation shall not count against the allotment of quarterly union leave. In the event that such proceedings do not take place during such employee's shift, the employee's shift shall, if possible, be changed to the shift during which the proceedings take place. Where possible, the union shall provide the Sheriff with sufficient notice in order for the shift change to be accomplished. If practical, the employee shall return to work and complete his/her shift. No such shift change shall be subject to the grievance process. The parties shall use their best efforts to coordinate legal process so that this goal may be accomplished. In the event that a shift change for these purposes is not possible, the employee shall be allowed to attend the proceeding, without loss of wages, and shall be compensated in the usual manner, consistent with applicable wage and hour laws. The intent of this section is that employees be compensated at their usual, non-overtime rate for attending such proceedings.

Section 7. Attendance by Union Officials at Monthly Labor Management meetings shall not count against the quarterly allotment of union time as defined in this article. Those members scheduled to attend such meetings shall wherever possible give reasonable advance notice to their operational supervisors.

Section 8. The parties shall meet after one year to evaluate the procedures set forth herein and determine if the union's time allotment is sufficient. Should the parties agree that changes be needed, the parties agree to negotiate in good faith to make necessary adjustments.

Section 9. Subject to this section, the Union, or a Charitable Association established by the Union, may use WCSO Images/name for fundraising or charitable purposes. Where the WCSO name or images are used, fundraising/charitable activity shall be done in the name of the Union or an Officer's Association established on its behalf. For these purposes, neither the union nor any association shall make negative use of the WCSO name or images. Where name/images of WCSO are used, prior approval of WCSO shall be required which shall not be unreasonably withheld. The parties agree to work together to find a product that is mutually acceptable and meets any legal requirements of the Commonwealth.

3. ARTICLE 3A, LABOR / MANAGEMENT MEETINGS

The Parties agree to amend the agreement to add Section 3A, which shall read as follows:

To promote harmonious labor relations, and with the best interest of the parties in mind, the Union and Management, or their designees, shall meet monthly to discuss relevant issues affecting both sides. Although meetings shall be informal, each side is encouraged to communicate in advance of the meeting with the goal of creating a reasonable agenda given the length of the meetings. Meetings shall be professional and conducted in good faith. To that end, no grievance shall be filed by the union, and no discipline shall be pursued by management, in connection with this process.

4. ARTICLE 5, PROBATIONARY PERIOD, PERMANENT APPOINTMENT, ETC.

The parties agree to amend the Article by striking Section 1, and replacing it with the following new Section 1:

Section 1. Subject to Sections 1A and 1B below, all permanent officers shall serve a probationary period of one (1) year of actual service. The one year probationary period shall commence upon graduation from the recruit training academy. An officer who successfully completes a probationary period of one year shall not be suspended, demoted, disciplined or discharged from that position except for just cause. Probationary officers are employed at

will, and may be subject to discipline without cause or notice, and any such action shall not be subject to the grievance process under Article 10.

The parties agree to amend the Article by adding Sections 1A and 1B, which shall read as follows:

Section 1A. The Sheriff shall no longer employ Temporary Officers. Prior to commencing work, all newly hired officers shall first attend and graduate from the recruit training academy, at which point they shall begin their probationary period as defined in Section 1. Upon graduation, probationary officers shall enjoy all the benefits of the Collective Bargaining Agreement, including Health Insurance, Retirement, etc., except as limited by this Article. Newly hired officers, while on probation, shall not participate in the shift bid. The Compensation schedule for newly hired officers shall be as follows:

- A. \$12.42 per hour during attendance at the Training Academy;
- B. \$13.38 per hour upon completion of the Training Academy;
- C. \$15.43 per hour upon completion of six (6) months probation; and
- D. Regular starting hourly rate for permanent/non-probationary officers upon completion of probationary period.

Section 1B. Presently employed Temporary Officers. All officers employed as Temporary Officers as March 1, 2010 shall be promptly assigned to a training academy. All Temporary Officers shall be assigned to a training academy or their positions eliminated within twelve months. Those temporary officers as of March 1, 2010 that are assigned to a training academy shall not be subject to the changes affected by Sections 1A and 1B above. Accordingly, those officers shall be governed by the probationary officer procedures in place immediately prior to the execution of this Memorandum of Understanding. Accordingly, said officers shall not be subject to the wage scale established by Section 1A, but instead shall be compensated in the same manner as those officers starting and completing an academy immediately prior to the execution of this agreement; those officers shall be on probation for one year beginning upon their entrance into the academy; those officers shall participate in shift-bidding, and; those officers shall have the same obligations, and enjoy all

the rights and benefits of probationary officers in existence prior to the execution of this agreement. Temporary Officers hired after March 1, 2010 shall be subject to Section 1 and 1A above.

