

**HUMAN RESOURCES DEPARTMENT**

600 West Fourth Street  
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285

[www.scottcountyiowa.com](http://www.scottcountyiowa.com)



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Date: July 10, 2009  
To: Dee F. Bruemmer, County Administrator  
From: Mary J. Thee, Human Resources Director/Asst. County Administrator  
Subject: Human Resources Policy Updates

As you know one of the Board's goals is to update our Human Resources and General policies. This is the second set of policy changes. The following are summaries of the recommended changes to the Human Resources and General policies for consideration by the Board of Supervisors:

The suggested modifications to Human Resources **Policy J. "Overtime Compensation"** are to update language issues related to the Sergeants in Corrections who are permitted under federal law to have an extended schedule of 84 hours.

The suggested modifications to Human Resources **Policy O. "Short Term Disability - Sick Leave"** are to address a philosophical shift in thinking of sick leave as short term disability and building toward your long term disability. Additional language was added to allot for the current number of days provided as a benefit and to clarify what type of behavior is viewed as misuse.

The suggested modifications to General **Policy 1 "Appointments to Boards and Commissions"** are updates to clarify the gender balance requirements provided in state law. Additionally the list of current Boards and Commissions was updated.

The suggested modifications to General **Policy 2 "Cash Handling"** are updates to clarify the definition of nominal excess payments.

The suggested modifications to General **Policy 4 "Emergency Plans"** are updates to provide for the new building names and proper phone numbers in emergencies.

The suggested modifications to General **Policy 5 "Juvenile Detention Center Facility Charging"** are updates to clarify that it relates solely to JDC and that the Board sets charges.

The suggested modifications to General **Policy 12 "Risk Management"** are related to record retention and non-substantive changes related to job titles.

The suggested modifications to General **Policy 18 "Investment Policy"** are non-substantive changes to update code sections.

The suggested modifications to General Policy 20 "Lost Prevention" are updates to clarify reporting structure and job titles.

The suggested modifications to General Policy 27 "Fleet Safety Operations" are updates which modify permissions to operate County vehicles, licensing requirements and reporting requirements when licenses are suspended or revoked.

The suggested modifications to General Policy 34 "Technology Uses" are updates to the Internet Policy which include all technologies, creates the need to rotate passwords for security purposes, limitations on remote access, clarifies personal use and public records, clarifies prohibited uses and addresses blogging.

## J. OVERTIME COMPENSATION

### GENERAL POLICY

It is the general policy of Scott County to provide overtime compensation to eligible employees for approved overtime hours worked in excess of forty hours per week. It is the intent of this policy to comply with the Fair Labor Standards Act (FLSA) to the extent such act is applicable to Scott County.

### SCOPE

Except as limited by the "Exclusions" section that follows, this policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

### EXCLUSIONS

The Human Resources Department in consultation with the department shall review all County job descriptions in conjunction with the Fair Labor Standards Act (FLSA) for determination of the positions that should be excluded from the overtime provisions of this policy. Generally speaking those positions that meet the federal salary test, supervisory requirements and are considered to be executive, administrative, professional and computer programmer or analysts would typically be exempt.

These exclusions are consistent with the established principle that management officials and supervisory personnel are compensated on a salaried basis and are expected to work whatever number of hours required to accomplish their assigned workload during any given period. Conversely, during periods of reduced workload, departmental discretion may allow some flexibility to these employees in

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adhering to a formal schedule of hours. In addition, employees classified as exempt under FLSA shall not have their pay reduced for absences from work of less than one day if the absence cannot be covered by accrued leave.

Notwithstanding the exclusions specified above, the Board of Supervisors, upon written request from the department head and concurrence by the County Administrator, may grant overtime compensation to an employee whose position could be considered exempt under FLSA, if the job consistently requires overtime work resulting in an unfair demand on the services of the individual filling the position or a salary compression issue with those individuals supervised by the employee.

Also, the County Administrator may grant payment of overtime in cases of emergency.

### DEFINITION AND PAYMENT OF OVERTIME

Except as otherwise allowed by FLSA, overtime is defined as time worked in excess of forty hours, in any workweek (seven consecutive calendar days). Vacation, sick leave and other paid leaves of absence shall not count as time worked in determining when an employee is eligible for overtime pay. Holidays shall count as time worked in determining when an employee is eligible for overtime pay. An employee must receive approval from the appropriate supervisor prior to working overtime hours.

An employee shall be paid for overtime hours worked at the rate of one and one-half times his/her regular rate of pay. Overtime shall not be paid more than once for the same hours worked.

Nothing in this policy is intended to limit work period scheduling to seven consecutive calendar days, and departments may establish alternate work schedules with overtime thresholds to be determined in accordance with FLSA regulations.

### 12 - HOUR SHIFT ASSIGNMENTS

Corrections Sergeants who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue overtime compensation for approved overtime hours worked in excess of eighty-four hours per two-weeks.

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### COMPENSATORY TIME

Employees who are eligible under this policy for overtime compensation may request compensatory time off from work in lieu of overtime pay. Final approval

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of such requests shall be at the discretion of the appropriate department head or elected office holder.

Approved compensatory time shall be accrued at the rate of one and one-half hours for every overtime hour worked. Insofar as practical, compensatory time off shall be used as soon as possible after it is accrued. An employee's unused accruals shall not exceed sixty hours and shall be reported through the County's central payroll system. All compensatory time accruals as of June 30<sup>th</sup> each year will be paid on the first paycheck in July at the June 30<sup>th</sup> hourly rate.

Employees not covered by a collective bargaining agreement may notify the payroll clerk in writing two weeks in advance of the desire to have twenty or more hours of compensatory hours paid out in the following payroll cycle.

**CALL-BACK PAY**

In the event an employee eligible for overtime under this policy is called back to work outside his/her normal work shift, he/she shall be paid a minimum of two hours at his/her regular rate of pay, or at the rate of one and one-half times his/her regular rate of pay for all time actually worked, whichever is greater. Any Corrections Sergeant mandatorily called back to fill the hours of a Corrections Officer shall be paid at the rate of one and one-half times his/her regular rate of pay, regardless of any vacation, sick leave and other paid leaves of absence taken in the pay period.

**ADMINISTRATIVE PROCEDURES**

1. Compliance with FLSA

The Human Resources Department shall be responsible for administering the County's overtime pay policies and monitoring its compliance with the Fair Labor Standards Act. In this regard, the Human Resources department shall maintain an up-to-date listing by department of those positions which are determined to be exempt from the overtime pay provisions of FLSA.

2. Record-Keeping

The Auditor's Office, as part of its centralized payroll function for the County, shall be responsible for the maintenance and storage of all official payroll and employee time records in accordance with FLSA record-keeping requirements. All County departments will cooperate with the Auditor's Office in forwarding time cards, time sheets and related payroll documentation to the Auditor's Office for all employees

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eligible to receive overtime compensation.

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## O. SHORT TERM DISABILITY a.k.a. SICK LEAVE

### GENERAL POLICY

It is the policy of Scott County to provide short term disability leave, commonly known as sick leave benefits, for regular employees who are unable to work due to illness or injury, subject to the limitations specified in this policy. The sick leave program is designed to provide employees with two benefits: (i) available paid leave for a reasonable amount of short-term disability or illnesses, and (ii) provide a savings bank of time to ensure available paid leave before reaching the qualifications for long-term disability or illnesses.

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### SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and Deputies;

All Deputies provided the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

### ACCRUAL

Regular full-time employees and regular part-time employees who are scheduled to work 1,040 hours or more annually, are eligible to accrue 4 hours a pay period (13 days per year) of sick leave credits on a pro-rated basis according to their percentage of full-time employment.

Temporary and seasonal employees and cooperative students are not eligible to

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accrue sick leave benefits.

Regular employees who are in non-pay status for more than one-half their scheduled hours in an accrual period will not accrue sick leave for that period.

Sick leave will accrue without limitation.

Officially designated County holidays falling within the period of an employee's approved sick leave will not be charged against the employee's sick leave account.

