



# **Sacramento Regional Fire/EMS**

## **Communications Center**

**10230 Systems Parkway, Sacramento, CA 95827-3007**  
**(916) 228-3070 – Fax (916) 228-3082**

### **RESOLUTION #3-18**

#### **Adopting and Affirming Board Policies**

**WHEREAS**, on January 31, 2017, the Board of Directors of the Sacramento Regional Public Safety Communications Center (Governing Board) adopted Resolution No. 19-16 which adopted the Board Policies attached to that Resolution; and

**WHEREAS**, the Governing Board desires to adopt and affirm its Board Policies as set forth below.

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Policies attached to this Resolution as **Exhibit A** are adopted as the Policies of the Board.
2. **Exhibit B** is a Table of Contents for those Policies.
3. To the extent that the Policies attached to this Resolution as **Exhibit A** reflect the existing Policies of the Board, such Policies are affirmed.
4. To the extent that any Policy attached to this Resolution as **Exhibit A** differs from, or is in addition to, an existing Policy of the Board, the Policies adopted pursuant to this Resolution shall be the Policy of the Board.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of June, 2018, by the following votes:

AYES:

NOES:

ABSTAIN:

BY:

ATTEST:

\_\_\_\_\_  
Maurice Johnson, Chairperson

\_\_\_\_\_  
Janice Parker, Secretary

**Exhibit A**

**Exhibit B**

**SRPSCC MANUAL OF POLICIES**  
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**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **1.001**

**TITLE:**               **Board Policy Establishment and Numbering**

**ADOPTED:**           **01/31/2017**

**REVISED:**

The Board of Directors (“Board” or “Governing Board”) of the Sacramento Regional Public Safety Communications Center (“SRPSCC” or “Center”) establishes Board Policies to provide guidance concerning the conduct of SRPSCC business to:

- members of the SRPSCC Board of Directors (“Directors”);
- member agencies of the SRPSCC (“Member Agencies”);
- the Chief Executive Director;
- agencies that contract with SRPSCC for dispatch and communications services (“Contracting Agencies”); and
- members of the public.

The definitions in this Board Policy shall apply to the entire Manual of Policies.

**Interpretation**

1. In the event of a conflict between this Manual of Policies and the Joint Powers Agreement governing the Center, the Joint Powers Agreement shall control.
2. In the event of a conflict between this Manual of Policies and a provision of the Center’s Personnel Procedures Manual, this Manual of Policies shall control.
3. In the event of a conflict between this Manual of Policies and a memorandum of understanding (“MOU”) entered into between the Center and a duly recognized employee organization pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500-3510), the MOU shall control.

**Numbering**

1. The first set of digits reflects the Series;
2. The second set of digits reflects the Section; and
3. The third set of digits, if any, memorializes revisions to the Board Policy. Using this Board Policy as an example, 1.001.01 would reflect the first revision.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 1.002  
**TITLE:** Adoption/Amendment of Policies  
**ADOPTED:** 01/31/2017  
**REVISED:**

Any member of the Board of Directors, or the Chief Executive Director, may propose adoption of a new policy or amendment of an existing policy. The request for adoption or modification shall be initiated by: (1) submitting a written draft of the proposed new or amended policy to each Director and the Chief Executive Director; and (2) requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

Adoption of a new policy, or amendment of an existing policy, shall require a weighted majority vote of the Board of Directors.



**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 1.003  
**TITLE:** Conflict of Interest  
**ADOPTED:** 01/31/2017  
**REVISED:**

The Political Reform Act, Government Code §81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (Cal. Code of Regs., tit. 2, §18730) which contains the terms of a standard conflict of interest code. The terms of that standard conflict of interest code can be adopted by reference by a State or local government agency. Once adopted, the code may be amended by the Fair Political Practices Commission (after public notice and hearings) to conform the standard conflict of interest code to amendments in the Political Reform Act.

The Governing Board of the SRPSCC adopts, and incorporates by reference, the terms of Cal. Code of Regs., tit. 2, §18730, and any amendments to it that have been duly adopted by the Fair Political Practices Commission.

In addition, the Governing Board adopts the attached **Appendix A** which designates the disclosure categories to which specified positions are assigned.

Persons in designated positions shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached **Appendix B**. The Statement of Economic Interest shall be filed with the SRPSCC's code-reviewing body, the Board of Supervisors of the County of Sacramento, to the attention of the Office of the Clerk of the Board.

Together, this Policy, including the attached **Appendix A** and **Appendix B**, constitutes the conflict of interest code of the SRPSCC.

**Appendix A to  
SRPSCC Board Policy 1.003 - Conflict of Interest**

**SRPSCC Positions Required to File Economic Interest Statements**

<b>DESIGNATED POSITIONS</b>	<b>DISCLOSURE CATEGORY</b>
Primary Member, Board of Directors (Representing Cosumnes Community Services District)	1
Alternate Member, Board of Directors (Representing Cosumnes Community Services District)	1
Primary Member, Board of Directors (Representing City of Folsom)	1
Alternate Member, Board of Directors (Representing City of Folsom)	1
Primary Member, Board of Directors (Representing City of Sacramento)	1
Alternate Member, Board of Directors (Representing City of Sacramento)	1
Primary Member, Board of Directors (Representing Sacramento Metropolitan Fire District)	1
Alternate Member, Board of Directors (Representing Sacramento Metropolitan Fire District)	1
Chief Executive Director	1
Administrative Services Manager	2
Communications Manager	2

**Appendix B to  
SRPSCC Board Policy 1.003 - Conflict of Interest**

**Disclosure Categories**

**CATEGORY 1**

- (a) All interests in real property located in the jurisdiction of the SRPSCC, including leasehold, ownership interest or option to acquire such interest in real property.
- (b) Investments in business entities, and income, including gifts, loans, and travel payments, from sources that provide goods, supplies, material, machinery, equipment or services, including consulting services, of the type utilized by the SRPSCC.
- (c) His or her status as a director, officer, partner, trustee, employee or holder of a position of management in any business entity or nonprofit corporation that contracts with the SRPSCC.

**CATEGORY 2**

- (a) Investments in business entities, and income, including gifts, loans, and travel payments, from sources that provide goods, supplies, material, machinery, equipment or services, including consulting services, of the type utilized by the SRPSCC.
- (b) His or her status as a director, officer, partner, trustee, employee or holder of a position of management in any business entity or nonprofit corporation that contracts with the SRPSCC.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 1.004  
**TITLE:** Public Complaints  
**ADOPTED:** 01/31/2017  
**REVISED:**

The Governing Board desires that public complaints be resolved at the lowest possible administrative level, and that the method used for resolution should be logical and systematic.

**Definition**

A public complaint is an allegation by a member of the public that there has been a violation or misinterpretation of State or federal law, or SRPSCC policy, which has adversely affected the complainant.

**Resolution Process**

Complaints shall be resolved as follows:

1. A complainant shall first make an appointment and discuss the matter with the Administrative Services Manager with the objective of resolving the matter informally.
2. If the complainant is not satisfied with the disposition of the complaint by the Administrative Services Manager, or the complaint involves the Administrative Services Manager, the complaint shall be reduced to writing and shall be forwarded to the Chief Executive Director. At the option of the Chief Executive Director, he/she may conduct conferences, may take testimony or receive written documentation to develop facts to use in resolving the complaint. The Chief Executive Director shall memorialize his/her decision in a writing setting forth in detail the basis for his/her decision, and a copy shall be provided to the complainant.
3. If the complainant is not satisfied with the disposition of the matter by the Chief Executive Director, he/she may file a written request that the complaint be considered by the Board of Directors. Any request must be filed within ten (10) days of receiving the Chief Executive Director's written decision. The Board, in its sole discretion, may:
  - a. consider the matter at its next regular meeting; or
  - b. call a special meeting; or

- c. decide the matter on the record presented.
- d. In addition, the Board may, at its sole option, conduct conferences, hear testimony, or take other action to resolve/decide the complaint.
- e. The Board's final decision shall be memorialized in writing and a copy will be provided to the individual registering the complaint.

This policy does not prohibit a member of the community, or a staff member, from appearing before the Board to verbally present testimony or a statement regarding actions of: (1) the Board; (2) SRPSCC programs and services; or (3) matters pending consideration by the Board.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **1.005**

**TITLE:**               **Role of the SRPSCC as a Joint Powers Authority**

**ADOPTED:**           **01/31/2017**

**REVISED:**

The SRPSCC is organized under the joint exercise of powers provisions of California Government Code sections 6500 to 6599. The SRPSCC provides dispatch, communications support, and other assistance to various entities including its Member Agencies and Contracting Agencies.

The SRPSCC was originally formed by the adoption of a “Joint Powers Agreement,” dated January 1, 1981. The Joint Powers Agreement was most recently revised July 10, 2014. The Joint Powers Agreement, as revised, sets forth the purpose of the SRPSCC, the SRPSCC’s powers, and the manner in which these powers will be exercised.

SRPSCC and its personnel, subject to the control of the Governing Board of the SRPSCC, act as the agent of each Member Agency and Contracting Agency in providing this assistance.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **1.006**

**TITLE:**               **Qualifications for Status as a Member Agency of the SRPSCC**

**ADOPTED:**           **01/31/2017**

**REVISED:**

To become a Member Agency of the SRPSCC, all of the following criteria must be met:

1.     The entity applying for membership must be a governmental entity.
2.     The entity must operate within the territorial boundaries of the County of Sacramento and/or within the territorial boundaries of a county adjacent to the County of Sacramento.
3.     The entity must be sponsored for membership by an existing member agency.
4.     The entity applying for membership must satisfy or agree to all requirements set forth in the Joint Powers Agreement (as amended).
5.     No entity will be admitted as a Member Agency of the SRPSCC unless approved by a weighted majority vote of the SRPSCC Board of Directors.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **1.007**

**TITLE:**               **Qualifications for Status as a Contracting Agency of the SRPSCC**

**ADOPTED:**           **01/31/2017**

**REVISED:**

To become a Contracting Agency of the SRPSCC, a local agency must satisfy all of the following criteria:

1.     The entity applying for membership must be a governmental entity.
2.     The entity must operate within the territorial boundaries of the County of Sacramento and/or within the territorial boundaries of a county adjacent to the County of Sacramento.
3.     The entity must be sponsored for membership by an existing member agency.
4.     The local agency must enter into a written agreement with the SRPSCC, on terms acceptable to the Board of Directors, conferring the status of a contracting agency.
5.     Each Contracting Agency must be approved by a weighted majority vote of the SRPSCC Board of Directors.
6.     The decision to approve, or deny, membership is in the sole discretion of the Board.



**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY: 1.008**

**TITLE: Process for an Entity to Apply to Become Either a Member Agency or a Contracting Agency of the SRPSCC Joint Powers Authority**

**ADOPTED: 01/31/2017**

**REVISED:**

Step	Form	Responsible Party
1. Public Agency contacts SRPSCC with an expressed interest to become either a Member Agency or a Contracting Agency.	<i>Form: Letter from Applicant</i>	Applicant
2. The Chief Executive Director presents the letter of interest to the Board for consideration at a future noticed meeting.		Chief Executive Director
3. As appropriate, the Board directs the Chief Executive Director to: <ul style="list-style-type: none"> <li>a. Conduct a feasibility study (the cost of which shall be borne by Applicant, unless waived by the Board); or</li> <li>b. Advise Applicant that SRPSCC has determined not to proceed.</li> </ul>		Board and Chief Executive Director
4. If the SRPSCC Board deems a feasibility study to be appropriate, the Chief Executive Director is directed to send to Applicant a Resolution of Intent to be adopted by that agency's governing body.	<i>Form: Board Resolution</i>	Board and Chief Executive Director
5. Applicant submits an approved copy of the Board Resolution to the Chief Executive Director who informs the Board of receipt of the Resolution.	<i>Form: Board Resolution</i>	Applicant and SRPSCC
6. Upon receipt of an approved copy of the Board-authorized Resolution from the requesting Agency, the Chief Executive Director conducts the feasibility study.		Chief Executive Director

Step	Form	Responsible Party
7. The Chief Executive Director returns to the SRPSCC Board with the results of the feasibility study.	<i>Form: Feasibility Study</i>	SRPSCC and Chief Executive Director
8. The SRPSCC Board:  a. Directs The Chief Executive Director to negotiate, with assistance from legal counsel, a Term Sheet to reflect Applicant’s status; or  b. Advises Applicant that SRPSCC has determined not to proceed.		Board, Chief Executive Director, Applicant Agency and Legal Counsel
9. The Chief Executive Director returns to the SRPSCC Board with the final negotiated Term Sheet/MOU for Board approval.	<i>Form: Term Sheet/MOU</i>	Chief Executive Director and Legal Counsel
10. If the application is for Contracting Agency status, the following steps are required:		
a. The SRPSCC directs the Chief Executive Director and Legal Counsel to draft a contract for services.	<i>Form: Contract for Services</i>	Board
b. Once signed by the Applicant Agency, the contract is returned to the Board for approval.	<i>Form: Contract for Services</i>	Board
c. For a Contracting Agency, this completes the process.	<i>Form: Contract for Services</i>	Applicant Agency and SRPSCC
11. If the application is for Member Agency status, the following steps are also required.		
a. The SRPSCC Board adopts a Resolution recommending that the Joint Powers Agreement be amended to admit a new Member Agency.	<i>Form: SRPSCC Board Resolution approving and recommending Amendment of the Joint Powers Agreement</i>	SRPSCC
b. The Joint Powers Agreement Amendment Resolution is circulated to each Member Agency for approval and execution.	<i>Form: Joint Powers Agreement Amendment Resolution</i>	Member Agencies

Step	Form	Responsible Party
c. Assuming ratification by each Member Agency's Governing Body, the SRPSCC Governing Board adopts a Resolution acknowledging that the Joint Powers Agreement has been amended and a new agency has been admitted as a member.	<i>Form: SRPSCC Resolution</i>	Board
d. The Applicant remits the required Buy-In Amount(s) to the Joint Powers Authority.		Applicant Agency
e. Joint Powers Agreement Amendment is filed with California Secretary of State's Offices.		Legal Counsel and Secretary of State

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **1.009**

**TITLE:**               **Nondiscrimination in SRPSCC Programs and Activities**

**ADOPTED:**           **01/31/2017**

**REVISED:**

SRPSCC programs, activities, and practices shall be free from:

1.     Discrimination based on color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information;
2.     The perception of one or more of such characteristics; or
3.     Association with a person or group with one or more of these actual or perceived characteristics.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 1.010  
**TITLE:** Record Retention  
**ADOPTED:** 01/31/2017  
**REVISED:**

**General Provisions**

1. The Governing Board authorizes the Chief Executive Director, without further action by the Board of Directors, to destroy records of the SRPSCC: (a) as provided by Sections 60200 through 60203 of the Government Code; and (b) in accordance with the Records Retention Schedule that is attached as **Appendix A** and incorporated by this reference.
2. Records not mentioned in this Policy shall be disposed of in compliance with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Government Code Section 12236.