The parties agree to amend the Article by adding a new Section 3, which will read as follows:

Section 3. To become eligible to be promoted to the rank of sergeant, a corrections officer must successfully pass a written examination administered by the Sheriff's Office. Notwithstanding the Sheriff's Office promotional policy, the promotion to sergeant by the Sheriff shall be from the list as established based upon the written examination. The Sheriff shall promote each sergeant from among the ten (10) top candidates on the list; provided, however, that in the aggregate of every 7 promotions made by the Sheriff, the Sheriff may promote one (1) candidate not on the list of top ten candidates to one of the 7 promotional sergeant positions. The Sheriff may exercise this discretion on a rolling basis for every 7 openings.

Section 4. There shall be an oral interview of the top ten candidates by a panel which shall consist of two members selected by the Sheriff and one member (must be a Sergeant) selected by the NEPBA, Local 550. Any recommendation of the panel shall be advisory only.

Section 5. Except for the provisions stated in sections 3 or 4, the Sheriff's right to promote shall not otherwise be restricted under the Management rights clause as contained in Article 4, including, but not limited to, the establishment of the qualifications of the rank of sergeant.

5. ARTICLE 6, WORK WEEK

The parties agree to amend Article 6, Section 1, by deleting the second sentence, and adding in its place the following: "Notwithstanding, all line officers and sergeants shall be assigned to a schedule (so-called 4 & 2 schedule) consisting of four consecutive days on followed by two consecutive days off. For line officers and sergeants, this 4 & 2 schedule shall be permanent and shall not be subject to change at the discretion of the Sheriff. In addition,

those bargaining unit members assigned to the Patrol Unit, a specialist position, shall likewise work a 4 & 2 schedule, and shall remain in a 4 & 2 schedule for the duration of the present administration's term of office. Because patrol is a specialist position, however, the schedule of any officer assigned thereto may be changed by future administrations. For those officers assigned to a 4 & 2 schedule, the following conditions of employment will apply.”

Section 1A. Within two (2) weeks of ratification of this agreement by the Union, all line officers and sergeants, and all members of the bargaining unit assigned to the patrol division, shall be switched from a 5 & 2 schedule to a 4 & 2 schedule. The parties agree to work together to resolve any individual member's scheduling problems that may occur due to the transition back to the 4 & 2 schedule.

The following section shall be added:

Section 2A. Subject to Paragraph 19 below, the parties agree to amend Article 6, Work Week, effective upon ratification and approval of this agreement by the parties, to provide that full-time correction officers and sergeants shall work a regular shift of 8 hours and 22 minutes per day and shall be paid at straight time for actual time worked.

6. ARTICLE 12, WAGES

The parties agree to amend Section 1 of the Article by increasing the base wage as follows:

Effective July 1, 2010	one percent (1%)
Effective July 1, 2011	three percent (3%)
Effective July 1, 2012	three percent (3%)

7. ARTICLE 13, CLOTHING ALLOWANCE

The parties agree to amend Article 13, by adding the following sentence to the end of Section 1: “The Sheriff shall pay the clothing allowance due, annually, during or before the second week of December.

Relative to Sections 2 & 3, to the extent that the listed uniform items have Changed or have become obsolete, the parties will produce an updated list of items detailing what is presently required.

8. ARTICLE 14, OVERTIME

The parties agree to amend Article 14, Overtime, by deleting the references to eight hours per day and 40 hours per week and inserting in place thereof the references of eight hours and 22 minutes per day and 41.10 hours per week.

9. ARTICLE 18, VACATION LEAVE

The parties agree to amend Article 18, Vacation Leave, by deleting Sections 6, 7 and 8. In their place, new Sections 6 and 7 and 8 shall be added, which shall read as follows:

Section 6. Vacation Bid Procedure. The vacation schedule shall be arranged in the following manner for eligible (line) employees. Vacation request schedules will be posted twice per year. The first request schedule will be posted on or about January 30th and shall cover the period from April 15th through October 15th. Approved schedules will be posted as soon as possible, but in no event later than March 15th. The second vacation request schedule will be posted on or about August 15th and shall cover from October 16th through April 14th. Approved schedules will be posted as soon as possible, but in no event later than September 15th.

