

**HUMAN RESOURCES DEPARTMENT**

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Date: January 2, 2018  
To: Mahesh Sharma, County Administrator  
From: Mary J. Thee, Human Resources Director/Asst. County Administrator  
Subject: Policy Updates

The proposed updates were reviewed by the Department Heads/Elected Officials and any recommendations were incorporated. Here are the proposed changes to the Administration Policies:

**General Policy 7 “Campus Parking”** updates the policy after parking lot revisions and modifies obsolete language.

**General Policy 11 “Purchasing”** increases the departmental purchasing authority by \$5,000 to account for inflation. Any purchases, contracts, or leases exceeding \$15,000 will be brought to the Board of Supervisors for approval. Additionally language was added to clarify the process for professional service agreements.

**General Policy 26 “Purchasing Card”** mirrors the increased purchasing levels in General Policy 11. Additionally it removes all language references to a specific vendor.

**General Policy 43 “Video Surveillance”** adds language to address the utilization of the County’s system to our partner agencies.

## 7. CAMPUS PARKING POLICY

### POLICY

This ~~purpose of this~~ policy ~~is to establish guidelines regarding will address~~ the provision and use of parking spots for ~~our~~ customers ~~and~~ employees, ~~volunteers, temporary and contract employees at all at the downtown~~ county campus facilities. Facility and Support ~~S~~services (FSS) shall manage and designate the available off street parking pursuant to guidelines in this policy. This policy does ~~NOT not~~ guarantee ~~that~~ no-cost, off-street parking ~~for county or state employees (regular, contract or temporary), employees temporarily assigned to a campus building, other organizations occupying work space in or at county facilities, or volunteers working at the county campus., will be available, depending on peak usage, the availability of non-county owned parking (on-street, etc.) and other factors.~~

### SCOPE

This policy applies to all county departments, county ~~and offices~~, state offices or any other organization occupying work space in or at ~~c~~County ~~c~~Campus facilities. Employees, volunteers, ~~and~~ contract ~~employeesors and vendors for the above named organizations~~ shall adhere to the provisions herein as a condition of the use of county ~~operated~~ resources.

### DEFINITION OF TERMS

#### a. Employee - ~~general term which includes the following subgroups:~~

a. ~~Permanent Employee - A~~any hired employee, full or part time, with no defined employment end date; ~~any employee or volunteer expected to work for more than one year.~~ This does NOT include employees of other organizations visiting campus facilities to access services (example: abstractor, genealogist, car dealer, etc.).

~~b. Volunteer - A~~any non-paid person functioning as a volunteer worker, working for any department, office or agency covered under this policy. ~~For this policy, a person is recognized as a volunteer if the expected term of the volunteer service is less than 90 days in duration or fewer than 20 hours per month. Volunteers performing work with duration of less than 90 days or an on-going volunteer commitment of less than 20 hours per month will be considered a visitor for purposes of this policy.~~

~~c.~~ b. \_\_\_\_\_

~~d.~~ c. Temporary or Contracted Employee - ~~A~~any paid person working in a temporary or contracted capacity for any department, ~~or~~ office, or agency located at the county campus. This may include actual temporary payroll employees, those in a contract capacity or those working through a temporary employment agency. ~~For this policy, a person is included in this definition when the duration of the temporary~~

~~or contracted employment is expected to exceed 20 hours per month and extend beyond one month in duration.~~ ( example: Jail CADS staff, Auditor Elections staff, Family Resources staff, AEA staff)

e.d. Visitor/ Customer - ~~A~~any person that does not fall into one of the other defined groups that is visiting the county campus to conduct legitimate, legal business at any department ~~, or~~ office or agency located therein. -

- B. Loading Zone - Signed spaces provided for short term loading and unloading of items into and out of campus facilities. Parking in these spaces is intended for employees ~~(permanent and temporary)~~, volunteers and contractors/vendors. Duration should not exceed 30 minutes.
- C. Accessible Parking - Parking provided according to federal, state and local codes intended for disabled drivers. To qualify for these spaces, drivers must display an official permanent or temporary handicapped placard issued by a recognized state agency. The use of a placard by a non-disabled driver while not accompanied by the disabled individual is not permitted.
- D. Parking Diagram - A diagram produced by ~~FSS~~the Facility and Support Services Department that indicates parking space designation and layout throughout the campus.
- E. Employee Parking - Parking designated for use by ~~Permanent~~ eEmployees, ~~v~~oVolunteers, contract, and ~~T~~emporary employees. ~~C~~Additionally, Customers/visitors are allowed to use "overflow" to these spaces when available. This parking is typically further from our facilities than visitor parking.
- F. Visitor Parking - Parking spaces designated for use by customer/visitors. Visitor/Customers. Employees shall NOT ~~overflow to or use~~park in spaces designated as visitor parking, except after 2:30 p.m. or ~~on~~when the buildings are closed to the general public (weekends and holidays).
- G. Special Reserved Spaces - Special parking spaces, signed (temporary or permanently) and designated by ~~FSS~~Facility and Support Services in conjunction with organized events/activities (examples: County/state official vehicle parking, pool car parking, United Way Employee Spaces, special event parking, etc.) or special security use.
- H. Restricted Parking - Parking restricted to Scott County Jail and Sheriff's operations. ~~Said P~~parking is restricted for security and limited access purposes.

## CAMPUS PARKING DESIGNATIONS

The official designation of parking on the county campus shall be via the county parking diagram. ~~Said The~~ diagram shall be prepared, maintained by, and kept on file in the FSSacility and Support Services Department office. The diagram will be, ~~posted~~ in each facility and available on the county intranet and internet web sites.

Persons meeting the definition of “employee, volunteer, temporary or contracted employee” ~~when choosing to utilize county parking lots,~~ shall ~~only~~ park only in county provided spaces designated for employees. ~~Employees Vehicles~~ must display a county parking placard or sticker and must utilize employee only spaces during the hours from 8:00 a.m. to 2:30 p.m., Monday through Friday on days that county facilities are open for business.

Persons meeting the definition of “visitor” may utilize spaces designated for visitor parking and may overflow into employee parking as needed.

Persons ~~choosing to park in the employee definition may choose to park~~ in on-street (non-county) spaces. ~~are responsible to if they chose to utilize that parking, they should~~ follow the rules and ordinances of the City of Davenport governing ~~said~~ parking spaces.

~~Persons meeting the definition of “visitor” shall utilize spaces designated for visitor parking and may overflow into employee parking as needed.~~

## ENFORCEMENT

All users of county provided parking designated on the official parking diagram shall abide by the parking designations and definitions contained in this policy. Employees, volunteers, temporary or contracted employees shall ~~only~~ park only in spaces designated for employee use. Visitors may utilize all visitors ~~s~~ parking and may utilize employee parking as overflow when available. This policy supports the principal that ~~our~~ our customers and v ~~visitors come first!~~ should, as a general rule, have available parking for the purpose of doing business within our facilities. There may be some unusual circumstances that limit available public parking spaces. (High volume jury call, construction, special events)

Employees violating the provisions of this policy shall be issued two 2-warnings. After two 2-warnings, FSSacility and Support Services will revoke employee parking privileges, banning the violator from any cCounty oOwned parking place, except for those spaces located in the lot at 5<sup>th</sup> ~~Street~~ & Western ~~Avenue~~. Employees required to park in the 5<sup>th</sup> & Western lot must still follow rules with regards to spaces specifically designated as one of the classifications listed above.