## 12 - HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue sick leave based on a 2,184 hour per year schedule. Eligible employees will accrue 109.2 hours of sick leave per year. (13 days x 8.4 hours)

## WELLNESS DAY

Regular full-time employees who are in active pay status for thirteen consecutive pay periods, and who achieve a record of zero sick leave usage during this period, will be entitled to a one day vacation or Wellness Day. The use of up to six hours of sick leave during such a thirteen consecutive pay period will not disqualify an employee from receiving a Wellness Day. The Wellness Day will be credited to the eligible employee's vacation leave account at the end of the thirteen consecutive pay periods.

## USAGE

Sick leave shall accrue from the date of appointment to a benefit-eligible position. Use of sick leave shall be extended by the County for proper cause and concern for the employee's future welfare. It is not an inherent right of the employee to use accrued sick leave. As such, identifiable misuse of sick leave shall be just cause for not extending this benefit, and abuse shall be just cause for disciplinary action, up to and including dismissal.

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Sick Leave Abuse means misrepresentation of the actual reasons for charging an absence to sick leave, and may include chronic, persistent, or patterned use of sick leave. Indications of sick leave abuse may include but are not limited to

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the following:

1. Repeated use of sick days the day before, or the day after, regularly scheduled days off.
2. Repeated use of sick leave the day before, or the day after, a Holiday.
3. Repeated calloffs for illness on Holidays for which the employee is scheduled to work.
4. Repeated use of sick leave on the same day of the week, or month.
5. Patterned use of sick leave on, or the day after, payday.
6. An employee's use of most or all of his/her earned sick leave, unless obvious mitigating circumstances are present.
7. Visual observation of an employee's activities while on sick leave which indicates that he/she is not using sick leave properly; such as recreating or attending social functions.

Sick leave may be used only with the permission of the employee's duly authorized supervisor. The employer may determine that requested sick leave is chargeable to Family Medical Leave entitlement. Employees shall notify their supervisor that they will be unable to work before their regular work day begins, pursuant to specific departmental rules concerning deadlines for such notification. Failure to provide adequate notification will be considered grounds for denial of sick leave benefits.

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Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position;
2. Serious illness of a member of the employee's immediate family, necessitating the employee to be in attendance or whose contagious disease would cause the employee's presence at work to jeopardize fellow employees. (Immediate family shall be defined as including spouse, child, parent, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild or legal ward);
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

Sick leave will not be granted in the event of absence resulting from illness or injury brought about by the performance of duties on behalf of an employer other than Scott County.

Employees cannot access sick leave hours not yet accrued, accrued hours are those that were listed on the employee's preceding payroll check.

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**PAYOUT OF SICK LEAVE ACCRUAL ON TERMINATION OF EMPLOYMENT**

Upon retirement in accordance with the provisions of the Iowa Public Employees Retirement System (IPERS), or upon the death of an employee, the employee or his/her next of kin shall receive payment as follows:

For those employees hired prior to July 1, 2000 the employee may choose between option A or B below.

Option A - fifty percent-of the employee's accumulated sick leave hours in excess of seven hundred and twenty hours and up to a maximum of one thousand six hundred and eighty-hours. In no event shall payment exceed 480 hours (1680-720=960;50% of 960=480).

Option B - twenty five percent of the employee's accumulated sick leave hours up to a maximum of one thousand six hundred and eighty hours. In no event shall payment exceed 420 hours.(25% of 1,680=420).

For those employees hired after July 1, 2000:

Twenty five percent of the employee's accumulated sick leave hours up to a maximum of one thousand six hundred and eighty hours. In no event shall payment exceed 420 hours. (25% of 1,680=420).

In the event an employee had worked in a part-time position, during County employment, the 720 and 1,680 hours addressed above shall be pro-rated to reflect the FTE level. An example is found below:

<u>Full-Time</u>	<u>Part-Time (.50 FTE)</u>	
1,680 - 720 = 960		840 - 360 = 480
50% of 960 - 480 hrs	50% of 480 - 240 hrs	

Any payment of unused sick leave hours shall be calculated on the basis of any employee's actual regular earnings (excluding overtime pay) in effect at the time of the payout.

The above payout provision shall not apply to any sick leave hours accrued by an employee while serving as a Deputy to an elected office holder. If an

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employee is promoted or transferred into a Deputy position, his/her sick leave accruals shall be frozen on the effective date of such promotion or transfer for the purpose of calculating a future payout of sick leave accruals. A Deputy may accrue and use sick leave benefits while in a Deputy capacity, however, additional accruals earned while working in a Deputy capacity shall not be included in the calculation of a sick leave payout upon retirement or death of the employee.

Elected office holders are not eligible to accrue sick leave under this policy, and would therefore not be eligible for a payout of unused accruals, except for those accruals earned as a County employee prior to being elected.

Except as provided in this section, an employee shall not otherwise be entitled to a payout of unused sick leave accruals upon termination of employment.

### ADMINISTRATIVE PROCEDURES

1. Prior to approving sick leave benefits, the department head may require an employee to furnish a doctor's statement, and/or other relevant information certifying the necessity of absence.
2. Department heads are responsible for insuring that all sick leave hours as reflected by payroll records are accurate.

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1. BOARD OF SUPERVISOR'S APPOINTMENTS

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POLICY

It is the policy of Scott County to ensure fair and unbiased selection of qualified applicants, along with gender balance, when considering appointments to Boards and/or Commissions. Additionally the County shall when required by law make specific appointments of individuals to positions as public officials.

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SCOPE

This policy is applicable to individuals involved in the Boards and/or Commissions appointments process.

ADMINISTRATIVE PROCEDURES

A. This appointment will be put on the Committee of the Whole agenda for discussion two to four weeks prior to the term expiration.

B. In compliance with state law prior to making an appointment to a Board or Commission the Board of Supervisors shall consider the current gender balance of the Board or Commission. The Board of Supervisors will make a good faith effort of at least three months to appoint a qualified individual of the appropriate gender to fill a vacancy on a Board or Commission. When there are multiple appointing authorities the Board of Supervisors will coordinate with the other appointing authorities to avoid a violation of state law.

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Deleted: B. At the following Committee of the Whole meeting the appointment will be put on the agenda for any additional discussion.¶

C. The appointment will be formally approved at the formal meeting of the Board.

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Deleted: D. Representatives of the respective Boards or Commissions should not contact respective appointees until the completion of Step A listed above

D. In recognition of contributions made during years of dedicated service as an appointment to a Scott County Board or Commission, an individual who has served five years or more will receive a resolution approved by the Board of Supervisors upon

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ending their service as an appointment. This resolution will then be presented to the individual at a Board of Supervisor's meeting when possible. An individual who has served less than five years will receive a letter of appreciation from the Board of Supervisors upon ending service as an appointment to the respective Board or Commission.

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E. The following list is a summary of Boards and Commissions and Public Officials to which the Board of Supervisors appoint members or individuals:

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Airport Zoning Commission  
Airport Zoning Board of Adjustment  
Benefited Fire District #1 (Princeton)  
Benefited Fire District #2 (McCausland)  
Benefited Fire District #3 (Eldridge)  
Benefited Fire District #4 (Long Grove)  
Benefited Fire District #5 (Donahue)  
Benefited Fire District #6 (Walcott)

Bi-State Regional Commission

Deleted: Metropolitan Planning

Bi-State Revolving Loan

Building Board of Appeals

Board of Health

Citizen's Advisory Board of the Mental Health Institute

City County School

Civil Service Commission

Community Action of Eastern Iowa

Community Jail Alternatives Advisory Committee

Compensation Board

Condemnation Jury

Conservation Board

County Assessor Examining Board

DHAC (Medic) Board

Emergency Management Agency

Generations Area Agency

Judicial Magistrate Appointment Commission

Library Board

Deleted: Jail Advisory Committee

Medical Examiner

Mental Health/Mental Retardation Advisory Board

Planning and Zoning Commission

Public Safety Authority

Quad City Convention and Visitors Bureau

Quad City Development Group

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Quad City Riverfront Council  
Resource Conservation and Development (RC & D) Council  
Great River Bend Transit, Scott County REAP  
Scott County Watershed  
Seventh Judicial District Court Services Board  
Region 9 Transportation  
Urban Transportation  
Vera French Mental Health Center  
Veterans Affairs Commission  
Waste Commission of Scott County  
Weed Commissioner  
Workforce Development Region 9 Chief Elected Officials  
Zoning Board of Adjustment

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Deleted: Board of Social Welfare  
... Landfill Commission  
... Iowa East Central T.R.A.I.N.