**Permanent Documents**

The following records are permanent and may not be destroyed or disposed of:

1. Records related to formation, change of organization, or reorganization of the SRPSCC;
2. Adopted minutes of any meeting of the Board of Directors of the SRPSCC.

**Destruction**

Notwithstanding the provisions above, the SRPSCC may, pursuant to Government Code Section 60203, authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

1. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Code Section 12168.7 for recording of permanent records or nonpermanent records.

2. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
3. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

### **Reproductions**

For the purposes of the provisions regarding Destruction, above, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

### **Destruction of Duplicates**

Notwithstanding the General provisions above, the duplicates of records that are no longer needed are hereby authorized, pursuant to Government Code Section 60200, to be destroyed provided that the original or a permanent photographic record of the original is retained by the SRPSCC for the period required by the Records Retention Schedule or as specified in the provisions regarding Permanent Documents above.

### **Method of Destruction**

The destruction of any records provided for in this Policy shall be by burning, shredding or other effective method of destruction. The specific method of destruction shall be as specified by the Chief Executive Director.

### **Definition of Records**

As provided in Government Code Section 60201(a), the term “records” as used herein shall consist of any “writing” defined within Code Section 6252(f), including any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

### **Pending Matters**

The following documents shall be maintained during the pendency of the matter. Thereafter, they may be destroyed as otherwise specified in this Policy.

1. Any document that is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5, Division 7, Title 1, commencing with Section 6250 of the Government Code), regardless of whether the SRPSCC maintains that the record is

exempt from disclosure. The pendency of the matter shall be defined as until the request has been granted or two (2) years have elapsed since the SRPSCC provided written notice to the requester that the request has been denied;

2. Any document that relates to any pending construction that the SRPSCC has not accepted or as to which a stop notice claim legally may be presented;
3. Any document that relates to the title to real property in which the SRPSCC has an interest;
4. Any document that has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received (as determined by SRPSCC);
5. Any document that specifies the amount of compensation paid to SRPSCC employees or to independent contractors providing personal or professional services to the SRPSCC, or relates to expense reimbursement to SRPSCC officers or employees, or to the use of SRPSCC paid credit cards or any travel compensation mechanism.
6. Any other records required by law to be filed and permanently preserved.

**Appendix A to  
SRPSCC Board Policy 1.010 – Record Retention**

**Records Retention Schedule**

**Retention Key:**

AU = Audit  
S = Supersede

P = Permanent  
L = Life

CL=Closed/Completion CU=Current Year  
T = Terminated

Department	Records Series	Retention	Description
<b>Administration</b>			
	Administration Files	2	
	Agreements – Executed	P	
	Audio Tapes – Board Meetings	1	
	Agenda – Board	3	
	Approved Minutes – Board	P	
	Subpoenas	2	
	Board Package Files	5	
	Union Elections	7	
	Tort Claims / Liability Claims	CL + 5	
	Master Contracts / Agreements	P	
	Official Reports Generated for Board	P	
	Policies and Procedures	S + 2	
	Press Releases	2	
	Vehicle Files (includes Pool Cars)	S + 2	
	Workplace Safety Inspections	2	
<b>Building</b>			
	All Construction finals	P	
	Building Permits w/ Inspection	P	
	Building Permits w/o Inspections	CL + 2	
	Fire Sprinkler Test	5	
	Card Key Records	1	
<b>Dispatch</b>			
	Reports <ul style="list-style-type: none"> <li>● Incident Reports</li> <li>● Dispatch Calls</li> </ul>	5	



Department	Records Series	Retention	Description
	Audio Recordings <ul style="list-style-type: none"> <li>• 911 Calls</li> <li>• Emergency Radio</li> </ul>	2 2	
	Dispatch, Telephone, 911 Calls Printout and Tapes	2	
	Radio Logs	7	
	EMD Quality Assurance Audits	2	
<b>Finance</b>			
Budget			
	Budgets	AU + 4	Incudes budget preparation work papers, revisions, final and amended budgets.
Disbursements			
	Purchase Requisitions	AU + 1	
	Purchase Orders	AU + 4	
	Service Orders / Authorizations	AU + 4	
	Vendor Information	Active, AU + 1	
	Bids and Proposals – Successful	AU + 5	
	Bids and Proposals – Unsuccessful	CU + 2	
	Invoices / Credit Memos / Disputes	AU + 4	
Receipts			
	Deposit Records	AU + 4	
	Billing Records	AU + 4	Includes credit memos, reimbursements, and assessments.
Accounting			
	Expense Reports	AU + 1	
	Annual Financial Statements	AU + 7	
	Internal / External Audit Reports	AU + 7	
	Federal and State Tax Filings	P	
	Bonds	CL + 10	
	Grants	Active + 2, AU + 1	

Department	Records Series	Retention	Description
	Grant Applications	CL + 1	
	Investment Transactions	P	
	Bank Reconciliations	AU + 5	
	General Ledger	P	
	Journal Entries	AU + 4	Including supporting documentation.
	Unclaimed Property Research / Investigative Files	CL + 6	
	Delegation of Authority and Signature Records	S + 6	
<b>Fixed Assets</b>			
	Leases	Active, AU + 1	
	Hardware / Software Documentation	Active, S	
	Asset Records	L, AU + 4	Reflects purchase date, costs, asset number and description
	Additions / Disposals	L, AU + 4	
	Asset Ownership and Title	L	Includes title transfers when sold
<b>Human Resources</b>			
	Benefits Files	5	May include dental, disability, education, health, life and vision including dependent care
	Bargaining Units	10	
	Classification/Salary Plan	S + 2	Includes classification, wage rates
	Employee Medical Files	P	
	Employee Personnel Files	CL + 5	
	Labor Relations	2	
	Memoranda of Understanding	P	
	Personnel Board Findings / Opinions / Decisions	P	
	Personnel Board Documents	2	
	Personnel Rules	P	
	Recruitment	C + 3	
	Volunteer Files	2	

Department	Records Series	Retention	Description
<b>Information Technology</b>			
	IT Inventory Records	Life of Equip + 2	
	Standard Operating Procedures	3	
	System Backup Files / Type Library / Digital Snapshot	3 mos.	
	System Log File (Mission Critical / External Agencies)	2	
	System Log Files (Non-essential / PC Level)	3 mos.	
<b>Payroll</b>			
	Retirement Records and Calculations	P	
	Salary Records	T + 6	
	Payroll Register	P	
	Adjustments	AU + 6	
	Employee Time Sheets	AU + 6	
	Payroll Authorizations	T + 6	
<b>Risk Management</b>			
	CAL OSHA Inspection & Citations	P	
	Employee Training Records	10	
	Insurance Certificates	P	
	Workers Compensation	P	Claim Files, Reports, Incidents (working files) originals filed with HR Administrator
	Medical Leave	CL + 30	
<b>Safety</b>			
	MSDS Sheets	P	

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 1.011

**TITLE:** Security of Confidential/Privileged Information

**ADOPTED:** 01/31/2017

**REVISED:**

**General Provisions**

1. The Governing Board recognizes the importance of securing confidential information.
2. Employees and Directors shall maintain the confidentiality of information acquired in the course of their employment or Board membership.
3. Confidential/privileged information shall be released only to the extent authorized by the Governing Board or mandated by law.
4. An employee who inappropriately releases confidential/privileged information about SRPSCC business, Member Agencies, Contracting Agencies, members of the public, or SRPSCC staff (whether willfully, negligently, carelessly or inadvertently) is subject to disciplinary action.

**Disclosure of Closed Session Information**

No employee shall disclose confidential information acquired by being present during a closed session to a person not entitled to receive such information, unless the Board authorizes disclosure of that information. (Government Code 54963.) For the purposes of this subsection entitled *Disclosure of Closed Session Information*, confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963.) An employee who willfully discloses confidential information acquired during a closed session may be subject to disciplinary action if he/she has received training or notice as to the requirements of this policy. (Government Code 54963.)

The Chief Executive Director, or designee, shall provide all employees who attend closed sessions a copy of this policy. New employees who may attend closed sessions shall also receive a copy of this policy.

SRPSCC shall not take disciplinary action against any employee for disclosing confidential information acquired in a closed session, nor shall the disclosure be considered a violation of the law or Board policy, when the employee is: (Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session.
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.
3. Disclosing information that is not confidential.

### **Other Disclosures**

For purposes of this Policy, confidential information includes, by way of illustration and not limitation:

- information that is not a public record subject to mandatory disclosure under the Public Records Act;
- information, the disclosure of which is prohibited by law;
- information that may have a material financial effect on the employee; or
- protected health information under the Health Insurance Portability and Accountability Act and related law.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 1.012  
**TITLE:** HIPAA Protected Information  
**ADOPTED:** 01/31/2017  
**REVISED:**

**Definitions**

Capitalized terms used within this Board Policy without definition shall have the meanings ascribed to them in the Health Insurance Portability and Accountability Act and 45 C.F.R. Part 160 and 164 (“HIPAA and HIPAA Regulations”), and the Health Information Technology for Economic and Clinical Health Act and 45 C.F.R. Part 170 (“HITECH Act and Regulations”), as applicable, unless otherwise defined herein. HIPAA and HIPAA Regulations and HITECH Act and Regulations are collectively referred to herein as “Applicable Law.”

**Scope**

This policy applies to all personnel (paid and volunteer) of the SRPSCC.

**Policy**

The SRPSCC is a joint powers authority that provides dispatch, communications support, and other assistance (“Assistance”) to various entities including its Member Agencies and Contracting Agencies. The SRPSCC and its personnel act as the agent of each Member Agency and Contracting Agency receiving Assistance. In providing Assistance, the SRPSCC must comply with Applicable Law because its Member Agencies and Contracting Agencies are covered entities under Applicable Law.

To ensure HIPAA compliance, each Member Agency or Contracting Agency shall enter into a memorandum of understanding with the SRPSCC that satisfies the requirements of 45 C.F.R. § 164.504(e)(2) and 45 C.F.R. § 164.504 (e)(3)(i)(A).

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY: 1.013**

**TITLE: Information Security**

**ADOPTED:**

**REVISED:**

*NOTE: This title reserved. Policy to be inserted later.*

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **1.014**

**TITLE:**               **Board Up Program**

**ADOPTED:**       **01/31/2017**

**REVISED:**

The SRPSCC has established a Board-Up Program (“Program”) to ensure that selected general contractors (“Program Participants”) are available to perform emergency repairs to damaged buildings within the jurisdictional boundaries of the Member Agencies and Contracting Agencies of the SRPSCC.

Set forth below are the components of the Program:

- A.     General Provisions;
- B.     Criteria and Procedures for Selection;
- C.     Rules of Performance;
- D.     Required Insurances and Bonds.

**General Provisions**

1.     The SRPSCC shall create a call-out list (“List”) of Program Participants to be assigned, on an as-needed basis, to perform emergency repairs to damaged buildings within the jurisdictional boundaries of the Member Agencies and Contracting Agencies of the SRPSCC.
2.     Any contractor who wishes to be considered for placement on the List as a Program Participant must file an application with the SRPSCC. Applications will be processed in accordance with *Criteria and Procedures for Selection*, below.
3.     The List shall include as many Program Participants as deemed necessary by the SRPSCC. Typically, the List will contain at least four (4) and up to six (6) contractors.
4.     A Program Participant is an independent contractor and is not an employee of either the SRPSCC, or any of the Member Agencies, or any of the Contracting Agencies. The Program Participant is not authorized to, and shall not, represent itself as an agent of the SRPSCC or any of the Member Agencies or Contracting Agencies.



5. The SRPSCC may remove a Program Participant from the List at any time.
  - a. Typically, this will occur when the SRPSCC has determined either that the contractor no longer meets all of the qualifications for inclusion on the List, or that the contractor has failed to perform work pursuant to this Program in a satisfactory manner when requested to do so.
  - b. Cause, however, is not required.
  - c. A removed Program Participant that requests a statement of the reason(s) for removal shall be provided with the reason(s) and may appeal the decision to the SRPSCC's Board of Directors by filing a written notice of appeal with the SRPSCC Chief Executive Director not later than twenty (20) days after the date of mailing of the decision.
    - A review panel will conduct a review and will respond, in writing, within thirty (30) calendar days.
    - The appellant shall pay Five Hundred Dollars (\$500.00) to the SRPSCC, either in cash or by cashier's check, to cover anticipated appeal costs. If the review finds in favor of the SRPSCC, one hundred percent (100%) of the costs of the appeal shall be paid by the appellant. A full and complete accounting shall be supplied to the unsuccessful appellant with the findings.
    - The SRPSCC's decision is final.
  - d. A contractor who has been removed from the List may subsequently apply for selection as a Program Participant in accordance with *Criteria and Procedures for Selection*, below.
6. No emergency repair work shall be performed for, or on behalf of, any department or district by any person or contractor who is not on the List of Program Participants.
7. No work assigned pursuant to the Program may be sub-contracted.
8. Each Program Participant shall have on file with the SRPSCC a list of any person (including his/her job classification title) who may be dispatched to work pursuant to this Program.
9. All payments to Program Participants for work performed pursuant to the Program shall come solely from the company(ies) that insure the affected property.
  - a. If insurance is non-existent, or insufficient, or insurance payment is denied, any and all costs of operation shall be absorbed by the Program Participant.