Employees who have been banned are still eligible to park in one of the other county parking lots between the hours of 2:30 p.m.- 7:30 am Monday-Friday, and on weekends and holidays.

–Employees who have lost parking privileges and found parking in any county owned space, with the noted exception of the 5th & Western ~~Street~~ lot, will be towed at the vehicle owner’s expense. This section covers any vehicle a banned person knowingly is driving, whether registered to them or not.

The county recognizes that state offices or other organizations occupying work space in or at county facilities may request more stringent guidelines with respect to enforcement of this policy, but at no time may request less stringent guidelines for their employees, volunteers, temporary or contract employees. FSScott County Facility & Support Services will make every attempt to assist with these types of requests.

~~Facility and Support Services management staff will authorize the towing of a vehicle that has met the violation criteria.~~

Persons not conducting business within cCounty campus facilities that park vehicles in county spaces are subject to ticketing and/or towing per the Chapter 10 “Parking Ordinance” of the Scott County Code of Ordinances. Towing provisions also apply to vehicles parked illegally (e.g. not within marked spaces, blocking aisle, fire lane violations, etc.) These types of violations will not require any warnings prior to being towed.

~~FSSacility and Support Services~~ management staff will authorize the towing of a vehicle that has meet anythe violation criteria.

## PARKING PLACARD/STICKER

~~FSSScott County Facility and Support Services~~ shall issue a permanent identifying placard or sticker to all permanent employees, volunteers, and temporary and contract employees (see definitions). All persons falling under the definition of one of these groups of permanent or temporary employee must submit information to allow the issuance of the identifying placard or sticker. Once issued ~~a, a~~ placard or sticker must said be persons shall display ed same per ~~FSSacility and Support Services~~ placement guidelines. Failure to display identifier the placard or sticker shall be considered a violation and be subject to enforcement procedures (see above). If there is a change in vehicle information the FSSacility & Support Services reception desk should be advised of the updated information. If a loaner or rental vehicle is being driven, the reception desk should also be advised of the vehicle information. An employee, volunteer, temporary or contract employee is required to park any vehicle driven by them as designated in this policy even if the vehicle is not registered to them.

## PARKING PRIVILEGE ACKNOWLEDGEMENT

By utilizing cCounty provided, off-street parking covered under this policy, drivers acknowledge the following:

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- A. Free, off-street parking is a substantial benefit provided by the Scott County Board of Supervisors for their customers, employees and partners.
- B. Free, off-street parking is NOT an inherent right.
- C. The provisions of this policy will govern the use of county campus parking.

## 11. PURCHASING POLICY

### POLICY

Scott County Code provides that the Director of Budget and Administrative Services ~~Facility & Support Services~~ shall be responsible for developing, implementing and administering a centralized purchasing function for all County offices and departments.

This policy encompasses the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services and shall be accomplished through competitive bidding or qualifications whenever possible and specifically where it is required by the Code of Iowa; through competitive quotes; or Government Contracts.

### SCOPE

Administrative authority to purchase, sign leases or contract agreements shall be limited to aggregate purchase prices not exceeding \$~~1015~~,000. Purchases, leases and contract agreements in excess of \$~~1015~~,000 must be approved by the authorized board. This policy shall not be circumvented by purchasing or leasing a group of similar or identical items each costing \$~~10,150~~00 or less, but exceeding \$~~1015~~,000 in aggregate.

Any and all lease or contract agreements exceeding three (3) years in length must be approved by the authorized board even though the total aggregate lease or contract cost may not exceed \$~~1015~~,000.

If the lease or contract agreement is open ended it should be re-bid at least every three years. If the lease or contract agreement does not include a total cost amount for services provided then an estimated total cost should be determined and based on that estimated total cost appropriate approval requirements shall be followed.

This policy does not cover purchases made with the County Approved Purchase Card. Those purchases are covered under Policy Number 26.

In the event that there is a conflict between this policy and Iowa or Federal law, the applicable law will prevail.

### PURPOSE

The purpose of this policy is:

- A. To professionally coordinate and maximize the effectiveness of the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services by Scott County.

- B. To protect and provide for increased public confidence and trust in the procedures followed by the County in public procurements.
- C. To ensure the ethical, fair and equitable treatment of all persons who deal with the purchasing system of the County. To ensure that purchase made with public funds have a public purpose.
- D. To provide increased economy in County purchasing activities and to maximize, to the fullest practical extent, the purchasing value of public funds.
- E. To foster effective broad-based competition.
- F. To effectively support other county departments, component units and agencies.

### ADMINISTRATIVE PROCEDURES

#### A. Approval to Purchase, Lease or Contract Goods and Services

- 1. Unencumbered spending authority must exist at the appropriate departmental budget level prior to the issuance of a purchase order.
- 2. No lease or lease-purchase contract for real or personal property shall be entered into until a public hearing has been held on the proposed contract. Notice of the public hearing shall be published in at least one newspaper of general circulation at least 4 days and no more than 20 days prior to the public hearing date.
- 3. Purchases, leases or contracts up to \$2,500 shall require department head approval or authorization from the individual with budgetary responsibility.
- 4. Purchases, leases or contracts between \$2,500 and \$5,000 shall require approval of the department head (or designee) and the Purchasing Specialist.
- 5. Purchases, leases or contracts exceeding \$5,000 and up to ~~\$1015~~,000 shall be approved by the department head (or designee), and the Director of ~~Facility & Support Services~~Budget and Administrative Services (or designee), or the County Administrator.
- 6. Purchases, leases or contracts exceeding ~~\$1015~~,000 shall require approval of the department head, Director of ~~Facility & Support~~Budget and Administrative Services, County Administrator and the Board of Supervisors.
- 7. Lease and contract agreements which do not include a total cost amount for services (i.e., the agreement may only make reference to an hourly rate plus cost of parts) require the department to estimate the total cost. The calculation at arriving at this estimate should be documented with the purchase request and



depending on the amount will require appropriate approvals as stated above. If the agreement is open ended then the calculation of the total cost amount shall be based on a three year period.

8. Purchasing division shall utilize appropriate insurance and indemnification language if required. Insurance and indemnification requirements shall be developed in conjunction with the Risk Management Coordinator or County Attorney.

