ESCAMBIA COUNTY BOARD OF COMMISSIONERS
POLICY MANUAL

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SECTION I

A.1. PARLIAMENTARY PROCEDURE

The Board of County Commissioners does hereby adopt Roberts Rules of Order, Revised, as their parliamentary authority, except where Robert's Rules requires a two-thirds vote, the same is hereby amended to require a majority vote.

Adoption of revisions or additions of policies shall be enacted by a majority vote of the Board present.

No Commissioner may call or cancel a meeting without approval of a majority of the Board with the exception of the Chairman or in his absence the Vice-Chairman.

The Chairman shall be automatically authorized to sign all necessary forms, resolutions and paperwork which have been formally approved by the Board of County Commissioners.

Board of County Commissioners
Escambia County, Florida

Title:	Agenda For Regular Meetings, Section I, Part A.2
Date Adopted:	August 19, 1976
Effective Date:	February 19, 2009 (as amended)
Reference:	
Policy Amended:	Adopted August 19, 1976 – Amended January 8, 1979; March 22, 1979; June 26, 1984; January 26, 1986; June 7, 1994; March 1, 2001; May 3, 2001; February 21, 2002; September 21, 2006; January 4, 2007; February 19, 2009

A. OBJECTIVES

The objectives of agenda for Board meetings are two-fold. First, to inform the Commissioners and their staff of matters to be brought before the Board, to allow them to prepare themselves for intelligent discussion of the items and, secondly, to inform the public, through the courtesy of the news media, of items of interest to be taken up at the next Board meeting.

B. RESPONSIBILITY

It shall be the responsibility of the County Administrator to see that the agenda is prepared in accordance with the policy of the Board.

C. SCHEDULE

1. Meeting Schedule – The first and third Thursday of each month at 5:30 p.m., unless rescheduled by a majority vote of the Board.

2. Agenda Cutoff - The cut-off time for acceptance of items by the County Administrator for placing on the agenda shall be 9:00 a.m. on the Monday of the week prior to the week each regularly scheduled meeting of the Board is held on Thursday (eight working days). Deadlines for submission will be adjusted, as appropriate, for any meeting dates that are altered. Preparation of the agenda shall be completed and the agenda distributed to each Commissioner, the County Administrator, the County Attorney, and the Office of Management and Budget no less than 48 hours prior to the meeting.

   The County Administrator's Office will coordinate with the Information Resources Department to post the agenda, no less than 48 hours prior to the regularly scheduled meeting, to the County's website (www.myescambia.fl.us) for viewing and downloading by staff, news media, and the public.

D. PREPARATION

In the preparation of the agenda, the first five items of the agenda will be as follows:

1. Call to Order.
2. Invocation.
3. Pledge of Allegiance to the Flag.
4. Are there any items to be added to the agenda? (Recommendation that the Board adopt the agenda as prepared or duly amended)
5. Commissioners' Forum

Other agenda items, e.g., Proclamations/Employee of the Month Proclamations/Years of Service/Special Recognition, Written Communication, Public Hearings, etc., will be consecutively numbered, in the order indicated in the examples below, immediately following the first five items:

EXAMPLE 1 (no Proclamations...for this agenda)

6. Written Communication.
7. Did the Clerk's Office receive the proofs of publication for the Public Hearing(s) on the agenda and the Board's Weekly Meeting Schedule?
8. ...Public Hearing for consideration of...

EXAMPLE 2 (Proclamations...for this agenda)

6. Proclamations (and/or) Special Recognition.
7. Written Communication.
8. Did the Clerk's Office receive the proofs of publication for the Public Hearing(s) on the agenda and the Board's Weekly Meeting Schedule?
9. ...Public Hearing for consideration of...

E. CONDUCT OF MEETING

With the exception described in the following paragraph, matters will not be discussed at the meeting of the Board unless they have been placed on the agenda and duly adopted by the Board as described above.

F. ADDED ITEMS

Items may be added by Commissioners to the agenda as the fourth item of business of the meeting of the Board, if such placement on the agenda is approved by a 3 to 2 majority vote of the Board or in accordance with the following requirements:

1. Subject to approval by vote of the Board of County Commissioners at the commencement of each Board meeting, the County Administrator and County Attorney may request that certain items be added to the agenda as follows:

a. County Administrator's Report/Growth Management Report (CAR/GM)

Whenever an item added to the agenda involves the expenditure of funds, the County Administrator shall certify to the Board that all County procedures relating to the item have been followed (e.g., competitive bidding or emergency procurement process) and that due to time sensitivity the item cannot be routed through the regular agenda placement process.

All items added to the agenda must be approved by the County Administrator prior to asking a Commissioner to add the item.

b. County Attorney's Report (CAT)

The County Attorney may add items directly to the County Attorney's Report as an "Addendum" whenever, in the opinion of the County Attorney, the matter must be acted upon without delay (e.g., appeal of decisions; hiring of expert witnesses).

2. Other

Items to be added to the agenda by other than a Commissioner, the County Administrator or County Attorney shall first be authorized by the Chairman in his or her discretion.

G. MODIFICATION OR REMOVAL OF STAFF REPORTS/RECOMMENDATIONS OR COMMISSIONER REPORTS/RECOMMENDATIONS FROM A BOARD MEETING AGENDA

Individual Commissioners cannot modify or request the County Administrator to modify or remove any staff report or recommendation or Commissioner report or recommendation from a Board Meeting agenda during the agenda preparation process or review; any modification to a staff report or recommendation, or to a Commissioner report or recommendation shall be made during a public Board Meeting by a majority vote of the Board of County Commissioners; however, a Commissioner can modify or withdraw any report or recommendation that he/she has submitted for the agenda at any time.

H. PUBLIC FORUM

A period described as Public Forum will be held at 4:30 p.m. prior to each regularly scheduled Board meeting. At this forum, citizens of Escambia County will be heard who have not properly had the matters they want discussed placed on the agenda. It is the intent of the Board of County Commissioners that the public forum portion of the Board of County Commissioners meeting is to provide the public with an opportunity to appear before the Board.

Unless requested by a member of the Board of County Commissioners, department directors or their authorized representatives, representatives of any County service, attorneys representing clients who have matters to be taken up by the Board of County Commissioners, and elected public officials may not appear before the Board of County Commissioners in the public forum portion, unless these persons are appearing as a citizen and not in any representative capacity.

The classes of persons set forth in the above paragraph shall be required to be placed on the agenda either as a regular item or an added item by a member of the Board of County Commissioners, the County Administrator, or the County Attorney.

I. DESCRIPTION OF ITEM

Agenda items shall be brief, yet contain sufficient description to allow fulfillment of objectives as stated above.

J. REPORTS OF THE COMMITTEE OF THE WHOLE OR SPECIAL COMMITTEES

These reports shall be heard in order as scheduled on the approved agenda.

K. STAFF PREPARATION

The County Administrator, County Attorney, and staff will devote the required time to study the matters listed thereon to be able to answer questions in sufficient detail to allow disposal of the item at first day's discussion, if possible.

In addition, the County Administrator shall insure that all matters to be considered and acted upon by the Board of County Commissioners shall first have been determined by the County Administrator to be practicable with respect to budgetary, legal, personnel, policy, time schedule, and intergovernmental or intra-governmental coordination concerns.

If, in the determination of the County Administrator, any of the above-described considerations have not been resolved to support conclusively the action requested of or considered by the Board of County Commissioners, then the County Administrator shall indicate the extent to which such considerations are not practicable or have not been completed.

L. INFORMATION

Personnel of the County Administrator's Office will inform all persons desiring to appear before the Board of the Board's policy for preparation of and adherence to an agenda.

Board of County Commissioners
Escambia County, Florida

Title:	Setting of Time and Dates for Public Hearings Relative to Vacation of Rights-Of-Way, Section I, Part A.3
Date Adopted:	March 22, 1979
Effective Date:	March 22, 1979
Reference:	
Policy Amended:	

The Chairman or the Vice-Chairman, in his absence, is authorized to set a date and time for public hearing relative to vacation of rights-of-way.

Board of County Commissioners
Escambia County, Florida

Title:	Public Forum and Written Communications for Board of County Commissioners Meetings – Section I, Part A.4
Date Adopted:	May 24, 1979
Effective Date:	March 21, 2013, Amended
Reference:	Section I A.4 – Scheduling Appearances for Public Hearing and Public Forum
Policy Amended:	April 1981, November 1985, June 7, 1994, September 27, 1994, May 20, 2004, February 3, 2005 and March 21, 2013

A. <u>PUBLIC FORUM</u>

1. Citizens wishing to speak at public forum will be heard beginning at 4:30 p.m., immediately prior to the regular Board of County Commissioners Meeting which begins at 5:30 p.m. on the first and third Thursdays of each month in the following manner:

2. Each speaker will be allotted three minutes, unless otherwise determined by the Chairman.

3. Public forum is intended for matters not included on the agenda for the meeting. Citizens wishing to address items on the agenda should sign up to speak to such item at the regular Board of County Commissioners meeting.

4. At the Chairman's discretion, public forum may end at 5:25 p.m. to allow the regular Board of County Commissioners' meeting to commence on time.

B. <u>WRITTEN COMMUNICATIONS</u>

1. Those citizens who advise the County in writing by the agenda deadline will be placed at the beginning of the agenda under "Written Communication".

2. Only the person requesting to be placed on the agenda under Written Communication will be allowed to address the Board, unless the Chairman determines additional speakers are warranted.

3. Requests to be placed on Written Communications shall be granted on a first-come, first-served basis.

4. The Chairman will determine the number of items that will be placed under Written Communication on any agenda, as well as the amount of time for each speaker depending upon the subject matter of the communication to be presented to the Board. The Chairman will inform the speakers prior to their presentations of the amount of time allowed.

5. It is intended that such communications be limited to subjects that may be disposed of and considered by the Board of County Commissioners in a relatively short period of time. Items which may require a lengthy discussion should be addressed at the Public Forum, so that a decision can be made as to whether to bring it before the Board or not and in what form.

Board of County Commissioners
Escambia County, Florida

Title:	Committee of the Whole Agenda and Meeting Procedures – Section I, Part A.5
Date Adopted:	June 2, 2005
Effective Date:	October 3, 2013, as amended
Reference:	
Policy Amended:	April 19, 2007; December 6, 2007; October 3, 2013

A. OBJECTIVES

1. The objective of the Committee of the Whole is to provide Commissioners the opportunity to discuss, in an open forum, matters of interest. As a result of its discussions, the Committee may wish to bring recommendations forward for consideration and action by the Board of County Commissioners in a regularly scheduled Board meeting.
2. The agenda for Committee of the Whole meetings serves a two-fold objective. First, to inform the Commissioners and their staff of matters to be brought before the Committee, to allow them to prepare themselves for intelligent discussion of the items and, secondly, to inform the public of items of interest to be taken up at the next Committee of the Whole.

B. RESPONSIBILITY

It shall be the responsibility of the County Administrator to see that the agenda is prepared in accordance with the policy of the Board.

C. SCHEDULE

1. Meeting dates and time. The Committee of the Whole will meet the second Thursday of each month from 9:00 a.m., to 3:00 p.m.
2. Agenda cutoff. The cut-off time for acceptance of items by the County Administrator for placement on the agenda of the Committee of the Whole shall be 9:00 a.m., on the Friday of the week prior to each regularly scheduled meeting.
3. Preparation of the agenda shall be completed and the agenda distributed to each Commissioner, the County Administrator, and the County Attorney no less than 48 business hours prior to the meeting. (Items may be added after this deadline by the Chairman only and before distribution.) Deadlines for submission will be adjusted, as appropriate, for any meeting dates that are altered.
4. The County Administrator's Office will coordinate with the Information Technology Department to post the agenda, no less than 48 hours prior to the regularly scheduled meeting, to the County's website (www.myescambia.com) for viewing and downloading by staff, news media, and the public.
5. A proposed calendar for regularly scheduled meetings of the Committee of the Whole will be submitted to the Board of County Commissioners each year for approval, along with the proposed annual calendar for the regularly scheduled meetings of the Board of County Commissioners.

D. SUBMISSION OF ITEMS FOR AGENDA PREPARATION

Items for a Committee of the Whole meeting will be accepted from the following for placement on the agenda:

1. Board of County Commissioners – Referred from a regular or special meeting of the Board.
2. Committee of the Whole – Items, whether on the agenda or brought up in Committee meeting for the first time, may be scheduled for further discussion at a future Committee of the Whole meeting.
3. Individual members of the Board of County Commissioners
4. County Administrator
5. County Attorney

E. CONDUCT OF MEETING

1. The Chairman of the Board of County Commissioners will chair the regularly scheduled meetings of the Committee of the Whole. In the absence of the Chairman, the Vice Chairman will conduct the meeting.
2. When scheduling additional Committee of the Whole Meetings, the Board of County Commissioners may choose to appoint a member of the Board, other than its Chairman or Vice Chairman, to serve as Chairman of that particular Committee of the Whole. The Chairman may schedule additional Committee of the Whole Meetings as necessary.
3. With the exception described in the following paragraph, matters will not be discussed at the meeting of the Committee of the Whole unless they have been placed on the agenda prior to distribution.
4. The public has a right to be heard on any proposition coming before the Board, before the Board takes official action. While meetings of the Committee of the Whole are intended to serve as work sessions for the Committee and do not provide for a public forum, the public may address any discussion item or recommendation forwarded by the Committee of the Whole to the Board of County Commissioners once it has been placed on the agenda of a regularly scheduled Board meeting.

F. ADDED ITEMS

A Commissioner may add items to the agenda in the meeting, provided such placement on the agenda is approved by a super majority vote of the Board.

G. PUBLIC FORUM

Neither regularly scheduled meetings of the Committee of the Whole nor additional Committee of the Whole meetings shall provide for public forum.

Both regular and additional meetings of the Committee of the Whole are intended to serve as work sessions for the Committee to discuss specific agenda items; and, if appropriate, develop recommendations for consideration by the Board of County Commissioners. The Committee may, at its discretion, request input from staff, other elected officials, outside agencies, or specific entities/individuals on agenda items being discussed.

The public may address any discussion item or recommendation forwarded by the Committee of the Whole to the Board of County Commissioners once it has been placed on the agenda of a regularly scheduled Board meeting.

H. DESCRIPTION OF ITEM

Agenda items shall be brief, yet contain sufficient description to allow fulfillment of objectives as stated above.

I. REPORTS, DIRECTIVES, AND RECOMMENDATIONS OF THE COMMITTEE OF THE WHOLE

1. Recommendations or directives only approved in a Committee of the Whole meeting will be placed on the agenda for the next regularly scheduled Board meeting by the Clerk's office.
2. The Committee of the Whole Report will be placed on the Clerk's Report for acceptance at the first regularly scheduled meeting of the Board of County Commissioners the following month.
3. **Specific directives for action to staff shall be authorized by a majority vote of the Committee, rather than at the direction of an individual member of the Committee.**
4. Recommendations from the Committee to the Board of County Commissioners shall be approved by a majority vote.
5. Recommendations or directives approved in a Committee of the Whole meeting do not authorize the expenditure of County funds until such recommendations or directives have been approved by the Board of County Commissioners in a regularly scheduled or special meeting of the Board.

J. STAFF PREPARATION

The County Administrator, County Attorney, and staff will devote the required time to study the matters listed on the agenda to be able to answer questions in sufficient detail and assist in developing a recommended course of action, if called upon to do so.

Any recommendations that may be presented by staff as part of the agenda package for consideration in the Committee of the Whole shall be in the same format as implemented by the County Administrator for matters to be considered and acted upon by the Board of County Commissioners. The recommendations shall first have been determined by the County Administrator to be practicable with respect to budgetary, legal, personnel, policy, time schedule, and intergovernmental or intra-governmental coordination concerns.

A.6. POLICY CONCERNING RESOLUTIONS OF PROCLAMATION/COMMENDATION

It shall be the policy of the Board of County Commissioners that the Chairman is authorized to sign resolutions of proclamation and/or commendation in cases where the event or ceremony is set to take place prior to the next regularly scheduled Commission meeting.

When the Chairman exercises this authority, the resolution(s) will be submitted to the Board for the official record in the next Board meeting.

Adopted: November 24, 1981

A.7. GUIDELINES FOR ADOPTION OF NEW OR AMENDED ORDINANCES

(a) Ordinances shall be prepared by the legal staff, at the direction of the Board or County Administrator (pursuant to the management note procedure), with appropriate input from the department to be effected by the ordinance.

(b) Proposed ordinance is to be presented to the appropriate committee for review.

(c) Upon approval of the final draft by the committee, the proposed ordinance shall be presented to the Board to schedule the public hearing for consideration of the enactment of the ordinance.

Adopted August 19, 1976 as revised by BCC action January 18, 1983

Board of County Commissioners
Escambia County, Florida

Title:	Open Meeting Requirement of the Sunshine Law-Section I, A8
Date Adopted:	August 5, 2004
Effective Date:	August 5, 2004
Reference:	Florida Statutes, Section 286.011
Policy Superseded:	

A. Basic Provision of Section 286.011, Florida Statutes

This policy ensures compliance with the basic provision of Section 286.011, Florida Statutes, which requires that all meetings of any board or commission of any political subdivision at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule or formal action shall be considered binding except as taken or made such in meeting.

1. Requirements for public meetings:

   a. Location.

      No public meeting shall be held at any facility that discriminates on the basis of sex, age, race, creed, color, origin or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility.
      Upon written request received at least 48 hours in advance, accommodations will be made for physically handicapped individuals.

   b. Notice.

      Reasonable notice of all public meetings shall be provided as follows:
      A copy of the agenda of the proposed meeting shall be forwarded by the official serving as staff adjunct to the members of the board or committee to the Office of the County Administrator for inclusion in the County's weekly notice.

   c. Minutes.

      (1) Section 286.011 (2), Florida Statutes, requires that minutes be kept of each public meeting and that such minutes be open to public inspection.

      (2) Minutes may be taped or video recorded, but written minutes must still be transcribed in addition to the recordings.

      (3) The minutes must reflect all those present. A sign-in sheet may be helpful. The minutes must reflect all motions made, by whom they are made and reflect each member's vote or abstention. They need not be verbatim but must summarize

official action taken.

(4) Finally, these minutes must be placed into the public record at the earliest moment.

d. Voting.

(1) No member of any county board or agency who is present at any meeting of any such body at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to such decision, ruling or act; and a vote shall be recorded or counted for each member present, except when with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of Sections 112.311, 112.313 or 112.3143, Florida Statutes. In such cases, said member shall comply with the disclosure and filing requirements of Section 112.3143, Florida Statutes.

(2) Secret ballots are prohibited.

(3) Roll call votes on all matters are not necessary.

(4) Effect of Sunshine Law Violations.

a.) Sanctions.

i. Criminal – KNOWING violation of the Sunshine Law is a second-degree misdemeanor with penalties of up to $500.00 in fines and up to sixty (60) days in jail.

ii. Civil – Advertent violations are civil infractions with penalties not to exceed a $500.00 fine.

b.) Validity of actions taken in violation of the Sunshine Law.

i. Actions which have been taken in violation of the Sunshine Law re void ab initio.

ii. Initial action taken in violation of the Sunshine Law can be cured by an independent final action in the Sunshine; in other words, start over but in the Sunshine.

B. Do's And Don't For Members Of Advisory Board

1. What if a board member unexpectedly meet a fellow board member on the street?

Officials are cautioned not to informally discuss matters are likely to come before them in the future during these so-called chance encounters. Furthermore, if a "chance encounter" is planned in order to avoid the requirements of the law, it is illegal.

2. Are meetings of staff subject to the Sunshine Law requirements?

Generally no, but if they are appointed to a committee which is delegated authority to make decisions, their status changes and they become subject to the Sunshine Law.

3. Can written documents be circulated without violation of the Sunshine Law?

Yes, It is generally held that the circulation and consideration of documents is not a "meeting" under the law. However. Members sending or receiving such writings may not solicit or provide to obtain non-public consideration of a matter that would ordinarily have been considered in a meeting required to be open.

Board of County Commissioners
Escambia County, Florida

Title:	Reorganization of the Board of County Commissioners and Installation of Newly-Elected Commissioners – Section I.A.9
Date Adopted:	October 16, 2008
Effective Date:	October 16, 2008
Reference:	Chapter 100.041, Florida Statutes; Article II, Section.5, Florida Constitution
Policy Superseded:	March 26, 2007

Reorganization of the Board of County Commissioners

Reorganization of the Board of County Commissioners shall occur at the beginning of the last, regularly-scheduled Board Meeting in November of each year with the offices of Chairman and Vice-Chairman rotating in the following order:

LEVEL I	District 1/Chairman – District 2/Vice Chairman
LEVEL II	District 2/Chairman – District 3/Vice Chairman
LEVEL III	District 3/Chairman – District 4/Vice Chairman
LEVEL IV	District 4/Chairman – District 5/Vice Chairman
LEVEL V	District 5/Chairman – District 1/Vice Chairman

In the event a Commissioner declines to accept the office of Chairman, the rotation for offices of Chairman and Vice Chairman progresses to the next level. The progression of levels shall not be altered by a Commissioner declining to accept the office of Chairman or Vice Chairman, except in such case as a newly-elected Commissioner declines to accept the office of Chairman.