- b. No Program Participant shall bill, charge, or affix a fee to any person or entity for services rendered pursuant to the Program. By way of illustration, and not limitation, “person or entity” includes:
- property owners (including their representatives/agents/tenants); and/or
  - the SRPSCC (including its officers, agents, employees or representatives); and
  - any associated fire agency (its officers, agents, employees, representatives or parent or governing agency(ies)).

10. **Appendices A through C** are incorporated as though fully set forth in this document.

## **Criteria and Procedures for Selection**

### **1. Minimum Qualification**

To be considered for selection as a Program Participant, an applicant shall possess:

- a. A valid B-1 contractor’s license issued by the Contractors State License Board (CSLB) of California and must provide a copy of the license to the SRPSCC.
- b. At least two (2) years of experience within the last five (5) years working as a licensed B-1 General Contractor.
- c. A valid business license issued by a city in Sacramento County or by the County of Sacramento.

### **2. Selection Process**

- a. The SRPSCC shall, on an as-needed basis, advertise an invitation to contractors to apply for placement on the List.
- b. An interested contractor shall submit a written application to the SRPSCC that demonstrates proof of eligibility.
- c. Each Member Agency’s Fire Chief shall appoint a designee to serve on a panel to review the qualifications of contractors who have applied to be a Program Participant.
  - The panel, by majority vote, shall select those that are deemed most qualified and capable to serve as Program Participants.
  - The approved contractors shall be placed on the List.

- d. Following its establishment, the List shall be presented to the SRPSCC's Board of Directors at its next regular meeting for information.
- e. The List shall remain valid for thirty-six (36) months unless, in its sole discretion, the SRPSCC determines to extend the List.

## **Rules of Performance**

### **1. Creation of the List**

- a. When the List is initially created, and each time it is re-created after a new application process, the order of Program Participants on the List shall be established by lot.
- b. If a Program Participant is supplemented to the List after its creation, they shall be added to the bottom of the List.
- c. A Program Participant is, at all times, in either on-call status or in stand-by status.

### **2. Operation of the List**

- a. Placement in on-call status shall be on a rotating basis.
- b. On-call status shall be twenty-four (24) hours per day for fourteen (14) consecutive days.

### **3. Response to Assignment**

- a. Authorized field personnel shall submit a request for Board-Up services to the SRPSCC.
- b. Only the SRPSCC will notify the on-call Program Participant, or a stand-by Program Participant, of an assignment.
- c. A Program Participant must respond to a request for services by arriving at the specified location within sixty (60) minutes of notification of the assignment by the SRPSCC.
- d. If the On-Call Program Participant fails to respond, or advises the SRPSCC that they cannot respond in a timely manner, the SRPSCC will make the assignment to the next available Program Participant who is in stand-by status.

### **4. On-Scene Protocol**

- a. The Program Participant shall exhibit orderly conduct when on-scene. The responding Program Participant shall:

- arrive promptly;
  - report any damage caused by the Program Participant to the Incident Commander immediately; and
  - exercise reasonable care of a professional in the industry in the performance of the on-scene work.
- b. The Program Participant shall not engage in any conduct that conflicts with, or violates, the duties of the SRPSCC as a public entity of the State of California (“Prohibited Conduct”). Such Prohibited Conduct includes, by way of illustration and not limitation:
- unprofessional conduct;
  - neglect of duty;
  - breach of the Program guidelines;
  - illegal acts;
  - dishonesty;
  - acts of moral turpitude;
  - theft or misappropriation of funds;
  - vandalism, theft, misappropriation of, or other injury to, SRPSCC property;
  - vandalism, theft, misappropriation of, or other injury to, on-scene property;
  - any act injuring, abusing, or endangering others;
  - any act that might tend to bring the Program Participant or the SRPSCC, its employees, agents, or members of the Governing Board into public disrespect, contempt, scandal or ridicule;
  - any act that might reflect unfavorably on or endanger the reputation, integrity, or good will of the Program Participant or the SRPSCC, its officers, employees, agents, or members of the Governing Board;
  - violation of any lawful rule, regulation, ordinance, or statute;
  - use of vulgar or offensive language on-scene;
  - being under the influence of alcohol, illegal drugs, or other mind-altering substances during work hours;
  - consumption or use of alcohol, illegal drugs, or other mind-altering substances during work hours; or
  - allowing any unauthorized person to accompany or visit the Program Participant on-scene.
- c. Should it come to the SRPSCC’s attention that Program Participant, or its owners, employees, directors, agents, board members, or others under its control, has engaged in (whether while on the List or before being placed on the List), or is presently engaging in, or will engage in, any such Prohibited Conduct, the SRPSCC may remove Program Participant from the List effective immediately as set forth in the Program procedures.
- d. Program Participant shall fully indemnify the SRPSCC, its employees, members of the Governing Board, agents, and volunteers for any claims brought against the

SRPSCC, its employees, members of the Governing Board, agents, or volunteers arising or related to Prohibited Conduct of responding Program Participant.

- e. Upon arrival at the scene, a responding Program Participant (or their representatives) shall:
  - Report to the Incident Commander; and
  - Provide identification to the Incident Commander. At a minimum, identification shall include both of the following: (1) either a valid California state personal identification card or a valid California driver's license; *and* (2) a photographic identification card with the Program Participant's name and business logo.
- f. The Incident Commander will inform and instruct the responding Program Participant of the assignment on arrival at the site.
- g. At all times while on scene, the responding Program Participant, and its employees, are under the authority of, and shall comply with the requirements of, the Incident Commander.
- h. A responding Program Participant shall transport with them to every assignment, at a minimum, the equipment, supplies, and materials that are listed in **Appendix A**.
- i. A responding on-call Program Participant shall work expeditiously and continuously on the assignment until all required work is completed and shall remain on site until such work has been inspected by an authorized fire department or district representative.

## **5. Complaints About Operation of the Program**

- a. A Program Participant may submit a complaint concerning either Field personnel or the operation of the Program. All complaints shall be in writing.
- b. Complaints Concerning Operation of the Program: Any such complaint shall describe, in detail, the action or inaction that is the subject of the complaint.
- c. Complaints Concerning Field Personnel: Any such complaint shall include the time, date, and location of the incident and, if known, names of the involved field personnel.
  - The SRPSCC will forward complaints concerning department or district personnel to the Operations Chief of the applicable department or district for their review and determination.

- The department or district shall investigate and, if appropriate, provide a response. Any response will be routed directly to the complainant. The response of the district/department is final.

**6. Miscellaneous Provisions**

- a. Only an Incident Commander, or higher ranking officer of a department or district, is authorized to approve a request to be paid for non-Program work by a Program Participant.
- b. A Program Participant, including its officers, employees, agents and representatives, shall defend, indemnify and hold harmless the SRPSCC and its agents, officers and employees, any Member Agency, their parent group, (City and/or County of Sacramento), officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses and other costs including litigation costs and attorney fees arising out of, resulting from, or in connection with Program work performed.

**Required Insurances and Bonds**

To be placed on the List, and as a condition of remaining on the List and acting as a Program Participant, a Program Participant shall maintain in full force and effect at all times:

**1. Workers' Compensation Insurance**

- a. Workers' compensation insurance for all of its employees engaged in work under this Program.
- b. If any class of employees engaged in work under this Program, and is not protected under the workers' compensation statute, the Program Participant shall provide adequate insurance coverage for the protection of such employees not otherwise protected before work is commenced.

**2. Automobile Insurance**

A policy of automobile liability insurance covering the use of all owned, non-owned and hired vehicles with the following minimum limits of liability:

Bodily Injury: \$5,000,000, Combined Single Limit for Bodily Injury and/or Property Damage

**3. General Liability Insurance**

A policy of coverage of not less than:

\$1,000,000.00 per occurrence for bodily injury and Property Damage combined.

**4. Other Insurance**

A Program Participant shall provide all other insurance required to be maintained under applicable laws, ordinances, and rules and regulations.

**5. Provisions Applicable to All Insurances**

- a. A Program Participant is not eligible for assignment of work under the Program until all required insurance certificates and endorsements have been obtained and delivered in duplicate to, and approved by, the SRPSCC.
- b. Each Certificate of Insurance and each Insurance Policy shall include the following:
  - A clause stating:

“This policy shall not be non-renewed, canceled or reduced in required limits of liability or amount of insurance until notice has been mailed to SRPSCC. Date of non-renewal, cancellation or reduction may not be less than thirty (30) days after date of mailing notice.”
  - A clause naming:

The SRPSCC, its trustees, officers, agents, employees and volunteers, member fire districts and member fire departments, individually and collectively, as additional insureds under the policy described; and that the insurance policy shall be primary to any insurance or self-insurance maintained by the SRPSCC.
- c. If any Program Participant fails to maintain any insurance required by this Program, and provide evidence of coverage to the SRPSCC, that Program Participant is in default and will be immediately removed from the Program.
- d. Compliance by the Program Participant with the requirement to carry insurance and furnish certificates or policies evidencing the same shall not relieve Program Participant from liability assumed under any provision of the Program requirements, including, without limitation, the obligation to defend and indemnify the SRPSCC, its trustees, officers, agents, employees and volunteers, and fire districts and fire departments, individually and collectively, as additional insureds.

- e. Each Program Participant shall produce a certified copy of any insurance policy required under this Program upon written request of the SRPSCC.
- f. If a Program Participant fails to provide and maintain insurance as required by the Program, the SRPSCC may, at SRPSCC's option, take out and maintain at the expense of Program Participant, such insurance in the name of Program Participant as the SRPSCC may deem proper, and may deduct the cost of taking out and maintaining such insurance from any sums which are due or to become due to Program Participant under the Program.

**6. Required Bond**

- a. A Program Participant shall furnish a fidelity bond in the amount of not less than Twenty-Five Thousand Dollars (\$25,000.00) as security for faithful performance of its duties under the Program.
- b. Only bonds executed by admitted surety insurers as defined in Code of Civil Procedure Section 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury.



## **APPENDICES**

Minimum Tool and Supply Requirements (Appendix A)

Board Up Specifications (Appendix B)

Board Up Contractor  
Acknowledgment and Agreement (Appendix C)

**Appendix A to  
SRPSCC Policy 1.014 – Board Up Program**

**Minimum Tool and Supply Requirements**

- A. All materials and equipment shall be maintained in good condition and stored in an orderly fashion.
- B. Safety shoes and hard hats will be used by all personnel on all sites.
- C. All equipment and work procedures will comply with CAL-OSHA Title 8.

**Materials:**

- 1. Film, new, plastic, minimum one thousand (1,000) square feet, six (6) mil thickness
- 2. Gasoline (in explosive proof can), for chainsaw
- 3. Lumber, framing: 2" x 4," 1" x 4"
- 4. Nails, duplex: 8's, 16's, assorted sizes of furring nails
- 5. Oil, for chainsaw
- 6. Plywood, new: minimum of twelve (12) full 4' x 8'sheets and four (4) half sheets), 1/2" thickness
- 7. Tape: duct
- 8. Tape: electrical
- 9. Wire: bailing
- 10. Wire, Nuts: assorted sizes

**Tools:**

- 1. Bolt Cutters, minimum length, 24"
- 2. Chisels, assorted, cold, wood, various sizes
- 3. Circuit tester
- 4. Come-along, 1 ton
- 5. Cord, extension, #12, 150'
- 6. Generator, electrical, 2,500 watt minimum
- 7. Hammers (2)
- 8. Jack, hydraulic
- 9. Jumper cables, 1 set
- 10. Knives, utility including extra blades
- 11. Ladder, extension, 16' minimum
- 12. Ladder, step, 6' minimum
- 13. Light, flood, working, 110 volt, clamp on
- 14. Lights, spotlights: hand-held, battery-powered (2)
- 15. Line, 3/8: 100 ft.
- 16. Hammers, 2 claw type, 5# sledge
- 17. Metal sheers, compound leverage
- 18. Mop

19. Nail puller, (crow's foot/cat's paw)
20. Pliers, vice grip style
21. Pliers, lineman's
22. Saw, chain (with extra chain)
23. Saw, hand, assorted metal cutting blades
24. Saw, portable electric circular type
25. Saw, hand, 8 point
26. Saw, portable electrical, reciprocating sawzall type with assorted blades including metal cutting
27. Screwdrivers, assorted flat tip and Phillips
28. Shears, compound leverage metal
29. Wrecking bar, minimum length, 36"
30. Wrench, pipe, assorted sizes
31. Wrench, crescent, assorted sizes to include 8" and 12"
32. Vacuum, capable of picking up water
33. Vise grip

**Attachment B to  
SRPSCC Policy 1.014 – Board Up Program**

**Board Up Specifications**

Program services include:

- (a) Board-up: Plywood cover-up of all openings such as doors, windows, vent holes and fire openings to protect and secure the property.
- (b) Roof Coverings: Plastic and tarp cover-up of roof and the ceiling openings to prevent weather damage.
- (c) Electrical Restoration: Identify hazardous circuits and restore power when and as required.
- (d) Plumbing Restoration: Including the capping of broken water lines, sprinkler systems, sewage and gas lines.
- (e) Water Removal: The extraction of water from carpets, hardwood floors, etc. including the taking up of carpets and pads if necessary.
- (f) Debris Removal: The cleanup of debris as required, and the removal of debris from adjacent properties, streets and sidewalks.