B. Individual Department / Office Responsibilities

1. Determine the quality and quantity of goods, materials, supplies, equipment, and services needed and delivery date required. Utilize past purchase information or resources when appropriate. Research specifications to ensure that appropriate information is provided to adequately describe the desired product or services along with minimum standards or requirements.
2. If a lease or lease-purchase contract is being proposed the requesting department shall submit the proposed lease or lease-purchase contract to the Director of Facility & Support Services or Director of Budget and Administrative Services, as appropriate, with the following attachments:
  - a. Prior to submitting lease for approval to the Board of Supervisors, originating department shall request legal review of proposed contract by the County Attorney's office. A letter from the County Attorney's office acknowledging that they have reviewed the contract and find it to be in compliance with applicable state laws. (Note: Departments should send a copy of their initial review request ~~from~~ the County Attorney's office to FSS-Administration so it may be identified as a future agenda item on the Board of Supervisors's information memo.)

Copy of the public notice to be published in the per Iowa Code Section 331.305.

- b. The Director of Facility & Support Services will submit the lease proposal to the Board at the next Board meeting that coincides with the public hearing publication date requirements in accordance with Iowa Code Section 331.305.

Whenever possible, competitive bids for lease agreements shall be secured with the assistance of the Purchasing division.

3. Anticipate requirements, giving accurate description of article(s) required and sufficient time to purchase item(s) on a competitive basis. When needed, the originating department will identify and collaborate with purchasing division to

prepare additional specifications and insurance requirements if any, to secure required items.

4. Receive and inspect item(s) delivered direct by vendor and refuse shipments that fail to meet the purchase order contract. All commodity type items will be coordinated to be received by Facility & Support Services. For specialized items, the department shall coordinate with Facility & Support Services to inspect and accept all items, at time of delivery.
5. Handle all purchases within established procedures. Utilize applicable purchasing resources (competitive bidding, purchasing system, pre-bid items, web-bid items) whenever possible and where appropriate.

C. Computerized Purchase Order System

County departments shall use the Enterprise Financial Planning (ERP) system following guidelines and procedures as promulgated by ~~Facility & Support Services~~Administration.

D. Competitive Quotations

1. Whenever feasible, all purchases, leases and contracts for goods, supplies, materials, equipment and services required for public use shall be on an equal and competitive basis. All acquisitions or purchases for like item purchases are to be awarded to the lowest responsible bidder. In determining the lowest responsible bidder consideration shall be given to the vendor's price, conformance with specifications in all material respects, and past performance. In addition, the Purchasing department may take into consideration reputation, business, and financial capabilities.

2. Utilization of professional services shall be awarded based on consideration of factors including, but not limited to, ability to perform work, responsiveness, past performance, references, and price. In addition, the department may take into consideration reputation, business, and financial capabilities.

1-3. For public improvements and construction contracts (excluding design and consulting contracts) that exceed the public bidding requirements as set forth in the Iowa Code Section 331.341 the determination and criteria for determining the lowest responsible bidder shall be accomplished through a formalized process. That process shall set out criteria and notification in the specifications document and gather qualification, reference and other pertinent information at the time of the bid. The use of an American Institute of Architects Form 305A with an addendum or a similar standardized form for gathering appropriate information from bidders shall be used whenever possible. Scott County reserves the right to reject a low bid based on the criteria set forth and the evaluation of the submitted

information and research conducted

3. For purchases less than \$2,500.00 departments/ offices that require a purchase order may enter the purchase into ERP directly as a purchase order.

For purchases between \$2,500.00 and \$~~1015~~,000.00 departments/ offices are strongly encouraged to obtain at least three competitive quotes. Departments may request the Purchasing Department to obtain quotes on their behalf or may obtain their own quotes utilizing applicable purchasing resources (competitive bidding, purchasing system, pre bid items, web bid items), and enter them directly into the ERP requisition form, attaching PDF's as documents.

For purchases over \$~~1015~~,000.00 requisitions shall be entered into the ERP system and routed to the Purchasing Division, who shall solicit bids utilizing open competitive bidding practices. Typically bids received by the Purchasing Department will be submitted through the bidding service selected for use by Scott County. The Purchasing Department acknowledges that there may be some occasions where it is not possible to obtain three bids based on the type of purchase. If this is the case, the department shall submit a written statement why they did not obtain multiple bids for the item being purchased.

4. All parties involved shall comply with all applicable laws and regulations pertaining to their employment practices, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapped condition or religious affiliation.
5. The County shall comply with the state preference law as it relates to Iowa products.
6. In accordance with Iowa Code, Chapter 73, ~~Ww~~ whenever possible, all requests for bids and all proposals for expenditure of public funds must be made in general terms so that no brand or trade names are specified. Also, all requests must contain this statement: "By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

#### E. Unsolicited Proposals

Definition- an unsolicited proposal is a document or package of documents submitted to Scott County or a Scott County Office or Department, that proposes to provide a product or service that was not solicited nor initiated by Scott County.

1. An unsolicited proposal that does not correspond to the Scott County mission , vision, or values, is outside of the normal scope of Scott County government services, is not a product Scott County requires or a service Scott County needs may be rejected without further consideration by the Purchasing Division
2. An unsolicited proposal that does correspond with the mission and scope of Scott

County government will be evaluated for merit by the department or office with jurisdiction or control in the service area that best matches the proposal. In the absence of a clear corresponding department or office, the review of the unsolicited proposal shall be made by the Director of ~~Facility and Support Services~~Budget and Administrative Services with input and assistance from other County departments.~~Administration.~~

3. The Purchasing Division may require the submission of additional or supplemental information from the submitter in order to fully evaluate the submission. An unsolicited proposal submission that refuses to provide typical, pertinent information that the evaluator deems necessary, may be rejected without further consideration.

3.4. Unsolicited proposals that are found to have merit may be forwarded to the Board of Supervisors for consideration. Proposals without merit or determined to be outside of the scope of Scott County government shall not be forwarded to the Board of Supervisors.

4.5. Proposals that have the potential for competitiveness, either by their nature or as required by law, shall initiate a request for proposal process. The Purchasing Division shall take measures to protect information contained in the unsolicited proposal. Said measures may include returning all copies of the unsolicited proposal to the submitter for resubmission as part of the RFP process. At a minimum, the Purchasing Division shall notify the submitter that the unsolicited proposal is, by law, a public document.

F. Public Access to Procurement Information

Purchase orders and other information of a public nature shall be available for inspection upon request to the Purchasing Specialist, providing that they are not deemed to be confidential because they contain trade secrets or reports that give a competitive advantage and serve no public purpose. Purchasing records are also governed by Freedom of Information Act laws for public records. See policy 31- Public Records and Information for further information. The ~~Facility and Support Services~~Administration Department shall maintain records of purchases made (award information, contracts and purchase orders) and the purchasing process (bid requests, specifications, proof of publication, bid results, bid documents and submittals, etc.) for all centralized purchasing transactions. In the absence of other legislative requirements, the retention duration for said records shall be: three years past the award date or the contract completion date (whichever is later).

G. Bids on Contracts for Repair or Construction of County Buildings.

See Iowa Code section 331.341 for specific contract letting procedures to follow.