In the event a newly-elected Commissioner declines the office of Chairman, the rotation of offices progresses to the next level for that year, reverts back to the previous level the second year, and skips a level the third year to return to the normal cycle.

Examples:

Chairman – District 1 declines the office of Chairman, District 2 becomes Chairman and District 3 Vice Chairman. The following year, District 3 becomes Chairman and District 4 becomes Vice Chairman, except:

- *Newly-elected Commissioner (District 1) declines the office of Chairman, rotation progresses to the next level, District 2 becomes Chairman and District 3 becomes Vice Chairman; the following year, rotation reverts back to the previous level, District 1 becomes Chairman and District 2 becomes Vice Chairman; and the*

third year, rotation schedule returns to normal cycle, District 3 becomes Chairman and District 4 becomes Vice Chairman.

Vice-Chairman – District 2 declines the office of Vice Chairman, District 3 becomes Vice Chairman. The following year, District 2 becomes Chairman and District 3 serves again as Vice Chairman. No exception is made in the Vice Chairman rotation schedule for newly-elected Commissioners.

In the event a Commissioner accepts the office of Chairman or Vice Chairman pursuant to this Policy but resigns, is removed by a majority of the Board, or becomes incapacitated during the term, then the remainder of the term shall be served by a Chairman and/or a Vice Chairman elected from the floor. At the conclusion of the partial term, the rotation shall continue as if the previous Chairman's term had not been interrupted.

During years when newly-elected Commissioners are installed, the reorganization of the Board shall occur on the second Tuesday following the General Election, utilizing the appropriate level of the rotation schedule in place at the time. The gavel shall pass to the new Chairman following the swearing-in ceremony.

Installation of Newly Elected Commissioners

In accordance with Chapter 100.041, Florida Statutes, newly-elected County Commissioners shall be installed the second Tuesday following the General Election. Such installation shall take place during a specially-called meeting of the Board for the sole purpose of swearing-in the newly-elected Commissioners. The County Administrator's Office shall coordinate the Agenda and arrangements for the installation of newly-elected County Commissioners and swearing-in ceremony.

The Chairman of the Board of County Commissioners and/or his designee shall preside over the ceremony and direct the administration of the Oath of Office as prescribed in the Constitution of the State of Florida, Article II, Section 5, "Public Officers". The oath prescribed is as follows:

> *I do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State; and that I will well and faithfully perform the duties of the Office of County Commissioner, District ____, on which I am now about to enter, so help me God.*

Following the Oath of Office, the Loyalty Oath as prescribed in Chapter 876.05, Florida Statutes, will be administered as follows:

> *I, _____, a citizen of the State of Florida and of the United States of America and being an officer of Escambia County and the recipient of public funds as such officer, do hereby solemnly swear (or affirm) that I will support the Constitution of the United States and of the State of Florida.*

Acceptance remarks by the newly-installed Commissioners and recognitions may be made following the swearing-in.

County Administrator's Office

The County Administrator's Office shall maintain suggested procedures and coordinate the inaugural ceremonies, as well as prepare the Agenda for the Special Meeting.

In addition, the County Administrator's Office will ensure required and appropriate protocols and public notice.

Board of County Commissioners
Escambia County, Florida

Title:	Escambia County Centenarian Program, Section I, Part A.10
Date Adopted:	January 22, 2009
Effective Date:	January 22, 2009
Reference:	N/A
Policy Superseded:	N/A

A. Background:

Centenarians are a living link to our history and are valued members of the community. By recognizing the significant achievements and outstanding service of the Centenarians of Escambia County, we will contribute to the attainment of community vision by creating awareness and value for our citizens.

B. Purpose

The purpose of this policy is to provide special public recognition to the Centenarians of Escambia County by presenting them with a proclamation celebrating 100 years or more of life.

C. Definitions:

A Centenarian is a person who has attained the age of 100 years of age or more. The term is associated with longevity because average life expectancies across the world are far from 100.

D. Procedures:

The procedures for assembling information for recognition by Proclamation:

1. Obtain the information from:

   a. The Council on Aging of West Florida
   b. The Northwest Florida Area Agency on Aging
   c. A regular Public Service Announcement placed in the Pensacola News Journal
   d. Escambia County Public Information Office
      (1) ECTV
      (2) Escambia County Website (myescambia.com)
      (3) News Release
   e. Various nursing homes
   f. Word of mouth

2. The Centenarian would be honored during the 2nd BCC Meeting of the month with a Proclamation. In instances when the Centenarian or a designee cannot attend the meeting, the Proclamation will be personally delivered or mailed to them.

3. Information concerning the Centenarian should be sent to the County Administrator or his designee, at least, two weeks prior to the BCC Meeting.

4. The County Administrator or his designee would need the following information to prepare the proclamation:

   a. The full name of the Centenarian (1)
   b. Their address
   c. Their age and date of birth
   d. Where they were born
   e. Contact information from the person relaying the information and any personal or historical information pertaining to the Centenarian (*a Proclamation Request Form will be available).*

E. <u>Responsibilities</u>

It will be the responsibility of the County Administrator or is designee to obtain the information concerning the Centenarian, compile the information for the proclamation, and all associated tasks.

Proclamation Request Form

Return to: Tonya Green, P.O. Box 1591, Pensacola, FL 32591-1591
Fax: 850-595-4928 or e-mail: trgreen@co.escambia.fl.us
Phone: 850-595-4949

Please type or print and submit the hard copy via fax, mail or e-mail.

Centenarian Information			**Date of Submittal:**
Name of Centenarian: ☐ Mr. ☐ Mrs. ☐ Mrs.			
Age:	**Date of Birth:**	Is the Centenarian an Escambia County Resident? ☐ Yes ☐ No	
Mailing Address:			
City:	**State:**	**Zip:**	
(Place of Birth):		**Name of Parent(s):**	
Additional Information concerning Centenarian (brief background):			

Contact Information for Person Submitting	
Name:	**Address:**
Phone #:	**E-Mail Address:**
Will the Centenarian or a designee be attending the Board Meeting? ☐Yes ☐No	**If not attending, will the proclamation need to be delivered or mailed?** ☐ Delivered ☐ Mailed
If mailing, will the Proclamation be mailed to ☐ Centenarian or ☐ Contact Person?	

Board of County Commissioners
Escambia County, Florida

Title:	ECTV Policies and Procedures Guide, Section 1, Part A.11
Date Adopted:	February 19, 2009
Effective Date:	May, 19, 2011, as amended
Reference:	
Policy Amended:	Adopted February 19, 2009 - Amended May 19, 2011

A. **Overview**

1. Description

   a. Escambia County Government Access Channel (ECTV) is a cable TV channel that provides non-commercial government and educational programming 24 hours per day, seven days per week to Cox Cable subscribers in Pensacola and parts of Escambia County, where available, as part of their digital cable service.

   b. The channel is supplied by Cox Cable, managed and operated by the Escambia County Board of County Commissioners (BCC). A program schedule is available on the Internet at www.myescambia.com

2. Mission Statement

   a. The mission of ECTV is to serve the people of Pensacola and Escambia County by providing quality television programming and services that is a conduit to distribute "the power of education and information" by these methods:

      (1) Making government more accessible and understandable to citizens as to encourage more participation in government activities and programs.

      (2) Educating children and adults.

      (3) Fostering citizen involvement in their community through time, talent or resources.

   b. Some of the ways that ECTV will achieve its mission and benefit the community include:

      (1) Coverage of government meetings and special events

      (2) Broadcast time for pre-produced government and educational programs, public service announcements and skills development programming.

      (3) Video bulletin board to display useful information to the community.

      (4) Production of original, local interest programming such as talk shows, magazine

programs and documentaries.

(5) Broadcast time for local election results.

(6) Opportunities for local high school and college students to receive real world television experience.

c. ECTV is not a public access channel; therefore channel resources and airtime are restricted to government and educational use only as indicated in this policy manual.

3. History

In order to utilize public rights of way for the installation of cable wiring, cable television operators must apply for and obtain a franchise from the governing authority. Pursuant to section 610 of the Florida Consumer Choice Act of 2007, communities may require a cable operator to set aside at least one channel for public, education, or government ("PEG") use as part of their negotiated franchise agreement.

In 2003 during discussions about the Cox Cable franchise agreement, Escambia County staff presented the idea to establish a television channel to serve as a key communication tool for Escambia County residents. Franchise negotiations and discussions continued until late 2007 when an agreement was reached.

Also in 2007, the Escambia County Commission approved the creation of a government access TV channel.

The channel launched on November 1, 2008, on channel 98 of the digital cable package.

Goals for the channel include:

- Broadcasts of the bi-monthly Escambia County Commission, Pensacola City Council and Escambia County School District meetings (LIVE and tape-delayed).
- Broadcasts of other meetings and workshops from the Commission, Council and School District
- Creation of the local county/city/school features that focus on county/city/school projects, community events, public safety, health, crime and prevention, etc.
- The development of special videos/programs for the purpose of government and public education.
- The expansion of the internship program to include students from Pensacola Junior College, Pensacola Christian College, University of West Florida and local high schools.
- The development and airing of videos and programming for other entities including: Escambia County Constitutional Officers and others.
- The growth of political education programs: Voter Education Videos, Legislative Session, etc.
- The expansion of equipment for editing stations, computers, cameras, software, audio, and set pieces.
- The growth of staffing:

- Production coordinator (full-time)
- Video assistant (full-time)
- Internship funding
- Freelance funding
- Interlocal staffing agreements

4. Organizational Structure and Responsibilities

   a. ECTV is supplied, managed and operated by the BCC. County policies, procedures and administrative regulations will be utilized for the operation of the channel, supervision of employees and subsequent services.

   b. Public Information Office: ECTV is a service of the Escambia County Office of Public Information and Communications. The Public Information Manager (PIO) provides management of all programming, productions, marketing, equipment, budget planning, expenditures, staffing and other aspects as they relate to the channel. The PIO will supervise the daily tasks of ECTV.

5. Funding

   The BCC and Cox Cable provided all the capital funding for this project. Equipment replacement and repair is part of the PIO budget.

B. **Content**

1. General Criteria

   a. Channel content for ECTV must meet at least one of these four guidelines:

      (1) Government (Escambia County, Escambia County Constitutional Officers, City of Pensacola, Energy Services of Pensacola, Emerald Coast Utility Authority, Santa Rosa Island Authority, State of Florida, US Government and other governmental agencies).

      (2) Education

         a) The School District of Escambia County, State of Florida and Federal Departments of Education, including public and private schools.

         b) An educational opportunity for high school and college video production students to learn media communication skills and receive real life television production experience. Educational opportunities that benefit other groups of students (middle school or college video production, theater production, journalism, music, writing, etc.) may also be considered.

      (3) Library. Note ECTV is not a public access channel; therefore community information must be relevant to a government and/or education function (e.g., health, safety, economy, cultural, historical, recreation, etc.).

b. Additional criteria that may be used in evaluating original and acquired program content includes:

(1) Citizen interest

(2) Production quality

(3) Public service/safety needs

(4) If ECTV must pay for broadcast rights

(5) Timeliness of information

(6) Compliance with program restrictions outlined in this document

c. The process for determining programming, production requests or other channel services is as follows:

(1) The Public Information Manager will decide on programs and requests for the channel.

(2) Those groups or individuals who disagree with the Public Information Manager's decision must seek input from the County Administrator for a resolution.

(3) If the County Administrator is unable to meet the requests of the groups or individuals to their satisfaction, then the issue may be brought before the ECTV Committee during a meeting as a written request (e-mail).

(4) The decision of the ECTV Committee is final.

2. Modes of Broadcast

a. Live: "as it happens" televised coverage of a public meeting or event.

b. Tape Delayed: recorded replays of meetings or events so that a larger audience may view them.

c. Original Programs: programs produced with ECTV resources: talk shows, public service announcements, special videos, news-magazine shows.

d. Pre-produced Programs: programs created without ECTV resources (e.g., NASA, Department of Education, Florida State Legislature, Annenberg Channel, etc.).

e. Video Bulletin Board: PowerPoint (text and graphical video) slides communicating government and educational information through automated system.

3. Appropriate Content

   a. Live, tape delayed and/or edited recaps of government meetings including policy making boards.

   b. Announcements of upcoming public meetings and their agendas.

   c. Emergency and public safety information such as hurricane shelter and school closing information.

   d. Informational talk shows, documentaries and news magazine programs that help citizens learn more about how local government functions and the variety of services it provides.

   e. Educational programs that teach local children and adults, plus staff development programs to increase the skills of County, City, School District and related staff.

   f. Non-instructional school programs such as sporting events, student concerts, theatrical performances, and scholastic competitions that help publicize the accomplishments of Escambia youth.

   g. Elections results coverage that is non-biased, nonpartisan and neutral in nature.

   h. Coverage of Pensacola and Escambia County special events.

   i. Video Bulletin Board: PowerPoint (graphics and text) and/or audio information providing information relating to the entities listed in section B1a. Other community information may be included if it has government or educational relevance.

   j. Public Service Announcements (PSAs) communicating government events and services and promoting positive citizen involvement and activity.

   k. ECTV promotional and channel identification announcements.

   l. Content acquired from another source and not created by ECTV resources will be similar in nature to the above and must adhere to the policies in this document.

   n. The following disclaimer will air after all County or City meetings aired on ECTV:

      The opinions expressed by any member of the public during any period of public comment do not necessarily reflect the views or opinions of the Board of County Commissioners, ECTV or program sponsor and are solely those of the presenter. The Board of County Commissioners, ECTV and program sponsor hereby expressly disclaim any and all responsibility for liability for any defamatory or slanderous statements expressed by any member of the public during any such period.

4. Inappropriate Content

   a. ECTV is not a public access channel, therefore programming that does not have a connection to government or education objectives will not be allowed.

b. Programming that does not adhere to FCC guidelines for television programming.

c. Programming that does not include all necessary copyright clearances.

d. Advertising of a commercial (for profit) service or product. Advertising for the purposes of these policies, is defined as a program, video or bulletin board slide that blatantly sells a product or service featuring prices, discount or special offers. The following are permitted:

   (1) Promotions of services/programs offered by the entities defined in section B1a (without pricing, discount, special offers).

   (2) Sponsorship acknowledgements at the beginning and end of a program using business logos and business names.

e. Endorsements of political issues or proposed ballot items (sample ballots and ballot listings are permitted). This does not apply to programs produced by the entities defined in section B1a that inform citizens about Escambia County legislative efforts or priorities.

f. Information concerning any lottery, gift enterprise or similar promotion offering prizes based in whole or part upon risk or chance.

g. Direct solicitation of funds.

h. Material that would violate any federal, state, county or city ordinance, statute or law.

i. Material that promotes religious beliefs or religious philosophies.

j. Obscene, indecent or defamatory materials as defined by county or city ordinance or local community standards.

k. Programming that depicts people in a manner that discriminates or fosters discrimination on the basis of race, color, religion, national origin, family status, age, disability, sexual orientation, veteran status or any other status or condition protected by applicable state or federal laws.

l. Any other material inappropriate to the mandate, mission, goals and priorities of ECTV as determined by the Board of County Commissioners.

ECTV reserves the right to edit programs submitted for broadcast and/or to display disclaimers which shall be communicated in writing to the applicant prior to broadcast. ECTV also reserves the right to edit re-broadcasts of live events for subject or editorial comment.

5. Political Content

a. ECTV will not broadcast political programming or campaigning by or on behalf of any candidate for public office. Use of ECTV by elected officials seeking re-election and candidates seeking election is prohibited for a period of 90 calendar days prior to the election date, except in balanced, nonpartisan open forum programming formats or regularly scheduled government meetings. Special voter education programs through one

of the entities defined in section B1a are exempt.

b. Current elected officials who have qualified for election/re-election to any elective office will be shown only in the performance of their official duties: conducting official business at meetings or incidental appearances in other programming.

6. Priorities

a. The following programming priorities determine how content will be broadcast and assigned ECTV production resources:

(1) Emergency/Public Safety content concerning government and educational information that must be urgently communicated to the residents of Pensacola and Escambia County. This includes: natural disasters (hurricanes, tornadoes), road closures, massive power outages, unexpected school closings, major event cancellations.

(2) Approved government and/or educational programming from the entities defined in section B1a (see examples under "Appropriate Content"). A video request form must be submitted.

(3) Approved community programming and any other content from entities other than those defined in section B1a that fall within the guidelines of this document. A video request from must be submitted.

b. The priorities will be determined by the Public Information Manager or designee, or the County Administrator based on:

(1) Current workload of existing projects

(2) Available resources, equipment, staffing

(3) Submittal date of video request form

(4) Timeliness of due date for project request

(5) Size, scope and nature of the proposed project

C. **Procedures**

1. Video Program Submissions

Eligible applicants may complete an ECTV Program Submission request to the ECTV office. Programs must conform to format specifications. Applicants will be subject to an administrative fee for initial screening and editing at a rate of $20.00 per hour. If programs meet established criteria they can be assigned airtime according to priority, subject matter and topical nature as contained herein. For requests, contact ECTV at the Public Information Office, P.O. Box 1591, Pensacola, FL 32591, by phone: 850-595-3476, or email sonya_daniel@co.escambia.fl.us. In case of an appearance by an elected official other than public commission/council meetings, the PIO manager and/or assistant PIO manager shall determine that the official is participating in

accordance with the criteria as set forth herein. If it is determined that the official is not in conformance with the established criteria, the program may be edited. If the program originator refuses to edit the program, the program may not be aired. Other programming may also be subject to editing as required to meet established criteria.

2. Technical Standards for Program Submittal

   a. Programs from five to thirty minutes are preferred; however, programs of any length are accepted subject to availability of time. DVD/Videotapes should be labeled with program title, episode (if applicable) and length. A contact name and phone number should also be included on the label. Additionally, a program submittal form (Appendix A) should also be submitted with each DVD/Videotape.

   b. All DVD/video-tapes submitted for broadcast from an outside source will be subject to an initial screen fee at a rate of $20.00 per hour as referenced in section C1 and previewed by ECTV for the following technical criteria:

      (1) Technical quality

      (2) Relevance of subject matter of content

      (3) Relevance and appeal

      (4) Absence of advocacy

      (5) Absence of defamatory material

   c. Programming shall be submitted on DVD/DV Cam/DV cassette/MiniDV. Videotapes shall have at least thirty (30) seconds of color bars and tone at the head of the program and at least ten (10) seconds of black at the breaks and end of the program. Video programs must be FCC compliant.

3. Original Programming

   a. A video request form (Appendix B) must be submitted to request the creation of an original program/video or for the use of ECTV resources (facilities, equipment). The form must be received by ECTV no later than 30 business days prior to the anticipated start of production, date of the event, or the date for the requested resources. Approval of requests submitted inside of 30 business days is at the discretion of the Public Information Manager.

   b. Entities defined in section B1a: All requests must be submitted by the agency representative or staff designee.

   c. Non-Entity Requests: All requests must be submitted with written support by one of the ECTV entities (Escambia County, City of Pensacola Escambia County School District, ECUA and others defined in section B1a). The non-partner requests must:

      (1) Further the mission of ECTV as defined herein.

(2) Be accomplished without compromising the ECTV production schedules.
(3) Meet the guidelines stipulated in Section B3 Appropriate Content, and may not be in conflict with the guidelines stipulated in Sections B4 Inappropriate Content and B5 Political Content.

d. Implementation of video request form: The submittal of a Video Production Request form does not guarantee approval of the applicant's request. Coordination of the request form will adhere to the following process:

(1) ECTV staff will contact the applicant to confirm receipt of request form.

(2) Pre-production: ECTV staff will evaluate request and will schedule a pre-production meeting with the applicant if staff deems it appropriate.

a) The applicant will communicate the vision, goals and expectations of the project.

b) In response, ECTV staff will communicate the assistance required from the applicant, if any, prior to proceeding forward with the project such as:

1) Written approval of shot locations.

2) Funding of materials or equipment outside the scope of ECTV's operating budget.

3) Pre-production tasks of script writing, graphics/video, talent scheduling and resource allocation.

(3) Production: ECTV will communicate with the applicant throughout the process with regular updates. Additional requests of the applicant or changes to the project will be submitted in writing to ECTV staff

(4) Post-Production: The Public Information Manager will review all original productions prior to submittal to applicant. The applicant will have two proofing stages to note specific changes to the project on the request form. Upon signing the Project Completed section of the form, no additional changes will be made by ECTV under the original request form. The applicant must re-submit a new request form for those changes.

e. Request Form Guidelines:

(1) ECTV staff will use the request form to document meetings, changes and final approval.