**Minimum Specification Requirements**

**Windows and Doors:** A 3/4” exterior plywood shall be fitted to all outer door and window openings with a maximum of 1/8” clearance on all sides. Plywood doors shall be double hinged and installed with double hasp locks. Hinges and hasps locks are to be heavy duty type and securely fastened into a solid framing member. The installation shall be such that all exposed bolt or screw heads cannot be removed from the exterior. All window boards shall be fit to the screen inset molding stop.

**Vent and Roof Openings:** Whenever practical, all ventilation holes and roof openings should be covered with 3/4” plywood and then covered with a plastic tarp or sheeting. Every effort should be made to seal the roof from leaking.

**Debris Piles:** Any debris pile that is created by the board-up contractor shall be a minimum of 10’ from any structure.

**Attachment C to  
SRPSCC Policy 1.014 – Board Up Program**

**Board Up Contractor  
Acknowledgment and Agreement**

I certify that I have applied to be a Program Participant in the Board-Up Program established by the Sacramento Regional Public Safety Communications Center.

I acknowledge that:

1. I have been given a copy of the General Procedures for the Use of Contractors to Perform Emergency Repairs to Damaged Buildings.
2. All work within the City of Sacramento is also subject to Sacramento City Council Resolution 84-097 (February 7, 1984).

If selected, I agree that I will, at all times, comply with the terms and conditions of the Board-Up Program.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
for the Sacramento Regional Public Safety  
Communications Center

\_\_\_\_\_  
for the Contractor and Corporation

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

CSLB License #: \_\_\_\_\_

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **2.001**

**TITLE:**               **Chief Executive Director – Duties and Responsibilities**

**ADOPTED:**           **01/31/2017**

**REVISED:**

1. The Chief Executive Director is employed by the Board of Directors to serve as the executive officer of the SRPSCC. The Chief Executive Director shall attend all regular and special meetings of the Board unless there is good cause for absence.
2. The Chief Executive Director shall prepare an annual budget for consideration and approval by the Board of Directors.
3. The Chief Executive Director, consistent with the budget presented to and adopted by the Board of Directors, shall:
  - Implement the policies of the Board of Directors;
  - Provide day-to-day leadership for the SRPSCC;
  - Plan the short, medium and long term work of the SRPSCC;
  - Communicate the goals and objectives of the Board of Directors to the community;
  - Manage the SRPSCC budget;
  - As approved in the adopted budget:
    - employ assistants and other employees deemed necessary for the proper administration of the SRPSCC and the proper operation of the works of the SRPSCC;
    - incur expenses and enter into contracts on behalf of the SRPSCC as set forth in Board Policy 3.017. All contracts will be submitted to the Board within thirty (30) days after execution;
  - Establish and maintain a motivating work climate for SRPSCC employees;
  - Maintain effective working relationships with all persons entitled to the services of the SRPSCC;
  - Facilitate constructive and harmonious relations with the Board of Directors.
4. The Chief Executive Director has authority over, and directs the work of, all employees. This includes the power to impose appropriate discipline, up to and including termination.
5. The Chief Executive Director has general charge, responsibility and control over all property of the SRPSCC.

6. The Chief Executive Director may delegate authority at his/her discretion.
7. The Chief Executive Director shall prepare a “Personnel Procedures Manual” that is consistent with this Manual of Policies, and shall submit the Personnel Procedures Manual to the Governing Board for its consideration and adoption on an annual basis.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 2.002

**TITLE:** Classification Description – Communications Manager

**ADOPTED:** 01/31/2017

**REVISED:**

**Position Summary**

This is a contractual, at-will position that is exempt under the guidelines of the Fair Labor Standards Act (FLSA) and is not represented by an employee bargaining unit. The incumbent manages the operations section of the Communications Center and performs other duties as required under the general supervision of the Chief Executive Director without detailed instructions or guidance.

**Knowledge, Skills and Abilities Required**

The Communications Manager should possess the following specific knowledge and abilities:

**1. Knowledge of:**

- The principles and practices of public administration, financial management and personnel management.
- Regulatory agencies, laws, regulations and policies that pertain to the communications center.

**2. Ability to:**

- Accomplish the essential functions specified in this job description.
- Maintain a current valid California Driver’s License, Class C as a condition of employment.
- Recognize the need for the establishment of new or revised policies, procedures, and methods of operation to better maintain an effective operations section for the Communications Center.
- Establish and maintain harmonious and effective working relationships with a wide variety of people that include management personnel, employees, public agencies and the general public.
- Operation of computer aided dispatch systems, radio dispatching consoles, enhanced 9-1-1 telephones and associated public safety communications equipment and systems.



## **Essential Functions**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- Manage the operations section of the Communications Center in an effective and efficient manner within the policy parameters established by the Governing Board and in compliance with the general supervision of the Chief Executive Director.
- Develop and propose goals, objectives, and strategies pertaining to the operations section of the Communications Center for consideration by the Chief Executive Director and the Governing Board.
- Implement operations section procedures that support the goals, objectives, and strategies approved by the Governing Board and in compliance with the general supervision of the Chief Executive Director.
- Develop and propose preliminary and final budgets pertaining to the operations section of the Communications Center for consideration by the Chief Executive Director and the Governing Board.
- Implement financial procedures pertaining to the operations section of the Communications Center that support the goals, objectives, and strategies approved by the Governing Board, in compliance with the general supervision of the Chief Executive Director.
- Develop and propose comprehensive operations section policies appropriate to the Communications Center for consideration by the Chief Executive Director.
- Ensure compliance with laws, regulations, and policies pertaining to the operations section of the Communications Center.
- Participate in Governing Board meetings and in meetings with other agencies and groups as designated by the Chief Executive Director.
- Provide direct supervision of, and review work completed by, the operations section staff and supporting contractual agencies for quality control and compliance with policies.
- Provide direct supervision of the Communications Center emergency medical system and training programs, and review work completed for quality control and compliance with policies.
- Ensure appropriate staffing for all dispatch shifts, including authorization of supplemental or overtime staffing as necessary.

## **Minimum Qualifications**

Offers of employment are contingent upon successful completion of a background investigation and a physical examination, to include a drug screen.

## **Education/Experience**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

### **1. Education/Training:**

A Bachelor's Degree from an accredited college or university in public or business administration, fire service management, criminal justice or closely related field is required. A Masters' or higher degree in the same fields is preferred but not mandatory.

### **2. Experience:**

A minimum of five (5) years' experience in a public emergency communications agency, including at least two (2) years at the supervisory level with budgeting and project management experience, is required.

## **Personal Qualities**

The incumbent needs to possess the highest qualities of leadership and integrity.

## **Physical Requirements**

1. Physical abilities must be commensurate with essential functions of the position.
2. No person shall pose a direct threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

## **License**

Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 2.003

**TITLE:** Classification Description – Administrative Services Manager

**ADOPTED:** 01/31/2017

**REVISED:**

**Position Summary**

This is a contractual, at-will position that is exempt under the guidelines of the Fair Labor Standards Act (FLSA) and is not represented by an employee bargaining unit. The incumbent manages the operations section of the communications center and performs other duties as required under the general supervision of the Chief Executive Director without detailed instructions or guidance.

**Basic Function**

Manage both the Information Technology and Accounting Divisions of the SRPSCC. Responsible for all SRPSCC computer applications, wireless communications systems, emergency dispatch applications and operations planning, technical equipment planning and maintenance, budgeting and implementation. Responsible for SRPSCC accounting oversight and management in all areas including budget, accounts payable, accounts receivable, payroll, financials, taxes, audits and all other related accounting responsibilities.

**Essential Functions**

**1. Duties**

- Serve as the acting Chief Executive Director (“CED”) in the Chief Executive Director’s absence;
- Manage and provide direct supervision of both the Accounting and IT Divisions;
- Oversee and ensure the security of hardware, software and data file access;
- Oversee the development, implementation, integrity, continued maintenance and programming of computer systems, radios, 9-1-1 and commercial phone systems;
- Develop and propose goals, objectives and strategies pertaining to both the Accounting and IT Divisions of the SRPSCC;
- Develop, propose and implement policies for the Accounting and IT Divisions that support the goals, objectives and strategies approved by the Governing Board;
- Develop and propose preliminary and final budgets pertaining to both the Accounting and IT Divisions;

- Implement financial procedures pertaining to both the Accounting and IT Divisions that support the goals, objectives and strategies approved by the Governing Board;
- Determine material and equipment needs; and
- Participate in Governing Board meetings and in meetings with other agencies and groups.

## 2. **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- Mobility: continuous use of keyboard; frequent sitting; occasional walking, standing, bending and stooping; occasional driving.
- Lifting: regularly up to twenty-five (25) pounds; occasionally up to fifty (50) pounds.
- Vision: constant use of overall vision and continuous computer use.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.

## **Minimum Qualifications**

### 1. **Knowledge and Ability Requirements**

#### a. Knowledge of:

- Computer and network systems;
- CAD system, video display terminals, radio dispatching consoles, enhanced 9-1-1 telephones and other associated public safety communications equipment and systems; and
- Principles and practices of basic accounting management, processes, ERP software and governmental requirements; and
- Principles and practices of public administration, financial management and personnel management; and
- Regulatory agencies, laws, regulations and policies that pertain to the SRPSCC.

#### b. Ability to:

- Provide highly technical support to the SRPSCC and affiliated agencies regarding the SRPSCC network;
- Identify system problems and recommend corrective action;
- Develop and present analytical reports;
- Stay current with changing technology;
- Stay current with changing laws related to accounting;
- Conduct performance evaluations;

- Implement progressive discipline;
- Schedule 24-hour working operations;
- Conduct oneself with the highest quality leadership and integrity;
- Communicate clearly and concisely in English, orally and in writing;
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner;
- Reason and act decisively under stressful and/or emergency situations;
- Work independently with minimum supervision; and
- Establish and maintain effective working relationships with management personnel, employees, affiliated agencies and the general public.

## **2. Education and Experience**

- Education: A Bachelor's Degree from an accredited college or university with a major in public administration, business, fire service management, law enforcement, computer science, or a closely related field is preferred.
- Experience: Technical services field within a police, fire, emergency medical or consolidated emergency communications center at a management, supervisory or administrative level with budgeting, project management, and personnel management responsibilities.

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. Work experience may be substituted at management's discretion.

## **3. Special Requirements**

- Regular attendance and timeliness;
- Respond promptly to the SRPSCC on a 24-hour basis;
- Possess a valid Class C Driver License and maintain it throughout employment;
- Move about the SRPSCC and affiliated agencies in a timely manner;
- Pass a background check; and
- Pass physical and polygraph examinations that relate to job requirements.

## **4. Specialized Skills Related to SRPSCC's Current System**

Working knowledge of the following:

- VoIP Network; and
- Windows 2012 and Active Directory; and
- ERP systems.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**                **2.004**

**TITLE:**                **Classification Descriptions**

**ADOPTED:**            **01/31/2017**

**REVISED:**

All employment with the SRPSCC is at-will unless the employee (or his/her representative) has a written employment agreement with the SRPSCC that specifies an employment status other than at-will. Any such written agreement requires ratification by the Board.

The Chief Executive Director shall promulgate and submit to the Board for its consideration classification descriptions for all SRPSCC personnel not set forth in this Manual of Policies.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 2.005  
**TITLE:** Nondiscrimination in Employment  
**ADOPTED:** 01/31/2017  
**REVISED:**

The Board prohibits:

- SRPSCC employees from discriminating against or harassing any other SRPSCC employee or job applicant based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information;
- discrimination against any employee or job applicant, based on any of the categories listed above, in compensation, terms, conditions, and other privileges of employment;
- taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

Prohibited discrimination on the basis of religious creed includes discrimination based on the religious beliefs or observances (including his/her religious dress or grooming practices) of an employee or a job applicant.

Prohibited sex discrimination includes discrimination based on the pregnancy, childbirth, breastfeeding, or any related medical condition of an employee or a job applicant.

Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above that:

1. is so severe or pervasive that it adversely affects an individual's employment opportunities;  
or
2. has the purpose or effect of unreasonably interfering with the individual's work performance; or
3. creates an intimidating, hostile, or offensive work environment.

Complaints concerning employment discrimination, harassment, or retaliation shall be reported to SRPSCC Management and will be investigated in accordance with procedures specified in Board policy.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Chief Executive Director or designated SRPSCC coordinator as soon as practical after the incident. All other employees are strongly encouraged to immediately report such incidents to their supervisor. The SRPSCC shall protect from retaliation any employee who reports such incidents.

The Chief Executive Director or designee shall use all appropriate means to reinforce the SRPSCC's nondiscrimination policy. He/she shall provide training and information to employees about:

- how to recognize harassment and discrimination;
- how to respond appropriately; and
- information about SRPSCC's policies and regulations regarding discrimination.

The Chief Executive Director or designee shall regularly review the SRPSCC's employment practices and, as necessary, shall take action to ensure SRPSCC compliance with nondiscrimination laws.

Any SRPSCC employee who engages in prohibited discrimination, harassment, or retaliation (or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior) is subject to discipline, up to and including dismissal.



**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **2.006**

**TITLE:**               **Political Activities of Employees**

**ADOPTED:**           **01/31/2017**

**REVISED:**

The Board of Directors respects the right of employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of SRPSCC.

Employees shall not engage in such activities while in uniform or otherwise attired with items identifying the SRPSCC. The prohibition in the preceding sentence shall not apply if the employee is engaged in lawful activities involving the SRPSCC pursuant to the Meyers-Milias-Brown Act.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 2.007  
**TITLE:** **Restricted Access to Personnel Information**  
**ADOPTED:** 01/31/2017  
**REVISED:**

The Chief Executive Director or designee shall maintain a personnel file for all current employees at the SRPSCC’s central office.

The Chief Executive Director or designee shall determine the types of information to be included in personnel files. This includes, by way of illustration and not limitation, records required by law.