H. Special Provisions for Secondary Roads Department:

1. Construction and Maintenance Projects: These types of services will be either bid through the I.D.O.T., Secondary Roads office or in coordination with I.D.O.T. meeting their specifications and requirements and bid through the County Secondary Road Department. Participation by Facility & Support Services will not be required in these areas.
2. Purchases through the State of Iowa General Services Office and the Iowa Department of Transportation Purchasing Department: The Secondary Road Department will take advantage of State Purchasing Facilities and their volume purchasing discounts when practical and possible.
  - a. The Secondary Road Department will fill out the required State Order Forms or submit a department "requisition order".
  - b. Upon receipt of order and billing, the Secondary Road Department will check shipment against the order and prepare the necessary County claim for payment.
  - c. All orders exceeding \$~~10~~15,000 will require prior Board of Supervisors approval.
3. Equipment Repair Parts, Materials and Services: The specifics on these items generally cannot be anticipated or determined in advance. These are generally items that cannot be inventoried and must be purchased expeditiously to prevent costly delays and operational problems. The purchase of these items require the technical expertise and knowledge of Secondary Road's garage personnel for effective, expeditious purchasing. These purchases may also be the type or nature where they are only available from one source.
  - a. The ordering of these materials and supplies and services may only be authorized by a Secondary Road Department "requisition order".
  - b. Any individual "requisition order" in excess of \$1,000, with the exception of purchase of tires, must receive prior approval by the County Engineer.
  - c. Upon receipt of the order, billings will be checked by the Secondary Road Department and claims prepared for the Engineer's authorization and approval by the Board of Supervisors.

I. Emergency Purchases

1. County Administrator, ~~or in absence the Director of Facility and Support Services~~, or designee, may declare an emergency when:

- a. The circumstances pose a threat to the public health, welfare or safety.
  - b. The situation must be taken care of immediately in order to prevent immediate and apparent loss to the County.
  - c. Conditions beyond reasonable control of the County occur; such as accidents or unforeseeable failure in equipment, which are essential to the operation of the County.
2. In the event that the circumstances surrounding the emergency do not allow sufficient time to convene the Board of Supervisors, the County Administrator, or designee may authorize emergency purchases in excess of \$~~10~~15,000.
  3. If the emergency purchase requirements are met, the County Administrator, or designee shall take informal bids if time allows.
  4. In all cases of emergency purchases by the County Administrator or designee, the following must be submitted to the Board of Supervisors at the next meeting following the purchase:
    - a. A detailed purchase description outlining the critical nature of the need to purchase
    - b. An invoice if goods have been received
    - c. A written account explaining why an emergency was declared
    - d. The effects of the emergency on County operations or the public
    - e. Why the particular vendor was chosen.
  5. All emergency purchases will be reviewed carefully by the Board of Supervisors at the next regularly scheduled meeting to assure that the use of the procedure is not being abused.

## 26. PURCHASING CARD POLICY

### POLICY

It is the policy of Scott County to have a Purchasing Card Program. This program is intended to replace blanket purchase orders ~~and~~ purchase orders used to purchase items of small dollar value (<\$2,500), and purchases within Department Head/Elected Official or designee authority.

### SCOPE

This policy is applicable to all offices and departments within Scott County Government and other component units that participate in the Scott County Purchasing Card program. The County may utilize the purchase card provider for accounts payable purchases and the use of accounts payable credit accounts.

### BENEFITS

Department ~~staff will be able to procure purchases without emergency claim voucher requests or filling out credit applications for vendors that will be only used once. Staff in the field and in the office~~ will be able to make purchases to support their core functions in a much more effective manner, will requireing fewer trips away from the workplace, and will be able to getreceive items much quicker. These efficiencies will allow ~~staff the various groups~~ to focus their energies on the ~~more important~~ core aspects of their jobs. This policy and the program structure will support efficiency while maintaining accountability and approval structures. The use of a purchase card program may enable the County to reduce expenditures through a revenue sharing agreement with the merchant card provider.

### GENERAL PROGRAM PROVISIONS

This card is to be used to make county purchases as outlined herein. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority. Said authority is delegated only as it applies to the scope of the cardholder's job and as outlined by the cardholder's immediate supervisor and Department Head/~~or~~ Elected Official. The implied purchasing and expenditure authority of the purchasing card is NOT intended to supersede nor enhance the fiscal authoritative limitations that exist within each Department/Office. For the cardholder: you are only authorized to make purchases for which your supervisor, or Department Head/Elected Official, has expressly granted and delegated you proper authorization.

The Purchasing Card is not a personal credit card and remains the property of ~~Wells~~

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~~Fargo Bank~~ the card issuer. The liability for all outstanding charges on the card is with the County; therefore, the card must only be used for purchases required in the normal course of business.

The Purchasing Card that the cardholder receives has his/her name embossed on it. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder.

Employees must attend a training session prior to card issuance. Each card holder must sign the *Acknowledgement of Scott County Purchasing Card Policy form* (A Attachment B) prior to being issued a purchasing card.

It is the responsibility of each cardholder to be acquainted with the Purchasing Policies and guidelines of the County and to make card purchases in accordance with these policies. -

The cardholder is responsible for following department guidelines for making purchases, being fiscally responsible with county funds, ensuring receipt of materials and supplies, obtaining acceptable receipts and resolving any discrepancies or damaged goods issues. The cardholder is responsible to assure that the purchase made with public funds has a public purpose.

Cards may be revoked for misuse or non-compliance with procedures. Additionally, disciplinary procedures up to and including termination may result from misuse of the Purchasing Card. The County retains the right to cancel a cardholder's Purchasing Card.

~~The County may have existing contracts with suppliers for guaranteed/discount pricing. The Purchasing Division provides services to cardholders to allow for competitive purchasing and pricing through pre-negotiated pricing lists or competitive quotes. Contact purchasing for assistance to ensure that county dollars are spent in an effective and efficient manner.~~

## ADMINISTRATIVE PROCEDURES

### **Program Administrator**

Two Program Administrators will coordinate the Purchasing Card Program. The Cardholder Program Administrator will be the ~~Operations Manager, Facility & Support Services~~ Director of Facilities and Support Services who will follow procedures set forth in this policy. This Program Administrator shall be the liaison between the cardholder and the purchasing card system. This Program Administrator shall issue cards, make card changes, help with transaction disputes and other cardholder related tasks. This ~~cardholder Program a~~ Administrator ~~along with the Director of Facility and Support Services~~ shall also facilitate the training required by this policy.



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The Accounting Program Administrator shall be the ~~Budget Manager~~Director of Budget and Administrative Services who will follow the procedures set forth in this policy. This Program Administrator shall coordinate the reporting, accounting and funds transfers for the Purchasing Card Program. This Administrator shall oversee and audit the period close-out process and liaison with claims clerks on close-out and reporting issues. This ~~P~~rogram ~~A~~administrator shall prepare the required period reports for the purchasing card program (see Reports below).

Both Administrators shall provide for a backup within their department, and shall provide adequate training thereof. All persons performing Program Administrator functions shall ensure the integrity, consistency and compliance of the program with the policies and procedures herein.