(2) Changes by the applicant once the production or post-production phases have begun may require delays in the requested completion date. This includes revisions to scripting/video elements, rescheduled meetings or rescheduled production dates.

(3) Request forms that include only the use of equipment (camera) or facilities (studio, edit stations) will be coordinated by the ECTV staff based on project needs. Inappropriate use or storage of facilities/equipment may result in future unapproved requests from the applicant by ECTV staff.

(4) Completed original videos and all work footage shall be the sole property of Escambia County. Video shall be retained as follows:

a) Final edited programs: Archived into ECTV library

b) Un-edited work footage (field production, studio shoots): a period of one month beyond the completion date of the project determined by approval of Project Completed section on request form.

c) An exception to this policy is recordings of Escambia County public meetings, which shall be maintained by the Clerk's Office. It will be the responsibility of the applicants, who have their public meetings recorded by ECTV, to fulfill state or local regulations regarding public records retention.

d) A DVD copy of all Escambia County public meetings recorded by ECTV will be provided to the Clerk's Office no later than noon of the following business day.

4. Use of Production Facilities and Equipment

a. Production Services

ECTV may provide video/public relations assistance at a fee for all entities listed in section B1a, except those under the direction of the Board of County Commissioners. These costs will include full compensation for staff, rental fees for equipment and miscellaneous fees to cover other costs associated with production.

Subject to availability, production services may be made available to BCC members and all departments under the direction thereof at no cost. BCC members, departments and divisions thereof must submit a written request for production services at least 30 days before the requested completion date and priority will be given to time sensitive requests. Each BCC member may be allowed up to one hour of production services (filming/video) per month.

b. Equipment Rental

Use of ECTV equipment may be made available upon written request and only upon approval by the operations manager. Use of ECTV equipment must be under the direction supervision of the PIO manager and/or ECTV staff. An hourly rate will apply, and all equipment must be signed-out by the requesting party.

c. Studio Facility Rental

Upon approval of the operations manager, a studio facility rental rate of ~~$6~~ 80.00 per hour will apply to any outside organization wishing to use ECTV studios. This rate applies to studio space only and does not include lighting, cameras, or any other electronic device as part of the studio facility. Any additional equipment used will require additional charges imposed by the County through the discretion of the operations manager. Use of ECTV studio facilities must be under the direction supervision of the PIO Manager and/or ECTV staff.

5. Program Scheduling

a. The Public Information Manager will be responsible for coordinating and scheduling appropriate programs and segments on the channel and for publicizing the schedule. The monthly program schedule is subject to change by the Public Information Manager.

Once publicized, the schedule will not be modified except in emergencies affecting the health or safety of local residents, or at the discretion of the County Administrator. Programming will be scheduled (frequency of broadcast times, high viewership times) for broadcasting according to the following order of priority:

(1) Emergency programs, segments or announcements.

(2) Live programs such as public meetings, town hall discussions, and interactive shows that by their very nature require a live broadcast in order to provide timely information and best serve viewers.

(3) Original programs produced by ECTV staff.

(4) One-time special or non-regular programs.

(5) Regularly scheduled pre-produced programs such as meetings, educational programs, talk shows, magazine programs, training programs, special event coverage and public service announcements.

(6) Video bulletin board, providing text and graphic information about government and educational services and programs

b. All content on ECTV is subject to repeat broadcasts, so that the maximum number of viewers has the opportunity to see a program. ECTV does not have the capability to provide time-delayed live programming, and ECTV reserves the right to edit re-broadcasts of live events for subject or editorial comment.

c. Program schedules will be publicized on the channel, channel website, printed flyers/inserts and advertising as available in the operating budget. Additional opportunities to publicize the program schedule such as in bill inserts, cooperative advertising, community events, etc., will be considered on a case-by-case basis by the Public Information Manager.

d. Program Logs – a daily log will be maintained documenting all programming broadcast during each twenty-four hour period. Log information will include program title, airtime and length of program.

6. Video Bulletin Board

a. Any of the ECTV partner agencies and the divisions they represent may utilize the video bulletin board to communicate services, events, employment opportunities and other public service announcements. Representatives of the agencies or their staff designee are to create and submit their slides in PowerPoint along with the Video Bulletin Board Form (Appendix C) to ECTV for approval and insertion into the automated system. Agencies should notify ECTV staff by phone or e-mail of awaiting slides.

b. Non-partners and community groups may also utilize this service if the information they wish to communicate has a connection to government or education. All bulletin board messages should be consistent with the policies in this document. Community groups can submit their request to:

(1) A partner agency for creation or submittal on their behalf, or

(2) The Public Information Manager for creation and placement into the system with written support by one the ECTV entities. Receipt of a message does not guarantee its appearance on the channel.

c. Video Bulletin Board requirements include:

(1) Messages for the video bulletin board must be received at least ten (10) business days prior to the desired broadcast date.

(2) Messages without the appropriate notice must be approved as a justified emergency by the Public Information Manager, and will be scheduled as time permits.

(3) Messages may be edited for brevity and clarity

(4) Home phone numbers and other personal information about an individual may not be included without their written permission.

(5) Submittals may be sent via e-mail, compact disc or flash drive and must include the Video Bulletin Board Form (Appendix C), which includes:

a) General description of the item with a 35 word maximum. (Who, what, when, where, contact).

b) Slides should be no more than 6 lines of text per slide and no more than 6 words per line.

c) The name, phone number and e-mail address of a contact person.

d) The date the message should begin airing.

e) The date the message should stop airing.

f) Special elements (e.g., photos, logos, artwork, etc.).

d. All messages submitted in a group series should be packaged in groups of a minimum of 3 slides.

7. Dubbing Procedures

a. Procedures: The public is encouraged to videotape ECTV programs at home. Re—editing, selling or using ECTV programming in a way other than what it was intended for is prohibited by copyright laws. The following fees may apply to dub requests: DVD format: $10.00 An additional $5.00 fee will be assessed for each DVD shipped upon the request of the applicant. Payment must be made in the form of cash or check (payable to Escambia County Board of County Commissioners) prior to receiving the DVD to: Escambia County Office of Public Information, P.O. Box 1591, Pensacola, FL 32591. ECTV will provide a free dub to entities defined in section B1a or government/media organizations who submit a video request form.

b. To order a dub, fill out the video request form (Appendix D) available from ECTV staff, on the ECTV website or at the Escambia County Office of Public Information (located on the 4th floor of the Escambia County Governmental Complex at 221 Palafox Place, Pensacola). The applicant must allow five business days from receipt of request for order fulfillment. DVDs may be picked up at the Public Information Office when completed.

c. Public Meetings

(1) Escambia County Commission: Meetings may be viewed at no charge in one of the following manners at the Public Information Office:

a) View a DVD of a meeting. A copy of the meeting will be available no later than noon the following business day.

b) Supply a blank DVD to record a meeting using the self-service video duplication station.

d. Original Programming: The same guidelines apply as are stated in C4a.

e. Pre-Produced Programming: Any "third-party" programs supplied to ECTV or programs downloaded from satellite cannot be dubbed due to copyright law.

f. Other Videos: Videos and other projects (animation, PowerPoint presentations) will be handled on a case-by-case basis.

(1) Requests for dubs of personal videos for staff, elected officials or the public cannot be fulfilled.

(2) Requests to make work-related dubs (i.e. training videos) for staff members or departments of one of the partners must be accompanied by a letter from the copyright owner of the video giving permission to duplicate it.

(3) Dub requests from any of the ECTV entities will take priority over all other dub requests.

8. Endorsements and Underwriting

ECTV shall not be used to endorse any issue, company or product, with the following exceptions:

a. Underwriting contributions – Individuals or organizations that provide contributions to the County or an agency thereof that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code to support government access programming may be identified by name and, if a business or organization, display its business or organization logo and tagline consistent with Section 399B of the Federal Communications Act of 1934, as amended, and FCC regulation (47 C.F.R. §73.503(d) and policies and guidelines governing noncommercial, educational broadcast services with respect to underwriting announcements.

Underwriting disclosures – the names, addresses and phone numbers of individuals and/or organizations providing funding for production of programming must be disclosed to the Public Information Office and the same noted on the production proposal.

Underwriting credits – credit may appear at the beginning and/or end of the program identifying the underwriter. The display should be no longer than 10 seconds and the word "sponsor" cannot be used. The credit may include the words "This program made possible in part by _____" followed by the underwriter's name or logo. Such underwriting announcements or acknowledgements shall be for identification purposes only and shall not be to promote the contributor's products, services or company. Such announcements may not contain comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease.

Underwriting payments – all underwriting contribution funds shall be submitted to and paid to Escambia County Board of County Commissioners with receipts provided for same.

b. Public forums on ballot issues where all sides have equal opportunity to speak.

D. **Internship**

1. Unpaid Interns

a. Description: Volunteers and students with an interest in video production, digital media, journalism or theatrical arts who are attending an Escambia County high school, college, university or trade school have the opportunity to gain real world television production experience at ECTV as an unpaid volunteer. Students must have reliable transportation and commit to volunteering a minimum of five hours per week for one semester. Students will work under the direction of the Public Information Manager and staff.

b. Requirements: To remain in good standing, students must:

(1) Arrive on time for meetings, shoots and other assignments.

(2) Meet project deadlines

(3) Demonstrate proficiency in the video production tools and equipment used at ECTV.

(4) Perform quality work to the standards of the Public Information Manager.

(5) Make a positive creative contribution to the channel.

(6) Adhere to Escambia County policies and procedures, including dress code and cell phone policies.

c. Evaluation: At the end of each internship semester the Public Information Manager will evaluate the performance of the intern. The student will be provided with a written evaluation that will:

(1) Summarize the projects and duties performed.

(2) Provide specific examples of accomplishments.

(3) Identify performance/knowledge areas to be enhanced.

d. High school students volunteering at ECTV may be eligible to receive credit through three school district programs: On the Job Training (OTJT), Community Service and the Executive Internship Program. College students may also be eligible to receive school credit through programs at their institution.

2. Auxiliary Staff

Description: ECTV may hire experienced professionals on a per-project basis at the discretion of the Public Information Manager. Compensation will be based on the individual's rate of pay, with no overtime, benefits or cost of living (COLA) increase. The rate of pay will be classified as Contract/Professional Services. The individual is considered an independent contractor, who shall take direction from the Public Information Manager. Auxiliary staff is not required to adhere to Escambia County policies and procedures since they might be required to work off site and use their own equipment.

E. **Miscellaneous**

1. Viewer Comment and Complaints

ECTV may, under the direction of the PIO manager or assistant PIO manager, distribute viewer comment forms to monitor viewer satisfaction with programming on ECTV. ECTV may also develop and distribute annual surveys and questionnaires to determine viewer ship statistics and input through local cable providers.

2. Errors and Omissions

   a. Eligible entries shall represent and warrant to the County that they have all necessary copyright, trademark, service mark and likeness permissions and authorizations for ECTV to broadcast submitted programming consistent with these guidelines and that such information or programming is not libelous, slanderous or defamatory and is otherwise consistent with these guidelines.

   b. Such eligible entries shall indemnify and defend the County against damages and loss, including attorney's fees, for any claims arising out of such representations and warranties. Such indemnification shall also extend to the cable operator to the extent it is not exempt from liability under the Cable Act or other applicable law. A copy of the certificate of copyright authorization is to be attached as part of the production proposal.

   c. The County may obtain appropriate broadcaster's liability insurance, in which case it may name such eligible entries as additional insured and assess such entities, pro-rata, the premium amount of any such insurance.

   d. Alternatively, any such eligible entity that has or obtains such insurance shall name the County as an additional insured with respect to governmental access programming broadcast pursuant to these guidelines.

3. Amendment and Repeal

   The Escambia County Board of County Commissioners reserves the right to amend or repeal the guidelines set forth herein.

Appendix A

Program Submittal Request Form

For more information contact: Sonya Daniel, Public Information Manager, Escambia County, P.O. Box 1591, Pensacola, FL 32591, phone: 850-595-3476, sonya_daniel@co.escambia.fl.us

Contact Information

Name:_____

Project Title:_____

Date Submitted ____/____/_____ Requested Begin Air Date ____/____/_____

Organization:_____

Mailing Address:_____

Phone Number: _____ Cell: _____

Email Address:_____

Brief Description:_____

_____

_____

_____ Additional information provided by attachments.

I understand this in only a request and does not guarantee acceptance of my program. I understand that ECTV has final authorization on any aspect of the request.

Name:_____ Signature:_____ Date:____/____/_____

(INTERNAL USE ONLY)
ECTV Notes/Comments:_____

_____

_____

_____

Appendix B

Programming Request Form

For more information contact: Sonya Daniel, Public Information Manager, Escambia County, P.O. Box 1591, Pensacola, FL 32591, phone: 850-595-3476, sonya_daniel@co.escambia.fl.us

Contact Information

Name:_____

Project Title:_____

Date Submitted ____/____/_____ Requested Completion Date ____/____/_____

Organization:_____ Mailing Address:_____

Phone Number: _____ Cell: _____

Email Address:_____

Type of Service

_____Video Production _____Video Services

_____Video Dubbing _____Video Equipment

_____Bulletin Board _____Other

Brief Description:_____

_____

_____

_____ Additional information provided by attachments.

I understand this in only an application, and does not guarantee acceptance of the request. I agree any changes in the application or to the elements of the production could delay the completion of the project by the original requested date and ECTV has final authorization on any aspect of the request. I agree to repair or replace (at the discretion of ECTV) any equipment damaged through the use of the applicant. No post-production editing will begin until all elements (scripting, graphics, titles, etc.) are provided by the applicant.

Name:_____ Signature:_____ Date:____/____/_____

Request Completed

_____Yes, I agree that the project was completed to my satisfaction. I understand additional requests from this point forward pertaining to the original application may delay the original completion date and it is at the discretion of ECTV staff to reschedule a new completion date.

_____No, the request was not completed to my satisfaction.

Applicant comments:_____

_____

_____

(INTERNAL USE ONLY)

ECTV Notes/Comments:_____

_____

_____

_____Approved _____Denied

Video Production Section

Pre Production
(Note: Staff will conduct a pre-production meeting to establish details of project)

Scripting:	Applicant:	Initials:_____	Date:_____
	Staff:	Initials:_____	Date:_____
Location Approval	Applicant:	Initials:_____	Date:_____
	Staff:	Initials:_____	Date:_____

Staff Comments:_____

_____

_____

_____

Post Production:

A. 1st Proof

These elements are to be revised:_____

_____

_____

Applicant: Date:_____
Staff: Date:_____

B. 2nd Proof

These elements are to be revised:_____

_____

_____

Applicant: Date:_____
Staff: Date:_____

Copies of Project

_____DVD (Quantity) ~~_____VHS (Quantity)~~

Applicant: Date:_____
Staff: Date:_____

Staff comments:_____

2. Video Services Section
A/V
Document event/meeting

3. Video Dubbing Section
Format type
# of copies
Due by
Pick-up date/time

4. Video Equipment Section
Camera
Types
Mics
# of tapes
# of batteries
Lights
Other

5. Bulletin Board Section
Name of message
Copy submitted
Start date
End date

Staff comments:

Appendix C

Video Bulletin Board Form

For more information contact: Sonya Daniel, Public Information Manager, Escambia County, P.O. Box 1591, Pensacola, FL 32591, phone: 850-595-3476, sonya_daniel@co.escambia.fl.us

Contact Information

Name:_____

Project Title:_____

Date Submitted ____/____/_____ Requested Begin Air Date ____/____/_____

Organization:_____

Mailing Address:_____

Phone Number: _____ Cell: _____

Email Address:_____

Brief Description:_____

_____

_____

_____ Special Elements Provided

Are slides no more than 6 lines of text per slide and no more than 6 words per line?
_____ Yes _____ No

I understand this in only a request and does not guarantee acceptance of my program. I understand that ECTV has final authorization on any aspect of the request.

Name:_____ Signature:_____ Date:____/____/_____

(INTERNAL USE ONLY)
ECTV Notes/Comments:_____

_____

_____

_____

Appendix D

Video Request Form

For more information contact: Sonya Daniel, Public Information Manager, Escambia County, P.O. Box 1591, Pensacola, FL 32591, phone: 850-595-3476, sonya_daniel@co.escambia.fl.us

Contact Information

Name:_____

Program/MeetingTitle:_____

Date Submitted ____/____/_____ Requested Begin Air Date ____/____/_____

Organization:_____

Mailing Address:_____

Phone Number: _____ Cell: _____

Email Address:_____

Format type _____

# of copies _____

Mail or Pick up_____

Name:_____ Signature:_____ Date:____/____/_____

(INTERNAL USE ONLY)
ECTV Notes/Comments:_____

_____

_____

_____

Total Cost_____

Payment Received_____

Appendix E

Fee Schedule

Section	Description	Rate
C1	Administrative fee for initial screening and editing	$20.00 per hour
C4	Studio facility rental	$80 per hour
C7	Dub requests	$10.00 per hour DVD $5.00 shipping

Board of County Commissioners
Escambia County, Florida

Title:	County Commissioners' Technology Policy – Section I, A.12
Date Adopted:	August 20, 2009
Effective Date:	August 20, 2009
Reference:	
Policy Superseded:	New Policy

A. Purpose:

The purpose of this policy is to establish rules for how the County Commissioners use technology to communicate to ensure they conduct themselves in a responsible, professional, ethical and efficient manner, with an eye towards the public's perception of their elected officials and how they conduct business. Improvements and evolutions in technology are occurring so rapidly that it is difficult for the laws and rules that govern County business and elected officials to keep pace. The Florida Sunshine Law and Public Records Law pose special challenges to the County Commissioners who should follow not just the letter of those laws, but also their intent. It is vital to the credibility of Escambia County government that the public perceive their Commissioners are respectful of those laws and of the citizens they govern.

B. Policy:

1. **Applicability:** This policy is intended as an additional layer of control over the County Commissioners' use of technological resources, regardless of the ownership of those resources. This policy is intended to supplement any existing policy, rule or law that applies to the County Commissioners or to County-owned resources.

2. **Board Meetings:** Commissioners shall not use cell phones, PDAs, Blackberrys, laptops, netbooks or similar devices, regardless of ownership of the device, during any County Commission meeting, including workshops. Commissioners are encouraged to turn off, silence, turn to vibrate or abandon all such devices during meetings. In the event of a perceived emergency, a Commissioner may use these devices but shall leave the Chambers or room where the meeting is held during use.

3. **Electronic Mail (E-Mail):** In order to ensure compliance with Florida's Public Records' Law, including record retention requirements, Commissioners shall not use private e-mail accounts to conduct County business. Private e-mail accounts include outside business e-mail accounts, personal accounts and any other e-mail account that does not operate through Escambia County's server. However, should a Commissioner receive e-mail in a private e-mail account, the Commissioner shall forward the e-mail to a County-maintained e-mail account and shall request that the author of the original e-mail use the County-maintained e-mail account for future communications. Such actions shall not be a violation of this policy.

   Further, in the event of unavoidable circumstances, including, but not limited to, lack of access and unavailability or malfunction of the County e-mail system, a Commissioner's use of a private e-mail account to conduct County business shall not be a violation of this policy, so long as the Commissioner forwards such communications to a County-maintained e-mail account as soon as practicable. Failure to comply with this provision could result in a violation of Florida's Public Records' Law.

   Commissioners are discouraged from using County-maintained e-mail accounts for personal business and may wish to sort any such e-mails that are present in a County-maintained account into a personal file or to a personal e-mail account to ease the task of records management and retention.

4. **Text Messaging and Instant Messaging:** Commissioners shall not use text messaging, instant messaging or similar types of instantaneous communications to conduct County business on any device capable of such methods of communication, regardless of ownership of the device. Where possible, Commissioners are encouraged to request that such functions be disabled on their County-owned devices.

5. **Social Networking Accounts, Twitter, Story Forum Comments, Blogs and Similar Communications:** Commissioners shall not discuss County business on social networking sites, including, but not limited to, Facebook and Twitter, and shall not blog or otherwise communicate on the internet about County business other than via e-mail as provided above and in other applicable laws and regulations.

   However, a commissioner may post a story forum comment or response on a blog on a site maintained by another person or media outlet regarding County business so long as the commissioner posts the comment or response using the commissioner's actual name and the commissioner does not post a comment or response when another

commissioner has already posted on that specific article or issue. A copy of any such posting shall be retained by the County.

6. **Other County Policies:** Commissioners are responsible for compliance with all other applicable County policies.

C. Enforcement:

A majority of the County Commission may take any available enforcement action against a fellow Commissioner found to be in violation of this policy. Additionally, the County shall not be responsible for any costs resulting from a Commissioner's failure to follow this policy. Such costs are to include, but not be limited to, text messaging charges and attorney's fees, unless specifically allowed by State law. All other applicable laws, rules and policies may have other enforcement mechanisms that could apply. County Commissioners are responsible for compliance with the Sunshine Law and Public Records' Law at all times during their term.