Any request by an employee to include materials in his/her personnel file shall be in writing and must be approved by the Chief Executive Director or his/her designee.

An employee may initiate a written reaction or response to any document placed in his/her personnel file including his/her performance evaluation. The response shall be placed in the employee’s personnel file.

**Persons with Authorized Access**

The Chief Executive Director or designee shall maintain the confidentiality of those personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee’s privacy.

Access to an employee’s personnel file shall be granted only to:

- the employee,
- persons authorized by the employee,
- SRPSCC personnel (and others) with a “right to know” or “need to know” who have been authorized access by either the Chief Executive Director or by the Board.

Individual Directors are not allowed to access personnel files. The Board collectively, however, may either view the personnel file or request pertinent information from an employee’s file.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file.

### **File Review by Employee**

An employee who wishes to inspect his/her personnel file shall contact the Chief Executive Director or his/her designee. Personnel file review is available to the employee at reasonable intervals and at reasonable times. Typically, review takes place during non-working time.

With the exceptions noted below, all records in the personnel file that are related to either (a) the employee's performance, or (b) any grievance concerning the employee shall be made available for inspection by the employee.

The Chief Executive Director or designee is not required to, and shall not, make available to the employee: (Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense.
2. Letters of reference.
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

Requests for a copy of any material in a personnel file shall be made in writing.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.001  
**TITLE:** Public Access to SRPSCC Records  
**ADOPTED:** 01/31/2017  
**REVISED:**

**Introduction**

The Governing Board recognizes the right of citizens to access public records of the SRPSCC pursuant to provisions of the California Public Records Act and other state or federal laws. The Chief Executive Director, or his/her designee, is directed to permit access to the public records of the SRPSCC, excepting those records that the law permits the SRPSCC to withhold from public disclosure.

**Member Agency and Contracting Agency Records**

The SRPSCC is a joint powers authority that provides dispatch, communications support, and other assistance (“Assistance”) to various entities including its Member Agencies and Contracting Agencies. SRPSCC and its personnel act as the agent of each Member Agency and Contracting Agency receiving Assistance.

Records produced by the SRPSCC and its personnel when acting as agent for a Member Agency or Contracting Agency are prepared, owned, used, or retained by the assisted Member Agency or Contracting Agency, and not by SRPSCC. Except as required by law, such records shall not be disclosed to members of the public without the prior consent of the affected Member Agency (or affected Contracting Agency or Agencies that owns the records). This specifically includes, but is not limited to, SRPSCC performance data.

The Governing Board directs the Chief Executive Director, or his/her designee, to forward a copy of any request for records prepared, owned, used, or retained by a Member Agency or Contracting Agency to that Member Agency or Contracting Agency for processing, and to tender notice of this action to the requestor.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**               **3.002**

**TITLE:**               **Media Representatives**

**ADOPTED:**           **01/31/2017**

**REVISED:**

Absent clear direction from the Board of Directors, only the Chairperson of the Board, or the Chief Executive Director, shall make statements to the media on behalf of the SRPSCC.

The Chief Executive Director is authorized and directed to promulgate procedures to govern the day-to-day release of information to the media or the public.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.003  
**TITLE:** SRPSCC Website(s)  
**ADOPTED:** 01/31/2017  
**REVISED:**

To enhance communication with Member Agencies, Contracting Agencies, SRPSCC staff, and community members, the Board of Directors authorizes and directs the Chief Executive Director to develop and maintain SRPSCC websites to support the vision and goals of the SRPSCC.

Use of the websites shall be coordinated with other SRPSCC communications strategies.

**Design Standards**

The Chief Executive Director, or his/her designee, shall establish design standards for SRPSCC websites in order to maintain a consistent identity, professional appearance, and ease of use.

SRPSCC’s design standards shall address the accessibility of SRPSCC-sponsored websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

**Guidelines for Content**

Consistent with this policy, the Chief Executive Director, or his/her designee, shall develop content guidelines for SRPSCC websites and shall assign staff to review and approve content prior to posting.

**Privacy**

The only telephone numbers, addresses, and email addresses published on SRPSCC websites shall be official SRPSCC numbers and addresses.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.004  
**TITLE:** Technology, Email and Internet Use  
**ADOPTED:** 01/31/2017  
**REVISED:**

**Purpose**

SRPSCC Electronic Communication Resources (“ECRs”) and the SRPSCC email system (“Email System”) play an integral role in supporting the mission of the SRPSCC.

The Email System provides an official means of communication by and between the SRPSCC and its employees. Official communications sent to users with designated SRPSCC email accounts and designated access shall be received and read in a timely fashion.

**Privilege**

Eligibility to access and use SRPSCC ECRs and the SRPSCC Email System is a privilege accorded at the discretion of the SRPSCC.

The Chief Executive Director (or authorized designee) may grant SRPSCC employees, or other individuals at the Chief Executive Director’s discretion, access to ECRs and the Email System to support the mission of SRPSCC.

The SRPSCC prohibits the use of any ECRs or the Email System in a manner that is not compatible with the mission, charter, and objectives of the SRPSCC.

**Definitions**

**1. Electronic Communications**

Any transfer of signals, writings, images, sounds, data or intelligence that is created, sent, forwarded, received, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communication resources.

Electronic communications include, by way of illustration and not limitation: emails, text messages, “tweets,” instant messages, faxes, streaming video, postings on blogs or social networking sites and voicemails.

## **2. Electronic Communications Resources (ECRs)**

Telecommunications equipment, transmission devices, electronic video and audio equipment, encoding or decoding equipment, computers and computer time, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, and related computer records, software, and documentation that support electronic communications.

Electronic Communications Resources include, by way of illustration and not limitation: flash drives, handheld communications devices, tablets, cellular telephones, pagers, fax machines, computers, net books, televisions, wireless routers, blue tooth technology, and computer monitors.

## **3. SRPSCC Email System**

SRPSCC ECRs that are used to support email services and email communications including by way of illustration, and not limitation, email addresses, email software, and/or any devices for email storage.

## **4. Public Record**

A record defined in the California Public Records Act [California Government Code section 6250 et seq.

## **Acceptable Uses and Restrictions**

Use of SRPSCC ECRs and the SRPSCC Email System are subject to the following conditions:

1. SRPSCC employees shall use SRPSCC ECRs and the Email System responsibly and productively.
2. The primary use of SRPSCC ECRs and the Email System is to support the mission, charter and objectives of the SRPSCC.
3. Electronic communications sent or received on the ECRs cannot be expected to be secure. SRPSCC ECRs users should never provide confidential, sensitive, or personally identifiable information to any untrustworthy internet resource.
4. All use shall comply with applicable Federal, State and local regulations.
5. Personal use is permitted at the discretion of the Chief Executive Director. Such use cannot interfere with the user's assignment or violate any other prohibition or restriction set forth in any SRPSCC policy, procedure or guideline.



6. Users of SRPSCC ECRs or the Email System **shall not**:
- a. Cause damage of any kind to SRPSCC's ECRs or the Email System;
  - b. Promote unethical practices or any activity prohibited by law or any SRPSCC policy, procedure or guideline;
  - c. Upload, download, create or receive computer viruses and/or other programs that might cause harm to any SRPSCC property;
  - d. Download, receive, or transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs;
  - e. Download, copy or reproduce any software, electronic file, program or data that is copyrighted without authorization;
  - f. Interfere, or attempt to interfere, with other users' ability to use SRPSCC ECRs or the Email System;
  - g. Read, delete, copy or modify other users' electronic communications unless expressly authorized by law, existing SRPSCC policy, procedure or guideline, the Chief Executive Director or other designated representative;
  - h. Use personal e-mail addresses for SRPSCC purposes;
  - i. View video(s) on the internet or listen to internet-based radio stations or internet audio streams; or
  - j. Violate any other existing SRPSCC policy, procedure or guideline.

The Chief Executive Director or a designated representative may, as needed: (1) establish additional guidelines and limits on the use of SRPSCC ECRs or the Email System, including, but not limited to, personal use on SRPSCC time; or (2) grant exceptions to prohibitions set forth in this policy.

### **No Expectation of Privacy**

Users shall have no expectation of privacy regarding their use of SRPSCC ECRs, the SRPSCC Email System and/or personal ECRs on SRPSCC time. All data composed, transmitted and/or received by SRPSCC ECRs or the Email System is considered property of the SRPSCC.

The SRPSCC has the right to monitor and log any and all uses of SRPSCC ECRs and the Email System. This right includes, by way of illustration, and not limitation, the right to monitor, access, review, inspect, copy, store or delete, and block any internet activity or electronic communications.

The SRPSCC also has the right to monitor, access and log the content of SRPSCC ECRs and the Email System. This right includes, by way of illustration, and not limitation, the right to access, inspect, review, copy, and store or delete any electronic communications, any files within or attached to such communications, or any files having a connection to SRPSCC ECRs and the Email System.

### **False Identity and Anonymity**

Users of SRPSCC ECRs and the Email System shall not, either directly or by implication, employ a false identity (the name or electronic identification of another).

Users of SRPSCC ECRs and the Email System may not remain anonymous (e.g. the sender's name or electronic identification are hidden). The use of pseudonyms and/or any other anonymous communications are not permitted uses.

### **Interference**

Users are strictly prohibited from disrupting, interfering with, or causing unreasonable strain on any SRPSCC ECRs or the Email System for any reason.

Uses that disrupt, interfere and/or cause unreasonable strain on SRPSCC ECRs and the Email System include by way of example, and not limitation:

1. "Spamming," i.e. to exploit e-communications systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited electronic messages;
2. "Letter-bombing," i.e. to send an extremely large message or send multiple electronic messages to one or more recipients, causing interference with the recipient's use of e-communications systems or services; or
3. Any other practice that intentionally or unintentionally interferes with SRPSCC's computers, network resources or e-mail.

### **Offensive Communications and Security Threats**

The SRPSCC may implement, at any time, strategies to filter offensive communications and safeguard SRPSCC ECRs and the Email System against security threats (e.g. viruses). The SRPSCC is not, however, responsible for protecting users from receiving security threats or offensive electronic communications. Any person who receives such a communication shall promptly report it to the Chief Executive Director or designated representative.

### **Enforcement**

The Chief Executive Director or designated representative shall be responsible for enforcing employee compliance with the provisions of this policy and for investigating non-compliance.

Non-compliance with this Policy may subject the violator to legal sanctions and/or disciplinary action up to and including dismissal.

### **Reporting Misuse**

Users shall report any security problem or misuse of SRPSCC ECRs and the Email System to the Chief Executive Director or a designated representative.

### **Records**

Users shall comply with SRPSCC requests for copies of public records that may be in their possession. A user shall comply with SRPSCC's requests for copies of public records whether or not the user is aware such records exist, and regardless of whether such records were created with or reside on SRPSCC ECRs and the Email System.

### **Passwords**

Passwords are issued to employees in order to protect the network security and business interests of the SRPSCC and to create limited access to certain SRPSCC information. Authorized users are responsible for the security of their passwords. Network domain passwords are complex and must be changed every ninety (90) days. The conferral of passwords does not create any individual right of privacy as to the SRPSCC's computer network resources including any data, files, or messages.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.005

**TITLE:** External Access to the SRPSCC Outlook Web App (OWA)

**ADOPTED:** 01/31/2017

**REVISED:**

**Purpose**

The purpose of this policy is to ensure that remote access to the SRPSCC’s computer network system is handled in accordance with workplace rules and does not result in an unacceptable level of security risks.

**External Access to SRPSCC OWA**

This policy applies to all employees of SRPSCC, independent contractors, temporary workers, and all other individuals authorized to access the SRPSCC OWA email system.

All remote OWA email users must comply with the SRPSCC’s Technology, Email and Internet Use Policy (Policy No. 3.004) pertaining to email. All electronic information obtained through OWA is the property of the SRPSCC and should be used for the conduct of SRPSCC business. It is not intended for personal use.

Users are responsible for actively protecting SRPSCC information and information systems when using OWA. Employees must connect through the designated remote access service in accordance with specific OWA Access User Information issued by the IT Department.

The nature of mobile systems is that they are available and accessible outside of an employee’s regularly scheduled work hours. Access to the OWA does not imply or provide consent for overtime work for non-exempt employees; overtime must be pre-authorized by standard SRPSCC procedures.

**Minimum Standards of Personally-Owned Electronic Equipment**

1. It is recognized that SRPSCC employees own personal equipment and software suitable for accessing the SRPSCC OWA. The SRPSCC does not take any responsibility for non-SRPSCC owned equipment.
2. IT staff will provide written instructions related to how authorized users can connect to OWA. IT assistance is limited to assuring that SRPSCC network components are

operational. Assistance does not extend to support or maintenance of user owned hardware or software.

3. Violations include, by way of illustration and not limitation:
  - a. Sharing remote access sign-on credentials with unauthorized users.
  - b. Non work-related use of OWA.
  - c. Failure to conform to the terms of the SRPSCC OWA addendum.
  - d. Failure to notify the SRPSCC when OWA access sign-on credentials have been compromised.
  - e. Failure to comply with SRPSCC security and computer use policies and best practices.
  
4. Penalties for violation of this policy (No. 3.005) will vary depending on the nature and severity of the specific violation. Any employee who violates this policy (No. 3.005) will be subject to:
  - a. Restriction of remote access rights and privileges.
  - b. Termination of remote access privileges.
  - c. Disciplinary action including but not limited to reprimand, suspension, and/or termination of employment.
  - d. Civil or criminal prosecution under federal, local and/or state law as applicable.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.006  
**TITLE:** VPN Access to CAD Livestream  
**ADOPTED:** 01/31/2017  
**REVISED:**

**Summary**

The purpose of this Board Policy is to describe Virtual Private Network (“VPN”) access to the SRPSCC Computer Aided Dispatch (“CAD”) for Livestream.