The vacation pick process shall be conducted per shift using a “bid board” or its equivalent. Seniority shall govern the selection process with the most senior employee on the shift selecting first, then the second most senior employee on the shift selecting second and so on until every employee covered by this agreement on the shift has selected. During the first round selection, employees shall select up to ten (10) days. Seniority will determine the allocation of the first (10) days per period requested with week blocks taking precedence over individual days requested. During the second round selection process, employees shall select up to five (5) days. Seniority will determine the allocation of those five (5) days with a week block taking precedence over individual days requested. No requests during the second round selection process shall disturb the vacation allocations of the first round selection process. Thereafter, if there are any vacant vacation slots remaining, seniority shall determine the selection and allocation of the remaining time. Line officers and line sergeants shall bid amongst their rank only.

Section 7. If the bid procedure set forth in Section 6 is not satisfactory to both sides after one year, the parties will meet and negotiate changes with the objective of achieving the goal of securing reasonable blocks of prime-time (June through August) vacation for all eligible

members. During the negotiation period, the procedure will revert to previously employed method (straight seniority). In such a case, Union Stewards shall be authorized to negotiate and enter into impact bargaining agreements relative to this provision.

Section 8. The Sheriff may, at his discretion, pay amounts due employees who have vacation time on the books which was accumulated prior to the abolition of County Government by the Commonwealth.

10. ARTICLE 20, PERSONAL LEAVE

The parties agree to amend Section 3 of Article 20 by adding the following sentence:

Officers may request to use up to sixteen (16) hours of personal leave in increments of one (1) hour. The request should be directed to the lieutenant or captain in charge of the employee's shift. A request may be approved or denied by the Sheriff or his designee based on operating and staffing needs, and such decision will not be subject to grievance or arbitration under this contract.

The parties agree to add Section 3A, which shall read as follows:

Section 3A. Notwithstanding any provision herein to the contrary, officers shall be allowed to take personal leave where extra personnel (so-called "extras") are on the schedule. Requests shall be directed to the lieutenant or captain in charge of the shift who shall inform the requesting member of the presence of extras, and approve personal time requests whenever the amount of extras, as determined two hours prior to the start of a shift, exceeds the minimum staffing level required for operational needs. A request may be approved or denied by the Sheriff or his designee based on operating and staffing needs, and such decision will not be subject to grievance or arbitration under this contract.

11. ARTICLE 21, BEREAVEMENT LEAVE

The parties agree to amend Article 21 by deleting the second paragraph and inserting the following in place thereof:

"Seven (7) working days for the death of the employee's spouse or child to be used within thirty (30) days commencing from the date of death."

"Four (4) working days for the death of the employee's parents or anyone actually living in the employee's household for at least one (1) year."

12. ARTICLE 32, DURATION, CONDITIONS, EXECUTION

The parties agree to amend the Article to provide for a three (3) year Agreement commencing July 1, 2010 and ending on June 30, 2013.

13. NEW ARTICLE, SHIFT BID PROCEDURES

The parties agree to amend the contract by establishing a new article entitled, Shift Bid Procedures, which will read as follows:

Section 1. Corrections officers and sergeants who are assigned as line officers or supervisors in the housing units will be eligible to bid for shift assignments on the line, and for those specialty positions set forth in Section 7 below, based on length of service as defined in Article 7, subject to the following conditions:

(a) A line officer who completes his/her probationary period will be eligible to bid a shift at the next bidding cycle following the completion of his/her probationary period and in the meantime shall be assigned to a shift by the Sheriff.

(b) If there is a tie in length of service, the final Academy grade of the line officer will serve as the tie breaker.

Section 2. Shift bidding shall apply only to the permanent line shift slots allocated for each line shift by the Sheriff to the housing unit shifts, and for those specialty positions set forth in Section 7 below, and will not include other staff or non-line assignments, subject to the following conditions:

(a) If a biddable shift assignment becomes available during the year, the Sheriff may determine if the shift will be filled. If it is to be filled on a temporary basis, the Sheriff may fill with either a permanent or probationary officer. If filled on a permanent basis (i.e. due to retirement, etc.), the Sheriff shall fill the shift in accordance with the bid list.

(b) Temporary shift transfers may be required by the Sheriff on an interim basis for training.

(c) A line officer or sergeant who is on leave (e.g., workers' compensation) upon return from said leave, may return to his/her bid shift, provided, however that the line officer will be deemed to be on the day shift for the duration of said leave for administrative purposes.