Deleted: City Assessor Examining Board

Deleted: ... Great River Bend Services, Inc.  
... Disaster Services  
... Job Training Partnership Act  
... Great River Bend Area Agency on Aging  
Jail Advisory Committee

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## BOARDS & COMMISSION APPLICATION

Name: \_\_\_\_\_ Desired Board: \_\_\_\_\_

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

City: \_\_\_\_\_, IA Zip \_\_\_\_\_

Preferred Form of Contact:

Phone(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Geographic Location of Residence:  City  Rural/County

Gender:  Female  Male

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip \_\_\_\_\_

In order to assure compliance with Iowa Code §331.342 (Conflict of Interest); please list any businesses you have an ownership interest in that may contract with the County on occasion:

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

Please list any past governmental Boards, Commissions or Task Forces you've served on and the dates of service: \_\_\_\_\_

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

Please list any past volunteer experiences: \_\_\_\_\_

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

This form assist the Board of Supervisors in ensuring compliance with state law as it relates to gender balance and geographic balance when applicable.

\_\_\_\_\_  
Signature

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



## 2. CASH HANDLING PROCEDURES POLICY

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### POLICY

It is the policy of Scott County to properly account for all funds received or collected by county offices and departments for fees, taxes, fines, costs, etc. It is recognized that there is an administrative cost to processing refunds and correcting accounting entries when over payments have been received. It is the policy of Scott County to allow County Departments to retain nominal excess payments of less than \$5.00, unless the payor has requested a refund of the overpayment to avoid further administrative costs.

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### SCOPE

This policy is applicable to all county offices and departments.

### TECHNICAL ACCOUNTING ASSISTANCE

Request for assistance in establishing or enhancing departments' internal accounting systems should be made to the Finance Review Committee.

### ADMINISTRATIVE PROCEDURES

1. All monies received or collected should be accounted for and balanced daily.
2. Daily deposits to the County Treasurer or appropriate financial institution as allowed by law and/or Board policy, should be made whenever cash on hand exceeds \$250. This amount may be extended to \$1,000 if a safe is used. In all cases deposits should be made at least once a week.
3. Bank reconciliation's should be performed by someone other than the person collecting or receiving said funds.
4. The use of I.O.U.'s is strictly prohibited.
5. All checks received should be restrictively endorsed when received.

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6. The County Auditor may make unannounced cash counts of funds on hand throughout the fiscal year.

8. All nominal excess payments of less than \$5.00 retained by County Departments shall be accounted for in a separate departmental General Ledger revenue account so designated "Nominal Excess Payments".

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**Deleted:** All county offices and departments receiving or collecting monies for fees, taxes, fines, costs, etc., will be a part of the cash count made on June 30th of each year.¶

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4. EMERGENCY PLANS

COUNTY COURTHOUSE, ANNEX, Administrative Center, GENERAL STORE AND TREMONT SUBSTATION FACILITIES

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POLICY

It is the policy of Scott County to develop and maintain emergency plans for the County Courthouse, Annex, Administrative Center, General Store and Tremont Substation facilities.

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SCOPE

This is applicable to all County personnel employed at the Courthouse, Annex, Administrative Center, General Store and Tremont Substation facilities. These procedures are to be followed as closely as possible. Non-county employees are strongly encouraged to use these procedures. Such offices may wish to elaborate or modify these procedures to fit their particular needs and concerns, but shall not implement policies or procedures that jeopardize or compromise the policy herein.

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Separate policies shall be developed and maintained by the responsible department(s) or agencies for the Main Jail, Jail Annex, Juvenile Detention Center and Pine Knoll Facility.

Emergencies require immediate action by you in order to avoid possible injury or death. These emergency plans are designed to inform you of what to do in case of the following emergencies:

- Fire, Smoke Fumes and Explosions
- Hostage Situation/Prisoner Escape
- Tornado/High Winds
- Medical Emergencies
- Bomb Threat
- Robbery

WHO TO CALL

Courthouse, Administrative Center, Main Jail, Tremont Substation, Annex:

Deleted: Bi-Centennial Building,

DIAL 8772 for emergency assistance (Medical, Law Enforcement, and Fire). If necessary, dial 9-911 for Davenport dispatch (Medical, Law Enforcement, and Fire). Remember to dial 9 first for an outside line (County phone system).

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For other offices not on County phone system: DIAL 911

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## EMERGENCY OPERATIONS TEAM: (EOT)

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The Emergency Operations Team will consist of the Sheriff or his/her designee, the Assistant County Administrator, Risk Manager, and the Director of Facility and Support Services or his designee. The Team will be activated by the Radio Room operation answering an internal emergency call. The EOT is charged with providing administrative direction and decision making responsibilities in the case of any of the above mentioned situations.

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## ALARM SIGNALS

There are only two tones used to signal an emergency:

### 1. Fire Alarm Signal:

This is an intermittent alarm tone and/or voice alarm and will sound in case of fire, explosion, heavy smoke and fumes and will always mean you are to evacuate the building immediately.

### 2. Tornado Alarm Signal:

This is a steady, continuous alarm tone and is different from the fire alarm signal. It is used in case of a tornado and will always mean you are to remain inside the building.

## EMERGENCY PROCEDURES

Listed below are potential life threatening situations that may occur in County Facilities. It is critical that employees and the public react as quickly, yet safely, as possible to avoid possible injury or death. You should try to remain calm and notify the proper authorities if you are the first person to become aware of an emergency situation. At no time place yourself or others in danger.

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### A. Fire, Smoke, Fumes and Explosion:

1. Refer to the Emergency Response Reference Guide (the "Red Book")

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2. If you discover fire, smoke or fumes pull the fire alarm handle closest to you and call the emergency number '8772'.

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3. Give location and type of fire or emergency and your name.

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4. If you are notified by the fire alarm sounds, or by the Emergency Operations Team:

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- a. Evacuate the building immediately.
- b. If for some reason the designated exit is blocked, proceed to the next nearest exit.
- c. Department staff shall notify the public in their area of the Evacuation procedures.
- d. Do not panic or run.
- e. WARNING: DO NOT USE THE ELEVATORS FOR EVACUATION

5. Evacuation of Disabled Persons

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Disabled individuals may need special assistance to evacuate the building. Floor Captains will provide assistance and oversight. Specially designed evacuation chairs are available at approximately the middle floor of each stairwell. Said chairs allow for the safe transportation of disabled or incapacitated individuals down stairs and out of buildings. Whenever possible seek assistance when evacuating or assisting with the evacuation of disabled individuals. Do not jeopardize the safety of yourself or others.

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6. Assembly Areas

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Employees are required to report to assembly areas upon evacuation. These areas will be used to distribute information and allow departments to account for their employees.

Employees shall proceed to the designated assembly area closet to their place of work. IMPORTANT: MOVE AWAY FROM EVACUATED BUILDINGS AND REMAIN ALERT.

The following are the designated assembly areas for the specific facilities:

COURTHOUSE

EAST SIDE - cross Ripley Street to the Davenport Police

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parking area.

WEST SIDE - cross driveway to the main parking areas.

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**ADMINISTRATIVE CENTER**

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EAST SIDE - cross Western Avenue to the Courthouse public parking lot.

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WEST SIDE - southwest corner of parking area close to the corner of Gaines and Fourth Street.

**ANNEX BUILDING**

Assemble in the large parking area NORTH of the center drive.

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**COUNTY GENERAL STORE**

Cross parking lot to McDonalds.

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**TREMONT SUBSTATION**

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Cross Tremont Avenue and assemble in the parking area.

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**B. Procedures for Tornado:**

1. Refer to the Emergency Response Reference Guide (the "Red Book")

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2. The steady, continuous tornado alarm will be sounded when word is received of a tornado warning where the chances of a tornado hitting downtown Davenport appear likely. The decision to take shelter will be made by the Emergency Management Agency and Emergency Operations Team.

3. When you hear the steady, continuous tornado alarm, move away from windows or doors and toward an interior shelter area such as a stairwell, hallway, lobby or other room. Move as quickly as possible, to a shelter area. Assist any visitors in your area in seeking shelter.

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Deleted: § 3. Take your personal belongings and assist the public and handicapped in reaching the area safely.

4. DO NOT USE THE ELEVATORS IF A TORNADO IS EMINENT.

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5. Once you get to the interior shelter area, find a comfortable location against a solid wall; be prepared to cover your head. Stay away from doorways, windows, and exterior walls.