D. Future Amendments:

The Board shall revisit this policy on a regular basis in order to consider amendments due to relevant court decisions, Attorney General's Opinions, Legislative actions or desires of the Board.

Board of County Commissioners
Escambia County, Florida

Title:	Escambia County Volunteer Program, Section I, Part A.13
Date Adopted:	November 5, 2009
Effective Date:	November 5, 2009
Reference:	
Policy Superseded:	

A. Overall Policy on Utilization of Volunteers

The achievement of the goals of Escambia County is best served by the active participation of citizens of the community. To this end, the County accepts and encourages the involvement of volunteers of Escambia County within appropriate programs and activities. All County and staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

B. Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The County reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Board of County Commissioners (BCC), and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the County Administrator.

C. Definition of 'Volunteer'

Volunteers are not County employees. A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the County. A 'volunteer' must be officially accepted and enrolled by the County prior to performance of the task.

D. Service at the Discretion of the County

The County accepts the service of volunteers with the understanding that such service is at the sole discretion of the County. Volunteers agree that the County may at any time, for whatever reason, decide to terminate the volunteer's relationship with the County.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the County. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

E. Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to this County, its staff, and its citizens. Volunteers shall be extended the right to be given meaningful assignments and the right to effective supervision.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the County.

F. Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, citizen, or other person or involves overall County business. Failure to maintain confidentiality will result in termination of the volunteer's relationship with the County.

G. Position Descriptions

Volunteer staff, just as paid staff, requires a clear, complete, and current description of the duties and responsibilities of the position which they are expected to fill. Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position. This position will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated at least every two years, or whenever the work involved in the position changes substantially. Position descriptions will be maintained in the Bureau/Division with a copy to Human Resources. All position descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job and a listing of job qualifications.

H. Requests for Volunteers

Volunteers shall be recruited by the County on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the County. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. No final acceptance of a volunteer shall take place without a specific written volunteer position description for that volunteer.

I. Recruitment of Minors

Volunteers may not be below the age of 12. Volunteers between the ages of 12-14 may not participate in volunteer service for the County without a parent or guardian present at all times. Volunteers between the ages of 15-17 must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

J. Application

Volunteers will be required to complete an application prior to providing volunteer service. As stated in paragraph 12, applicants may be required to provide information necessary to complete a criminal background check. Initial applications will be screened by the Bureau designee to ensure that the application is complete. The application will then be reviewed by the appropriate Bureau Chief and prospective volunteers will be selected for interview.

K. Interviewing

Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability by the requesting Bureau/Division for an interest in that position. The interview should determine the qualifications of the volunteer, their ability and commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other means. As part of the interviewing process, further processing of the prospective volunteer's application may commence to include any necessary screening described in paragraph 12.

The interviews will be conducted by the appropriate Bureau/Division, signed off on by the Bureau Chief, with the final sign-off by the County Administrator.

L Criminal Records Check/Screenings

As appropriate for the protection of all involved, volunteers will be required to submit to a criminal background check, drug testing, and other applicable checks and screenings. Volunteers who do not agree to the background checks and screenings or who do not pass the screening process will be refused assignment.

Applicants who do not pass the screening process and are refused assignment will be notified by the Human resources via certified mail.

M. Placement

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met: no volunteer should be assigned to a 'make-work' position and no position should be given to an unqualified or uninterested volunteer.

N. Acceptance and Appointment

Service as a volunteer with the County shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by Human Resources. No volunteer shall begin performance of any position until they have been officially accepted for that position and have completed all necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrollment paperwork and shall receive a copy of their job description and agreement of service with the County.

O. Orientation

All volunteers will receive a general orientation on the nature and purpose of the County, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position which they are accepting in that effort.

Orientation will be given by the requesting Bureau/Division.

P. Conduct

Volunteers must be familiar with the policies and procedures outlined in this volunteer manual. Further, volunteers must be polite, courteous and helpful when dealing with citizens.

Q. Gratuities

Volunteers will be prohibited from accepting any gift or gratuity from any firm, contractor, consultant, individual or others for any service provided on behalf of the County.

R. On-the-Job Training

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer.

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position, suggestions the volunteer may have to improving the position, and the possibility of involving the volunteer in some other capacity with the County.

Training will be conducted by the requested Bureau/Division.

S. Access to County Property and Materials/County Vehicles

As appropriate, volunteers shall have access to County property and materials necessary to fulfill their duties, and shall receive training in the operation of that equipment. Property and materials shall be utilized only when directly required for County purposes. This policy does not include access to and use of County vehicles.

T. Recognition

A quarterly volunteer recognition event will be conducted by the Bureau to highlight the contribution of volunteers of Escambia County. The volunteers will be formally recognized with a Certificate of Appreciation by the Board of County Commissioners. The Bureaus will be responsible for coordination of the program for volunteers that assist that Bureau. Community service credits and recognition will be given to high school students as well as college interns.

U. Sexual Harassment/EEO Policy Plan

Sexual harassment includes unwelcomed sexual advances, request of sexual favors, and other verbal or physical conduct of a sexual nature. Any such incidents should be reported immediately to the volunteer's supervisor or/and Human Resources. The purpose of the Equal Employment Opportunity Plan Policy (EEOP) is to implement the Equal Employment Opportunity Policy Statement, the Unlawful Harassment Policy and the requirements of the U.S. Department of Justice. Escambia County does not tolerate sexual harassment.

V. Ethics

Ethics refers to principles that define behavior as right, good and proper. Such principles do not always dictate a single "morale" course of action, but provide a means of evaluating and deciding among competing options. Governments of all kinds are held to a very high standard of public trust. We must make every effort to insure that all activities of the County, as well as, all other staff in the County offices maintain the standards of conduct that are above reproach.

W. Drug Fee Environment

Escambia County provides a drug-free, healthy, and safe environment. A volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The use of drugs and alcohol is an increasing problem affecting many areas of our society and ranks as one of the major health problems in our country. The pervasive presence of alcohol and substance abuse in our society, the resultant impact upon the workplace, and the County's obligation to its citizens require the establishment of a drug-free workplace policy.

X. Tobacco Free Workplace

Escambia County intends to provide a safe and healthy environment. Smoking in the workplace is prohibited except in outside locations specifically designated as smoking areas. Tobacco addiction is among the leading causes of morbidity and mortality in the United States. Escambia County is committed to promoting health, wellness, and disease prevention, and to providing a safe, clean, and healthy environment.

Y. Computer Usage

Escambia County's e-mail and internet systems are intended to be used for business purposes only. Escambia County owns the computer and software of the E-mail and internet systems and permits the use of them in the performance of duties. All E-mail and internet records are official County records and should be transmitted only to individuals who have a business need to receive them.

Z. Dress Code

As representatives of the County, volunteers, like staff, are responsible for presenting a good image to citizens and to the community. It is also important that volunteers be dressed in a manner that provides for his or her safety. Volunteers will abide by the County's Dress Code Policy.

AA. Safety and Liability

Escambia County aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify his or her supervisor immediately.

Further, to the extent permitted by law and subject to any claim of sovereign immunity provided by Section 768.28, Florida Statutes, if a volunteer suffers losses or injury while providing the services agreed upon, you may be protected from liability claims filed against you.

Board of County Commissioners
Escambia County, Florida

Title:	Office of Public Information and Communications Communications Policy, Section 1, Part A.14
Date Adopted:	May 19, 2011
Effective Date:	May 20, 2011
Reference:	
Policy Amended:	

Mission Statement

To promote and enhance Escambia County government through consistent, professional imagery via media relations, publications, television (ECTV) and internet:

A. Information on local government services;
B. General information to the public about Escambia County meetings and County sponsored/management events;
C. Emergency and public safety information; and,
D. Live and taped coverage of government meetings, events and activities.

Roles of the Public Information Office

A. External Communications

1. All news releases are to be distributed through the Public Information Office. The PIO will only write and distribute releases for events and happenings that are sponsored/managed/produced by the board of county commissioners and/or county departments. Exceptions can be made in the event of a declared emergency or at the county administrator's discretion.

2. News releases for events, meetings or workshops should be sent to the PIO two (2) to three (3) weeks prior to the event. Each department is responsible for letting the PIO know when there is a newsworthy event happening. If a news release is not given to the PIO at least two (2) weeks prior to the event, the PIO is not obligated to write and distribute the information. This does not include breaking news or emergency information.

3. Department heads, public safety/incident command staff and public information staff can take media questions regarding general information related to their job, department or county program. Anyone else must have approval from the department head and/or county administrator before talking to the media. Questions about issues other than general information should be directed to the PIO. Media calls should be returned as soon as possible. Knowing the reporter's deadline will help with the collection information.

4. The county administrator and/or PIO must be notified when staff has spoken with or provided information to the media, either in person, by telephone or e-mail.

5. The PIO will work with the county administrator, commissioners and county department directors to set up news conferences. In general, while news conferences are useful, most members of the media prefer one-on-one interviews rather than a large news conference.

6. The Public Information Manager and a back-up are on-call 24/7 to respond to emergencies as they arise. Cell numbers are available to county staff and we can be reached through dispatch (9-1-1 communications center).

7. The PIO serves as the lead public information officer for activations of the Emergency Operations Center. Staffing will be set as needed to manage the situation including 24-hour shifts if necessary. With an EOC activation a Joint Information Center is established and all information is channeled through the county PIO before release to the media.

8. PIO will coordinate and be responsible for all media requests during an activation.

9. For ribbon cuttings, building dedications and/or groundbreakings, department directors must coordinate the event with the PIO, county administration, and with commissioner's office. The PIO will assist with invitations, program, news releases and news coverage once the date has been scheduled. They will also assist with the set-up and clean-up on the day of the event.

10. The PIO will assist county departments and divisions with publicity and promotions for Escambia County events and activities including news releases, video, still photography and design of advertising/marquees. PIO is unable to provide these services to entities other than county departments, divisions or other governmental entities.

11. Letters, blogs (online columns) and guest columns shall not be submitted to the media as an official county statement, unless it is reviewed by the PIO and approved by the county administrator. County employees may write letters, blogs and columns stating their personal opinion on issues, as long as it does not reflect an official statement from Escambia County.

12. Without exception, all county employees will comply with the Florida's public records statutes. County administration oversees all requests from the public through a software system, i.e. Web QA. PIO will handle public records requests from the media. The County Attorney's Office is available to handle any questions regarding public records

13. Escambia County has an official logo/seal and complements it with a branding image. There is also a set palette of colors to complement the use of these elements in printed and electronic productions:

14. The official logo for Escambia County is maintained by the PIO. County departments, divisions and offices are not authorized to alter or use a different logo for county promotions without prior approval from the county administrator or designee. Digital copies of the county logo can be obtained from the PIO.
15. All printed materials including, but not limited to, brochures, posters, flyers and signs, must include the county logo.
16. All printed materials including, but not limited to, brochures, posters, flyers and signs, must include the county logo.

B. **Internal Communications**

1. Blast e-mails to all county employees can be done by Information Technology, County Administration or the PIO. Only mass e-mails that relate to county government will be sent to county employees.

2. The employee newsletter, InFocus, is a monthly electronic publication produced for county employees. Each department has a representative to provide information about operations, accomplishments and personnel achievements.

3. Each year a special edition is produced focusing on Graduation milestones for employees and their families. This issue is produced during the June/July time frame.

4. The PIO will handle promotions for internal employee communications and activities, i.e. the employee survey and/or employee health clinic, utilizing a variety of ways to reach the employees across the county.

C. **Website**

1. Escambia County web pages for departments and/or divisions must be located on the county's official website (www.myescambia.com) or on one of the county owned domains (i.e. www.bereadyescambia.com, www.escambiaemergency.com, www.escambiadisasterresponse.com and www.escambiarecycles.com) and coordinated through the PIO and IT.

2. Information posted on county's website must relate to programs and/or events managed or primarily sponsored by the BCC or county departments, divisions and offices.

3. All county departments, divisions and offices have designated a staff person responsible for regularly updating the content on their department web pages and ensuring the accuracy of all posted information. Information on the website is considered a public document.

4. Departments, divisions and offices are encouraged to utilize the County website to provide convenient public access to current information, forms and procedures.

5. The request to add an external link to the county website will be coordinated through the PIO and/or IT. Primary consideration will be given to government agencies or committees under the BCC or the Escambia County Constitutional Officer. All link requestors will be notified as to the direction of their request.

6. Escambia County's website provides links to the federal, state and local governmental agencies and educational institutions including school districts, colleges and universities.

7. Escambia County encourages and permits links to valid and/or verified published content. The link should not endorse third party websites, products or services. Links should not utilize content for inappropriate or commercial purposes. Escambia County accepts no responsibility for those non-affiliated websites or their content.

8. Websites are considered official when:

   a. They are created and presented to communicate information on official Escambia County services, events and programs; and

   b. Contain official Escambia County branding or logos and/or events or programs managed by Escambia County.

   c. Websites containing any of these official elements will appear under one of the official Escambia County domains. Unique subdomains and urls are to be used only after approval has been obtained from the PIO and IT.

9. Websites are considered non-official when:

   a. Sites do not contain official elements of Escambia County;

   b. Contain items of a personal nature and are maintained outside of the Escambia County domain; and

   c. Do not contain an Escambia County e-mail address, physical work address or include any Escambia County specific information while employed at the County.

10. E-mails sent to Escambia County e-mail accounts/addresses are considered public records and are subjected to disclosure as part of an official public records request.

11. County departments, divisions and offices are prohibited from utilizing social networking sites and/or interactive communications (blogs, chat rooms, etc.) such as, but not limited to, Facebook, MySpace and Twitter to promote county programs and services due to Florida public records and Sunshine Law requirements. Requests to send out a "tweet" on the official Escambia County Twitter site, must be routed through PIO.

D. **ECTV – Channel 98 (Escambia County Government Access Channel)**

1. ECTV operates under a board approved policy which covers the daily operations of the channel by the Public Information Office. This policy also directs the programming efforts and production services available to other governmental entities.

2. The daily programming schedule is available at www.myescambia.com.

3. The regular meeting of the Board of County Commissioners is "closed captioned" for the hearing impaired.

4. PIO shall provide video production services to county departments at no charge. Departments requesting video production services must follow the guidelines in the ECTV Policy.
5. Whenever possible, videos will be available for viewing on www.myescambia.com as well as on Channel 98.

E. **Audio Visual Support**

1. PIO staff will record and rebroadcast all meetings of the BCC. They will be available to assist with the audio/visual needs and presentation needs during those meetings. PIO staff will also provide assistance with audio/visual needs for the fourth floor training room.

2. County departments, divisions and/or offices making an electronic presentation or presenting a video must provide the presentation/video to PIO at least 24-hours prior to the start of the meeting or accept full responsibility for ensuring compatibility with all available technology and setting up their own presentation.

3. A member of the public wishing to make an electronic presentation or show a video to the County Commissioners must provide the presentation to PIO staff at least 24-hours prior to the start of the meeting.

4. Presentations must not exceed the time limit outlined in the meeting agenda. Exceptions can only be made by the Chairman of the Board of County Commissioners.

5. Arrangements for A/V support in the fourth floor training room must be made at least 24-hours before the start of the meeting to ensure staff availability and compatibility with equipment.

F. **External Services**

1. PIO may enter into a Memorandum of Understanding with the approval of the County Administrator to provide public information services to another constitutional office or governmental entity.

Board of County Commissioners
Escambia County, Florida

Title:	Orderly Conduct of Meetings – Section I, Part A.15
Date Adopted:	October 6, 2011
Effective Date:	March 21, 2013, Amended
Reference:	
Policy Amended:	October 6, 2011, January 19, 2012, and March 21, 2013

A. Purpose:

The purpose of this policy is to establish rules to ensure the orderly conduct of meetings and to protect the public from potentially injurious conduct.

B. Decorum:

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Commission, or disturb any person having the floor. No person shall refuse to obey the orders of the Chairman or the Commission. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Commission shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chairman and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chairman, unless permission to continue or again address the Commission is granted by the majority of the Commission members present. To this end, the following actions are prohibited. This list is not exhaustive and other actions may be considered disorderly or not decorous.

    a. Speakers will refrain from the use of obscene language, “fighting words” likely to incite violence from the individual(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.

    b. Speakers will refrain from making comments of a personal nature regarding others.

    c. Name-calling and/or obscenity is forbidden.

    d. Shouting, yelling or screaming is forbidden.

    e. Threats made to any person.

2. If the Chairman or the Commission declares an individual out of order, he or she will be requested to relinquish the podium or to cease the conduct if not at the podium. If the person does not do so, he or she is subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), Florida Statutes or other applicable law as warranted under the circumstances.

3. Any person who becomes disruptive or interferes with the orderly business of the Commission may be removed from the Commission Chambers or other meeting room for the remainder of the meeting. In extreme circumstances, a person may be barred from future Commission meetings.

C. Disruption of Meetings

1. No demonstrations of approval or disapproval from the audience shall be permitted; and if, after warning by the Chair, such demonstrations are made and result in a disruption of the meeting, the person(s) creating such disruption may be removed from the meeting; or the Chair may recess the meeting until order is restored. The Chair shall call upon the Sheriff's deputies present during the meeting to enforce directions given by the Chair for any violation of this rule. Additionally, the following actions are considered disruptive:

   a. Heckling, verbal outbursts or other interruptions in support or in opposition to a speaker or any topic of discussion are considered disruptive to the meeting and if such behavior continues after warning by the Chair, may result in those committing such actions to be removed from the meeting.

   b. Noisemakers, air horns, whistles and similar noise making items shall not be allowed in the Commission Chambers or other meeting room.

   c. At the Chairman's discretion, if there is a controversial item in which Escambia County citizens are involved, he may institute a provision against clapping, if he feels that clapping or the noise will deter open speech between the two parties.

D. Signs, Placards, Banners and Other Objects

For public safety purposes and to ensure the visual rights of all, no signs, placards, banners or similar items shall be allowed in the Commission Chambers or other designated meeting room.

E. Speakers: Regular Agenda

Speakers on the regular agenda shall be allotted three (3) minutes unless otherwise determined by the Chair.

Board of County Commissioners
Escambia County, Florida

Title:	Appointment Policy and Procedures, Section I, Part B.1
Date Adopted:	August 14, 1980
Effective Date:	April 5, 2012, as amended
Reference:	
Policy Amended:	April 5, 2012; January 20, 2011; August 17, 2006 (Ordinance 2006-66); September 22, 1988; February 23, 1982 to add (D) thru (E)

A. The Board of County Commissioners shall confirm all appointments to the boards, commissions, and committees which are responsible to the Board of County Commissioners.

B. Any board, committee, or commission on which members of the Commission serve shall be nominated annually by the Chairman and approved by the Board of County Commissioners no later than their first meeting in December. If a Commissioner is appointed to an Advisory Committee that meets on a Board meeting date, the Commissioner may appoint a substitute, unless prohibited by law, bylaws or mission of that Committee, to serve on his/her behalf. The appointment of the substitute will be subject to approval by the Board of County Commissioners. (BCC approved "substitute" 1/20/11)

The County Administrator, except for the above, shall be responsible for collecting and obtaining the appropriate data and recommending to the Board of County Commissioners, for their final determinations all others serving by appointment of the Board of County Commissioners.

C. The County Administrator shall be responsible for maintaining a list of the appointees, their terms, providing staff information needed throughout their tenure and in a timely fashion deal with vacancies and pending expiration of terms.

D. Citizen representatives will serve as follows on those boards and committees established by Ordinance, Code, Interlocal Agreement or Special Act with this policy to be implemented in an orderly fashion with current appointees to complete their present term.

TERM	NUMBER OF TERMS
1 year terms - - -	No more than (3) three terms
2 year terms - - -	No more than (2) two terms
3 year terms - - -	One term only

Amended September 22, 1988 as follows:
This policy for serving more than one (1) term (as set out under Item "D" above) may be waived by the Board of County Commissioners only once for any individual.

E. Citizen appointees to advisory boards/committees, established solely by the Board of County Commissioners, shall serve at the pleasure of the Board for a maximum of three years, with the following exception:

Appointments to special committees charged by the Board with preparing a recommendation or report within a specific time frame will automatically expire when the Board officially receives that committee's report unless the Board directs otherwise.

F. As set forth in Escambia County Ordinance 2006-66 and adopted by the Board on August 17, 2006, no person shall be eligible for appointment by the Board of County Commissioners as a member of a board, commission, or other formal or informal advisory group unless that person resides in Escambia County. In the event that any member of such a board, commission, or other formal or informal advisory group ceases to reside in Escambia County, his/her position automatically shall be vacated.