(d) **Reserve.**

(e) Shift bids will be by rank and for sergeant, time in grade as a sergeant will be used for length of service.

Section 3. Shift bidding will occur annually, coinciding if practical with the vacation bid, and shift assignments will take effect on a mutually agreeable date or if no agreement is reached the beginning of the fiscal year (July 1). The Parties will work together in order to determine the most efficient manner in which to coordinate the shift bid with the vacation bid. Eligible officers will have two (2) weeks to submit a bid. Failure to submit a bid in a timely manner will result in the officer(s) being placed at the bottom of the list based on length of service.

Section 4. Subject to Section 7 below, if the Sheriff decides to fill a vacancy in a non-biddable line or staff assignment, the Sheriff may select any officer to fill the assignment; provided a Sheriff's selectee may refuse the assignment. If the Sheriff does not fill it by his own selection, the Sheriff will ask for volunteers and may select from among the volunteers. The Sheriff's selection of any officer willing to accept the assignment under the preceding sentences shall not be grievable or arbitrable. If there are no volunteers for the vacancy, it shall be filled by the Sheriff within sixty (60) days by a line officer in inverse order of seniority subject to: (1) ability to do the job and, (2) work history.

Section 5. Nothing in this Article shall limit or interfere with the Sheriff's right to assign or transfer a line officer or line sergeant within a line shift, including but not limited to assignments to a post, work area or housing unit. Nothing in this Article shall interfere or limit the Sheriff's right to assign a non-line officer or non-line sergeant to the line and line shift.

Section 6. Non-line officers shall be eligible to participate in the bidding for biddable shift slots in accordance with Sections 2, 3 and 7 of this procedure.

Section 7. The following positions will be subject to and part of the bid process: Assignments of Corrections Officers and Sergeants to: Canteen, Main Gym, Mods Gym, Maintenance, Classification, Food Services, Identification Room, Locksmith, Medical, Visits Officer and Program Security, and Receiving. In order to be eligible to bid for these positions, officers must meet the requirements and qualifications as per current job descriptions. The Sheriff agrees not to make any changes to said current qualifications/requirements without first giving notice to, and bargaining with, the Union pursuant to G.L. c. 150E. The Sheriff shall in his sole discretion determine the number of officers and sergeants, if any, are need in each of these positions.

In order for a smooth transition, the parties agree that 50% of the specialty positions listed in this section (approximately half the number of positions within each specialty) shall be subject to shift-bidding in the next regular shift bid in November 2010. Thereafter, during the following regular shift bid in November 2011, 100% of the above referenced specialty jobs will be part of and subject to bidding.

14. BASE WAGE REOPENER

The parties agree that during the period of this contract, if any corrections officer's bargaining unit of a Sheriff's Office receives a base wage increase in excess of the amount provided in this Agreement, the Union may reopen Article 12, Wages for further negotiations regarding base wages after 30 days notice to the Sheriff's Office. This provision shall apply to any agreement executed after ratification of this Agreement.

15. ADDENDUM D, HEALTH AND WELFARE (Dental Program)

The parties agree to amend Section 2 of Addendum D by deleting the word and dollar amount "ten (\$10.00)" and inserting in place thereof the word and dollar amounts as follows: "thirteen dollars and fifty cents (\$13.50)", effective immediately upon ratification/approval of this agreement by the Union and the Commonwealth.

Further the parties agree to amend Section 2 of Addendum D by deleting the word and dollar amount "thirteen dollars and fifty cents (\$13.50)" and inserting in place thereof the word and dollar amount as follows: ("fourteen dollars (\$14.00) effective July 1, 2010.

Further the parties agree to amend Section 2 of Addendum D by deleting the word and dollar amount "fourteen dollars (\$14.00)" and inserting in place thereof the word and dollar amount as follows: ("fourteen dollars and fifty cents (\$14.50) effective July 1, 2011.

16. BONUS PROGRAM

1. Establishment of Bonus Fund. The parties agree that there shall be established for each of the fiscal years 2010, 2011, 2012, 2013, a correctional officers' bonus fund.
2. Eligibility. All permanent correctional officers and sergeants shall be eligible to participate in such fund under the following conditions:
 - (a) The officer or sergeant holds a permanent appointment for all of the fiscal years 2010, 2011, 2012, 2013, respectively.
 - (b) The officer or sergeant is on the payroll of the Sheriff's Office on June 30 of each respective fiscal year, in active status.