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6. Be prepared to spend some time, an Emergency Operations Team member will tell you when it is safe to return to your work area.

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C. Medical Emergencies

1. Refer to the Emergency Response Reference Guide (the "Red Book").

2. If you find a person ill, injured, or lying on the floor, get involved to help them.

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3. Determine if assistance is needed (if they are conscious) and find out what the problem might be.

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4. When assisting in a real emergency be sure to take appropriate precautions for bloodborne pathogens.

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5. If you determined this to be a medical emergency call, or have someone else call, #8772 for assistance. Stay on line with #8772 until help arrives.

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6. Someone should remain with the person until medical service arrives.

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D. Robbery/Violence

1. Refer to the Emergency Response Reference Guide (the "Red Book").

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2. If you are robbed, or observe violent behavior:

a. Signal for co-worker's assistance or push panic alarm if your workstation is so equipped.

Deleted: Offer no resistance, nor do anything that may endanger yourself or others

b. Stay Calm; speak in a soft, even tone.

Deleted: If available, signal for assistance via panic alarm button. §

c. Observe:

1) Subjects: Height, Weight, Race, Sex Length of Hair, Facial Hair, Hair Color, Eye Color, Scars, Marks & Tattoos, etc.

2) Description of what subject was wearing: Hat, Coat, Trousers, Shirt, Gloves, Shoes, Glasses, etc.

3) What, if any, weapon was displayed: Gun (description), Knife, Club, etc.

d. When subject leaves, observe:

1) Direction of travel

2) Vehicle used (if possible)

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- e. After subject leaves, call or have someone else call #8772 and provide the following information:
  - 1) Your location.
  - 2) Type of incident. Tell what happened.
  - 3) Report any injuries.
  - 4) Stay on the line until an Officer arrives, and you are told to terminate the call.

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3. If you observe a robbery or violent situation and are:

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- a. Refer to the Emergency Response Reference Guide (the "Red Book").
- b. Unable to report it, follow same procedure as if you were being robbed.
- c. Able to report it (without endangering yourself or others), call #8772 and report what is happening or trigger a panic alarm. Signal for co-worker's assistance or push panic alarm if your workstation is so equipped. At No Time Place Yourself or Others In Danger!

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... a

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E. Hostage Situation

Refer to the Emergency Response Reference Guide (the "Red Book").  
Use Robbery Procedures.

F. Bomb Threat Procedures:

- 1. When a bomb threat is received telephonically the person receiving the call should:
  - a. Remain calm.
  - b. Use the Emergency Response Reference Guide "Red Book" Telephone Bomb Threat Form as a guide to solicit as much information as possible.
  - c. Record details of conversation on Bomb Threat Form.
  - d. Quietly notify co-worker of bomb threat being received.
  - e. Co-worker should notify #8772 of threat.
  - f. At conclusion of call person should notify their supervisor.
  - g. Call Director of Facility and Support Services or designee and provide information obtained from caller.

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- 2. If the bomb threat is received by mail or expressed by an individual in person, notify #8772.

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3. Department Heads (or designee) should:

- a. Encourage employees to glance around immediate work areas for strange or suspicious packages or articles and report any suspicious items to the Emergency Operations Team.
- b. Ensure employees evacuate the area/building when directed to do so by the Emergency Operations Team.
- c. Notify visitors in their area, of evacuation procedures.

4. Detail Bomb Threat Procedures:

Are on file with the Emergency Operations Team and Facility  
and Support Services

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TRAINING

A. Mail Handlers Training:

All personnel significantly involved in the County mail handling process (i.e., delivery, sorting, etc. of in-coming mail) shall receive periodic (approximately once every two years) training in mail bomb awareness and proper handling techniques. New employees shall receive training as soon as practically possible after hire. Said training shall be the responsibility of the responsible department head and will be at the individual department's expense.

B. Emergency Operations Team:

1. Team members are highly encouraged to seek out training regarding disaster planning and recovery, critical decision making and emergency policies and procedures. Emergency Operations Team members shall make every effort to seek adequate training to ensure proper decision-making knowledge is available.

2. Team members shall meet bi-annually to review all pertinent policies and procedures. At this time corrections, additions or deletions shall be made to said documents to ensure accuracy and applicability.

C. All Employees:

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1. ~~County shall offer periodic training to employees on workplace violence.~~

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2. ~~County shall offer periodic training to employees on this policy and the current emergency plans and procedures.~~

~~Deleted: working in or around facilities covered by~~

~~Deleted: are highly encouraged to seek out training that deals with diffusing potential~~

3. ~~County shall hold annual orientation training for newly hired employees that covers the major elements of workplace violence and the current emergency plans.~~

~~Deleted: situations and inter-personal skills~~

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~~Deleted: . . 2. All employees will be given a copy of said policy shortly after hire or whenever significant revisions are made.¶~~

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~~Deleted: sessions will be held to explain said policy and educate~~

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~~¶ . . 4. The Emergency Operations Team shall solicit volunteers to be trained in Cardio-Pulmonary Resuscitation (CPR) and first aid. It is desired~~

~~Deleted: several persons on each floor of each building be trained in these areas to provide immediate expertise and assistance prior to~~

~~Deleted: arrival of~~

~~Deleted: responders. Emergency Operations Team members shall annually review volunteer roster, training records and update as necessary.~~

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5. FACILITY CHARGING FOR JUVENILE DETENTION CENTER

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POLICY

It is the policy of Scott County to charge a governmental body for accommodating at the County-maintained juvenile detention center persons charged with an offense by that governmental body but not yet committed for trial or examination by the courts.

It is also the policy, to charge jurisdictions outside of Scott County for housing any person committed or detained by that jurisdiction at the county-maintained juvenile detention center.

Deleted: It is further the policy of Scott County to charge municipalities within Scott County for prisoners committed to the county-maintained detention center for violation of a city ordinance of that municipality.

The Board of Supervisors shall, have ultimate authority to approve or disapprove, per diem rates to be used, throughout the county fiscal year.

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SCOPE

This policy is applicable to all governmental bodies. Whenever the provisions of this policy are in conflict with the Code of Iowa the provisions of the Code of Iowa will prevail.

ADMINISTRATIVE PROCEDURES

The Juvenile Detention Center Director will invoice each governmental body the month following the month in which charges were incurred.

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## 12. RISK MANAGEMENT POLICY

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### POLICY

It is the policy of Scott County to assume the risk of loss arising out of property damage, legal liability, and dishonesty in all cases which the exposure falls within the County's annually determined self-insured retention levels or is so small or dispersed that a loss would not significantly affect the operations or financial position of the county. It shall also be the policy of Scott County to provide safe working conditions for its employees. Under no circumstances will the needless risk of serious injury or death of employees be considered an acceptable risk.

### SCOPE

This policy is applicable to all offices and departments within Scott County government.

### ADMINISTRATIVE PROCEDURES

- A. Insurance will be purchased against all major loss exposures which might result in loss in excess of limits set by the Board of Supervisors through the purchase of the following types of insurance:

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All risk insurance on real and personal property, General liability and automobile liability insurance  
Public employees blanket bonds  
Worker's compensation insurance

Insurance will not be purchased to cover loss exposures below the amount of \$250,000 unless such insurance is required by statute or by contract, or in those instances in which it is desirable to obtain special services such as inspection or claim adjustment services in connection with insurance, or the cost of insurance is so low it would be in the County's best interest to purchase said insurance.

- B. The County will maintain a self insurance loss reserve at all times in an amount sufficient to cover costs incurred and projected claims and losses.

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- C. Property will be insured on a replacement cost basis whenever possible, as determined by a competent appraisal service, against as wide a range of perils as possible.
- D. Loss prevention recommendation made by insurance companies, the state fire Marshall, or local fire authorities will be seriously considered and implemented whenever possible.
- E. Insurance will be placed in insurance companies rated A+ or A in "Best Policyholders Ratings" whenever possible.

F. The County's in-house Risk Manager is responsible for claims processing services to provide for and implement accounting of all County losses, reserved amounts and claim information in addition to accident and loss investigation assistance and provide information to the Budget Manager for preparation of the annual actuarial report.