## Reports

The Accounting Program Administrator shall download period transaction information at the conclusion of each four-week accounting period. The transaction information shall be audited for completeness and compliance with the county chart of accounts. If necessary, revisions to the transactions shall be made to ensure data integrity for the import into county accounting data systems.

The Accounting Program Administrator shall prepare and distribute the following purchasing system reports ~~immediately~~ following the close of the current purchasing card cycle:

1. Exception Report - this report documents any transactions that are not in compliance with provisions of this policy including unwarranted sales tax, missing receipts, incomplete receipts, etc.
2. General Ledger Report - this report documents the information that will be imported into the county accounting data system including department, vendor, account, amount, posting date, etc. for each individual transaction during the period.
3. Newspaper Report - This report summarizes and sub-totals the amount paid to each vendor for publication in the newspaper.

## Policy Review and Revisions

This policy and these procedures shall be reviewed annually ~~by the County Financial Review Committee for possible recommended changes~~. Said revisions or changes shall be prepared as recommended by the County Administrator, Director of Budget and Administrative Services or the Director of Facility and Support Services and forwarded to the Board of Supervisors for their consideration and action. The Cardholder Program Administrators ~~along with the Director of Facility and Support Services~~ shall provide training for cardholders, claims processors and/or Department Hheads/Elected

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**Officials** as required for substantive changes to the policy or procedures herein.

This program is designed to be easy to use and flexible. Therefore, user feedback is crucial. In order to make this program as effective as possible, Purchase Card users must notify the Program Administrators of all problems encountered with the card. Users should also communicate any comments related to the reporting, documentation, procedures, and use restrictions related to the Purchasing Card Program. This program is designed to be an important tool to help card users perform their job.

### **General Responsibilities**

This card is to be used to make county purchases as outlined herein. The transactions and credit limits on the card are determined by the Department Head/Elected Official within policy limits and are dependent upon the requirements of the cardholder's position and function. Department Heads/Elected Officials should use "standard" transaction and period limits for cards whenever possible to ensure adequate program control and accountability. Higher limits should only be used when necessary to afford the cardholder the ability to efficiently make higher dollar purchases routinely required for their job. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority.

The Purchasing Card is not a personal credit card and remains the property of **Wells Fargo Bank** the card issuer. The liability for all outstanding charges on the card is with the County. Therefore, the card must only be used for purchases required in the normal course of business. All purchases are to be documented with an itemized receipt. Failure to provide a receipt of the purchased transactions could result in personal liability of the transaction.

### **Personal Use of Purchasing Card**

Cardholders shall not use the Purchasing Card for personal purchases with the intent of reimbursing the County. Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision ~~will~~ may result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions. Any violations of this provision shall be reported on the exception report.

### **Cash Advances**

The Purchasing Cards are not set up to allow nor intended to be used for any type of a cash advance.

### **Purchasing Card and System Controls**

The Purchasing Card is different from a personal MasterCard/Visa. It has the ability to control use in the following ways:

- Maximum dollar amount of each transaction (-see section “Card Limits”)
- Total spending limit per cycle
- Merchant Category Code (MCC)

The “Delegation of Authority” that has been provided to each cardholder sets the maximum dollar amount for each single purchase or transaction (Single Purchase Limit), and a total for all purchases made within a given billing cycle (28 days).

Each time a cardholder makes a purchase, the limits will be automatically checked and the authorization request will be declined should the amount exceed those limits.

The credit limit on each card was preset based on certain usage assumptions. If the credit limit on your-a purchase card is not adequate to handle planned purchases, the cardholder should contact their your Department Head/Elected Official who will determine if spending limits on the card need to be increased. The Department Head/Elected Official and will contact the Cardholder Program Administrator, authorizing an increase in a card holder’s limits.

The Merchant Category Code (MCC) allows for restriction of card use by type of business. Each business is classified by the services or products that it supplies and is given a specific MCC. Therefore the Purchasing Card can be restricted for use at specific types of businesses by excluding specific MCC Codes from authorized use.

### Card Limits

	Per Transaction	Per Billing Cycle
Standard	\$ 500.00	\$ 2,500.00
Intermediate	<del>\$2,53,000.00</del>	\$25,000.00
Enhanced	<del>\$5,000.00</del> <u>14,999.99</u>	\$25,000.00

The base limit for cards issued shall be the standard amount listed above. A Department Head or Elected Official may request the enhanced card limit ~~ONLY~~ only if the card user is expected to ~~ROUTINELY~~ routinely make purchases that would exceed the standard card limits.

### Emergency Raised Card Limits

The County Administrator may request additional higher emergency spending limits/authorization for certain emergency or special situation such as: natural disasters, disaster recovery, business continuity, etc. Such request should be made during a regular Board of Supervisors meeting when possible, but may be made pursuant to the emergency procedures in Policy 11.

### Purchasing Card Security

It is the card holder’s responsibility to immediately sign the back of the card upon

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issuance. The Purchasing Card should be kept in a secure location at all times. The cardholder ~~should be the only one using the card~~ is the only one authorized to use his or her purchasing card. It is the cardholder's responsibility to ensure the security of the card.

The cardholder shall guard the account number carefully. ~~Do not post it at your desk or write it in~~ It should not be posted or written down in any place that is easily accessible to others.

Similar to a personal credit card, if the Purchasing Card is lost/stolen you must immediately notify ~~Wells Fargo Bank~~ the card issuer by phone (See Contact List-Attachment A). You must also notify the Cardholder Program Administrator and your immediate supervisor. The card will be immediately suspended and a replacement card will be issued.

### **Card Issuance / Changes / Suspension / Cancellation**

To request a Purchasing Card, additional cards, or changes to existing cards, Department Heads/Elected Officials shall contact the Cardholder Program Administrator and request card changes using provided request form. All requests must be approved by the Department Head/Elected Official or their designated representative.

If an employee leaves the department, whether transferred to another County Department or terminated, it is the Department Head/Elected Official's responsibility to obtain the Purchasing Card from the cardholder that is terminated/transferred, notify the Cardholder Program Administrator to cancel the card, cut the card in half, and return it to the Cardholder Program Administrator.

Exceptions are issues relating to purchases or transactions that are not in compliance with the provisions of this policy. Each reporting cycle, these issues are reported on the Exception Report.

Cardholders will have the opportunity to resolve minor exceptions (sales tax, missing, inaccurate or incomplete receipts) and have the issues removed from the exception report if resolved within 30 days. Once removed, the exceptions will not count against a Cardholder. Major infractions (personal charges, split transactions, inappropriate use, etc) will NOT be removed, even if resolved. Habitual violators of the policy will also not have the opportunity to remove items from the exception list. Major infractions with blatant disregard for the provisions of this policy may result in immediate revocation and/or suspension of card holder privileges.

Cardholders that have 3 or more minor exceptions within a 6-month period shall have their cardholder privileges revoked and their card suspended until they are retrained on this policy. Under the discretion of the Cardholder Program Administrator or Accounting Program Administrator an employee may be required to complete training on the policy for a single minor exception. A permanent revocation of the purchasing card and

privileges may result from a blatant major infraction(s) or habitual minor infractions and repeated suspensions. The Program Administrator will notify the Human Resources Director of any actions taken.