3. Funding of Bonus Fund. The Sheriff's Office agrees to fund the Bonus Fund as follows:

For each fiscal year of the Fund's existence, the Sheriff's Office shall annualize the Workers' Compensation costs for the period of July 1 through December 31 from the prior fiscal year. By way of example, for fiscal year 2010, the six-month fiscal year 2009 actuals shall be annualized. If Workers' Compensation costs for claims for NEPBA Local 550 bargaining unit members are less than the annualized number from the prior fiscal year, at the end of the twelve month period ending June 30 of each fiscal year, the Sheriff's Office will transfer 50% of the amount saved to the Fund. If Workers' Compensation costs for the twelve month period are less than \$160,000, then the Fund will received 100% of the amount saved (the difference between \$160,000 and the cost saved below the \$160,000) and not 50% will be transferred to the Fund.

4. Payment from Bonus Fund. In July of each fiscal year, the Sheriff's Office will distribute on an equal share basis, the proceeds of the Fund to eligible officers and sergeants, subject to lawful withholdings and deductions.
5. Termination of Bonus Fund. Once the proceeds of the Bonus Fund have been distributed in accordance with item 4 above for fiscal year 2013, the Fund will terminate in July 2013.

17. NINETY DAY SWAPS

The Sheriff's Office will continue the current practice relative to the ninety day shift swap policy for line officers. The Sheriff's Office reserves the right to amend the practice from time to time, as required to meet the operational and staffing needs of the institution, provided, however, before amending the practice, the Sheriff's Office will provide the Union notice and an opportunity to bargain relative to any proposed changes.

18. REFUND FROM COMMONWEALTH FOR G.I.C. INCREASES

The Commonwealth agrees that any costs incurred by employees covered by this MOA as a result of co-pay and deductible increases approved by the GIC on November 20, 2009, or any subsequent such increases approved by the GIC in Fiscal Years 2010 and 2011, shall be reimbursed by the Commonwealth. The Commonwealth further agrees that it will neither seek nor support an increase in the group insurance premium percentage contribution rate for employees covered by this MOA. This commitment shall endure for Fiscal Years 2010 and 2011.

19. HOUSEKEEPING

Notwithstanding the current contract provisions and the Sheriff's Office's Personnel Rules, any applicable leave benefits will be amended to reflect the change in the length of shift from 8 hours to 8 hours and 22 minutes, but no change in leave administration will result in a windfall to a correction officer or sergeant. Upon ninety (90) days notice to the Sheriff's Office, the Union may rescind Paragraph 8, Paragraph 5 (section 2A only) and Paragraph 19 of this agreement, in which case the prior language and practice shall be in effect.

20. CONTINGENCY:

The acceptance of this agreement by the either party is contingent upon the other party, including the Commonwealth, accepting and approving the 7/1/2008-6/30/2010 Memorandum of Agreement. If any party, including the Commonwealth, does not accept and approve the said Memorandum of Agreement, this 7/1/2010-6/30/2013 Agreement will be null and void.

21. INTERGRATED AGREEMENT

The Sheriff shall, within a reasonable amount of time upon ratification, provide for an integrated collective bargaining agreement, in which the entire agreement of the parties is merged and reflected in one updated document.

22. IMPLEMENTATION OF BENEFITS

Pursuant to the Merger Clause of the 7/1/2008 – 6/30/2010 Agreement, with the exception of the schedule of wage increases set forth in Paragraph 6 above, the Sheriff agrees to immediately implement the benefits and practices set forth herein upon ratification and approval of this agreement.

THIS AGREEMENT is subject to ratification by the Sheriff and the Union, and is subject to approval and funding by the Commonwealth of Massachusetts.

THIS AGREEMENT has been duly executed by the authorized representatives of the Sheriff's Office of Worcester County and by the New England Police Benevolent Association.

NEW ENGLAND POLICE
BENEVOLENT ASSOCIATION

By: _____

By: _____

By: _____

Dated: _____

SHERIFF'S OFFICE OF WORCESTER
COUNTY

By: _____

Dated: _____

By: _____

Dated: _____

RATIFIED:

NEW ENGLAND POLICE
BENEVOLENT ASSOCIATION

By: _____

Dated: _____

RATIFIED:

SHERIFF'S OFFICE OF
WORCESTER COUNTY

By: _____
Sheriff Guy W. Glodis
Sheriff, Worcester County

Dated: _____