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G. Authority for Payment of Claims

The following approval is required prior to settlement of claims in the following amounts:

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<u>Amount of Claim</u>	<u>Required Approval</u>
Less than \$2,500	Risk Manager
\$2,500 - \$4,999	Two Members of CRC*
\$5,000 - \$9,999	Three Members of CRC*
	and County Administrator
\$10,000 or more	Board of Supervisors

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\*CRC = Claims Review Committee: Risk Manager; Director of FSS; County Attorney or Designee; County Auditor or Designee; Assistant County Administrator/Human Resources Director

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H: Records Retention

Worker's Compensation and Liability claims will be retained for (5) years.

I. Any County department that is served with a notice of claim or lawsuit shall immediately send a copy of said notice or lawsuit to the Risk Manager who will distribute additional copies accordingly.

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J. The administration of the risk management policy will be under the direction of the following Risk Management Advisory Committee:

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- FSS, Chairman
- Risk Manager
- Representative from each County Department
- Representative from The Independent Insurance Agents of Scott County (ex officio, non-voting member)

Deleted: Director of Budget and Information Processing

Deleted: Risk Management Coordinator

Administrative responsibilities to include placement of insurance coverage, maintenance of property appraisals and inventories, processing of claims and maintenance of loss records, and supervision of loss prevention activities.

The Risk Management Information System will include the following internal controls:

1. Invoice/claim payment information shall be entered in the system by FSS support staff at the direction of the Risk Manager;

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2. Prior to payment, a claim payment listing shall be reviewed and approved by either the Assistant County Administrator or a member of the Claims Review Committee;

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3. Checks shall require two signatures:

- Risk Manager
- Authorized Treasurer's Office representative (who also receives copy of approved claim payment list)

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4. Bank statements and cancelled checks shall be sent directly to the Treasurer's office for reconciliation;

5. The Risk Manager shall distribute, at each Risk Management Advisory Committee meeting, a copy of all open claims detail report for review and discussion.

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K. The Board of Supervisors shall be notified when and if the hiring

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of outside counsel is being recommended by the County Attorney's office for any specific claim or pending claim against the County.

12-4 Board Adopted 07/23/09

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## 18. INVESTMENT POLICY

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### SCOPE

The Investment Policy of Scott County shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the County. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code,

Deleted: Chapter 452.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The Board of Supervisors and all County officials to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the County.
3. The auditor engaged to audit any fund of the County.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the County.

### DELEGATION OF AUTHORITY

In accordance with Iowa Code, the responsibility for conducting investment transactions resides with the Treasurer of Scott County. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

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All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the County shall require the

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outside person to notify the County in writing within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the County by the outside person.

The records of investment transactions made by or on behalf of the County are public records and are the property of the County whether in the custody of the County or in the custody of a fiduciary or other third party.

The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the County responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for the County:

1. Investing County funds.
2. Advising on the investment of County funds.
3. Directing the deposit or investment of County funds.
4. Acting in a fiduciary capacity for the County.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

## OBJECTIVES

The primary objectives, in order of priority, of all investment activities involving the financial assets of the County shall be the following:

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. **Return:** Obtaining a reasonable return is the third investment objective.

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## PRUDENCE

The Treasurer of Scott County, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the above investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the County and the investment objectives stated above.

The Treasurer shall request competitive investment proposals for comparable credit and term investments from investment providers.

## INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the County may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in Scott County or an adjoining Iowa county. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the Board of Supervisors of Scott County. Deposits in any financial institution shall not exceed the limit approved by the Board of Supervisors.
- Obligations of the United States government, its agencies and instrumentalities.
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code.
- Iowa Public Agency Investment Trust (IPAIT).
- Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.
- Commercial paper or other short-term corporate debt that matures within

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270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking.

- Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and the County takes delivery of the collateral either directly or through an authorized custodian.
- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Investment Policy.

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including investment maturity limitations and diversification requirements.

#### PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the County shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.
3. Inverse floaters.
4. Stripped securities, including principal-only and ~~interest-only strips.~~

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Assets of the County shall not be invested pursuant to the following investment practices:

1. Trading of securities for the purpose of speculation and the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment

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transaction records of the County fails to produce requested records when requested by the County within a reasonable time, the County shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

4. Purchase of securities on margin.
5. Pledging of County owned securities as collateral for any purpose.

### INVESTMENT MATURITY LIMITATIONS

Operating Funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in this policy are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Treasurer may invest funds of the County that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the County shall have maturities that are consistent with the needs and uses of the County.

### DIVERSIFICATION

Investments of the County are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the County shall be invested in prime bankers' acceptances, and

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2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the County shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the County shall be in commercial paper or other short-term corporate debt,
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the County shall be invested in the securities of a single issuer, and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

Where possible, it is the policy of the County to diversity its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

### SAFEKEEPING AND CUSTODY

All invested assets of the County involving the use of a public funds custodial agreement, as defined in Iowa Code, shall comply with all rules adopted pursuant to Iowa Code. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

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All invested assets of the County eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere in this section of this Investment Policy.

**ETHICS AND CONFLICT OF INTEREST**

The Treasurer and all officers and employees of the County involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**REPORTING**

The Treasurer shall quarterly submit to the Board of Supervisors an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

**INVESTMENT POLICY REVIEW AND AMENDMENT**

This Investment Policy shall be reviewed every two years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in the Scope section of this policy.

**GLOSSARY OF TERMS**

**Agency:** securities issued by government-sponsored corporations such as Federal Home Loan Banks or Federal Land Banks. Agency securities are exempt from Securities and Exchange Commission (SEC) registration requirements.

**Agent:** individual authorized by another person, called the principal, to act in the latter's behalf in transactions involving a third party.

**Banker's Acceptance:** time draft drawn on and accepted by a bank, the

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customary means of effecting payment for merchandise sold in import-export transactions and a source of financing used extensively in international trade.

**Commercial Paper:** short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest-bearing.

**Delivery Versus Payment (DVP):** securities industry procedure, common with institutional accounts, whereby delivery of securities sold is made to the buying customer's bank in exchange for payment, usually in the form of cash.

**Fiduciary:** person, company, or association holding assets in trust of a beneficiary.

**Futures Contract:** agreement to buy or sell a specific amount of a commodity or financial instrument at a particular price on a stipulated future date.

**Inverse Floaters:** investment securities whose coupon payment rate floats opposite market interest rates.

**Open-End Management Company:** investment company that sells Mutual Funds to the public. The terms arises from the fact that the firm continually creates new shares on demand. Mutual fund shareholders buy the shares at Net Asset Value and can redeem them at any time at the prevailing market price, which may be higher or lower than the price at which the investor bought.

**Option:** right to buy or sell property that is granted in exchange for an agreed upon sum. If the right is not exercised after a specific period, the option expires and the option buyer forfeits the money.

**Portfolio:** combined holding of more than one stock, bond, commodity, real estate investment, Cash Equivalent, or other asset by an individual or institutional investor.

**Repurchase Agreement:** agreement between a seller and a buyer, usually of U.S. Government securities, whereby the seller agrees to repurchase the securities at an agreed upon price and, usually, at a

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stated time.

**Safekeeping:** storage and protection of a customer's financial assets, valuables, or documents, provided as a service by an institution serving as Agent and, where control is delegated by the customer, also as custodian.

**Speculation:** assumption of risk in anticipation of gain but recognizing a higher than average possibility of loss.

**Stripping:** dividing a security into its principal and interest payments and selling the claims to these payments as new and separate securities. The principal portion is called a principal-only (PO) strip and the interest portion is called an interest-only (IO) strip.

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## 20. LOSS PREVENTION AND SAFETY POLICY

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### POLICY

It is the policy of Scott County to provide a safe and healthful work environment. The fundamental goal of Scott County's loss prevention program is to assure each employee knows and understands that their safety and health is paramount. No job performed by County employees is so important that time cannot be taken to do it safely.

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Deleted: , to establish safe practices and procedures for departmental operations, to train and motivate employees to perform their duties safely, and to maintain a safety information system sufficient to support effective loss prevention.

### SCOPE

This policy is applicable to all offices and departments within Scott County Government.

### ADMINISTRATIVE PROCEDURES

- A. The development and implementation of a County-wide loss prevention and safety plan shall be the responsibility of the Risk Manager with direction and oversight provided by the Risk Management Committee.