## Personal Credit Rating

The Purchasing Card and all the charges on it are County liabilities. Therefore, it has no impact on your personal credit rating.

## Audits

To ensure the success of the Purchasing Card program and the County's financial responsibility, continual audits of a cardholder's Purchasing Card documentation and files will occur.

The primary purpose of the audit is to ensure that complete and accurate record keeping is occurring and that all Purchasing Card program procedures are being followed.

Auditing and oversight occurs at many levels within the program. Claims clerks audit purchases as part of the reconciliation process. Department Heads/Elected Officials or designees review department purchases as they approve the submission of the reconciliation documents. The Accounting Program Administrator reviews all purchases and receipts for policy compliance and proper accounting. The Auditor's Office reviews all purchases, documentation and accounting of the program. The County's independent annual financial audit includes a sample audit of the program each year.

## Guidelines for Card Use - Cardholder Responsibilities

Purchasing Cards shall be used for "point of sale" transactions only. Those are defined as purchases made at a physical location. This provision does not preclude cardholders from making purchases remotely via the internet or telephone. It does, however prohibit contacting a vendor to charge an invoice to the purchasing card that was previously invoiced as a traditional bill. Invoices received that were not made via purchasing card must be paid via the traditional accounts payable methods to avoid duplicate payment and unnecessary confusion.

Examples of the types of transactions your Purchasing Card should be used for including, but not limited to:

- Office sSupplies
- Repair Parts
- Miscellaneous Operating Supplies
- Items specified on County Contracts
- Travel expenses (employee portion only, if traveling with others)
  - including airfare
  - and hotel
  - ground transportation / parking fees

- Seminar and training registration fees

If you locate a supplier that will accept our purchasing card, but are unsure if it is an unauthorized use of the card, ~~call~~ contact the Cardholder Program Administrator

The cardholder is responsible for ensuring receipt of materials and supplies, and resolving any receiving discrepancies or damaged goods issues. The cardholder is responsible to assure that the purchase made with public funds has a public purpose.

~~The County may have existing contracts with suppliers for guaranteed/discount pricing. The Purchasing Specialist will notify county departments of any and all preferred suppliers discounted contracts. Purchasing off competitively bid contracts for routinely purchased items is the most cost-effective method of procurement. Purchasing items from non-preferred suppliers when an agreement between the County and a supplier exists must be explained. Repeated violations will result in revocation of card privileges.~~

### General Instructions ~~On How To Purchase-~~ How to make a purchase

- Identify a transaction that you wish to- make with the Purchasing Card.
- Determine the transaction is not ~~one of those~~ prohibited by County/Departmental policy. If not prohibited, proceed with the transaction.
- Order ~~i~~ item via in-person purchase, internet or phone transaction.
- Submit Purchasing Card to cashier or submit card number and expiration date via the phone or internet. Vendors may also require the 3 digit security code located on the back of the card and billing address. Verify that websites used provide for encryption or other security to safeguard cardholder information. Never type purchasing card number into a free text field or send your entire credit card number and expiration date in the body of an email. Reputable sites clearly post security information. If you are unsure if the site you are trying to use is adequately secure, contact the IT Department for advice or assistance.
- Notify the supplier that the County is tax-exempt and should not be charged sales tax. The Federal tax ID number and Illinois tax exempt number is located on the face of the card. Upon receiving the receipt make sure that sales tax has not been charged.
- Processing fees ~~are not to be paid by Scott County. Charging the consumer these fees is specifically against the vendor's merchant agreement with Visa/MasterCard should not exceed the benefit of processing the payment through a purchasing card. Percentage benefit of associated revenue share will be distributed to all departments for general use and knowledge.~~
- When ordering over the phone or /internet provide the supplier with ~~your~~ the complete shipping instructions including name, street address, and internal location information. Instruct the supplier to include in the delivery package a receipt or packing slip detailing what was purchased and the amount of each item.
- When making purchases on line, ensure that the internet vendor has a secure site. The address window must start with https://. Look for a "lock icon" on the web page. When placing an order over the internet, the cardholder must confirm

that the merchant will charge the purchasing card only when a shipment is made. The card holder must also request that a detailed packing slip be included with the items when sent. If items are back ordered, the County may not be charged except upon shipment of the merchandise. The back ordered merchandise must be received in the billing cycle in which the charge was made. The card holder must print a copy of the on-line sales receipt at the time of the on-line purchase for use as the receipt for reconciliation purposes.

- If purchasing in person, review sales slip to determine all amounts were properly charged, sales tax was not assessed, and ~~retain the receipt~~ turn in the receipt to the department claims clerk.

For all types of purchasing card transactions it is the *cardholder's responsibility* to obtain acceptable receipt(s) documenting the transaction. Said receipts should be obtained at the time of the transaction and turned into the claims clerk as soon as possible to avoid "end of the cycle" issues and to allow claims clerks the opportunity to reconcile periodically throughout the cycle. Acceptable receipts should be original (avoid photo copies and faxes) wherever possible. Acceptable receipts should include the last four digits of the card number and detailed information about what was purchased. Cardholders should mark "PC" in bold, visible letters on the receipt to properly identify the receipt and facilitate routing to the proper accounting stream.

Should a required receipt be lost or not obtained by the employee, a signed statement by the employee and Department Head/Elected Official explaining the circumstance and documenting the expense should be completed by the employee for the Program Administrator's review. If the expense is deemed reasonable by the Program Administrator it shall be paid through the purchasing card. Transactions documented in this manner will be reported on the Exception Report as a minor exception. Unreasonable transactions and those not approved by the Department Head / Elected Official will require documentation by the vendor, and / or reimbursement to the County.

## Sales Tax

The cardholder is responsible for indicating to the supplier that the County is tax exempt, and therefore, should not be charged sales tax. Repeated neglect by the cardholder to ensure that the supplier does not charge sales tax will result in card privileges being revoked. All sales tax should be avoided wherever possible. If sales tax appears on a purchasing card transaction, it is the cardholder's responsibility to reverse those charges or seek out credit for the tax amounts, or document the cost benefit of discounts applied through point of sale transaction. A receipt for each incorrect charge as well as the credit and / or recharge should be obtained and turned into the claims clerk-

## Unauthorized Uses

Cardholders shall NOT make purchases with the county purchasing card that are not for authorized county uses and specifically approved within the management structure of

their particular department, elected office, or agency.

Further, certain types of purchases are strictly forbidden per this policy regardless of Department Head, Elected Official, or agency authorization.

- Personal Use - Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision will result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions.
- Meals - No meals will be allowed on the purchasing card. Food provided as part of training or meeting events, where the County is the training or meeting event organizer, and as approved by the Department Head, Elected Official or the designee may be purchased. Sheriff Transportation Deputies while transporting inmates are exempt from this provision
- Items that are *not* within your departments authorized budget.
- Individual purchases which have been artificially separated from larger or bulk requirements to fall within spending limits
- Professional Services and 1099 Services

### Why Approval May Be Denied

If a supplier advises that card approval has been denied, it is most likely a violation of one of the established levels of authority checks.