G. Appointees serving on advisory boards/committees accountable to the Board of County Commissioners will provide at least one report per year from the committee, tied to the Fiscal Year, at least two months prior to the beginning of the Fiscal Year, so the Board can consider it as part of the Budget process; unless any of the committees are currently, under their bylaws or mission statement, required to provide more frequent reporting. (BCC approved 1/20/11)

H. Citizen appointees to advisory boards/committees who have three unexcused absences within a 12-month rolling period will be replaced. (BCC approved 1/20/11)

2. POLICY REGARDING MEMBERS OF COUNTY BOARD AND/OR COMMITTEE WHO ARE ANNOUNCED CANDIDATES FOR PUBLIC OFFICE

Any candidate for public office, either state or local, who has filed either qualifying documents with the state or local government or has filed his intention to be a candidate for state or local office with the appropriate officer shall immediately upon filing the appropriate documents of his candidacy, file with the Board of County Commissioners his resignation from any County board and/or committee to which he has been appointed by the Board of County Commissioners of Escambia County, Florida, except an incumbent elected official may continue in his appointed position until the expiration of his term of office or subsequent re-election.

In the event the announced candidate does not file his resignation, the Board of County Commissioners shall remove the appointee from the particular County board and/or committee. The Board shall refrain from appointing to County boards and/or committees, persons who have expressed their intentions to be a candidate for either state or local office, but who has not filed the appropriate documents with the state or local government.

Adopted: August 19, 1976

SECTION I - Part "C"

1. County Attorney (Legal Department)

The Legal Department shall be responsible for research and preparation of legal documents, legal opinions and litigation to be filed by the Board and the defense of legal actions filed against the Board. The Legal Department shall consider items referred by the Board or one of its committees, items referred to the Legal Department by a committee appointed by the Board upon which a Commissioner is a member serving on the appointed committee, or the County Administrator pursuant to the Management Note Policy.

Adopted August 19, 1976 and amended by BCC action January 18, 1979.

2. CHAIN OF COMMAND (Administrative Policy)

Board policy shall be adhered to effective December 1, 1976, including the Chain-of-command as shown on the table of organization. Any individual not following the normal chain of command shall receive a written reprimand concerning their first offense.

A second offense by the same individual shall result in a five-day suspension without pay.

A third offense by the same individual will result in a 30-day suspension with recommendation for termination.

Adopted: 12/1/76

Board of County Commissioners
Escambia County, Florida

Title:	Out of County Travel - Section I, Part C4
Date Adopted:	July 24, 2003
Effective Date:	July 24, 2003
Reference:	As Amended in Chapter 74-365, Section 112.061 (5), (6), (10) (a), and (12), Florida Statutes, 1972 Supplement, and Chapter 74-15, Section 112.061 (7) (d), Florida Statutes and Resolution No. R2003-83
Policy Superseded:	October 27, 1981 as amended April 10, 1994, and March 26, 1996

Authorized travel at County expense to meetings and seminars for members of the Board of County Commissioners, Department Heads and employees is as follows:

(a) Approval of travel for members of the Board of County Commissioners, the County Administrator and the County Attorney is to be made in Commission meetings for out of County travel. In the case of an emergency, the Chairman or the Vice Chairman can approve out of County travel at its next regular meeting.

(b) The County Administrator is designated as representative of the Board for approving out of County travel for all other employees, and in the event he is out of town, the Chairman or the Vice Chairman can authorize out of County travel for employees.

(c) Policy shall be with regard to all travel to use the most economical method in conformance with Section 112.061 (7)(a), Florida Statutes.

(d) Policy shall supersede any previous County travel policies affecting the Commission, the County Administrator and the County Attorney.

NOTE: A travel reimbursement request must be properly filled out, signed and submitted to the Clerk of the Circuit Court before any travel reimbursement is processed. (Also, see attachments)

Adopted: October 27, 1981
Amended: April 10, 1994
March 26, 1996
July 24, 2003

Attachments (2) – See Pages 20a thru 20e

Continued

ESCAMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS

TRAVEL EXPENSE POLICY

Policy relating to traveling expenses of all County Public Officers, Employees, and Authorized Persons as amended in Chapter 74-365, Section 112.061 (5), (6), (10) (a), and (12), Florida Statutes, 1972 Supplement, and Chapter 74-15, Section 112.061 (7) (d), Florida Statutes. Mileage rate signed into effect on Resolution No. R2003 - 83 with the effective date being July 24, 2003

All travel must be authorized and approved before leaving by the head of the Agency from whose funds the traveler is paid, and must be for the performance of a public purpose authorized by law and within the limitations prescribed below:

A. Maximum subsistence for meals per day is $30.00; or in accordance with General Service Administration (GSA) Guidelines which may be periodically updated by U. S. Federal Government, whichever is greater, as detailed below:

   (1) Breakfast - $4.00 or 13.34% of GSA Guidelines – When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

   (2) Lunch - $10.00 or 33.33% of GSA Guidelines – When travel begins before 12:00 p.m. and extends beyond 2:00 p.m.

   (3) Dinner- $16.00 or 53.33% of GSA Guidelines – When travel begins before 6:00 p.m. and extends beyond 8:00 p.m. or when travel occurs during night time hours due to special assignment.

   No allowance shall be made for meals when travel is confined to the City of Pensacola or immediate vicinity, except assignments of official business outside the traveler's regular place of employment if travel expenses are approved.

B. Mileage allowance for drivers of privately-owned vehicles will be thirty six and one-half (36 ½ cents) per mile; or in accordance with General Service Administration (GSA) Guidelines which may be periodically updated by U. S. Federal Government, whichever is greater. Mileage will be computed from the point of origin to the destination and all travel must be by a usually traveled route; and, when possible, shall be computed on the basis of the current state road department map.

   Vicinity mileage necessary for conduct of official business is allowable, but must be shown as a separate item on the expense voucher. Only gas and oil may be reimbursed when County owned vehicles are furnished. If traveler receives fixed monthly auto allowance, thirty six and one-half (36

½ cents) per mile; or in accordance with General Service Administration (GSA) Guidelines in which may be periodically updated by U. S. Federal Government, whichever is greater, will be allowed for actual mileage outside the County.

C. Transportation by common carrier: bus, train and airplane fares will be reimbursed when substantiated by a receipt at actual cost.

D. Convention expenses in or out-of-state, will be paid per diem (lodging and meals) of up to $85.00 daily or in accordance with General Service Administration (GSA) Guidelines CONUS Standard Rate which may be periodically updated by U. S. Federal Government,

or

Up to $30.00 subsistence per day for meals; or in accordance with General Service Administration (GSA) Guidelines which may be periodically updated by U. S. Federal Government, whichever is greater; plus actual expenses for lodging at single occupancy rate when sustained by paid motel or hotel receipts. Incidental expenses include the following:

(1) Taxi fare
(2) Bridge, ferry, road and tunnel tolls
(3) Storage or parking fees
(4) Communication expense for official business
(5) Convention registration fees or dues – while attending a conference or convention, which will serve a direct purpose with relation to the public agency served by the person attending such meeting. Provided, however, any meals or lodging included in the registration fee will be deducted from the expense account.

E. Items listed below are not chargeable against the County and will not be paid:

(1) Tips
(2) Valet charges
(3) Bar
(4) Miscellaneous charges

TRAVEL TO CONVENTIONS

Here the traveler has a choice. He may either get per diem which begins with the time travel starts and ends on return, or attach to his expense account a paid hotel bill for single occupancy rate plus the meal allowances.

If the traveler elects to use hotel bill and meals, he may not change from one plan to another on any single convention trip. This means that on the last day of

travel when returning to headquarters, he will be allowed no per diem but meal allowance only.

For example, the following would be allowed based on $30.00 per day or meals and the actual cost of the lodging for single occupancy:

8 a.m., left Pensacola for Atlanta to attend a convention.

1st day	- Meals	$26.00 (Lunch/Dinner)
	Hotel	60.00
2nd day	- Meals	$30.00 (Breakfast/Lunch/Dinner)
	Hotel	60.00
3rd day	- Meals (returned at 5 p.m.)	$14.00 (Breakfast/Lunch)

In addition, the law provides that the incidental traveling expenses may be reimbursed (See Paragraph D).

F. Below is a schedule showing the type of travel, the per diem rates for in-state travel and out-of-state travel:

TYPE OF TRAVEL	ALLOWED PER DIEM RATES	
OVERNIGHT TRAVEL	**IN-STATE**	**OUT-OF-STATE**
All travelers at Conventions or Conferences	**(1) $85.00 per diem/GSA CONUS Standard Rate, or (2) Lodging at single occupancy rate and $30.00 or GSA Rate for meals (Receipts attached)**	**Same**
Elected Officials and agency heads on other official business	**Same**	**Same**
Public employees while accompanying an elected official on other official business	**Same**	**Same**
Public employees on other official business	**Same**	**Same**
DAY TRAVEL		
All Travelers	**Up to $30.00 or GSA Rate for meals as stated in Paragraph (A)**	**Same**

REGULAR TRAVEL

All other travelers may be allowed either of the following:

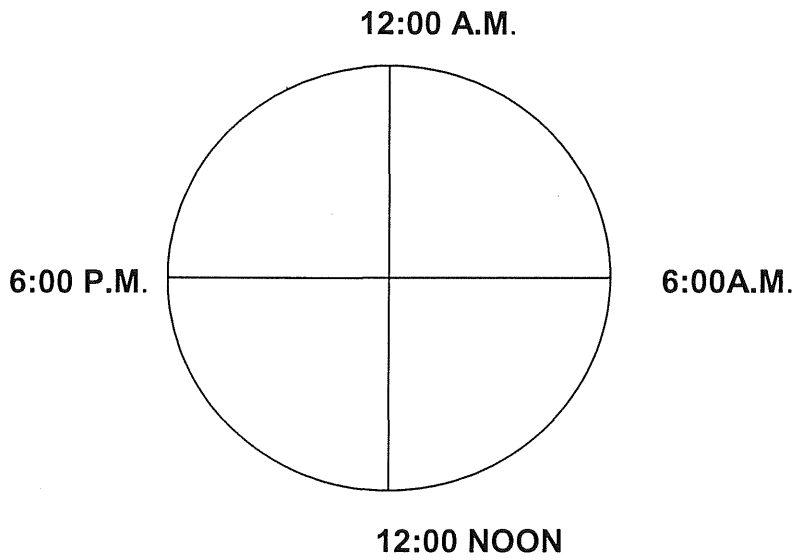
(1) Per diem (lodging and meals) of up to $85.00 daily; or in accordance with General Service Administration (GSA) Guidelines CONUS Standard Rate which may be periodically updated by U. S. Federal Government; or
(2) The actual amount for lodging as provided in the County policy and meals - $30.00 per day; or in accordance with General Service Administration (GSA) Guidelines which may be periodically updated by U. S. Federal Government, whichever is greater;

Incidental expenses for regular travel as the same as outlined in Paragraph D, with the exclusion of convention registration fees or dues. Items that are not chargeable against the County are listed in Paragraph E.

Here again, the traveler must keep in mind that if lodging bills are used, on the day of the return trip to headquarters, he./she will receive **no** per diem but an appropriate amount for meals only.

G. Computation of per diem for travel time shall be a calendar day (midnight to midnight). The traveler shall be reimbursed one-fourth (1/4) of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within his travel period.

H. A traveler shall not be reimbursed on a per diem basis for short or day trips where the traveler is not away from his official headquarters overnight. However, the traveler will be allowed meals not to exceed the maximum as outlined in paragraph A.



Escambia County
Clerk's Original
7/24/2003 | CAR I-29

Date: 7/28/2003 Verified By: [illegible]

RESOLUTION NO. R2003 - 83

RESOLUTION ADOPTING THE TRAVEL EXPENSE POLICY FOR TRAVELING EXPENSES OF ALL COUNTY PUBLIC OFFICERS, EMPLOYEES AND AUTHORIZED PERSONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Sections 112.061(6)(a) and (b) and 112.061(7)(d) 1, Florida Statutes authorizes the Board of County Commissioners to adopt, discontinue or revise, the maximum Travel Reimbursement rate for per diem and subsistence for Travel Expenses for All County Public Officers, employees, and authorized persons; and

WHEREAS, in 2003, the Florida Legislature adopted to revise portion of Section s 112.061(6)(a) and (b) and 112.061(7)(d) 1., Florida Statutes;

WHEREAS, under Sections 112.061(6)(a) and (b) and 112.061(7)(d) 1, Florida Statutes, the Board of County Commissioner may adopt the new travel and per diem authorized by the legislature;

WHEREAS, under Sections 112.061(6)(a) and (b) and 112.061(7)(d) 1, Florida Statutes, the Board of County Commissioners, upon recommendation of the County Administrator, to allow County Public Officials, employees and authorized persons to be reimbursed in accordance with the new travel and per diem expenses set by the legislature;

WHEREAS, the Escambia County Office of the County Administrator has requested, and has concurred in, the adoption of a resolution providing the new travel and per diem for all authorized employees/persons, in light of the revised provisions of Section 112.061(6)(a) and (b) and 112.061(7)(d) 1, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, FLORIDA, as follows:

1. That the County Administrator for Board of the County Commissioners, is hereby authorized and empowered to grant the new travel and per diem use in travel reimbursement for all authorized employees. The following amount for travel expenses are allowed:

   (a) $.36 ½ per mile if private transportation is used by the authorized employees; or in accordance with General Service Administration (GSA) Guidelines which may be periodically updated by U. S. Federal Government, whichever is greater.

(b) Per diem (lodging and meals) of up to $85.00 daily; or in accordance with General Service Administration (GSA) Guidelines CONUS Standard Rate which may be periodically updated by U. S. Federal Government, whichever is greater; or the actual amount for lodging as provided in the County policy.

(c) $30 per day for meals as provided in the County policy; or in accordance with General Service Administration (GSA) Guidelines which may be periodically updated by U. S. Federal Government, whichever is greater.

(d) :

Breakfast	-	$ 4.00 or 13.34% of GSA Guidelines
Lunch	-	$10.00 or 33.33% of GSA Guidelines
Dinner	-	$16.00 or 53.33% of GSA Guidelines

2. That this resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Escambia County, Florida this 24th day of July 2003.

BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA

By: Marie Young
Marie Young, Chairman

ATTEST: ERNIE LEE MAGAHA
CLERK OF THE CIRCUIT COURT

By: Doris Harris
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS SEAL ESCAMBIA CO., FL.

Date: July 28, 2003 Verified by: D. Harris

AUTHORIZATION TO TRAVEL
(Circle One) TRAVEL ADVANCE OR TRAVEL REIMBURSEMENT REQUEST
ESCAMBIA COUNTY, FLORIDA

DATE REQUESTED: August 3, 2000

NAME _____ AGENCY/DEPT. _____

DESTINATION _____ PURPOSE _____

DATE DEPARTED _____ DATE RETURNED _____

TIME DEPARTED _____ TIME RETURNED _____

TRANSPORTATION:

NOTE:WHEN REQUESTING FINAL TRAVEL REIMBURSEMENT, ALL COSTS ASSOCIATED WITH TRAVEL INCLUDING ITEMS PAID DIRECTLY BY COUNTY OR PURCHASING CARD MUST BE INCLUDED ON FORM.

ACTUAL AUTO MILES:	_____ MILES AT $ .29 PER MILE	
VICINITY MILEAGE:	_____ MILES AT $ .29 PER MILE	
TRAIN, BUS, OR PLANE COSTS LESS FED. TAX		10.01
CARRIER NAME:	_____	
Indicate by checkmark if paid separately	_____	
TOTAL TRANSPORTATION COSTS		$10.01

SUBSISTENCE:

PER DIEM:	_____ DAYS AT $ _____	
MEALS (Less provided meals)	_____	6
HOTEL OR MOTEL (ATTACH RECEIPTS)		
HOTEL NAME:	_____	
Indicate by checkmark if paid separately	_____	
TOTAL SUBSISTENCE COSTS		$6.00

INCIDENTAL EXPENSES (ATTACH RECEIPTS)

TAXI FARE, TOLLS, ETC.		
REGISTRATION FEES		
Indicate by checkmark if paid separately	_____	
STORAGE/PARKING FEES		
COMMUNICATION-OFFICIAL BUSINESS		
OTHER:		
TOTAL INCIDENTAL EXPENSES		
SUBTOTAL:		$16.01
Less 20% for advance payments or less prepaid amounts:	_____	10.01
TOTAL TRAVEL EXPENSES TO BE PAID:		**$6.00**

NOTE:RECEIPTS MUST BE ATTACHED.(TRANSPORTATION, HOTEL, INCIDENTALS).HOTEL RECEIPTS REFLECTING PAYMENT MUST BE ATTACHED EVEN WHEN PER DIEM IS REQUESTED. ATTACH AGENDA FOR MEETINGS, SEMINARS, WORKSHOPS, ETC.

THE AGENCY HEAD DESIGNATES THE MOST ECONOMICAL METHOD OF TRAVEL FOR EACH TRIP, KEEPING IN MIND THE FOLLOWING:

1. THE NATURE OF THE BUSINESS.
2. THE MOST EFFICIENT AND ECONOMICAL MEANS OF TRAVEL (CONSIDERING TIME OF THE TRAVELER, COST OF TRANSPORTATION, AND PER DIEM OR SUBSISTENCE REQUIRED).
3. THE NUMBER OF PERSONS MAKING THE TRIP AND THE AMOUNT OF EQUIPMENT OR MATERIAL TO BE TRANSPORTED.

APPROVED AS OFFICIAL COUNTY BUSINESS TO BE CHARGED AGAINST COST CENTER #_____ ACCOUNT #_____

_____
AGENCY HEAD

I do hereby certify that the attached invoices are correct; the goods or services have been properly received by the County; the expenditures are in compliance with any applicable laws or grant restrictions; that adequate budget appropriations are available; the expenditures are just, reasonable and necessary for operations of the appropriate department; and that the invoices are due and unpaid

_____
TRAVELER*

_____
TITLE

*The traveler must sign for advanced travel payments and final travel reimbursement request

ADMIN\BUDGET\TRAVEL AUTHORIZATION 2000.WB3

Revised 3/21/2000

SECTION I:	**POLICIES AND PROCEDURES RELATING TO THE COMMISSIONERS, THE BOARD OF COUNTY COMMISSIONERS MEETINGS AND GENERAL ADMINISTRATION**
POLICY NUMBER:	**C.5**
TITLE:	**PERSONAL USE OF COUNTY-OWNED VEHICLES**
ADOPTED:	**Adopted December 19, 1995; Amended: December 18, 1986; Amended: October 21, 1999**
EFFECTIVE:	**October 21, 1999**

POLICY PROHIBITING PERSONAL USE OF COUNTY OWNED VEHICLES

Personal use of County owned vehicles is prohibited. Further, County owned vehicles will not be utilized to transport individuals who are not County employees, except when done in conjunction with County business. Specifically, the only passengers allowed in County vehicles, on any occasion, are those associated with, i.e., employees of, the County; exception: contractors and consultants who are on authorized public business. Waivers to this policy will only be granted by the County Administrator.

All persons driving a County vehicle must have an acceptable driver's license check on file. Contract employees, where used and authorized to drive County vehicles, must have a clean driving record as evidenced by a driver's license check.

For information:

A non-control employee may elect either of two different methods for determining the amount of compensation this vehicle has accrued to his personal income:

1. A "special rule" which allows an employee to report $3 per commuting day for compensation; or

2. The employee can use a worksheet to determine the amount which must be reported as compensation.

A control employee is limited to the second option. The definition of a control employee is defined as an elected official or a state or local employee who is appointed by an Executive Officer and confirmed by a Legislative Body. In order for all non-control employees to be able to use the "special rule" as noted above, the employer must have a written policy statement that prohibits personal use of the vehicle except for commuting.

Based on the "special rule" of $3 per commuting day, the average cost to the employee and employer for social security taxes will be approximately $49 each. This is computed on 260 working days in a year less 28 days for holidays, annual leave, and sick leave for a net of 232 days. (SEE ADDITIONAL INFORMATION APPROVED BY THE BCC ON 12/18/86)

Joe A. Flowers, Comptroller
Escambia County
Phone 436-5711 P.O. Box 1111 Pensacola, Fl 32595

MEMORANDUM

To: Board of County Commissioners

From: Joe A. Flowers, Comptroller

Subject: Explanation of Policy Prohibiting Use of County Owned Vehicles

Date: December 17, 1986

Recommendation: That the Board adopt as an attachment to its existing policy adopted December 19, 1985, prohibiting personal use of County owned vehicles, a letter dated December 9, 1985, issued by Saltmarsh, Cleveland and Gund to its clients explaining the Internal Revenue Service regulations relating to the taxation of employee fringe benefits, particularly the rules relating to the taxability of employer provided automobiles.

Enclosure

APPROVED BY BCC: 12/18/86

has not been entered
on Computer

J.B.