Deleted: Assistant County Administrator

Functions of the Risk Manager in the capacity of loss prevention and safety coordinator shall include, but not be limited to, the following:

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1. Review loss experience by department, loss analysis figures, and evaluate the progress of the County's loss prevention and safety efforts.
2. Analyze safety problems not resolved within departments, recommend actions for their elimination when possible, and make recommendations for necessary policy changes to the County Administrator and Board of Supervisors.
3. Coordinate the development and implementation of a County-wide loss prevention and safety plan.

- B. Each department head has the full authority to, and total responsibility for, maintaining safe and healthful working conditions within his/her jurisdiction whether it be out in the field,

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in the shop, or in the office. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials in each.

- C. County employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. County employees are also encouraged to report all working conditions they consider to be unsafe to their immediate supervisor (who will notify the department head) and Risk Manager.
- D. Safety equipment required to perform the various job assignments will be furnished to the employee by the County in accordance with established policies and procedures. Safety equipment issued by the County to the employee that is not of a personal nature remains the property of the County and shall be turned in at the termination of employment.

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## 27. SCOTT COUNTY FLEET SAFETY OPERATION POLICY

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### POLICY

It is the policy of a Fleet Safety Program to protect Scott County assets, mitigate loss potential and insure public safety. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. All state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

### SCOPE

This policy applies to all users of Scott County Vehicles and all employees or individuals who use their own vehicles on County business.

### ADMINISTRATIVE PROCEDURES

#### A. USE OF COUNTY VEHICLES

1. County vehicles are to be driven only by employees or authorized designee while performing duties within the scope of Scott County employment, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the Company vehicle.

Deleted: County vehicles shall be driven only by authorized personnel.

2. County vehicles shall be used for official use only. Incidental usage is acceptable but should be kept to a minimum.

Deleted: (i.e. stopping for milk on the way home)

3. Passengers may be transported in County vehicles only when necessary to accomplish authorized business.

- a. Passengers will be restricted to County employees, and/or employees of other agencies or organizations, or other individuals on County business; and/or

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- b. Transporting adult family members in County vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official function and the employee has received preapproval from the Department Head. Family members under the age of 18 should not be transported in a County vehicle.

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Deleted: An exception can be made if the employee is transporting a family member to another location while using the vehicle for official purposes.

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c. For situations not falling into classification a or b above, prior to transporting non-County personnel authorization should be obtained from the Department Head. When in doubt, the Department Head should clear questionable justifications through the Scott County Risk Manager.

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4. Use of personal vehicles on official business should be discouraged unless a County vehicle is not available, the use of a County vehicle would cause inconveniences, or unless the use is authorized by the Department head or his/her designee.

B. DRIVER SELECTION

The proper selection of operators is the foundation of any efficient fleet safety operation. The process involves application of methods which analyze and measure individual capabilities. To insure that necessary areas are covered in selection of drivers, guidelines are necessary to determine the qualifications of each operator. These guidelines will consist of the following:

1. Complete work application form.
2. Personal interview with applicant.
3. Reference checks.
4. Check Motor Vehicle Record with Scott County Sheriff's Department.

5. Valid drivers license for appropriate vehicle use.

a) A driving record will be maintained on each driver who operates a County vehicle in the course of their day-to-day employment. Risk Management will be responsible for keeping the files updated and updating annual Motor Vehicle Reports on each driver.

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Deleted: If an employee is involved in accident, a copy of the Accident Report and Accident Review Committee Report will be kept in the employee's personnel file. Each department is responsible for disciplinary action of their employee.

6. Pool Vehicles

a) All drivers shall be required to provide a copy of their driver's license to the FSS staff member prior to checking out pool vehicles.

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C. QUALIFICATIONS FOR DRIVING ON SCOTT COUNTY BUSINESS

1. No driver shall operate a County vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

2. All drivers must be at least 18 years of age and possess a valid driver's license for the class of vehicle the particular individual will be operating while working. Seasonal help for the Conservation department will be excluded from this provision when they are driving a pick-up truck or smaller vehicle.

3. A consent form allowing a check of the driver's driving record will be filled out by all authorized drivers and an annual check of the driving record will be completed.

4. Any authorized driver who has a driver's license revoked or suspended shall immediately notify their Supervisor and Risk Management, and discontinue operation of the County vehicle. Failure to do so may result in disciplinary action, including dismissal. Drivers shall not be permitted to operate a County vehicle if their license is revoked and/or suspended. If this occurs, the driver may be moved to a position within his or her department which does not require operating a vehicle. This is provided that such a position is available and will be commensurate with the job classification. If no such position exists, the driver will be placed on unpaid leave.

5. Drivers must immediately report all violations received during the operation of a County vehicle to Risk Management and their Supervisor.

a. The driver is financially responsible for any violation incurred while operating a County vehicle.

b. Violations will be reviewed by HR / Department Heads and or Elected Officials to determine disciplinary action which could include suspension or revocation of County driving privileges and or termination of employment.

6. Drivers with two moving violations or two at-fault accidents in the last 12 months may be placed on driving probation notice and may be required to complete a remedial or defensive driving course.

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7. Drivers with four moving violation convictions and/or three at-fault accidents within a 24-month period shall not operate a County vehicle.

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8. Drivers who use their own vehicles on County business shall be required to offer proof of insurance on an annual basis and carry limits of liability of \$100,000/300,000/50,000 or \$300,000 combined single limit.

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9. Authorized drivers driving commercial vehicles shall abide by state and federal requirements pertaining to commercial vehicles licenses.

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D. VEHICLE OPERATORS' CODE

All operators of County owned vehicles, and those using their own personal vehicles in pursuit of County business, will comply with all applicable laws of the State of Iowa as well as the following rules and regulations. Operators of emergency vehicles are also subject to these rules except during emergency situations where special guidelines apply.

1. General Rules.

a. Backing of vehicles which do not allow a clear view of the entire rear end will be done with the assistance of a guide, when a second person is available. Whenever possible a person should assist operator back using the appropriate hand and voice signals.

b. Riding on the side, running boards, tool boxes, tail gates or roofs of any vehicle is prohibited. This includes cargo areas of truck beds. Further, standing or sitting on any part of a moving vehicle is prohibited except where passenger seats or platforms are provided as a part of original equipment design.

Deleted: Exceptions may be granted when individuals are on a job site.

c. Necessary inspections (other than casual observance) of streets, trees, signs, etc., will be made by a second person in the vehicle. Drivers will direct their full attention to driving only.

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- d. Trailers or other towed equipment must be fastened securely to hitches. Safety pines and pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be inspected for operation and utilized as required.
- e. Trucks or trailers will not be loaded in such a way that items being transported extend beyond the confines of the bed haphazardly. Items subject to being picked up by the wind or falling from the cargo bed must be secured by use of chains, ropes, traps or by other means. Loads extending beyond limits set by applicable state or federal law must be equipped with a red flag and/or lantern as prescribed therein.
- f. Each individual operating a vehicle as a part of their job, either regularly or occasionally, is required to report any suspension or revocation of their driver license to department supervision. Failure of an individual to report any change in license status will result in disciplinary action. Deleted: employee
- g. The use of a County vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal. Use of alcoholic beverages or controlled substances immediately prior to, or during operation of vehicle is prohibited. A physician's approval is required for operator's use of prescribed medication that may interfere with their operation of a vehicle. Deleted: employee
- h. Loose objects such as tools, flashlights, soft drinks, lunches, etc. are not to be stored on vehicle dashboards, floorboards or wherever they might interfere with safe operation of the vehicle.
- i. No more than three persons will ride in the front seat of any vehicle. Where only two single seats exist, only one person shall occupy each seat. Deleted: s

2. Use of Vehicle Equipment

- a. Use of seat belts is mandatory for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers are Deleted: ... Deleted: XXVII Deleted: 04/08/93

expected to enforce this requirement, and may not place a vehicle in motion unless all passengers are buckled up.

b. Smoking is prohibited in County vehicles.

Deleted: Safety belts will be properly worn at all times by operators and passengers if the vehicle is equipped with safety belts.¶

c. Drive vehicles at lawful speeds that are appropriate to road, loading and hazardous conditions.

d. Windshields will be kept clean and clear of obstructions.

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e. Doors may not be removed from vehicles unless it is necessary to performance of the job and side mirrors remain usable when the doors are off. Similarly, the doors will not be tied open.