**Policy**

1. VPN access to CAD for Livestream shall only be approved when the party seeking access is either a public fire suppression agency or law enforcement agency within Sacramento County, or is a government agency mutual aid partner in one of the surrounding counties.
2. All costs required to enable VPN access to CAD for Livestream shall be borne by the requesting public agency unless an exception is made by the Governing Board.
3. The Governing Board of the SRPSCC retains the exclusive right to approve, deny or limit authorization to use VPN access to CAD for Livestream by any fire or law enforcement agency that is not a Member Agency or Contracting Agency.

**Requests for VPN Access**

1. Requests for VPN access to CAD for Livestream shall be made in writing to the Chief Executive Director. Requests shall be signed by the requesting agency administrator or his/her authorized designee.
2. The Chief Executive Director shall investigate all details of the request including the projected financial impact and then prepare a staff report and resolution for consideration by the Governing Board.
3. Upon Governing Board approval, the Chief Executive Director or his/her designee shall provide VPN access to the requesting public agency as specified by the conditions of approval issued by the Governing Board.

## **Conditions of Use**

Set forth below are the Technical Requirements, Responsibilities of SRPSCC, Responsibilities of the User, and Termination of Access. A copy of the VPN Access Agreement is **Appendix A** to this Board Policy.

### **1. Technical Requirements**

- a. SRPSCC cannot guarantee the availability of a VPN connection since only a limited number of concurrent connections are available.
- b. Access to specific SRPSCC resources must be specified in the VPN Access Agreement and connections to the network will be limited to only those resources.
- c. VPN use will be controlled using password authentication and a client data encryption method.
- d. All computers connected to the SRPSCC's internal networks using VPN or any other technology must use Anti-Virus software that is current and updated at least daily.
- e. VPN users will be automatically disconnected from SRPSCC's network after fifteen (15) minutes of inactivity. The user must then log on again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
- f. The VPN is limited to a connection time of twelve (12) hours.

### **2. Responsibilities of the SRPSCC**

- a. SRPSCC will provide the VPN client to authorized users.
- b. SRPSCC will set up and manage the VPN gateway.
- c. SRPSCC will provide an IT Service Desk to resolve remote access issues that are under the SRPSCC's control.
- d. The Chief Executive Director may, on a case-by-case basis, override any part of this policy.

### **3. Responsibilities of the User**

- a. Complete the VPN Access Agreement and wait for authorization before attempting to access SRPSCC networks.

- b. Install the VPN client software on a computer whose configuration and Operating System are supported by the VPN client.
- c. Resolve all issues relating to equipment, firewalls, software, services, etc. up to the VPN gateway. SRPSCC is not responsible for home/business computer, home/business networking, Internet Service Provider connections, or other issues that occur outside the SRPSCC VPN gateway.
- d. Only attempt to access SRPSCC resources specified in the VPN Access Agreement.
- e. Only use information accessed on the SRPSCC network in conjunction with specific work conforming to a contract with the SRPSCC. Willful and unauthorized disclosure of SRPSCC information is not allowed.
- f. Alert the IT Service Desk to any suspected security problems.
- g. Contact the IT Service Desk or IT On-call Technician to troubleshoot a VPN installation or connection when the problem source is on the SRPSCC side of the VPN gateway.

#### **4. Termination**

- a. Should SRPSCC determine that the user has violated the requirements for VPN access, SRPSCC will immediately terminate the VPN access and notify the user of the specific area(s) in which they are in violation. The user shall have five (5) working days, or a mutually agreed upon timeframe depending on the complexity level of the problem(s) and respective resolution(s), to correct the specified violation(s).
  - If the violation is corrected within five (5) working days or within the agreed-upon timeframe, whichever date is later, the SRPSCC will reactivate the VPN remote access.
  - If the violation is not corrected within five (5) working days or within the agreed-upon timeframe, whichever date is later, the SRPSCC may cancel all VPN access privileges.
- b. User access will be terminated at the end of the user's contract with the SRPSCC or one (1) year, whichever occurs first. User will need to contact the IT Service Desk prior to expiration of this agreement if access is to be extended. If the VPN access is no longer needed or being used, the SRPSCC will immediately terminate VPN access.
- c. Any contractor found to have violated the terms and conditions of this Policy or the Acceptable Use Agreement will be subject to immediate cancellation of VPN access and may be subject to cancellation of their contract(s) with the SRPSCC.



**Appendix to  
SRPSCC Policy 3.006 – VPN Access to CAD Livestream**

**Acceptable Use Agreement  
(VPN)**

Reliable operation of the Virtual Private Network (VPN) and security of the SRPSCC network relies, in part, upon the proper conduct of the VPN users who must adhere to strict guidelines and rules.

The signature at the end of this Acceptable Use Agreement indicates the party has carefully read, understood and agrees to the terms and conditions of appropriate use of the VPN as specified in the SRPSCC Board Policy 3.006 (*VPN Access to CAD Livestream*) and in this VPM Access Agreement.

I agree to the following terms:

1. Use of the VPN is a privilege, not a right. I understand that the Information Technology (IT) Department may limit, suspend, or revoke my access to the VPN at any time. I do not consider any work performed over the VPN to be private, confidential or otherwise protected; I understand that IT may, at any time and in any way necessary, monitor and control the connection.
2. I understand that my ability to use the VPN will require me to comply with all technical requirements imposed by IT. I understand that those requirements may change from time-to-time. I have been provided a copy of the current requirements.
3. I understand that IT will provide telephone assistance to troubleshoot a VPN installation or connection, during normal business hours, when the source is on the SRPSCC side of the VPN gateway; however, I understand that it is a low priority service and does not include travel to a remote site.
4. I understand that I am responsible for non-SRPSCC owned equipment and services. I understand that I am responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing, using and keeping current Anti-Virus software, installing the client software provided by the SRPSCC, and paying all associated fees.
5. I understand that any non-SRPSCC owned computing equipment, while connected to the VPN, is a de facto extension of the SRPSCC's network and that I am subject to the same rules and procedures that apply to SRPSCC-owned equipment. A copy of the SRPSCC's Technology Usage Policy is available via the IT Service Desk.
6. I understand that I must disconnect from the VPN when I want to use the Internet for personal use.

7. I agree that I will not use the VPN to transmit images and/or text that is derogatory and/or harassing based on race, creed, color, national origin, ancestry, disability, medical condition, marital status, sex, or sexual orientation. Moreover, I will not use the VPN to view, download, or transmit pornography, or to purchase goods and services for personal use.
8. I understand that the security of the SRPSCC's network is of vital importance. I will keep my password confidential. I will not allow unauthorized persons to access the SRPSCC's internal networks. I will promptly report any use of my account by others to the IT Manager. I understand that IT may immediately terminate my access to the VPN in the event of a security breach.
9. I understand that the SRPSCC makes no warranties of any kind, whether expressed or implied, for the VPN service. I understand that the SRPSCC will not be responsible for any damages I may suffer as a result of my use of the VPN, including, but not limited to, loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or by employee error or omission.
10. I understand that all access to the VPN may be monitored and/or recorded, to include the times, dates and duration of access. Patterns of unusual activity, which may indicate a compromised computer or account, may result in immediate termination of access and further detailed investigation.
11. I understand that violation of this agreement may result in the revocation of all my VPN access privileges and may also result in cancellation of my contract(s) with the SRPSCC.

***Name of current Anti-Virus software to be used on computers accessing the VPN:***

***User Name (please print):*** \_\_\_\_\_

***User Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Agreement Termination Date: (1 year or less from today):*** \_\_\_\_\_

***SRPSCC employee sponsor/contact who knows about User's contract(s) with the SRPSCC: (if applicable)*** \_\_\_\_\_

***Please describe the SRPSCC resources to which you need remote access:***

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***APPROVED:*** \_\_\_\_\_

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               3.007

**TITLE:**                **Expectation of Privacy**

**ADOPTED:**           01/31/2017

**REVISED:**

When using SRPSCC property, network and/or internet access to files, including email, a User shall have no *expectation of privacy*. SRPSCC reserves the right to monitor users' online activities, and to access, review, copy, and store or delete any electronic communication or files and/or disclose them to others as it deems necessary.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **3.008**

**TITLE:**               **Social Media**

**ADOPTED:**       **01/31/2017**

**REVISED:**

**Purpose**

Use of social media presents risks and carries with it responsibilities. To assist employees in making responsible decisions about their use of social media, the Center has established these guidelines for appropriate use of social media. This policy applies to all employees and to contractors engaged in social media on behalf of SRPSCC as part of their duties.

**Background**

The SRPSCC encourages the use of social media technologies to enhance communication, collaboration, and information exchange in support of the SRPSCC’s mission. By openly sharing knowledge, best practices, and lessons learned within the SRPSCC, with and from other federal, state, and local partners, and with and from the public, effective solutions and efficiencies to enhance excellence in the business of government can be provided.

The use of social media technology follows the same standards of professional malpractice and conduct associated with all other work undertaken by SRPSCC staff. Common sense and sound judgment help avoid the most vexing issues.

**Guidelines**

“Social media” is an umbrella term that encompasses various activities that integrate technology, social interaction, and content creation.

1. Social media uses many technologies and forms, such as blogs, wikis, photo and video sharing, podcasts, social networking, mashups, and virtual worlds.
2. Social media includes all means of communicating or posting information or content of any sort on the Internet (by way of illustration and not limitation, consider: Facebook, Twitter, Tumblr, Flickr, Instagram, a web log or blog, journal, diary, personal web site, web bulletin board or chat room).

3. It does not matter whether the communication or posting is associated or affiliated with the Center.

An employee is entirely responsible for what he/she posts online. Before creating online content, an employee should consider the risks and rewards that are involved. Conduct that adversely affects job performance, the performance of fellow employees, or otherwise adversely affects clients, customers, vendors, suppliers, or people who work on behalf of the Center's business interests, may result in disciplinary action up to and including termination.

### **Guiding Principles**

SRFECC employees and contractors should:

1. Know and follow SRPSCC conduct guidelines which, among other factors, prohibit activities such as:
  - a. Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups.
  - b. Endorsement of commercial products, services, or entities.
  - c. Endorsement of political parties, candidates, or groups.
  - d. Lobbying members of government using SRPSCC or any other appropriated resource.
2. Understand that published content is persistent in the public domain. When an SRPSCC employee or contractor is representing SRPSCC in an official capacity, SRPSCC is responsible for the content that is published on blogs, wikis or any other form of user-generated media. SRPSCC employees and contractors should always assume that communications are in the public domain, available for publishing or discussion in all forms of media.
3. Coordinate his/her writing with the Chief Executive Director when discussing SRPSCC or SRPSCC-related matters on social media. When in doubt, consult the Chief Executive Director.
4. Consider a disclaimer if publishing SRPSCC-related content to any website outside of SRPSCC's official online presence (this may include SRPSCC websites as well as SRPSCC's official presence on third party sites). For example: "*These postings are my own and do not necessarily represent SRPSCC's positions, strategies or opinions.*" An SRPSCC employee or contractor should never use or reference his/her formal position when writing in a non-official capacity. When in doubt, consult the Chief Executive Director.

5. Consider whether personal thoughts they publish, even in clearly personal venues, may be misunderstood as expressing SRPSCC positions. Those in leadership roles, by virtue of their position, must assume that employees and those outside the SRPSCC will read what is written. A public blog is not the place to communicate SRPSCC policies to SRPSCC employees. SRPSCC employees should assume that their thoughts are in the public domain and can be published or discussed in all forms of media. SRPSCC employees and contractors have no expectation of privacy in their postings.
6. Respect copyright, fair use and financial disclosure laws.
7. Always protect sensitive information, such as personally identifiable information. Conversations that are meant to be tentative, pre-decisional or internal to SRPSCC should not be published or reported unless permission is granted by the Board or the Chief Executive Director.
8. Be aware of their association with the SRPSCC in online social networks. If an SRPSCC employee identifies themselves as such, or has a public facing position for which their SRPSCC association is known to the general public, profiles and related content (even if it is of a personal and not an official nature) should be consistent with presentation as a SRPSCC professional and appropriate with the public trust associated with their position. SRPSCC employees and contractors have no expectation of privacy in their postings.
9. Remain focused on member agencies, customers, and achieving SRPSCC's mission. Use of social media tools should never interfere with primary duties.
10. Ensure use complies with applicable mandates, such as the California Public Records Act.

### **Disciplinary Action**

Inappropriate postings (including those that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct) will not be tolerated and may subject an employee to disciplinary action up to and including termination.

### **Respectfulness**

Employees should always be courteous to fellow employees, clients, customers, vendors, and suppliers. Employees are more likely to resolve work problems by speaking directly with co-workers or supervisor(s) than by posting complaints on social media. Nevertheless, if an employee decides to post complaints or criticism, he/she should avoid using statements, photographs, video or audio that: (1) are malicious, obscene, threatening or intimidating; (2) disparage employees, clients, customers, vendors or suppliers; or (3) might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or SRPSCC policy.

## **Honesty and Accuracy**

Employees should make sure to be honest and accurate when posting information or news. If a mistake is made, it should be corrected quickly. Information or rumors that are known to be false about the Center, fellow employees, consultants, clients, customers, vendors, suppliers, or competitors should never be posted.

## **All Content Posted Should Be Appropriate and Respectful**

The confidentiality of trade secrets and confidential information should be maintained. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. An employee should not post internal reports, policies, procedures or other internal business-related confidential communications. An employee should not create a link from his/her blog, website or other social networking site to a Center website without identifying himself/herself as a Center employee.

## **Social Media at Work**

1. Unless work-related and authorized, employees should not use their Center email address or Center equipment to register on any form of social media.
2. Employees may use personal social media during working time provided such use is consistent with this policy and does not interfere with assigned duties.

## **Personal Opinions Only**

Employees should not represent themselves as a spokesperson for the Center. If the Center is a subject of content that an employee is creating, he/she must be clear and open about the fact that he/she is an employee, and clarify that his/her views do not represent those of the Center, fellow employees, customers, suppliers or people working on behalf of the Center. If an employee publishes a blog or online post that is related to his/her work or is associated with subjects related to the Center, he/she must clarify that he/she is not speaking on behalf of the Center.