SALTMARSH, CLEAVELAND & GUND

CERTIFIED PUBLIC ACCOUNTANTS

CHARLES F. GUND
HAROLD C. GORDON
DON F. WILLIS
FRANK P. SALATHE
JOHN A. ARNOLD
CHRIS A. JOHNSON, JR.
THOMAS C. TOLBERT
BEN A. STEVENS, JR.
MILTON E. CLARK
TED G. GUND
ALBERT B. BUTLER
MICHAEL F. FRICK
JIM L. GARNER
DAVID C. TIPTON

NATHAN G. BOTTS
HAROLD B. HUTTO, JR.
DOUGLAS R. JOHNSON
JERRY R. MARLER
JAMES H. SPEED
KATHLEEN HARRIS

STANLEY B. DILLARD
RONALD E. JACKSON
MICHAEL A. SCOTT
HELEN R. BOONE
HAROLD L. MAJOR
CHARLES F. GUND, JR.
THOMAS M. ADKINS

Post Office Box 12523
Pensacola, Florida 32573

December 9, 1985

MEMBERS
FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

The Internal Revenue Service has finally issued regulations relating to the taxatio of employee fringe benefits. We know you are interested in details of these regulations which may affect you, particularly the rules relating to the taxability of employer provided automobiles, and this letter will deal specifically with the automobile issue. A letter outlining in general terms other areas of taxable fringe benefits which may affec you will be mailed to you later.

The rule relating to the use of a employer provided automobile by control employees is:

1. An individual in this category must use fair rental value to determine the dollar amount for the personal use of the automobile, and the amount of th personal use is included as income on his personal income tax return. (A control employee is defined as an elected official or a State or Local employee who is appointed by an executive officer and confirmed by a Legislative body).

I have enclosed a worksheet to assist each person in this category to determine the amou which must be included in his compensation.

Employees, other than control employees can elect to use either of the following two methods.

1. A "Special Rule" which allows the employee to report $3.00 per commuting da as compensation, or

2. The employee can use the attached worksheet to determine the amount which must be reported as compensation.

Naturally, the method which would provide the lesser tax liability should be used, however, it is much simpler to impute $3.00 per day than to maintain the records necessar to properly complete the worksheet we have provided.

In order to use the "Special Rule" noted above, the employer must have a written policy statement that prohibits personal use of the automobile except for commuting. Having this written policy will exempt all employees who are not control employees from the recordkeeping requirements on employer-provided automobiles. In order for the policy to meet the Internal Revenue Service guidelines, all of the following conditions must be met.

PENSACOLA, FLORIDA 32573
P O BOX 12523
(904) 434-1361

PANAMA CITY, FLORIDA 32402
P O BOX 327
(904) 769-6491

FORT WALTON BEACH, FLORIDA 32549
P O BOX 648
(904) 243-6713

DESTIN, FLORIDA 32541
737 HIGHWAY 98 EAST
(904) 837-7080

1. The vehicle be owned or leased by the employer and be provided to one or more employees for use in connection with the employer's business and be used in the employer's business.

2. The employer requires the employee to commute to and/or from work in the vehicle, and has bonafide, non-compensatory business reasons for doing so.

3. The employer establishes a written policy under which the employee may not use the vehicle for personal purposes, other than commuting or de minimus personal use.

4. The employer reasonably believes that, except for de minimus use, the employee does not use the vehicle for any personal purposes except commuting.

5. The employer accounts for the commuting use by including an appropriate amount, as specified in the regulations, in the employee's gross income.

6. There must be evidence that would enable the IRS to determine whether the use of the vehicle met the five preceding conditions.

Item 5 above is of special importance because the value of the commuting miles must be included in the employee's W-2, and reported on Form 941 on either a quarterly, semi-annual or annual basis. Social security tax must be withheld on the value of the commuting miles, while income tax withholding is optional for the employee.

There are numerous vehicles which are described as "qualified non-personal use vehicles" and are exempt from record substantiation rules and taxation. They are as follows:

1. Marked law enforcement vehicles

2. Unmarked law enforcement vehicles (if there is officially authorized and they are operated by a law enforcement office or arson investigation who is a full time employee, authorized to carry a fire arm, execute search warrants, and make arrests.

3. Marked fire vehicles that have painted insignia or purpose marking

4. Ambulance

5. Passenger buses (over 19 passenger capacity)

6. School Buses

7. Specialized utility trucks (other than van or pick-up truck)

8. Garbage trucks

These exclusions are not all inclusive but act as a guide in determining exempt vehicle under the registration.

There are complicated rules on how an employer can treat these fringe benefits provided to employees, particularly for reporting and withholding purposes. We have attempted to summarize these in the following paragraphs.

An employer can elect not to withhold income taxes on the value of an employee's pe sonal use of an employer-provided highway motor vehicle. He can make this election for some or all employees. He makes the election by 1) notifying the affected employee in writing that the election has been made, and 2) including the amount of the benefit on a timely furnished Form W-2. For 1986 and later years the notice must be provided by the later of January 31 of the year or 30 days after the employee has been provided the auto IRS need not be notified of the election. For the year 1985, the employer should notify the employee as soon as possible whether he intends to withhold income tax or not.

In either event, the employer must withhold the applicable social security taxes wi respect to such benefits. For 1985 these fringe benefits should be reported on Form W-2 Wage and Tax Statement, by including the value of the benefit in Box 10, "Wages, Tips an Other Compensation", and box 13, "Social Security Wages". * Interestingly, amounts paid t employees in the form of an automobile allowance are subject to Federal income tax and a includable in Block 10 of the Form W-2. However, these payments are not subject to soci security tax.

It is apparent from the regulations that the IRS expects you to deduct social security taxes for the entire value of the benefit from the final paychecks of the indivi dual for 1985. (Example: If an employee receives an auto fringe benefit with a value of $ 3,000.00 for 1985, the additional FICA tax withheld on that employee's last paycheck would be $ 211.50 ($ 3,000.00 x .0705%).

A special transitional rule has been established to soften the impact of this regula tion. The employer may elect to treat fringe benefits the employee receives during the last two months of 1985 as paid in 1986. This special accounting rule, while having the appearance of softening the tax impact in the first year, appears to be an administrative nightmare which should be avoided. Also, there are a number of limiting regulations relating to this rule, and if you would like more information on this tax deferral method please call me.

Congress and IRS, with these laws and regulations, have created a very complex situation. We, as your accounting firm, will assist you in complying with these laws in way most economical to you.

Sincerely,

PARTNER

SECTION I

Part C.6 INDUSTRIAL DEVELOPMENT BOND ISSUES

Application for the issuance of a Letter of Inducement shall be made in writing by the Company to the County Administrator, and shall include the following information:

(1) Company name, parent company name, names of principal operating officers, business address, and telephone number.

(2) A description of the company, its history and operations, including the state(s) of incorporation.

(3) A description of the proposed project, including its location and function.

(4) A specific amount in U.S. dollars of the proposed IRBs.

(5) A statement regarding the intended use of bond proceeds with regard to land acquisition, construction, engineering/architectural fees, machinery and equipment, legal/financial fees.

(6) A statement indicating the applicant's estimate of company performance as a result of new investment made possible by IRBs, including new employment or existing employment to be preserved.

(7) A statement indicating the proposed security for the bonds.

(8) A statement as to the project's compliance with applicable federal, state and local statutes to the effect that interest on the bonds will be exempt from federal income taxation, together with an opinion of the Company's general counsel as to the project's compliance with all other applicable laws, ordinances, and regulations. This opinion should also note by which definition in the Florida Industrial Development Financing Act the project intends to quality; ie. "tourism facility", "commercial project in a slum or blighted area", agricultural processing or storage", etc.

(9) Economic and environmental impact of the project upon Escambia County and the municipality, if any, in which the project is to be located, together with letters from the appropriate authorities giving evidence of the availability of all necessary utilities and other required public services.

(10) Audited financial statements for the company for the preceding three (3) years or for such period as may be required. In the event of new companies and/or applicants without financial data, a letter of commitment from a recognized bank and/or underwriter may be accepted in lieu of audited financial statements.

continued-

SECTION I

Part C.6

(11) The names and addresses of the attorney and CPA who presently represent the company.

(12) Payment of non-refundable fee in the amount of $1,500 covering County administrative review fees and expenses related to the inducement. Upon issuance of the bonds, this review fee will be credited toward the financing fee.

(13) A statement as that the applicant agrees to pay the fees and charges set forth in this application.

THE COUNTY ADMINISTRATOR MUST HAVE THE INITIAL APPLICATION (OR FINAL DOCUMENTATION) AT LEAST FOURTEEN CALENDAR DAYS PRIOR TO THE REGULAR FINANCE COMMITTEE MEETING. ALL INFORMATION AS NOTED ABOVE MUST BE SUBMITTED IN ITS ENTIRETY PRIOR TO THE DEADLINE SET FORTH HEREIN OR THE REQUEST WILL BE AGENDAED FOR THAT MONTH'S COMMITTEE MEETING. ALL APPLICANTS ARE ADVISED TO CONSIDER THIS TIME FRAME WHEN PLANNING.

continued-

SECTION I

Part C.6

APPLICATION REVIEW

Ten complete copies of the company's application must be submitted to the County Administrator at least two weeks prior to the Finance Committee meeting to consider the application. Copies of the application will be furnished by the County Administrator to each Finance Committee member, the County Attorney, the County's Bond Counsel, the County's Financial Advisor and the Comptroller.

After deliberation, the Board may, if it decides that the project is sound and will benefit the County and State and its residents, adopt a preliminary official action resolution to authorize the Chairman to sign a Letter of Inducement or Memorandum of Agreement between the Board and the applicant specifying the terms under which the Board will issue its IRBs to finance the project for the applicant. This Memorandum of Agreement will remain in effect for one year unless specifically authorized by the Board for a longer term.

Conversely, the Board may decide that it requires additional information prior to a final determination and may instruct the company as to its requirements, or the Board may decline to consider the application further and suggest that the applicant seek alternative sources of financing.

Applicants are cautioned that any expenditure made prior to the Board's adoption of the initial resolution indicating the Board's intention to issue the proposed bonds may be disallowed as a cost which may be financed or reimbursed out of bond proceeds, according to applicable Treasury regulations.

TEFRA HEARING

Applicants are advised that certain private activity bonds must be approved at a public hearing conducted by the Board of County Commissioners or its designee. Applicants shall be responsible for scheduling any required public hearing. Applicant shall furnish the form of Notice of Public Hearing, along with the publication fee for the Pensacola News Journal, to the County Attorney not less than 21 days prior to the date for the Public Hearing. Applicant shall assure that a representative of the applicant knowledgeable about the proposed project and the proposed bonds will attend the Public Hearing to answer questions.

FINAL DOCUMENTATION REVIEW

After all placement information has been obtained, the applicant and its attorney will appear again before the Board and/or Finance Committee and final review and approval of the completed bond documents will occur at a subsequent meeting. Bond Counsel for the County will prepare all documents to which the County will be a party, other than the Bond Purchase Agreement. Requests for final documentation must be made at least ten days prior to the regular monthly

continued-

SECTION I

Part C.6

meeting, and within one year of the date of issuance of the initial Memorandum Agreement. Again, all documentation, as required in final form, must be received by the County Administrator prior to the deadline. Any revision thereto which cause a non-compliance with the time restrictions imposed, unless specifically requested by the Board, will result in a deferment until the following month.

The County reserves the right to decline to approve any proposed bonds at any time prior to the issuance thereof.

continued-

SECTION I

Part C.6

ISSUANCE COSTS

Issuance costs typically include bond counsel fees, local counsel fees, underwriting discounts or financial commitment fees, issuing agency financing fee and if required, bond and official statement printing costs, trustee fees, title insurance, documentary stamp, intangible taxes and other miscellaneous expenses. In general bond issuance costs are eligible as part of the revenue bond issue, subject to certain maximum limits not exceeding 2% of the bond proceeds. Costs not paid from bond proceeds must be paid by the Applicant at the time the bonds are issued.

All such fees are paid by the company using the facilities financed. These fees include:

(1) Bond Counsel Fee: fees and expenses of the County's Bond Counsel in accordance with the County's contract with Bond Counsel.

(2) Financial Advisor Fee: fees and expenses of the County's Financial Advisor in accordance with the County's contract with Financial Advisor.

(3) Financial Commitment or Underwriting Fees: as negotiated by applicant.

(4) Filing Fees: A standard, non-refundable fee of $1,500 will be charged by the County administrative review. Should inordinate costs occur such as travel, express mailing or extended review costs, etc., applicant will be responsible for their payment.

(5) A financing fee charged by the County for the issuance of the bonds and services of the County Attorney, payable at the time the bonds are issued, in the amount of up to one-half of one percent of the amount of bonds issued, not to exceed $20,000 per issue. Credit will be given toward this amount for the application fee paid under (3) above.

(6) Other: Other fees, if required, vary considerably and should be determined on an individual basis.

SALE OF BONDS

The action of the Board in entering into a Memorandum of Agreement with the applicant for the issuance of IRBs should not be construed as indicating the marketability of the bonds, but rather, that the Board will issue its bonds only if a willing and qualified purchaser can be found by the Company and upon the execution of bond sale documents mutually agreeable to all parties.

continued-

SECTION I

Part C.6

The obligation for repayment of IRBs rests solely with the applicant, and neither the Board, the County, the State, nor any municipality therein is responsible for their repayment or any associated expense. Accordingly, it is the Board's policy that, subject to the conditions contained herein or as my be adopted at a later date, the manner in which the bonds may be sold, so long as complying with all applicable federal and state laws, shall be the prerogative of the applicant.

The Board does not require any particular investor, financial institution or investment banker be used in the sale of the Board's IRBs, provided that the applicants's selection is deemed responsible by the Board, and is duly authorized to perform any such services in accordance with requirements Florida Law.

NOTE: The Board does require notification after the sale of the bonds as to the total amount actually sold, term of the bonds, date of sale, interest rate and if the bonds have been sold through a negotiated sale, the purchaser. This information shall be received by the Board not later than ten days after she sale of he bonds, and should be directed to the attention of the County Attorney.

The Board reserves the right to waive any of the aforesaid)Policies and Procedures upon good cause shown by Board personnel or by any party to the proposed issue.

(Adopted June 22, 1993)

SECTION I

C. 6 POLICY CONCERNING ALL INDUSTRIAL DEVELOPMENT REVENUE BONDS OR SIMILAR BOND ISSUES (CONDUIT FINANCING)

The Board of County Commissioners adopted a policy concerning all Industrial Development Revenue Bonds or similar bond issues (conduit financing) which would require:

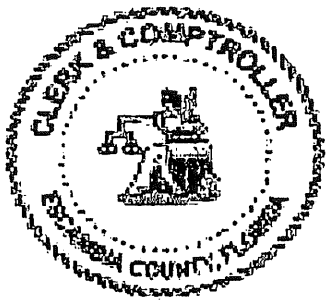
A. That the County's Bond Counsel review **all** bond issues prior to approval by the Board of County Commissioners;

B. That **all** bond issues be reviewed from a County perspective by the County Administrator and his staff; and

C. That the issuer of the bonds pay the cost of such a review.

Adopted: 1/14/97

Escambia County, Florida
Investment Policy



Adopted on: January 21, 2010
Escambia County, Florida Investment Policy

Escambia County, Florida Investment Policy

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ATTACHMENTS: A. Glossary of Cash and Investment Management Terms

Escambia County, Florida
Investment Policy

I. PURPOSE

The purpose of this policy is to set forth the investment objectives and parameters for the management of public funds of Escambia County Board of County Commissioners, Florida (hereinafter "County"). These policies are designed to safeguard the County's funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

II. SCOPE

In accordance with Section 218.415, Florida Statues, this investment policy applies to all cash and investments held or controlled by the County including the County's funds related to the issuance of debt . Any future revenues, which have statutory investment requirements conflicting with this Investment Policy and funds held or controlled by Federal or State agencies (e.g., Department of Revenue), are not subject to the provisions of this policy.

III. INVESTMENT OBJECTIVES

Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

From time to time, securities may be traded for other similar securities to improve yield, maturity or credit risk. For these transactions, a loss may be incurred for accounting purposes, provided any of the following occurs with respect to the replacement security:

A. Yield has been increased, or
B. Maturity has been adjusted in anticipation of interest rate changes; or
C. Quality of the investment has been improved.

Maintenance of Liquidity

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodical cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

Return on Investment

Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

IV. DELEGATION OF AUTHORITY

As designated by the Board of County Commissioners the responsibility for providing oversight in regards to the management of the investment program resides with Escambia County's Clerk and Comptroller (Clerk). If the portfolio is split between a short term and long term core investment program, the Clerk may utilize the services of an Investment Advisor to manage the long term portion who must be registered under the Investment Advisor/s Act of 1940. The Clerk or designee will be responsible for the transferring of appropriate funds to affect investment transactions for the long-term core investment program. The Clerk's Finance Department will be responsible for the investment of operating funds, operating reserves funds, and bond proceeds.

V. STANDARDS OF PRUDENCE

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the Investment Advisory Committee and Board of County Commissioners in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:

> Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the Prudent Person standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

VI. ETHICS AND CONFLICTS OF INTEREST

Employees and members of the Investment Advisory Committee 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. Also, employees or members of the Investment Advisory Committee involved in the investment process shall disclose to the Investment Committee any material financial interests in financial institutions that conduct business with the County, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the County's investment program.

VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES

The Clerk or designee shall establish a system of internal controls and operational procedures that are in writing and made a part of the County's finances operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery-vs-payment" procedures. No person may engage in an investment transaction except as authorized under the terms of this policy.

Independent auditors as a normal part of the annual financial audit to the County shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

VIII. CONTINUING EDUCATION

The Clerk or designee shall annually complete 8 hours of continuing education in subjects or course of study related to investment practices and products.

IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

The Finance Director or designee and/or the County's Investment Advisor/s shall only purchase securities from Qualified Financial Institutions and investment institutions which are designated as Primary Securities Dealers by the Federal Reserve Bank of New York. The Clerk or designee and/or the County's Investment Advisor/s shall only enter into repurchase agreements with financial institutions that are Qualified Institutions and Primary Securities Dealers as designated by the Federal Reserve Bank of New York. The Clerk or designee and/or the County's Investment Advisor/s shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes and only firms meeting the following requirements will be eligible to serve as Qualified Institutions:

1) Regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
2) Capital of no less than $10,000,000;
3) Registered as a dealer under the Securities Exchange Act of 1934;
4) Member of the National Association of Dealers (NASD);
5) Registered to sell securities in Florida;
6) The firm and assigned broker have been engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years.
7) Public Depositories qualified by the Treasurer of the State of Florida, in accordance with Chapter 280, Florida Statutes.

All brokers, dealers and other financial institutions deemed to be Qualified Institutions shall be provided with current copies of the County's Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the County transacts business.

X. MATURITY AND LIQUIDITY REQUIREMENTS

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements.

Operating Funds

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than twelve (12) months.

Core Funds

Investments of reserves, project funds, debt proceeds and other non-operating funds ("core funds") shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed five (5) years and the average duration of the funds as a whole may not exceed three (3) years.

The maturities of the underlying securities of a repurchase agreement will follow the requirements of the master repurchase agreement.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

After the Clerk or designee and/or the County's Investment Advisor/s has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) qualified banks and/or approved broker/dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased/sold utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

A. Telerate Information System

B. Bloomberg Information Systems

C. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing

D. Daily market pricing provided by the County's custodian or their correspondent institutions

Examples of when this method may be used include:

A. When time constraints due to unusual circumstances preclude the use of the competitive bidding process

B. When no active market exists for the issue being traded due to the age or depth of the issue

C. When a security is unique to a single dealer, for example, a private placement

D. When the transaction involves new issues or issues in the "when issued" market

Overnight sweep investment instruments will not be bid, but may be placed with the County's depository bank relating to the demand account for which the investment instrument was purchased.

When all other factors are equal, qualified public depositories having a physical presence within Escambia County will be given preference in order to enable the banks in Escambia County the opportunity to enhance the economics of the local area.

XII. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the County's needs change. County Bureaus are responsible for updating cash flow projections and expenditure projections over $100,000 and for providing this information to the Clerk or designee on a quarterly basis or as needed. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Clerk or designee and/or the County's Investment Advisor/s may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the County's custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the County. Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the Clerk and/or Investment Advisory Committee. The Clerk and/or the Investment Advisory Committee, and/or County's Investment Advisor/s shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies.

Diversification limits outlined below may be temporarily exceeded at the Clerk's discretion when general economic conditions warrant such departure. Exceeding percentage limits due to changes in portfolio balance will not require liquidation of any asset, but will restrict further investing. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment. Investments not listed in this policy are prohibited.

The following requirements do not apply to funds derived from the sale of debt:

A. United States Government Securities

1. Purchase Authorization

Negotiable direct obligations or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:

Cash Management Bills
Treasury Securities – State and Local Government Series ("SLGS")
Treasury Bills
Treasury Notes
Treasury Bonds
Treasury Strips

2. Portfolio Composition

A maximum of 100% of available funds may be invested in the United States Government Securities with the exception of Treasury Strips are limited to 10% of available funds.

3. Maturity Limitations

The maximum length to maturity of any direct investment in the United States Government Securities is five (5) years from the date of purchase.