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f. Turn signals and warning signals will be utilized by all vehicle operators as required by state law and Scott County policy to warn oncoming or following vehicles of the intent.

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g. Operators will ensure that all windows, headlights, taillights and windshield wipers are clean and operational at all times.

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h. Vehicle headlights will be used during periods of limited visibility or any time windshield wipers are in use.

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j. Each day, before initial use of any County vehicle, the operator will walk around and inspect the vehicle for damages, inoperable lights, loose hardware, tire condition, lack of safety equipment or any other condition which might create an unsafe situation. Any deficiency encountered will be reported to a supervisor immediately. Any vehicle found deficient should not be operated until the deficiency is corrected or permission for operation is granted by the supervisor in charge.

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### 3. Operation of Motorized Equipment

a. Operation of special equipment such as tractors, highlifts, high rangers, graders, plows, cranes or any other self-powered equipment without training and appropriate license is prohibited and will result in disciplinary action.

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- b. Motorized equipment, other than standard motor vehicles, will operate at a safe and reasonable speed. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Flashing lights will be used when available.
- c. Slow-moving vehicle signs and/or emergency lights must be affixed in proper location on all applicable vehicles and equipment.
- d. Passengers will not ride on any equipment except where original design allows.

4. Parking and Securing Vehicles

- a. Scott County vehicles should be parked in authorized parking zones except in emergency situations or in required performance of official duties. When no-parking zones are used, emergency flashers will be used.
- b. When vehicles are parked, brakes will be set. Wheels should be positioned to limit travel if vehicle were to roll.

c. Drivers are responsible for the security of County vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

d. Before leaving equipment at a job site or any location other than an authorized storage lot, a department supervisor should be contacted for instructions. Special securement is sometimes required.

Deleted: c. . Scott County vehicles are not to be left unattended with ignition keys in the vehicle. When possible, vehicles will be locked when not occupied.¶  
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5. In the Event of an Accident

a. All accidents involving a County vehicle, or associated with County activity (regardless of ownership) must be reported to Risk Management and the driver's supervisor immediately (24 hours / day). A driver involved in an accident with a County vehicle, the employee should refer to the Vehicle Accident Report Form in

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the glove compartment of each vehicle.

b. Give identifying information to the other party involved.

c. MAKE NO COMMENTS ABOUT ASSUMING LIABILITY.

d. Forward the completed Accident Report Form to the Risk Manager within (24) twenty four hours.

**Deleted:** Report the accident to your immediate supervisor within one working day.

#### E. TRAINING AND EDUCATION

Driver training and education program will take place periodically through employment and will consist of numerous ways to serve the County's particular needs. Examples of these programs are:

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... Scott County driving training and education

1. Defensive driving course;
2. Remedial driving course for accident repeaters;
3. Specialized course for operators of special equipment;
4. Contact with individual driver by supervisor.

#### F. VEHICLE MAINTENANCE

Sound maintenance programs are extremely important for all County vehicles. Reduced operational costs, reduction in accident frequency, insurance premiums, and improved public opinions are the direct results of a good maintenance program. Vehicle maintenance is the responsibility of the Department which the vehicle is assigned to.

#### G. ACCIDENT INVESTIGATION

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Accident investigation will apply to all drivers operating a vehicle on county business. The purpose of accident investigation is to emphasize certain problem areas or trends in the safety program and to help operators avoid accidents similar to those which have occurred. A thorough investigation of all accidents nearly always develops information which can be used as an example to individuals of practices to be avoided.

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Some of the most formidable and useful steps necessary for accident investigation are:

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1. The Scott County Risk Manager will report to all motor vehicle accidents.
2. Risk Management will conduct an investigation on all accidents.
3. All drivers involved in accidents should file a Vehicle Accident Report Form to his or her supervisor which will be forwarded to the Risk Manager within 24 Hrs, outlining complete information in regards to the accident.
4. 3. The Risk Committee in an advisory capacity will review all available information to determine a factual basis for the cause of the accident, making recommendations for actions or corrective actions needed in response to the accident. The Committee's findings and recommendations will be forwarded to the applicable Department Head or Elected Official responsible for the driver.

**Deleted:** Management Committee

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<#>¶

4. Supervisors or department heads should also file reports of their investigation of the accident, as well as recommendations to prevent future accidents of this type to the Scott County Risk Management Committee.

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## 34. TECHNOLOGY USE POLICY

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### POLICY

The Scott County Board of Supervisors authorizes the use of computers / Internet / intranet / e-mail / text messages / telephone system / voice mail / fax transmittals (collectively "technology"), for the support of all County tasks. It is expected that individuals will use technology to improve their job knowledge, access business related information and communicate with peers in other governmental agencies and the private sector. Employees should not use technology inconsistent with the mission of Scott County. Every employee has a responsibility to maintain and enhance the public image of the County, and to use technology in a productive manner. The purpose of this policy is to outline accessibility and usage of technology. Guidelines are provided for in this policy to ensure that all employees are responsible, productive technology users and are protecting the public image of the County.

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Deleted: Use of the Internet is public and a privilege, not a right, which may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to Internet/intranet and online service activity.

### SCOPE

This policy is applicable to all employees, offices, and departments within Scott County Government.

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The Computer Advisory Committee (CAC) as coordinated by the Director of Budget and Information Processing Information Technology has developed these procedures and standards. ¶

### ADMINISTRATIVE PROCEDURES

1. Access Request: A user and the user's department head must complete and sign a Technology Services Use Request shown as Attachment A and return it to the Information Technology Department before a username is assigned and access to the Internet is allowed with a County owned account.

Deleted: Access: A department will register each of its users' names with with the Budget and Information Processing Information Technology Department before any outside service is accessed. ¶

2. Password/Pass Phrase: Employees are responsible for the selection and security of account password(s). Passwords will be at least eight (8) characters in length and should consist of a combination of upper and lower case letters, and numbers. Employees should avoid using variations of the user login or the same password as

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other accounts. Employees will be required to change the login password every 120 days. Employees will be unable to repeat the previous three passwords.

3. Remote Access: An employee that is classified as exempt pursuant to the Fair Labor Standards Act may access a County account from a remote location other than the site designated for that account (e.g., telecommuting or checking e-mail while away from the office on business) only with approval of the employee's supervisor and only for County business.

4. Signature Line: The employee signature line at the bottom of every e-mail message shall include the user's name, title, department and telephone number. The signature line may include the County webpage, employee fax number, or one of the environmental tags attached hereto as Attachment B.

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5. Anti-Virus Scans: The Information Technology Department shall purchase anti-virus software or contract for such services to minimize the potential of infected files reaching the county and to reduce the number of spam e-mails.

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6. Compliance Review: Violations of the Technology Use Policy will be evaluated on a case-by-case basis by the department head. Violations may result in disciplinary action, and may include referral of a case to the appropriate authorities for civil or criminal prosecution.

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7. Random Audits: The Information Technology Department may make random internal audits of technology use.

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8. Web Page: Development of a website or home page for department purposes must be made through the Information Technology Department and the County Webmaster to ensure a uniform County web presentation.

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## I. GENERAL POLICIES

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### A. Permitted Use

The County expects employee use of County technology for business purposes. The County recognizes, however, that employees may, from time to time, use County technology, including the internet and e-mail, for personal use during working hours. Such personal use is permitted provided

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(1) it does not interfere with the performance of the employee's job duties and obligations; and (2) it does not violate this policy or any other County policy; and (3) it does not interfere with the operation of County technology.

### ***B. Right and Ability to Monitor***

All technology, including the e-mail system, are the property of the County. All electronic data and information, including electronic messages, on or within County technology are the property of the County. All messages sent through electronic means are public records unless otherwise provided by the Iowa Open Records Act (Chapter 22). The County (or its designated representatives) maintains the right and ability, with or without notice to the employee, to access and review any information contained on County technology, even if protected by private password. Those individuals using County technology have no expectation of privacy in connection with the use of such technology or transmission, receipt, or storage of information through the use of such technology. The County specifically reserves the right to monitor all internet usage, and e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the County can be intercepted on the local system and on the Internet; therefore the user should not expect any degree of privacy regarding e-mail messages of any type, including e-mail messages sent or received through a County e-mail account or through a private web-based e-mail account accessed using County technology.