- Example- the purchase exceeds the single dollar transaction limit on the card.
- Example- the account is over the set cycle limit.
- Example- transaction is a violation of the Merchant Category Code.
- Example- the expiration date or three digit security code was incorrectly entered by the merchant.

The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information from the card issuer Bank. If a transaction is denied, the cardholder should contact the Cardholder Program Administrator for assistance. Please allow 24-48 hours for that information to become available.

### Disputed Charges

If there is a problem with a purchased item or charges for a transaction, the card holder should first try to reach a resolution with the vendor that supplied the item. Most problems can be resolved expeditiously in this manner.

If the cardholder is unable to reach an agreement with the supplier, they should contact the Cardholder Program Administrator. This Program Administrator can assist the cardholder in resolving the dispute and can involve ~~Wells Fargo~~ (the card issuer) in the



dispute if necessary. Similar to all credit cards the County Purchasing Card program does have the ability to place transactions in a disputed status to give further time to resolve the dispute.

Any disputed charges are placed in a suspended account and subtracted from the payment due. Once final resolution is reached the charge is either reapplied to the balance due, or permanently removed from the account.

### Reconciliation Responsibilities (For claims clerks, Department Heads, Elected Officials and agencies)

- Online statements are available continuously at ~~www.wellsfargo.com~~ the website designated by the card provider.
- The billing cycle for the Purchasing Card is every fourth Thursday. Exceptions to this may occur due to holidays when cycle periods may be shortened to allow for reconciliation on regularly scheduled work days. Reconciliations by claims clerks with Department Head/Elected Official/ Agency approval must occur on that day to ensure that documentation is provided as funds are transferred to ~~Wells Fargo~~ the card provider.
- Claims clerks are encouraged to reconcile weekly throughout the cycle to reduce the amount of work at the end of the cycle.
- Cardholders ~~is~~ are required to provide all sales receipts, for the transactions listed on the statement immediately. In the event a receipt is lost or misplaced; it is the cardholder's responsibility to obtain a duplicate receipt. Cardholders are required to vVerify transactions on the statement with actual sales receipts and packing slips. If there is a disputed billing, follow the procedures as noted.
- Claims clerks will print cardholder reconciliation sheets and attach all receipts. In addition, a department summary sheet must be ~~attached~~ included with all cardholder sheets beneath. The signature (real or digital) of the Department Head/Elected Official or designee is required ~~(similar to payroll and accounts payable)~~ on the department summary sheet.
- NOTE: If a cardholder had no purchase activity on the purchasing card for a particular billing cycle, no Statement of Account will be generated for that cardholder unless adjustments for previously billed transactions are processed during that billing cycle.

### Approval of Card Use

Department Heads/Elected Officials or designees, because of their knowledge of the job responsibilities of the cardholders, are required to look at each cardholder's purchases, and at the merchant items were purchased ~~who made the sale~~ in order to determine if these items were for official County use and if they were allowed to be purchased in accordance with the instructions provided.

If for any reason the Department Head/Elected Official or designee questions the

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purchase(s), it is their responsibility to resolve the issue with the cardholder. If they cannot be satisfied that the purchase was necessary and for official county use, then the cardholder must provide a ~~Credit Voucher~~credit receipt proving item(s) have been returned for credit. Unauthorized use of the Purchasing Card will result in revocation, possible collection and potential disciplinary action, up to and including termination of employment.

Non-substantive modifications to appendices may be updated without approval of the Board of Supervisors.

Attachment A

**SCOTT COUNTY PURCHASING CARD PROGRAM CONTACT LIST:**

**Cardholder Program Administrator:**

~~FSS Manager~~ **Director of Facilities and Support Services**, Facility & Support Services  
600 West 4<sup>th</sup> Street, Davenport, IA  
Phone: (563) 328-3241  
Fax: (563) 328-3245  
E-mail: [Tammy.Speidel@scottcountyiowa.com](mailto:Tammy.Speidel@scottcountyiowa.com)

**Accounting Program Administrator:**

~~Budget Manager~~ **Director of Budget and Administrative Services**  
600 West 4<sup>th</sup> Street, Davenport, IA  
Phone: (563) 326-8651  
Fax: (563) 328-3285  
E-Mail: [david.farmer@scottcountyiowa.com](mailto:david.farmer@scottcountyiowa.com)

**Administrative Assistant**

600 West 4<sup>th</sup> Street, Davenport, IA  
Phone : (563) 326-8604  
Fax: (563) 328-3285  
E-Mail [Chris.Berge@scottcountyiowa.com](mailto:Chris.Berge@scottcountyiowa.com)  
[renee.luze-johnson@scottcountyiowa.com](mailto:renee.luze-johnson@scottcountyiowa.com)

**Wells Fargo Bank Customer Service:** 800/932-0036

Contact Customer Service 24-hours per day/7-days per week to report lost or stolen cards. This should also be reported to the Cardholder Program Administrator and the cardholder's immediate supervisor.

**Attachment B**

**ACKNOWLEDGMENT OF SCOTT COUNTY  
PURCHASING CARD POLICY IN EXCHANGE FOR ISSUANCE OF  
~~WELLS FARGO~~ BANK PURCHASE CARD**

Scott County ("County") is pleased to present you with this purchasing card. It represents the County's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I, \_\_\_\_\_ (Print Name), hereby acknowledge receipt of a Scott County Wells Fargo Purchasing Card, number (last 8 digits) \_\_\_\_\_. As a Corporate Cardholder, I agree to comply with the terms and conditions of this Agreement, including the "Scott County Purchasing Card - Policies and Procedures" outlined in cardholder training and contained in Scott County General Policy 26.

I acknowledge receipt of said Agreement and Procedures and confirm that I have read and understand the terms and conditions. I understand that the County is liable to Wells Fargo Bank for all County charges.

I agree to use this card for County approved purchases only and agree not to charge personal purchases. I understand that the County will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize the County to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the County to collect such amounts even if I am no longer employed by the County.

I understand that the County may terminate my right to use this card at any time for any reason. I agree to return the card to the County immediately upon request or upon termination of employment.

**Applicant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Last 4 Digits of Social Security**

**#:** \_\_\_\_\_

\_\_\_\_\_

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**Department /**  
**Agency:** \_\_\_\_\_

**Attachment C**

**Scott County Purchasing Card Program**

**Request for Purchasing Card Issuance**

**Department:**\_\_\_\_\_ **Date:**\_\_\_\_\_

As Department Head/**Elected Official** of the above named department I am requesting the issuance of purchasing cards to the following individuals under my span of control. I understand that each cardholder must attend training as required by the Purchasing Card Program Administrator prior to card issuance and activation. Said training is intended to inform and orient cardholders to the policies and procedures regarding the Purchasing Card Program, Scott County General Policy #26.