B. United States Government Agencies

1. Purchase Authorization

Bonds, debentures, notes or callables issued or guaranteed by the United States Governments agencies, provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to the following:

United States Export – Import Bank
-Direct obligations or fully guaranteed certificates of beneficial ownership
Farmer Home Administration
-Certificates of beneficial ownership
Federal Financing Bank
-Discount notes, notes and bonds
Federal Housing Administration Debentures
Government National Mortgage Association (GNMA)
-GNMA guaranteed mortgage-backed bonds
-GNMA guaranteed pass-through obligations
General Services Administration

United States Maritime Administration Guaranteed
-Title XI Financing
New Communities Debentures
-United States Government guaranteed debentures
United States Public Housing Notes and Bonds
-United States Government guaranteed public housing notes and bonds
United States Department of Housing and Urban Development
-Project notes and local authority bonds

2. Portfolio Composition

A maximum of 50% of available funds may be invested in United States Government agencies.

3. Limits on Individual Issuers

A maximum of 10% of available funds may be invested in individual United States Government agencies.

4. Maturity Limitations

The maximum length to maturity for an investment in any United States Government agency security is five (5) years from the date of purchase.

C. Federal Instrumentalities (United States Government sponsored agencies)

1. Purchase Authorization

Bonds, debentures, notes or callables issued or guaranteed by United States Government sponsored agencies (Federal Instrumentalities), which are non-full faith and credit agencies. These are limited to the following:

Federal Farm Credit Bank (FFCB)
Federal Home Loan Bank or its County banks (FHLB)
Federal National Mortgage Association (FNMA)
Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal -Home Loan Mortgage Corporation participation certificates

2. Portfolio Composition

A maximum of 100% of available funds may be invested in Federal Instrumentalities.

3. Limits on Individual Issuers

A maximum of 25% of available funds may be invested in any one issuer.

4. Maturity Limitations

The maximum length to maturity for an investment in any Federal Instrumentality security is five (5) years from the date of purchase.

D. Interest Bearing Time Deposit or Saving Accounts

1. Purchase Authorization

Non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes. Additionally, the bank shall not be listed with any recognized credit watch information service.

2. Portfolio Composition

A maximum of 20% of available funds may be invested in non-negotiable interest bearing time certificates of deposit.

3. Limits on Individual Issuers

A maximum of 10% of available funds may be deposited with any one issuer.

4. The maximum maturity on any certificate shall be no greater than one (1) year from the date of purchase.

E. Repurchase Agreements

1. Purchase Authorization

a. Repurchase agreements composed of only those investments authorized in Section XII.B, C, and D. All firms are required to sign the County's Master Repurchase Agreement prior to the execution of a repurchase agreement transaction.

b. A third party custodian with whom the County has a current custodial agreement shall hold the collateral for all repurchase agreements with a term longer than one (1) business day. A clearly marked receipt that shows evidence of ownership must be supplied to the Clerk or designee and retained.

c. Securities authorized for collateral must have maturities less than ten (10) years and with market value for the principal and accrued interest of 102 percent of the value and for the term of the repurchase agreement. Immaterial short-term deviations from 102 percent requirement are permissible only upon the approval of the Clerk or designee and/or the County's Investment Advisor/s.

d. The overnight sweep arrangement shall adhere to the agreement between the County and the County's depository bank.

2. Portfolio Composition

A maximum of 20% of available funds may be invested in repurchase agreements excluding one (1)-business day agreements and overnight sweep agreements.

3. Limits on Individual Issuers

A maximum of 10% of available funds may be invested with any one institution excluding one (1)-business day agreements and overnight sweep agreements.

4. Limits on Maturities

The maximum length to maturity of any repurchase agreement is 90 days from the date of purchase.

F. Commercial Paper

1. Purchase Authorization

Commercial paper of any United States company that is rated, at the time or purchase, "Prime-1" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). In addition, corporate obligations allowed are corporate obligations issued by financial institutions that participate in the FDIC's Temporary Liquidity Guarantee Program and are fully insured by the FDIC and are guaranteed by the full faith and credit of the United States Government.

2. Portfolio Composition

A maximum of 25% of available funds may be directly invested in prime commercial paper.

3. Limits on Individual Issuers

A maximum of 5% of available funds may be invested with any one issuer.

4. Maturity Limitations

The maximum length to maturity for prime commercial paper shall be 270 days from the date of purchase.

G. Corporate Notes

1. Purchase Authorization

Corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long term debt rating, at the time or purchase, at a minimum "Aa" by Moody's and a minimum long term debt rating of "AA" by Standard & Poor's. In addition, corporate obligations allowed are corporate obligations issued by financial institutions that participate in the FDIC's Temporary Liquidity Guarantee Program and are fully insured by the FDIC and are guaranteed by the full faith and credit of the United States Government.

2. Portfolio Composition

A maximum of 20% of available funds may be directly invested in corporate notes.

3. Limits on Individual Issuers

A maximum of 5% of available funds may be invested with any one issuer.

4. Maturity Limitations

The maximum length to maturity for corporate notes shall be (3) three years from the date of purchase.

H. Banker's Acceptances

1. Purchase Authorization

Bankers' acceptances issued by a domestic bank or a federally chartered domestic office of a foreign bank, which are eligible for purchase by the Federal Reserve System, at the time or purchase, the short-term paper is rated, at a minimum, "P-1" by Moody's Investors Services and "A-1" Standard & Poor's.

2. Portfolio Composition

A maximum of 25% of available funds may be directly invested in Bankers' acceptances

3. Limits on Individual Issuers

A maximum of 5% of available funds may be invested with any one issuer.

4. Maturity Limitations

The maximum length to maturity for Bankers' acceptances shall be 180 days from the date of purchase.

I. State and/or Local Government Taxable and/or Tax-Exempt Debt

1. Purchase Authorization

State and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at least "Aa" by Moody's and "AA" by Standard & Poor's for long-term debt, or rated at least "MIG-2" by Moody's and "SP-2" by Standard & Poor's for short-term debt.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in taxable and tax-exempt General Obligation bonds.

A maximum of 10% of available funds may be invested in taxable and tax-exempt Revenue and Excise tax bonds of the various municipalities of the State of Florida, provided none of such securities have been in default within five (5) years prior to the date of purchase.

3. Maturity Limitations

A maximum length to maturity for an investment in any state or local government debt security is five (5) years from the date of purchase.

J. Registered Investment Companies (Money Market Mutual Funds)

1. Investment Authorization

Shares in open-end and no-load fund provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7, which stipulates that money market funds must have an average weighted maturity of 90 days or less. In addition, the share value of the money market funds must equal to $1.00.

2. Portfolio Composition

A maximum of 50% of available funds may be invested in money market funds.

3. Limits of Individual Issuers

A maximum of 25% of available funds may be invested with any one money market fund.

4. Rating Requirements

The money market funds shall be rated "AAAm" by Standard & Poor's or the equivalent by another rating agency.

5. Due Diligence Requirements

A thorough review of any money market fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Clerk or designee and/or the County's Investment Advisor/s that will contain a list of questions that covers the major aspects of any investment pool/fund.

K. Intergovernmental Investment Pool

1. Investment Authorization

Intergovernmental investment pools that are authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, Florida Statutes and provided that said funds contain no derivatives.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in intergovernmental investment pools.

3. Rating Requirements

The Intergovernmental Investment Pool shall be rated "AAAm" by Standard & Poor's or the equivalent by another rating agency.

4. Due Diligence Requirements

A thorough review of any investment pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Clerk or designee and/or the County's Investment Advisor/s that will contain a list of questions that covers the major aspects of any investment pool/fund.

XIII. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS

The County shall not invest in investment products. A "derivative" is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. Reverse repurchase agreements are not permitted by this policy.

XIV. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolios' performance, the County will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the County to measure its returns against other investors in the same markets.

A. The short-term investment portfolio shall be evaluated in comparison with the weighted average return (net book value rate of return) of the Standard & Poor's Local Government Investment Pool All 30 Day rate (LGIP30D). The Standard & Poor's LGIP30D represents Government Investment Pools that maintain a stable net asset value

of $1 per share with an average maturity of 30 days and is rated in Standard & Poor's two highest money market fund rating categories: "AAAm" and "AAm."

B. The long-term investment portfolio shall be designed with the annual objective of achieving a comparable return to the Merrill Lynch 1-3 Year Treasury Index. The Merrill Lynch 1-3 Year Treasury Index represents all U.S. Treasury securities maturing over one year, but less than three years. This maturity range is an appropriate benchmark based on the objectives of the County.

XV. REPORTING

A. Monthly, the Clerk shall prepare a list of the investments held in the portfolio. The distribution of this monthly report shall be to the County Commissioners, County Administrator, Budget Director, County Investment Advisory Committee Members and any other interested parties. The specific information in the report will include, but not be limited to, the following:

A. Name of security
B. Cost of security
C. Market value of security
D. Date of purchase
E. Maturity date
F. Coupon rate
G. Yield-to-maturity and/or yield-to-call
H. Name of security dealer or bank from whom it was purchased
I. Accrued interest, premium or discount on purchase
J. Actual portfolio diversification percentages
K. Actual dealer or financial institution participation percentages

Annually, the certified public accountants conducting the audit of the County pursuant to Florida Statute 11.45 shall report, as part of the audit, whether or not the County has complied with Florida Statute 218.415.

B. The County's Investment Advisor/s shall provide quarterly investment reports on the County's short-term and long-term core investments to the Investment Advisory Committee and Board of County Commissioners. Schedules in the quarterly report should include the following:

1. A listing of individual securities held at the end of the reporting period

2. Percentage of available funds represented by each investment type

3. Coupon, discount or earning rate

4. Average life or duration and final maturity of all investments

5. Par value and market value

C. Annual Investment Report

On an annual basis, the County's Investment Advisor/s shall submit to the Investment Committee and the Board of County Commissioners a written report on the long-term core investment funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value and the yield on each investment. The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB standards. Investment reports shall be available to the public.

D. Investment Advisory Committee Establishment

(a) The board of county commissioners has established a county investment advisory committee. The county investment advisory committee shall be composed of the Clerk or designee, the County Administrator or designee, two members appointed by the Board of County Commissioners, and one member appointed by the Clerk.

(b) The appointed members of the County Investment Advisory Committee shall not be employed by any office of the county government and shall be residents of the county. They shall have documented expertise in finance and investments. Appointees shall serve a term of three years and shall be subject to two reappointments. The first appointees shall serve staggered first terms of one, two and three years respectively. Appointed members of the county investment advisory committee may not engage in any private financial dealings with the county directly or indirectly related to the county's financial operations during their tenure on the committee and for a period of two year thereafter.

Duties

(a) It shall be the duty of the County Investment Advisory Committee to review and recommend changes regarding the investment practices of the county. The county investment advisory committee shall review the county's portfolio activity for compliance with the policies. The Investment Advisory Committee shall review investment policies and make recommendations to the Board of County Commissioners and the Clerk for amendments thereto, including:

1) Proposed investment objectives, policies and strategies;
2) Organization and conduct of the investment management function; and
3) Investment performance, as it relates to safety, liquidity and yield, to include the structure of portfolios and investment actions taken

(b) The Investment Advisory Committee shall meet at least quarterly and report to the Board and the Clerk as to the county's investment practices and performance and make recommendations for changes thereto.

(c) From time to time, any member of the Investment Advisory Committee may call a meeting of the full committee to discuss investment issues in order to ensure that objectives of the investment policy are understood and met.

XVI. THIRD-PARTY CUSTODIAL AGREEMENTS

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchase by, and all collateral obtained by the County should be properly designated as an asset of the County. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Clerk and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

Monthly, the custodian shall provide the Clerk or designee and/or the County's Investment Advisor/s with detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Only after receiving written authorization from the Clerk or designee shall authorized securities be delivered "free". Securities held as collateral shall be held free and clear of any liens.

XVII. RESERVATION OF AUTHORITY

The authority to issue and/or revise this policy is reserved for the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA

As adopted by the Board on January 21, 2010

Attachment
Glossary of Cash and Investment Management Terms

Agency - A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

Asked - The price at which securities are offered.

Average Life - The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund features is expected to be outstanding.

Bankers' Acceptance (BA) - A draft, bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Basis Point - A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

Bid - The indicated price at which a buyer is willing to purchase a security or commodity.

Book Value - The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Broker - A broker brings buyer and sellers together for a commission.

Certificate of Deposit (CD) - A time deposit with a specific maturity evidenced by a certificate. Large-denomination CDs are typically negotiable.

Collateralization - Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Commercial Paper - An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Convexity - A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Current Yield (Current Return) - A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

Dealer - A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery Versus Payment (DVP) - A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

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Glossary of Cash and Investment Management Terms

Derivatives - For hedging purposes, common derivatives are options, futures, swaps and swaptions. All Collateralized Mortgage Obligations ("CMOs") are derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities.

Derivative Security - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Diversification - A process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Federal Home Loan Banks (FHLB) - Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

Federal National Mortgage Association (FNMA) - FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Government National Mortgage Association (GNMA OR GINNIE MAE) - Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. The security holder is protected by full faith and credit of the U. S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Maes.

Government Securities - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

Attachment
Glossary of Cash and Investment Management Terms

Internal Controls - An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met.

The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

2. **Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.

3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.

7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Investment Company Act of 1940- Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Liquidity - An asset that can be converted easily and quickly into cash.

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Glossary of Cash and Investment Management Terms

Local Government Investment Pool (LGIP) - An investment by local governments in which their money is pooled as a method for managing local funds, (i.e., Florida State Board of Administration "SBA").

Long-Term Core Investment Program – Funds that are not needed within a one year period.

Mark-to-market - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value - Current market price of a security.

Master Repurchase Agreement - A written contract covering all future transactions between parties to repurchase—reverse repurchase agreement that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity".

Money Market - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

National Association of Securities Dealers (NASD) - A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

[(Total assets) - (Liabilities)] / (Number of shares outstanding)

Par - Face value or principal value of a bond, typically $1,000 per bond.

Portfolio - Collection of securities held by an investor.

Principal - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

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Glossary of Cash and Investment Management Terms

Qualified Public Depository - Per Florida Statute 280, means any bank, saving bank or savings association that:

(a) Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States;
(b) Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.
(c) Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 seq.
(d) Meets all requirements of F.S. 280
(e) Has been designed by the Treasurer as a qualified public depository.

Rate of Return - For fixed income securities (bonds and preferred stock), current yield, that is, the coupon or contractual dividend rate divided by the purchase price. For common stock, dividend yield, which is the annual dividend divided by the purchase price.

Repurchase Agreement (repo or RP) - An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo) - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Safekeeping - Holding of assets (e.g., securities) by a financial institution.

Structured Notes - Notes issued by government sponsored enterprises (FHLB, FNMA, SLMA, etc.) and corporations which have imbedded options (e.g. call features, step-up coupons, floating rate coupons, and derivative-based returns) into their debt structure. Their market performance is impacted by fluctuation of interest rates, the volatility of the imbedded options, and shifts in the shape of the yield curve.

Swap - Trading one asset for another.

Total Return - The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return

Treasury Bills - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of $10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes - Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from $1,000 to $1 million or more.

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Glossary of Cash and Investment Management Terms

Treasury Bonds - Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of $1,000. Currently, the longest outstanding maturity for such securities is 30 years.

Weighted Average Maturity (WAM) - The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

Yield - The current rate of return on an investment security generally expressed as a percentage of the security's current price.

Yield Curve - A graph showing the relationship at a single point in time between the available maturities of a security or similar securities with essentially identical credit risk and the yields that can be earned for each of those available maturities. A graphical depiction of the term structure of interest rates at any given point in time. Yield curves may be constructed for different instruments.

Yield-to-call (YTC) - The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date. Yield Curve - A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

Yield-to-maturity - The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero-coupon Securities - Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

Board of County Commissioners
Escambia County, Florida

Title:	County Commission Intern Program, Section I, Part C.8
Date Adopted:	June 2, 2015
Effective Date:	June 2, 2015
Reference:	
Policy Amended:	New Policy

As the budget permits, the Board may allocate to each County Commission District funds for the purpose of hiring one or more interns at a rate to be set at minimum wage or above, with individual intern pay to be determined by consultation between the recommending Commissioner and Administration. The program's funding is approved on an annual basis, although unpaid interns may be recommended by a Commission District Office at any time and regardless of budgetary approval. No paid intern may serve longer than the budgeted funds allow.

Each Commission District Office may recommend one or more interns to participate in this program by providing the necessary information as follows:

1. The County Commission District Aide shall fill out the "Request for Temporary Employment Service" Form posted on the Escambia County Home Page (copy attached).

2. The form is sent to the Assistant to the County Administrator who will review the classification, DBM, pay rate and worker's comp code and provide the Department's current purchase order number.

3. The request form and justification are routed to the County Commissioner for signature.

4. The signed form and justification are forwarded to Human Resources (HR). HR will review the information and contact the Commissioner's Aide and the Assistant to the County Administrator if there are questions or concerns. Once the request form is deemed complete and accurate, Human Resources will submit the request to the County's temporary employment contractor.

5. Once submitted to the temporary employment contractor, the requesting County Commissioner's Aide will advise the selected intern to contact the temporary employment contractor to fill out the appropriate paperwork.

6. The selected intern will report to the temporary employment contractor's office to fill out the appropriate paperwork and complete any required testing and driver's license check, etc.

7. Once processed and cleared, the intern begins work. Any intern serving in a County department other than a County Commission District Office shall work at the will of the

subject department head or manager. Interns serving in County Commission District Offices shall work at the will of the subject County Commissioner. In the event an intern is working in multiple offices or departments, any one department head or office manager can decide to exclude or decline the intern's services.

8. Any person recommended as an unpaid intern shall be processed through the County's volunteer program procedures.

D. 1. USE OF COUNTY BUILDINGS FOR POLITICAL MEETINGS

Political organizations, such as the Democratic or Republican Party may make use of County buildings as meeting places. However, County buildings are restricted from use by persons desiring to hold political meetings (or rallies) for a specific candidate for any office.

(adopted 8/19/76)

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D. 2. USE OF HEALTH DEPARTMENT AUDITORIUM

1. The auditorium shall be used at the discretion of the Health Officer or Business Manager of the Escambia County Health Department for various and sundry reasons as outlined in this policy.

2. The auditorium is to be made available whenever possible to meetings of a public hearing, open forum, meetings open to the public, meetings relating to health or any other meeting with a purpose of general interest to the citizens at large of Escambia County.

3. First priority in the use of the auditorium will be given to agents, employees, departments or offices of Escambia County, desiring to use the auditorium in pursuit of official business of Escambia County.

4. The auditorium is to be made available whenever possible for any governmental agency to conduct its official business, to any non-profit corporation to fulfill its obligation under its chapter or other special events as deemed in the best interest of Escambia County by the Board of County Commissioners, the County Administrator, the Health Officer of the Business Manager.

5. The auditorium will not be used for political rallies of any political meeting not bi-partisan.

6. Meetings will be scheduled whenever possible between the hours of 8:00 a.m. and 10:00 p.m., Monday thru Friday, when maintenance personnel are available to provide heat, lights, power, air conditioning and security.

7. Any agency other than a government entity will be charged a fee of $10.00 per hour for normal hours of 8:00 a.m. until 10:00 p.m., Monday thru Friday. The fee for hours other than normal work hours will be $15.00 per hour. Invoices will be submitted to the organization using the auditorium based on the hours used or any fraction thereof, by the Health Department and the organization should reimburse the Health Department within thirty days. Any holiday will be billed at $15.00 per hour or fraction thereof.

8. All fees collected shall be deposited to the Escambia County Health Unit Trust Fund to be used for the operation of the Health Department exclusively.

9. The Health Department shall develop an agreement form which is to be utilized in booking the auditorium.

(adopted 1/18/79)

Board of County Commissioners
Escambia County, Florida

Title:	Use and Fees for County Parks – Section I; D3.A-B
Date Adopted:	July 19, 2007
Effective Date:	July 19, 2007
Reference:	
Policy Superseded:	July 24, 2003, October 23, 1993, August 25, 1987, May 28, 1987

D. 3. USE AND FEES FOR COUNTY PARKS

A. PARKS - GENERAL

Parks may be reserved through the Department of Parks & Recreation, for picnics, birthday parties, company parties, athletic activities, Easter-egg hunts, etc. Reservations can be made by calling the Parks and Recreation Department at 850-475-5220. Fees for reserving County park facilities are as follows:

Type	Time	Fees ** Resident	Fees ** Non-Resident	Notes
Baseball/Softball Diamond	Per 4 hrs.	$25.00	$40.00	Lights - $30/1st hr; $15/hr. thereafter
Football Field	Per 4 hrs.	$25.00	$40.00	Lights - $30/1st hr; $15/hr. thereafter
Soccer Field	Per 4 hrs.	$25.00	$40.00	Lights - $30/1st hr; $15/hr. thereafter
Restrooms	Per 4 hrs.	$25.00	$40.00	
Concession Building	Per day	$25.00	$40.00	
Park Building	Per day	$25.00	$40.00	For Meetings or Storage
Field Preparation	Per event	$100.00	$125.00	
Field Touch-up	Per event	$50.00	$65.00	
Park Reservations				
Attachment "A"	Per day	$25.00	$50.00	1 – 99 individuals
	Per day	$50.00	$75.00	100 – 199 individuals
	Per day	$75.00	$100.00	200 – 299 individuals
	Per day	$150.00	$175.00	300 – 499 individuals
	Per day	$200.00	$225.00	500 + individuals
Cleaning/Damage		$25.00	same	Refundable Deposit
Non-resident Annual Pass			$10.00	Non-Resident participants League/Associations

**** Plus applicable sales tax**

1. SCHEDULING PROCEDURE

Dates are reserved on a "first come, first served" basis, with established annual events given priority if a conflict arises over dates. All reservation must be placed with the Escambia County Parks & Recreation Department in person, or by phone, but are not considered final until a "Park Reservation Application" has been completed

2. **CANCELLATIONS**

1. Minimum of thirty (30) days notice before scheduled event – No Charge
2. Less than thirty (30) days notice before schedule event – $25.00 Charge

NOTE: Cancellations must be made in person at the Escambia County Parks & Recreation Department, 1651 E. Nine Mile Road, Pensacola FL 32514.