Content shall not be posted on a social media site that contains images of SRPSCC equipment, uniforms, or logos must be approved by the chain of command or by the Chief Executive Director.

## **No Retaliation**

The Board prohibits taking adverse action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**            **3.009**

**TITLE:**            **Organizational Chart**

**ADOPTED:**        **01/31/2017**

**REVISED:**

The following is an organizational chart which sets forth the SRPSCC chain of command:



**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**                **3.010**

**TITLE:**                **Member Agency Contributions**

**ADOPTED:**           **01/31/2017**

**REVISED:**

Each Member Agency shall make all payments described in the Joint Powers Agreement as amended. Payment shall be received by the SRPSCC on or prior to the applicable date of:

- Either January 1;
- Or July 1.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **3.011**

**TITLE:**               **Contracting Agency Contributions**

**ADOPTED:**           **01/31/2017**

**REVISED:**

Each Contracting Agency shall pay the fees and costs identified in its contract with the SRPSCC on or before the date specified for payment.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.012  
**TITLE:** Investment  
**ADOPTED:** 01/31/2017  
**REVISED:**

The purpose of this Policy is to set forth the policy of the SRPSCC for the investment and management of its public funds.

An entity retained to provide investment-related services to the SRPSCC shall not render any service(s) unless and until it confirms, in writing, that it has received and reviewed this policy statement, and is prepared to implement its terms, as applicable to the services to be provided by the entity.

**Objectives**

**1. Primary Objectives**

The primary objectives of investment activities, in order of priority, are safety, liquidity, and yield:

a. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

b. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

The staff of the SRPSCC shall (1) monitor the SRPSCC's budget formation and approval process, and (2) actively assess and manage cash flow needs of the SRPSCC.

c. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the low level of risk being assumed.

2. **Other Objectives**

a. Pooling of Funds

Except for cash in certain restricted and special funds, the SRPSCC will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds proportionately based on their respective participation and in accordance with generally accepted accounting principles. The pooling of funds shall have no effect on the legal character of the pooled funds, i.e. funds whose use is restricted by law shall remain restricted and cannot be used as part of the SRPSCC's general fund.

b. Local Considerations

Where possible, as a secondary objective, funds may be invested for the betterment of the local economy. The Chief Executive Director may accept a proposal from an eligible institution that provides for a reduced rate of interest provided that such institution documents the use of deposited funds for local community development projects.

**Standards of Care**

1. **Prudence**

In accordance with Government Code section 53600.3, the standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio

Pursuant to the "prudent person" standard, investment officers shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the SRPSCC, that a prudent person acting in a like capacity would use to safeguard the principal and maintain the liquidity needs of the SRPSCC. Funds shall be managed not for speculation where the sole goal of a transaction is to increase principal balances, but for investment intended to earn a reasonable rate of return on invested funds, considering the probable safety of their capital as well as the probable income to be derived. Even assuming investment

transactions are undertaken with care pursuant to the “prudent person” standard, it is recognized that invested funds are subject to the vagrancies of the markets beyond the control of the investment officers.

## **2. Ethics and Conflicts of Interest**

- a. Officers, employees, and investment officials who are involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
- b. Officers, employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.
- c. Officers, employees and investment officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the SRPSCC.
- d. Officers, employees and investment officials shall file State Fair Political Practices Commission’s Statement of Economic Interests and make the disclosures required by the SRPSCC’s conflict of interest policies.

## **3. Delegation of Authority**

Authority to manage the SRPSCC investment program is granted to the Chief Executive Director, subject to annual delegation of investment authority by the Governing Board pursuant to Government Code section 53607. The Chief Executive Director also is authorized to appoint deputies and employees, as prescribed by Governing Board resolution, to implement the investment program. The Chief Executive Director and those employees appointed by the Chief Executive Director to perform investment activities pursuant to these policies shall be referred to herein collectively as “investment officers.”

Investment officers shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy (“Investment Procedures Policy”). Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures manual. The investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate their activities.

## **Governing Board Consideration of Investment Policy**

1. This Board Policy shall be reviewed and considered by the Governing Board on an annual basis pursuant to Government Code section 53646(a)(2).
2. Governing Board approval is required should the Chief Executive Director propose to invest SRPSCC dollars in any manner other than in an insured bank savings account.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.013  
**TITLE:** Surplus Property  
**ADOPTED:** 01/31/2017  
**REVISED:**

**Background**

It is financially advantageous to the SRPSCC to dispose of scrap and/or surplus personal property in a manner that expeditiously maximizes revenue and converts idle equipment and materials to revenue, thereby recovering funds for other uses.

**Application**

1. This Board Policy applies to the disposal of all scrap and/or surplus SRPSCC-owned personal property. By way of illustration and not limitation, it applies to personal property, and federal and State grant personal property (when authorized by the grantor).
2. Members of the Governing Board, department heads, and staff responsible for SRPSCC-owned personal property shall continually monitor the use of fixed assets, minor equipment, supplies, and material to ensure that surplus personal property (when no longer needed or not utilized as trade-in on new acquisition) is disposed of in a timely manner.
3. Property and equipment acquired using grant funds, and that require sale proceeds to be returned to the grantor, must be separately identified and accounted for.
4. At least annually, the Chief Executive Director shall report to the Governing Board concerning any property deemed surplus. The report shall include a recommended plan for disposing of the property.
5. All funds derived from the disposal of SRPSCC-owned surplus personal property, including lost or abandoned personal property, shall be deposited into a fund of the SRPSCC.
6. All computer equipment and copiers deemed surplus must conform to the following criteria prior to disposal:
  - All licensed software will be removed from computers.

- All electronic files will be deleted from computers prior to donation.
  - Computers may be reloaded with operating system software only if legal.
  - All inventory and identification tags, as well as Help Desk tags, will be removed from the equipment.
  - The SRPSCC will not guarantee the current or future working condition of the equipment.
  - The SRPSCC will not provide technical assistance with the set-up, repair or operation of the equipment.
7. Non-working electronic or universal wastes may not be sold or transferred. Mercury containing devices such as gauges, thermostats, sphygmomanometers, thermometers, etc., may not be sold and must be managed in accordance with California Code of Regulations Title 22 §66273.



**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.014  
**TITLE:** Capital Assets  
**ADOPTED:** 01/31/2017  
**REVISED:**

**Generally**

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the SRPSCC's assets and resources in order to help achieve the SRPSCC's purposes. The Chief Executive Director or designee shall establish and maintain an accurate, efficient financial management system that enhances the SRPSCC's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Chief Executive Director shall ensure that the SRPSCC's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

The Chief Executive Director or designee shall develop a system to accurately identify and value SRPSCC assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. As detailed below, SRPSCC assets with a useful life of more than one (1) year and an initial acquisition cost of Five Thousand Dollars (\$5,000) or more shall be considered capital assets. The Chief Executive Director or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

The Governing Board expects its members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the SRPSCC to act with integrity and due diligence in dealings involving SRPSCC's assets and fiscal resources.

The Chief Executive Director or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the SRPSCC. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Chief Executive

Director or designee. In addition, the Chief Executive Director or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Chief Executive Director or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the SRPSCC's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Chief Executive Director or designee shall provide regular reports to the Governing Board on the status of the SRPSCC's internal control procedures and recommend any necessary revisions to related Board Policies.

### **Definitions**

1. **Capital assets** as used herein are defined as items that are:
  - a. Permanent in nature, tangible, durable (economic useful life is greater than one (1) year);
  - b. Held for purposes other than investment or resale; and
  - c. Have a cost which equals or exceeds the capitalization threshold as determined by the SRPSCC.
2. **Land** is the solid part of the earth's surface to which the SRPSCC has legal ownership. Includes all land purchased, leased, donated, or otherwise acquired. Includes cost to improve or prepare the land for its intended purposes.
3. **Buildings** are permanent, roofed structures used for the permanent or temporary shelter of persons or equipment. Includes building improvements made to existing buildings which add useful space, or extend the useful life of the building.
4. **Furniture, Fixtures and Equipment (FF&E)** consists of property that does not lose its identity when removed from its location and is not changed materially or expended in use. May be moveable, or affixed to a building.
5. **Construction in Progress** describes capital assets that are not yet substantially ready to be placed into service.
6. **Leases** are capital assets if they meet the following criteria:
  - a. The life of the lease is at least seventy-five percent (75%) of the asset's useful life.
  - b. The lease contains a purchase agreement for less than market value.
  - c. The lease gains ownership at the end of the lease period.
  - d. The present value of lease payments is greater than ninety percent (90%) of the asset's market value.

7. **Leasehold improvements** are costs incurred to prepare a leased property for its intended use and purpose.
8. **Other Capital Assets** includes assets that do not fit into any other major class of assets. May include assets that require either depreciation or amortization, and those that do not.

### **Classification**

Capital assets of the SRPSCC will be classified in the following categories:

- 1) Land
- 2) Buildings
- 3) Furniture, Fixtures and Equipment
- 4) Construction in Progress
- 5) Leases
- 6) Leasehold improvements
- 7) Other Assets

### **Capitalization Threshold**

Items with a unit price greater than Five Thousand Dollars (\$5,000), and a useful life greater than one (1) year, will be capitalized and recorded as a capital asset.

Assets which do not meet capitalization limits are expensed in the fiscal year the asset was received. Normal maintenance and repair costs which do not extend the useful life of the asset are expensed as incurred.

### **Valuation of Capital Assets**

Capital assets are valued at acquisition cost, including costs incurred to prepare the asset for its intended use and purpose, net book value for any assets given in exchange; and the present value of liabilities incurred.

Capital assets acquired by gift or donation are recorded at the fair market value as of the date of the gift or donation.

### **Depreciation Method**

The SRPSCC will allocate the cost of depreciable capital assets based on the straight-line depreciation method and full month convention.

As a result, capital assets will have an equal depreciation amount every month, starting the first month in service and continuing through its useful life.

## **Useful Life**

The following useful lives have been assigned:

Land	Infinite
Building and Building Improvements	30 years
Furniture, Fixtures and Equipment	5 years
Construction in Progress	N/A
Leases	Lease term
Leasehold Improvements	Lesser of normal useful life of the asset or remaining lease term
Other Assets	Varies

## **Internal Controls**

The SRPSCC will establish internal controls designed to prevent and detect errors in the identification of capital assets, accounting for capital asset transactions and subsequent valuation, including impairment; and the safeguarding of assets from misappropriation.

### **1. Capital Asset Transactions**

Capital asset purchases are approved by the Chief Executive Director. Capital asset purchases in excess of Fifty Thousand Dollars (\$50,000) must also be approved by the Governing Board.

Additions to capital assets are identified by the Accounting department as purchase and lease transactions are reviewed for capitalization criteria. If a purchase or lease transaction is eligible, it is recorded to the appropriate general ledger account, and a corresponding capital asset record is created within the fixed asset module of the ERP system.

Disposals of capital assets are executed in accordance with the SRPSCC's Surplus policy. (See SRFEC Board Policy 3.013 – Surplus.)

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.015  
**TITLE:** Expense Reimbursement  
**ADOPTED:** 01/31/2017  
**REVISED:**

**Scope**

This policy applies to all SRPSCC employees and to all members of the Board of Directors. It is intended to result in no personal gain or loss to an employee or Director.

**Implementation**

When SRPSCC employees or Directors have incurred out-of-pocket expenses for item(s) or service(s) appropriately related to SRPSCC business, they shall submit their requests on a reimbursement form established by the Chief Executive Director. Included on the reimbursement form will be an explanation of the SRPSCC-related purpose for the expenditure(s). Receipts evidencing each expense shall be attached.

The Chief Executive Director will review and approve reimbursement requests. Requests for reimbursement filed by the Chief Executive Director will be reviewed and approved by the Board Chairperson.

All expenses must be reasonable and necessary, and employees and Directors are encouraged to exercise prudence in all expenditures.

**Application**

**1. Definition of Reimbursable Expenses**

Any expense incurred while conducting approved business activities of the SRPSCC. These include expenses associated with legitimate business, travel, education and conferences. All reimbursements and travel expenses must be approved by the Chief Executive Director, or his/her designee.

**2. Per Diem Rates**

- a. Lodging Actual cost of lodging at government or corporate individual rate, if available. If a host hotel is identified, the conference

rate is allowed. Cost of non-business related phone calls, or other hotel services are the financial responsibility of the employee.

Per diem rates established by the U.S. General Services Administration (GSA) for the destination location will be used to determine per diem rates for meals. GSA per diem rates for lodging will be used as a reasonable guideline for selecting lodging accommodations.

- b. Other Expenses:
- Transportation
  - Air: Actual cost, coach or tourist class
  - Bus, Shuttle, Taxi: Actual cost
  - Parking, Tolls: Actual cost
  - Personal Vehicle Use: Reimbursement rate established by the Internal Revenue Service
  - Rental Car: Actual cost, government or corporate rate if available, standard rental car definition of “mid-size” or smaller. Includes insurance and fees. Car rental is allowed when hotel to airport shuttles are not available, or if additional business travel during the trip is required. Other business expenses incurred while traveling on behalf of the SRPSCC must be approved by the Chief Executive Director, or his/her designee.

### **Purchases**

1. Employees with department credit cards are expected to utilize the credit card whenever applicable to reduce the amount needed to be reimbursed to the employee.
2. The SRPSCC will make all attempts to provide per diem in advance of travel. On occasions where per diem is not available in advance of travel, the employee will be reimbursed at the per diem rate at time travel occurred.
2. Employees are responsible for producing all reimbursable receipts related to approved expenses immediately upon return to work once travel has concluded.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:** 3.016  
**TITLE:** Credit Card  
**ADOPTED:** 01/31/2017  
**REVISED:**

It is the policy of the SRPSCC to establish responsibility for and facilitate acquisition of personal liability business credit cards. Commonly known as “corporate cards,” the cards are designed for employees who must travel and/or for those employees who incur reimbursable business or entertaining expenses on behalf of the SRPSCC. It is also the policy of the SRPSCC to reduce employee cash advances through the use of corporate cards to the extent feasible and within risk tolerances. The Chief Executive Director must prepare written procedures that implement this policy.