I understand that the use of purchasing cards by our department must only occur in accordance with the above-mentioned policy.

**Requested Cardholders:**

1)	2)
SSN:	SSN:
Card Limit	Card Limit
Default FUND	_____ Default FUND
Default DEPT	_____ Default DEPT
Default PROGRAM	Default PROGRAM
Default STATE PROGRAM AREA	_____ Default STATE PROGRAM AREA
Default STATE OBJECT CODE	Default STATE OBJECT CODE
3)	4)
SSN:	SSN:
Card Limit	Card Limit
Default FUND	_____ Default FUND
Default DEPT	_____ Default DEPT
Default PROGRAM	Default PROGRAM
Default STATE PROGRAM AREA	_____ Default STATE PROGRAM AREA

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Default STATE OBJECT CODE

Default STATE OBJECT CODE

5)

6)

SSN:

SSN:

Card Limit

Card Limit

Default FUND

Default FUND

Default DEPT

Default DEPT

Default PROGRAM

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

Default STATE OBJECT CODE

7)

8)

SSN:

SSN:

Card Limit

Card Limit

Default FUND

Default FUND

Default DEPT

Default DEPT

Default PROGRAM

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

Default STATE OBJECT CODE

Department Head/Elected Official Approval: \_\_\_\_\_

Are there currently other cardholders in the department? Y / N

Department # \_\_\_\_\_

## **43. Video Surveillance Policy**

### **POLICY**

It is the policy of Scott County to integrate the best practices of safety and security with video surveillance technology. A critical component of a comprehensive security plan is the utilization of security cameras, establishing a retention policy for recorded video, identifying on whose authority video is held for retention, on whose authority a hold is released, and identifying staff positions that are responsible for completing the video capture.

### **SCOPE**

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities. We acknowledge that there may be legitimate purposes for offices and departments to have other surveillance and recording needs. In such instance, as a particular office or department does have other recording needs or systems, they shall be responsible for establishing a written policy specifically related to that system. This policy DOES NOT cover cameras located in the Scott County Jail, which will maintain their own internal policies regarding surveillance recording and retention.

### **PURPOSE**

The surveillance of public areas is intended to deter crime and aid in protecting the safety and security of Scott County personnel and property.

Cameras generally will not be monitored in real time twenty four hours a day, seven days a week. Those positions within the Sheriff's Office, Juvenile Detention and Facility & Support Services that have the proper authorization may monitor live video feed for the purpose of monitoring locations within the facilities.

Scott County supports the use of video cameras as a means to monitor and maintain a safe campus for the public and employees at our facilities.

### **ADMINISTRATIVE PROCEDURES**

#### **A. DETERMINATION OF CAMERA LOCATIONS**



The number and location of cameras installed will be a collaborative effort between ~~Scott County~~ Facility & Support Services and the ~~Scott County~~ Sheriff's Office, working with those Offices and Departments located in a Scott County ~~F~~Facility.

Scott County may collaborate with other governmental agencies to integrate video cameras and storage of video recordings using shared resources. Those organizations will be responsible for purchasing compatible equipment, associated licensing and maintenance costs and may be responsible for costs associated with Scott County staff time required to implement, maintain, ~~and~~ store and retrieve video created by this solution. Partner agencies should designate staff positions, within their own organization to retrieve video footage, place and release holds on video footage, and export or archive video footage as it relates to their specific cameras. Partner agencies may choose to utilize Facility & Support Services staff positions listed in Appendix A as a resource to assist.

Unless a camera is being used for investigation reasons, all camera locations will be visible, however records indicating the exact location, number and function of all cameras will generally be considered confidential for security purposes pursuant to Iowa Code Section 22.7(50) and will not be released to the general public, guests or employees.

Mobile or hidden equipment may be used for investigation reasons. The use of covert video equipment for criminal investigations or specific instances which may pose a significant risk to public safety, security, or property is allowed as authorized by those positions specifically listed in Appendix A. Installation of such equipment shall be done in coordination with the Facility & Support Services Director.

Installation of "dummy" cameras that do not operate is allowed under this policy.

Unless a camera is being used for criminal investigation purposes, monitoring by security cameras is prohibited in the following places:

- Restrooms
- Locker Rooms
- Bedrooms - Juvenile Detention Center

With the exception of the video court process, general surveillance cameras will not record audio.

## B. MONITORING OF CAMERAS

All recording or monitoring of activities, groups or individuals by security cameras will be conducted in a manner consistent with **cCounty polices, sState and fFederal** laws, and will not be based on the subject's personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all personnel with access to security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

#### C. PLACING AND RELEASING A HOLD ON A VIDEO RECORDING

When an incident that requires video review or may require a hold occurs, the Department Head, Elected Official, or designee responsible for that particular area may request authorized personnel to review video of the incident in question. The Department Head, Elected Official, or designee should also notify the Risk Manager if there is any possibility that an incident may have been captured on video that may result in a claim against the County.

Upon review of video surveillance a hold may be authorized by one of the staff positions listed in Appendix A.

Once a hold has been authorized, the video recording must be exported and archived by one of the positions also listed in Appendix A.

Disposition of previously exported and archived video footage must be authorized by the position that placed the original hold.

External requests for copies or access to the recordings should be made and reviewed pursuant to County Policy 31- Public Records and Information.

#### D. STORAGE AND RETENTION OF VIDEO RECORDING

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured in such a way to prevent camera operators from tampering with or duplicating information.

All surveillance recordings shall be stored in a secure network location for a period of 30 days. At the conclusion of the 30 day time period recordings will be automatically deleted unless a hold has been placed for the purpose of an investigation or court proceeding (criminal or civil), or other bona fide use as approved in conjunction with the Sheriff and Facility & Support Services Director.

#### E. APPROPRIATE USE AND CONFIDENTIALITY

Personnel are prohibited from using or disseminating information acquired from Scott County security cameras and systems, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official County and law enforcement purposes.



- Administration: County Administrator  
Assistant ~~tee~~ County Administrator
- County Attorney: County Attorney  
Attorney II (serving as Corporation Counsel)  
Risk Manager
- Facility & Support Service Director
- Sheriff's Office: Sheriff  
Chief Deputy

D. Those positions authorized to perform the export and archive function of surveillance video are:

- Facility & Support Services: Director  
Maintenance Coordinator  
Maintenance Electronics Systems Tech
- ~~Sheriff's Office:~~ Technology Coordinator

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

January 11, 2018

APPROVING VARIOUS GENERAL POLICIES

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

Section 1. That General Policy 7 "Campus Parking" updates the policy to address parking realignment and modify antiquated language.

Section 2. That General Policy 11 "Purchasing" updates the policy by increasing the spending authority to \$15,000.

Section 3. That General Policy 26 "Purchasing Card" updates the policy by increasing the spending authority to \$15,000 and deleting specific vendor references.

Section 4. That General Policy 43 "Video Surveillance" updates the policy to add language about usage by the County's partner agencies.

Section 5. This resolution shall take effect immediately.