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## **II. PROHIBITED USES**

The following uses are strictly prohibited.

- Excessive personal use of County technology.
- Using technology to engage in any conduct that violates any federal, state or local law, or any of the County policy, including but not limited to, using County technology to engage in any form of harassment, or accessing or transmitting any obscene or pornographic material through County technology.
- Engaging in any political activities.
- Revealing your account password(s) to others or allowing use of your account(s) by others. This includes family and other household members when work is being done at home.
- Any commercial use or any use for personal gain.
- Obtaining and/or using another user's passwords.
- Attempting to gain access to files and resources to which you have not been granted permission.
- Making copies of another user's files without their knowledge and consent.

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- Stealing, vandalizing or obstructing the use of computing equipment, facilities, or documentation.
- Installing non-work related software on your computer without the express consent of the Information Technology Department.
- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Posting, uploading, or downloading of pornographic or vulgar messages, photos, images, sound files, text files, video files, newsletters, or related materials.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the County. In order to protect the County from copyright infringement penalties, only software purchased by the County shall be operated on County owned computer hardware.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introducing malicious programs into the network (e.g., viruses, worms, Trojan horses, malware, spyware, etc.).

This list is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use of County technology. Any employee who uses County technology in an inappropriate manner will be subject to discipline, up to and including discharge. Further, any employee aware of any activity or activity by another employee that violates this policy is required to notify their department head and the Information Technology Department immediately. If you are unsure as to an item's appropriateness, consult the Information Technology Department or Human Resources Department.

### **III. BLOGGING**

The County recognizes that employees may have their own professional blog, contribute to another's professional blogs, or make comments on blogs. The County may, from time to time, monitor blogs to track what is being said about the County. Employees who create or contribute to blogs are expected to abide by certain rules. The following activities are strictly prohibited, with no exceptions:

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- Disclosing County confidential information on a blog, or making any statements that violate County policies.
- Drafting, creating or accessing any non-professional blog using County technology.
- Representing that you are speaking or acting on behalf of the County, or that you are representing or presenting the view of the County unless specifically authorized by the County.
- Using a blog to harass or attack any employee, contractor, customer, or vendor.

Employees should keep in mind that they are subject to legal action for posting material on a personal blog or social network page that is defamatory to persons; and for posting private information about a coworker's medical or financial affairs. Additionally, the County requires that employees make clear that any views and positions described on a personal blogs or social network page are their own and not those of the County.

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**Deleted:** Access to the Internet has been provided to County employees for the benefit of Scott County Government and the citizens it serves. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the County's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the County's public image, the following guidelines have been established for using the Internet.¶

**Deleted:** ACCEPTABLE USES OF THE INTERNET¶  
 ¶ Employees accessing the Internet are representing Scott County Government. All Internet use and communications should be for professional reasons and for County business only except for incidental personal use described below under this section. Employees are responsible ... [1]

**Deleted:** Incidental personal use is allowed (as with the County phone system), but should be performed on the employee's own time (breaks, lunch period, etc.). No privacy of data/communication should be assumed. All appropriate use guidelines as contained in this policy shall be adhered to. ... [2]

**Deleted:** UNACCEPTABLE USE OF THE INTERNET¶  
 ¶ The Internet should not be used for personal gain or advancement of individual views (including but not limited to commenting on blogs). Solicitation of non-county business, or any use of the ... [3]

**Deleted:** COMMUNICATIONS¶  
 ¶ Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the signature ... [4]

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Attachment A

TECHNOLOGY SERVICES USE REQUEST

~~Deleted: INTERNET/ONLINE~~

I hereby request access to Technology Services via a Scott County account. My signature below certifies that I have read the Technology Use Policy, and that I understand, accept, and will abide by the provisions stated therein.

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SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_

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DATE: \_\_\_\_\_

INFORMATION TECHNOLOGY ASSIGNED USERNAME(S):  
\_\_\_\_\_

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Return this form to the Information Technology Department,  
Attention: Network System Administrators


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Attachment B

 Please consider the environment before printing this e-mail.



**Save a tree.**  
**Please don't print this e-mail unless it's necessary.**



Join Scott County in being "Green"; don't print this e-mail unless it's necessary.



Please consider the environment before printing this e-mail.



If you must print this e-mail; be sure to recycle the paper.

**ACCEPTABLE USES OF THE INTERNET**

Employees accessing the Internet are representing Scott County Government. All Internet use and communications should be for professional reasons and for County business only except for incidental personal use described below under this section. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Employees should realize they have no reasonable expectation of privacy in using the Internet/intranet. Internet Relay Chat channels may be used to conduct official County business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for County business contacts.

Incidental personal use is allowed (as with the County phone system), but should be performed on the employee's own time (breaks, lunch period, etc.). No privacy of data/communication should be assumed. All appropriate use guidelines as contained in this policy shall be adhered to. Also, the County due to the employee's incidental personal use should incur no incremental cost

**UNACCEPTABLE USE OF THE INTERNET**

The Internet should not be used for personal gain or advancement of individual views (including but not limited to commenting on blogs). Solicitation of non-county business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the County network or the networks of other users. Intentional introduction of, or experimentation with, malicious code such as computer worms or viruses is prohibited. It must not interfere with your productivity. Remember, if you can't discuss openly in a public forum your use of the Internet, consider it unacceptable use. Examples of improper use include but are not limited to: political activity, illegal entry into restricted networks

**COMMUNICATIONS**

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the signature line as described above with your name, department and telephone number attached. No messages will be transmitted under an assumed name.

Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. Confidential information is not recommended to be sent via e-mail. No abusive, profane or offensive language may be transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet systems and to conduct said activities through their home accounts.

## DOWNLOADING SOFTWARE

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be done through the BIP IT department network system administration area.

## COPYRIGHT ISSUES

In order to protect the County from copyright infringement penalties, only software purchased by the County shall be operated on computer hardware. County employees on the Internet may not transmit copyrighted materials belonging to entities other than Scott County Government. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from Scott County or legal action by the copyright owner.

## SECURITY

All messages created, sent or retrieved over the Internet are the property of Scott County Government and should be considered public information. The County reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

## HARASSMENT

Harassment of any kind is prohibited. No messages with derogatory, inflammatory, offensive or disruptive messages shall be used. Among those things, which are considered offensive, are any messages which contain offensive remarks about an individual or group's age, gender, religion, national origin, or disability.

#### UNSOLICITED INAPPROPRIATE COMMUNICATIONS RECEIVED

Employees may at times receive unsolicited inappropriate communications. Employees should contact their supervisor for proper immediate deletion of any unsolicited inappropriate communication received (the supervisor should contact a network system administrator in BIP IT with any questions on how to delete the unwanted communication).

#### VIOLATIONS

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary the County will advise appropriate legal officials of any illegal violations.

DATE

SCOTT COUNTY AUDITOR

## RESOLUTION

### SCOTT COUNTY BOARD OF SUPERVISORS

July 23, 2009

#### APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That Human Resources Policy J. "Overtime Compensation" is hereby modified to address clarify exemptions under federal law related to the Corrections Sergeants.

Section 2. That Human Resources Policy O. "Sick Leave" is hereby modified to clarify the amount of sick leave provided and patterns of misuse.

Section 3. That General Policy 1. "Appointments to Board and Commissions" is hereby modified to address compliance with state law regarding gender balance and update the list of current boards and commissions.

Section 4. That General Policy 2. "Cash Handling" is hereby modified to update the definition of nominal excess payments.

Section 5. That General Policy 4. "Emergency Plans" is hereby modified to update buildings and phone numbers.

Section 6. That General Policy 5. "Facility Charging for Juvenile Detention Center" is hereby modified to address clarify applicability only to the Juvenile Detention Center.

Section 7. That General Policy 12. "Risk Management" is hereby modified to update job titles and record retention.

Section 8. That General Policy 18. "Investment Policy" is hereby modified to update code sections and new numbering system.

Section 9. That General Policy 20. "Loss Prevention & Safety" is hereby modified to update job titles and reporting requirements.

Section 10. That General Policy 27. "Fleet Safety Operations" is hereby modified to update use of vehicles and reporting on driver's licenses.

Section 11. That General Policy 34. "Technologies Use" is hereby modified to include all forms of technology beyond the internet and proper uses.

Section 12. This resolution shall take effect immediately.