**Eligibility**

All employees and departments of the SRPSCC are eligible for a credit card upon (1) approval by the Chief Executive Director, or his/her designee, and (2) having completed an application and agreed in writing to both the financial institution’s Cardholder Agreement and all applicable SRPSCC policies, procedures and timely payment requirements.

**Card Limits**

Cardholder limits, and single purchase limits are determined by the Board of Directors.

**Authorized Uses**

Except for transactions which are specifically prohibited, a credit card may be used to pay bona fide business related purchase transactions that have been authorized by the Chief Executive Director, or his/her designee. Without limitation, THE FOLLOWING USES ARE STRICTLY PROHIBITED:

- Alcoholic beverages
- Art Work
- Cash Advances
- Gambling, Betting
- Legal Fees (Court Costs, Fines, Bail, Bond Payments, Equipment)
- Lottery Tickets
- Personal Items or Services

- Political or Religious Organizations
- Splitting of purchases to circumvent the card limitation
- Tax Payments
- Tobacco Products

### **Cardholder Responsibilities**

All cardholders maintain the following responsibilities:

- Complete New Cardholder Training with the Program Administrator, or his/her designee.
- Sign Cardholder Acknowledgment form confirming acceptance of the SRPSCC's Credit Card policy and receipt of the credit card.
- The card may only be used for authorized business-related expenses.
- Create an online account to monitor transactions, reconcile monthly billing statements, and approve transactions.
- Sign the card in the signature panel.
- Maintain card security to prevent unauthorized charges.
- Monitor transactions and account activity for any unauthorized transactions.
- Immediately dispute any unauthorized transactions and notify the Program Administrator.
- Obtain a receipt at the point of purchase and verify it for accuracy.
- Immediately report lost or stolen cards to the Program Administrator.
- On a monthly basis, reconcile the cardholder statement with purchase documentation and all associated receipts/charge slips.
- Inform Program Administrator of name, telephone, address or other account changes.

### **Disciplinary Action(s)**

Appropriate disciplinary action, up to and including termination, will be taken should a cardholder be found, through proper investigation, to have violated their cardholder responsibilities and/or the SRPSCC's credit card policy.



## **Internal Controls**

The SRPSCC will establish internal controls designed to prevent and detect errors in the use and reporting of credit card transactions.

### **1. Monitoring**

All account activity and credit card transactions will be monitored by Command Staff and the Program Administrator through the online card access system.

On a monthly basis, the Chief Executive Director will review a system generated report from the online card access system detailing all account changes including new and closed accounts, cards reported as lost or stolen, disputed transactions, and changes in authorizations limits.

On a monthly basis, the Chief Executive Director will review a monthly reconciliation prepared by accounting staff reconciling receipts with the master billing statement and transaction approvals.

### **2. Authorization**

Cardholders shall receive quotes and review pricing for the best offer. Best pricing will be emailed to the Chief Executive Director and to the Administrative Services Manager for review against the budget. The Chief Executive Director will approve the quotes and send that approval to Accounts Payable, with a copy to the cardholder.

If the purchase is under One Thousand Dollars (\$1,000.00), the cardholder is authorized make the purchase with the credit card. If the purchase is over One Thousand Dollars (\$1,000.00), Accounts Payable will work with the cardholder to make the purchase using the Accounts Payable credit card.

Every card purchase must have a receipt uploaded to the online Visa Intellilink system with a code indicating the budget line item to which it will be posted. This coding will be confirmed monthly by Accounts Payable as part of the monthly closing process.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **3.017**  
**TITLE:**               **Contracts**  
**ADOPTED:**       **01/31/2017**  
**REVISED:**

1. The Board of Directors delegates authority to the Chief Executive Director to enter into contracts on behalf of the SRPSCC, subject to the following conditions:
  - a. the amount payable pursuant to the contract does not exceed TEN THOUSAND DOLLARS (\$10,000), except that in the event of a bona fide emergency, the amount payable pursuant to the contract may be up to FIFTY THOUSAND DOLLARS (\$50,000); and
  - b. the expenditure is related to:
    - either, a project or goal identified in the Board-adopted budget,
    - or, the core mission of the SRPSCC.
2. All contracts entered into pursuant to the delegated authority set forth in paragraph 1., above, shall be reported to the Governing Board on a quarterly basis, for information purposes.
3. Except for contracts entered into pursuant to the delegated authority set forth in paragraph 1., above, all other contracts must be approved and/or ratified by the Governing Board to be a valid and enforceable obligation against the SRPSCC.
4. In case of an emergency, the Chief Executive Director may enter into contracts up to \$50,000 for services or supplies related to the emergency.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**               **3.018**  
**TITLE:**               **Contingency Reserve Fund**  
**ADOPTED:**           **01/31/2017**  
**REVISED:**

**Background**

The Governing Board has previously acted by resolution to establish a contingency reserve fund.

**Purpose**

The purpose of this Board Policy is to ensure that each adopted Fiscal Year Final Budget of the SRPSCC includes a contingency reserve to fund unforeseen or unforeseeable events.

**Contingency Reserve Amount**

Each adopted Fiscal Year Final Budget shall include a Contingency Reserve amount that is at least equal to eight percent (8%) of the total operating expenditures set forth in the adopted Budget.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**                **4.001**

**TITLE:**                **Board Chairperson**

**ADOPTED:**           **01/31/2017**

**REVISED:**

The Chairperson shall preside over all Board meetings. The Chairperson shall have the same rights as the other members of the Board in voting, introducing motions, resolutions, and any discussion related to such actions.

In the absence of the Chairperson, the Vice Chairperson shall serve as chairperson. If the Chairperson and Vice Chairperson of the Board are both absent, assuming a quorum is present, the remaining members present shall select one of themselves to act as chairperson of the meeting.

The Board Chairperson shall maintain the Personnel Records of the Chief Executive Director.

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**POLICY:**                **4.002**

**TITLE:**                **Basis of Authority**

**ADOPTED:**           **01/31/2017**

**REVISED:**

The Governing Board is the unit of authority that governs the SRPSCC. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the SRPSCC to any policy, act, or expenditure.

Each Director represents the Member Agency by whom the Director was appointed.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**               **4.003**

**TITLE:**               **Board Member Access to SRPSCC Records**

**ADOPTED:**           **01/31/2017**

**REVISED:**

To make informed decisions, any member of the Board of Directors who is acting in his/her official capacity as a SRPSCC Director shall have access to SRPSCC records as described below: – see Policy 2.007) to assist them in performing official functions.

1. All requests for access to SRPSCC records shall be directed to the Chief Executive Director. If the Chief Executive Director determines that there is a question regarding access to records, the Director who requested the records may present the request to the Board of Directors.
2. Access to Personnel Records of SRPSCC employees, other than the Chief Executive Director, shall be as set forth in Board Policy 2.007.
3. Personnel Records of the Chief Executive Director shall be open to inspection by any member of the Governing Board.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**               **5.001**

**TITLE:**               **Board Meetings**

**ADOPTED:**       **01/31/2017**

**REVISED:**

**Regular Meetings**

Regular meetings of the Governing Board shall be held as allowed by law. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**Non-Emergency Special Meetings**

Special meetings (non-emergency) of the Governing Board may be called by either the Chairperson or a quorum of the Board.

All Directors and the Chief Executive Director shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notification shall be in writing and delivered at least twenty-four (24) hours prior to the meeting.

Newspapers of general circulation in the SRPSCC area, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the Special Board meeting is called less than one (1) week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

An agenda shall be prepared for the Special Board meeting and shall be delivered with the notice of the special meeting to those specified above.

Only those items of business listed in the call for the Special Board meeting shall be considered by the Board at any special meeting.

**Emergency Special Meetings**

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency Special Board meeting without complying with the twenty-four (24) hour notice

required above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by Chief Executive Director, Chairperson or Vice Chairperson (in the Chairperson's absence).

Newspapers of general circulation in SRPSCC, radio stations and television stations which have requested notice of Special Board meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) hour prior to the emergency Special Board meeting. In the event that telephone services are not functioning, the notice requirement of one (1) hour is waived, but the Chief Executive Director, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency Special Board meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency Special Board meeting, and all other rules governing Special Board meetings shall be observed with the exception of the twenty-four (24) hour notice. The Minutes of the emergency Special Board meeting, a list of persons the Chief Executive Director, or his/her designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the SRPSCC office as soon after the meeting as possible.

### **Adjourned Meetings**

A majority vote by the Governing Board may terminate any Board meeting at any place in the agenda and adjourn to any time and place specified in the order of adjournment; except that, if less than a quorum of Directors is present at any regular or adjourned regular meeting, the Chief Executive Director may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in the provisions of *Non-Emergency Special Meetings* above.

### **Annual Organizational Meeting**

The Governing Board shall hold an annual organizational meeting at its regular meeting in January. At this meeting, the Board will elect a Chairperson and a Vice Chairperson from among its members to serve during the coming calendar year. The Board will appoint a staff employee to serve as the Board's Secretary. The Administrative Services Manager shall serve as SRPSCC's Treasurer.

### **All Meetings**

The Chairperson shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

The Chairperson and the Chief Executive Director shall ensure that appropriate information is available for the audience at meetings of the Governing Board, and that physical facilities for meetings are functional and appropriate.



**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**               **5.002**

**TITLE:**               **Board Meeting Agenda**

**ADOPTED:**           **01/31/2017**

**REVISED:**

The Chief Executive Director, in cooperation with the Chairperson, shall prepare an agenda for each regular and special meeting of the Governing Board. Any Director may direct the Chief Executive Director to place an item on the agenda.

**Regular Meetings**

An agenda shall be posted conspicuously for public review at the SRPSCC offices at least seventy-two (72) hours prior to the time of the meeting.

**Special Meetings**

An agenda shall be posted conspicuously for public review at the SRPSCC offices at least twenty-four (24) hours prior to the time of the meeting.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**               **5.003**

**TITLE:**               **Board Actions and Decisions**

**ADOPTED:**           **01/31/2017**

**REVISED:**

Actions by the Governing Board include, by way of illustration and not limitation:

1.     Adoption or rejection of regulations or policies;
2.     Adoption or rejection of a resolution;
3.     Approval or rejection of any contract or expenditure;
4.     Approval or rejection of any RFP which commits SRPSCC funds or facilities, including employment and dismissal of personnel; and
5.     Approval or disapproval of matters that require or may require the SRPSCC or its employees to take action and/or provide services.

Action can only be taken pursuant to the terms of: (1) the Joint Powers Agreement in effect between the Member Agencies; and (2) this Manual of Policies. In case of a conflict, the Joint Powers Agreement shall prevail.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
MANUAL OF POLICIES**

**POLICY:**               **5.004**

**TITLE:**               **Minutes of Board Meetings**

**ADOPTED:**           **01/31/2017**

**REVISED:**

The Secretary of the Board of Directors shall keep Minutes of all regular and special meetings of the Board.

An audio tape recording will be made of regular and special meetings of the Board of Directors. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of sixty (60) days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the SRPSCC.

Motions or resolutions shall be recorded in the Minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's Minutes:

1.     Date, place and type of each meeting;
2.     Directors, or Alternates, present and absent by name;
3.     Administrative staff present by name;
4.     Call to order;
5.     Time and name of late arriving Directors or Alternates;
6.     Time and name of early departing Directors or Alternates;
7.     Names of Directors absent during any agenda item upon which action was taken;
8.     Summary record of staff reports;
9.     Summary record of public comment regarding matters not on the agenda, including names of commentators;

10. Approval of the Minutes or modified Minutes of preceding meetings;
11. Approval of financial reports;
12. Record by number (a sequential range is acceptable) of all warrants approved for payment;
13. Complete information as to each subject of the Board's deliberation;
14. Record of the vote of each Director on every action item for which the vote was not unanimous;
15. Resolutions described as to their substantive content and sequential numbering;
16. Record of all contracts and agreements, and their amendment, approved by the Board;
17. Approval of the annual budget;
18. Approval of all polices, rules and/or regulations;
19. Approval of all dispositions of SRPSCC assets;
20. Approval of all purchases of SRPSCC assets; and
21. Time of meeting's adjournment.

**SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER  
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**POLICY:**               **5.005**

**TITLE:**               **Rules of Order for Board and Committee Meetings**

**ADOPTED:**       **01/31/2017**

**REVISED:**

**General**

Action items shall be brought before, and considered by, the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under the formalized rules of Robert’s Rules of Order.

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

As used throughout this Policy, majority means the percentage required for action in the Joint Powers Agreement.

**Obtaining the Floor**

Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

**Motions**

Any Director, including the Chairperson, may either make or second a motion. A motion shall be brought and considered as follows:

1.     A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.
  
2.     Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.

## **Secondary Motions**

Ordinarily, only one (1) motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are, however, exceptions to this general rule, where a secondary motion concerning the main motion may be made and considered before voting on the main motion:

1. *Motion to Amend.* A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
2. *Motion to Table.* A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
3. *Motion to Postpone.* A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
4. *Motion to Refer to Committee.* A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
5. *Motion to Close Debate and Vote Immediately.* As provided above, any Director may move to close debate and immediately vote on a main motion.
6. *Motion to Adjourn.* A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

## **Decorum**

The Chairperson shall take those actions necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing.

The Chairperson may also declare a short recess during any meeting.

## **Amendment of Rules of Order**

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: (1) temporarily suspend these rules in whole or in part; (2) amend these rules in whole or in part; or, (3) both.