All activities not specifically covered in this policy must comply with Escambia County Ordinance #97-15.

B. **ASHTON BROSNAHAM SPORTS COMPLEX**

1. Various fields, pavilions, rooms, or any combination of, may be reserved through the Parks and Recreation Department by calling 850-475-5220.

a. **SCHEDULING PROCEDURE**

Dates are reserved on a "first come, first served" basis, with established annual events and organizations given priority if a conflict arises over dates. All reservations must be placed with the Parks and Recreation Department, but are not considered final until a "Park Reservation Application" has been completed and confirmed.

b. **CANCELLATIONS**

1. Minimum of thirty (30) days notice before scheduled event – No Charge
2. Less than thirty (30) days notice before scheduled event - $25.00 Charge

2. NOTE: A copy of the non-profit corporation's official charter must be on file with the Parks & Recreation Department before any event may be scheduled by the organization and non-taxable status acknowledged.

3. All activities not specifically covered in this policy must comply with Escambia County Ordinance #97-15.

4. Charges for using the facilities are as follows

A. Stadium Field or International Field: includes the use of the field, bleachers, restrooms, scoreboard, and site supervision	$225.00/day
• Locker Rooms	$25.00/day
• Concession Stand	$25.00/day
• Press Box w/public address system	$25.00/day
• Multi-Purpose Room	$25.00/day
• Deposit for Field Rentals	$100.00/event

- Field Prep, includes field setup and the drawing of lines — $100.00/day needed
- Field Touch-Up — $50.00/event

B. Pavilion

1 – 99 individuals	$25.00/day
100 – 199 individuals	$50.00/day
200 – 299 individuals	$75.00/day
300 – 499 individuals	$150.00/day
500 + individuals	$200.00/day
Cleaning /Damage Deposit	$25.00/event (Refundable)

C. Team Fees (i.e. Adult Soccer and Adult Flag Football)

- Men, Women or Co-ed (8 weeks with 1 game per week) — $400.00/season
- Non-resident player fee (per player living outside of Escambia County) — $10.00/season

C. ADULT SOFTBALL AT JOHN R. JONES PARK

1. Field rental will be on a seasonal basis based on team and league participation. Fields may be reserved through the Parks and Recreation Department by calling 850-475-5220.

   a. **SCHEDULING PROCEDURE**

   Season dates and team spots are reserved on a "first come, first served" basis, with established annual events and organizations given priority if a conflict arises over dates. All reservations must be placed with the Parks and Recreation Department and confirmed before play commences.

2. Charges for using the facilities are as follows

   A. Team Fees

   - Men, Women or Co-ed (8 weeks with 2 games per week) — $450.00/season
   - Men, Women or Co-ed (10 weeks with 1 game per week) — $350.00/season
   - Non-resident player fee (per player living outside of Escambia County) — $10.00/season

NOTES: Escambia County is required by law, to charge current Florida sales tax on all fees. Sales tax shall be in addition to any fees.
Charges for the Arenas include the use of the Pavilion & bathrooms
Additional charges, other than those set by Escambia county are not permitted.
All stall fees shall be paid to Escambia County.
Stock pens shall not be used in lieu of stalls for horses.
A list of vendors must be provided to the Escambia County by the host organization prior to day of event

Board of County Commissioners
Escambia County, Florida

Title:	Lake Stone Campground Rules and Regulations – Section 1; D.3.D
Date Adopted:	July 19, 2007
Effective Date:	July 19, 2007
Reference:	
Policy Superseded:	March 4, 2004; November 4, 1999; and July 6, 1978

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1. Site selection is first come, first served. Reservations may be made for camping but not for specific campsites, up to 45 days in advance only with advanced payment. Length of stay is 14 days at prime sites (18-29) and 30 days at non-prime sites (1-17; 30-77). If campground is not full, a camper may renew his reservation at a non-prime site with permission from campground manager and/or Parks & Recreation Director. Renewal can be made no earlier than the last day of the current reservation. The Parks & Recreation Director, at his/her discretion, may facilitate the removal of disruptive campers, visitors and/or rule violators. The Director may also ban these disruptive campers, visitors and/or rule violators for up to one year.

2. Parking is not allowed on the main park road. Extra vehicles must be parked in parking area north of caretaker house.

3. No more than eight (8) registered campers per campsite. Additional campsites must be rented to accommodate larger groups of over 8 persons. Every effort will be made to place large groups adjacent to each other, but is not guaranteed. Groups over eight wanting to camp on the same site must pay full camp rate for each 8 campers.

4. Unoccupied recreational vehicles left in a campsite shall pay full daily rate. The maximum time allowed for any recreational vehicle unoccupied is 30 days. Campers must leave emergency numbers with the campground manager in order to leave a recreational vehicle unattended. At the end of 30 days or the days in which the camper is paid through, the recreational vehicle will be moved at the owners expense to a storage area near the campground manager's residence. Escambia County and the campground manager are not responsible for accidents or damage to any recreational vehicle.

5. Gathering of firewood is limited to wood found on the ground only. Campers are encouraged to bring their own firewood.

6. The period between 10:00 p.m. and 7:00 a.m. is designated as quiet time. All activities during this time shall be carried out with respect to others right to rest. Campers making too much noise or being otherwise disruptive during this time will be asked to leave the premises.

7. Washing vehicles in campground is strictly prohibited.

8. Pets are allowed but must remain under owners control and on a leash at all times. Violators will be asked to leave the campground or remove the animals from the camping area.

9. Showers are for registered campers only.

10. Sanitary dump is free to campers. Other users subject to $10.00 plus tax charge.

11. Camping is allowed in designated camping sites only. Litter barrels are provided and requested that the campers use them to help keep the campground clean.

12. Children 17 and under shall have an adult guardian on the premises at all times. Children under age 12 shall be accompanied by an adult while using the fishing pier. Bicycles are prohibited on the pier. Only registered campers, visitors, and day users are allowed to use the pier.

13. Boats must be launched from designated launching areas only. A boat launch is provided just east of the campground.

14. Fires must be within existing fire ring only.

15. Alcoholic beverages prohibited. See County Ordinance 97-15 Section 1-22-26 Sub 6.

16. Pavilion may be reserved up to one year in advance. A deposit of $50.00 must be received to hold the reservation. The $50.00 deposit will be returned if the facility is undamaged after use and made ready for the next use. The decision of the campground manager will be final.

17. Check out time is 10:00 a.m.

18. Gate is closed at 10:00 p.m. Day users shall exit at 10:00 p.m.

19. The campground manager is authorized one (1) non-water front camping space to be designated as a "Camp Host" site, to allow for extended stay at no charge for camping in return for assisting the manager with maintenance and management of the campground. The Recreation Division Manager, Escambia County Parks & Recreation Department, must approve the designated host.

20. Campsites must be kept clean and orderly. Units and other site structures must be cleaned.

21. Each individual is responsible for leaving the campground facilities in clean condition after use.

22. Storage of materials not normally associated with camping is prohibited. Items allowed should not detract from the overall appearance of the site. Campground manager and/or Parks & Recreation Department's Recreation Division Manager has authority to determine if item(s) need to be removed.

23. Tents are not to be used for storage, nor should they be left up when not being used for current overnight stay.

FEES AND CHARGES

Daily entrance fees	$1.00 (tax included) per person. Up to six (6) visitors per registered campsite may enter at no charge. Participants at a registered function at the pavilion may enter at no charge.
Camping fees	$13.00 per day, plus tax, for residents $15.00 per day, plus tax, for non-residents Price includes electricity and water hookups. $9.00 per day, plus tax for Senior Citizens (65 and older) and for campers with disabilities, for residents. $13.00 per day, plus tax, for Senior Citizens (65 or older) and for campers with disabilities, for non-residents Price includes electricity and water hookups. Proof of age and/or disability is required.
Pavilion Rental	$30.00 plus tax, per use, up to a full day, for residents $40.00 plus tax, per use, up to a full day, for non-residents $20.00 plus tax, per use, up to a full day, for users renting 10 or more campsites during use. $10.00 sanitary dump fee per use. $50.00 refundable cleaning deposit at the time of the reservation and/or use. (Pavilion must be made ready for the next user in order to be refunded).

Fee shall be set prior to each season, according to prevailing utility rates, and shall be maintained at a "breakeven" rate.

Practice fields shall be reserved by phone, no earlier than Monday of the week of desired date. A park permit will be issued allowing 1½ hr. of practice per team. Note: If a fee is required, permit shall not be issued until fee is paid. Fee will only be required in the event utilities are used.

Approved: July 6, 1978

4. POLICY CONCERNING PARKS AND PARK FUNDS ESTABLISHED PURSUANT TO THE SUBDIVISION REGULATION ORDINANCE

It is a policy of the Board of County Commissioners to:

a) Purchase property or establish new parks only when funding and/or operation and maintenance is identified;

b) Develop existing parks when a responsible group has made a satisfactory commitment to operate and maintain it;

c) Utilize available countywide park property purchase monies (those collected prior to 12/25/75) for additional boat ramps to be developed in conjunction with Boating Improvement Funds over the next four to six years in accordance with a priority listing to be established by the Board of County Commissioners as an adjunct to the existing group already approved;

d) Utilize available park funds (collected after 12/25/75) for programs within the district where collected for assistance in development of parks which have operation and maintenance identified;

e) Approve the concept of establishing, on an annual basis, an amount of funds to be utilized for developing parks where operation and maintenance by an approved group has been determined.

Approved: February 23, 1982

SECTION I

D. 5. COUNTY USE OF THE PENSACOLA CIVIC CENTER

The following shall apply to all requests for use of the Pensacola Civic Center facilities by County elected officials and departments under the purview of the Board of County Commissioners for official County functions.

1. Requests for use of the Civic Center facilities must be made in writing through the County Administrator.

2. Use shall be subject to availability. Meeting room assignments are subject to be changed at the discretion of Pensacola Civic Center staff.

3. Requests for use of meeting room(s) will not be considered earlier than thirty days, nor later than ten working days prior to date requested.

4. Lay-out for function set up must be provided Civic Center staff at least seven working days prior to the date requested. Set up will be provided by Civic Center staff.

5. All in-house equipment is available for use at events held at the facility. Equipment required, but not available at the facility, will be provided upon request at prevailing rates.

6. Labor charges will be billed for stagehand work required by arena use.

7. Requested food services will be billed at current rates. Food services must be paid by private means.

SECURITY LIGHTING - PARKS

A. Security lighting may be provided for the various County parks, with priority given to developed parks. All requests for security lighting for the various County parks shall be presented to the County Administrator, or his designee, for action.

The County Administrator, or his designee, shall have the responsibility for:

(1) determining the need for lights in the various parks, with input from the various citizen park committees, and
(2) approving the number of lights per park, and
(3) entering into contracts for the lighting, on behalf of the Board of County Commissioners.

The guidelines for the approval of lights shall be based on:

1. Neighborhood type parks, five (5) acres or less in size, shall be limited to a maximum of five (5) lights per park, subject to specific need, unless additional lights are approved by the Board of County Commissioners in a regular meeting.

2. Parks greater than five (5) acres, but no more than twelve (12) acres in size, shall be limited to a maximum of one (1) additional light per each two (2) acres for the additional acres over five (5), subject to specific need, with a maximum of eight (8) security lights per park, unless additional lights are approved by the Board of County Commissioners in a regular meeting.

3. Any park, greater that twelve (12) acres in size, requesting more than the maximum of eight (8) security lights, shall have a lighting plan prepared designating the specific locations, and the need for the proposed lighting, and upon approval by the County Administrator, be presented to the Board of County Commissioners, with a recommended number of lights, for their approval.

B. Funding for the park security lights shall be budgeted from the General Fund, only after all other possible funding sources are exhausted. Security lighting is provided, via contract, with the appropriate utility company, and is normally installed on a multi-year contract.

C. Funding for the security lights shall be guaranteed by the Board of County Commissioners only for the duration of the contract. Upon completion of the contract period, funding will be as budgeted by the Board of County Commissioners in their normal budgeting process. Continuation of funding for the individual park lighting shall be subject to budget approval, on a park by park basis.

WATER SERVICE - PARKS

A. Water service may be provided for the various County "Neighborhood" parks, with priority given to developed parks. All requests for water service for the Neighborhood parks shall be presented to the County Administrator, or his designee, for action.

The County Administrator, or his designee, shall have the responsibility for:

(1) determining the need for water at the various parks, with input from the various citizen park committees, and
(2) approving the installation of water service at each park, and
(3) entering into contracts for the installation of water, on behalf of the Board of County Commissioners.

The guidelines for the approval of installing water service at a park shall be based on the individual park and the needs of the park users, and:

A. an organized Homeowners' Association agreeing to accept responsibility for the monthly cost of the water. The utility company shall bill the Homeowners' Association directly, and shall treat the Homeowners' Association as an individual customer, with the County assuming no liability for the monthly costs of water service.

B. Funding for the park water service installation shall be budgeted from the General Fund, only after all other possible funding sources are exhausted. Installation of water service is a one-time cost, with the appropriate utility company.

C. This policy shall pertain only to the Neighborhood Parks, and shall not include "Regional" County Parks, that serve more than one neighborhood.

Board of County Commissioners
Escambia County, Florida

Title: Escambia County Equestrian Center Rules and Regulations- Section I; Part I.D8

Date Adopted: September 20, 2001
Effective Date: May 3, 2012, as amended
Reference:
Policy Amended: May 3, 2012; July 19, 2007; May 20, 2003; March 21, 2002

I. SCHEDULING, OPERATION & MAINTENTANCE

1. GENERAL

A. The Board of County Commissioner's (hereafter Commissioners) through the County Administrator and Director, Parks & Recreation Department schedule, operate and maintain the Escambia County Equestrian Center (hereafter Center).

B. The Commissioners delegate to the County Administrator responsibility for day-to-day scheduling, operation and maintenance of the Center. The County Administrator further delegates, through the Director, Parks & Recreation Department to the Equestrian Center Manager responsibility for day-to-day scheduling, operation and maintenance of the Center as appropriate.

C. The Equestrian Center Manager is responsible to the Director, Parks & Recreation Department for all activities and operations at the Center.

D. The Commissioners reserve the right to adjust or change the fee rates at any time to accommodate any special arrangements as need be.

2. SCHEDULING/CANCELLATIONS

A. Arenas, horse stalls, buildings, grounds, RV campsites, or any combination, may be scheduled through the Equestrian Center Manager, by calling (850) 941-6042, (850) 475-5220, FAX (850) 941-6046 or by email at equestrian@co.escambia.fl.us

B. Scheduling Procedure

Reserved dates are on a "first come-first served" basis with "established annual" events given priority if a conflict arises over dates. All reservations must be placed with the Equestrian Center Manager, in person, by telephone, FAX or email, but are not considered final until a FACILITY USE AGREEMENT (hereafter "Agreement") is completed and signed by all parties involved. The "Agreement will include, at a minimum, the following information:

- Official name of the organization
- Official address of the organization
- Day/Night telephone point of contact

- Name of officer/person making reservation
- Title of representative
- Representative Day/Night telephone point of contact
- Type of event(s) to be held
- Reservation date(s)
- Facilities requested
- General regulations for all activities
- Additional fees for concession services
- Insurance requirements
- Hold Harmless and Indemnification Provision
- Estimated rental charges for the facility
- Deposit amount and due date
- Signatures of all parties to the Agreement

C. Cancellations & Deposits

With a minimum of thirty (30) days notice of cancellation prior to the scheduled event, there is no charge to the Licensee. With less than thirty (30) days notice of cancellation prior to schedule event, there is a loss of deposit.

A scheduled event will not be considered officially cancelled until such time that the Equestrian Center Manager acknowledges the cancellation in writing. Cancellations may be made by telephone but a written notice must be received by the Equestrian Center Manager within five (5) working days after such telephone notification in order to be valid.

A cash deposit of twenty percent (20%) of the entire Licensee fee must be made at least thirty (30) days in advance as guarantee that the Licensee will comply with terms as set forth in the Agreement. This deposit shall be returned only at the discretion of the Board of County Commissioners and upon such reasonable terms and conditions, as it shall impose. In case of the Licensee's cancellation of the event, it shall be considered as part of the rental charges and be retained by the County. The Licensee shall settle its final bill with the County at the close of the event. Failure to do so shall result in the forfeiture of the Licensee's deposit.

3. FACILITY FEES

85,000 Sq.Ft. COVERED SHOW ARENA (seating for 4500)

Includes arena, grandstands, arena lights, public address/sound system, chutes, gates, daily setup, trash removal, restroom-dressing areas, announcer/judges booth, ticketing building, tractor and operator (2 Arena preparations within 1 hour of contracted time).

All Non-Spectator, Spectator and Sales/Auction Events

Full Day	6:00 a.m. to 1:00 a.m.	$350.00 (Mon-Thur) + Tax $400.00 (Fri-Sun) + Tax
Half Day	6:00 a.m. to 1:00 p.m.	$250.00 (Mon-Thur)+ Tax $300.00 (Fri-Sun)+ Tax
Half Day	1:00 p.m. to 8:00 p.m.	$250.00 (Mon-Thur) + Tax $300.00 (Fri-Sun) + Tax
Additional Hourly rate after 1:00 a.m.		50.00/hour
Hourly Rate: Sound/Lights Included		40.00/hour* * Only if Arena is not under contract + Applicable Sales Tax

For non-County residents, there is an additional $25.00 to all half day and full day facility fees and to the after 1:00 a.m. hourly rate.

OUTDOOR SHOW ARENAS (1 – 200'X300' AND 2 – 150' X 250' ARENAS)

Includes public address/sound system, daily setup, trash removal, restroom-dressing areas in covered arena, elevated announcer/judges stand, tractor and operator.

For all 3 arenas:

Full Day	6:00 a.m. to Sunset (Fri-Sun)	$200.00
Half Day	6:00 a.m. to 1:00 p.m., or 6 hours prior to sunset (Fri-Sun)	$100.00
Full Day	6:00 a.m. to Sunset (Mon-Thur)	$125.00
Half Day	6:00 a.m. to 1:00 p.m., or 6 hours prior to sunset (Mon-Thur)	$65.00 + Applicable Sales Tax

For 2 arenas:

Full Day	6:00 a.m. to Sunset (Fri-Sun)	$150.00
Half Day	6:00 a.m. to 1:00 p.m., or 6 hours prior to sunset (Fri-Sun)	$75.00
Full Day	6:00 a.m. to Sunset (Mon-Thur)	$100.00
Half Day	6:00 a.m. to 1:00 p.m., or 6 hours prior to sunset (Mon-Thur)	$50.00 + Applicable Sales Tax

For 1 arena:

Full Day	6:00 a.m. to Sunset (Fri-Sun)	$100.00
Half Day	6:00 a.m. to 1:00 p.m., or 6 hours prior to sunset (Fri-Sun)	$50.00
Full Day	6:00 a.m. to Sunset (Mon-Thur)	$65.00
Half Day	6:00 a.m. to 1:00 p.m., or 6 hours prior to sunset (Mon-Thur)	$35.00 + Applicable Sales Tax

Lights are an additional $25.00/hour for all of the outdoor arenas.

For non-County residents, there is an additional $25.00 to all half day and full day arena fees.

HORSE STALLS

200 12'x 12' wooden stalls with gilled sliding door front panels. Rental includes lights, water electrical hookups, horse wash area and free use of warm-up Rings.

1 Night	$17.00
2 Nights	$28.00
3 Nights	$39.00
4 Nights	$50.00
Weekly Rate (5-7 nights)	$65.00

GROUNDS FEE	$5.00/Day
CONCESSION BUILDING/VENDOR FEE	$150.00/Day (Spectator Event/Ticket Sales) $100.00/Day (Non Spectator Event) $100.00 Damage/Cleaning Deposit
ALCOHOL SALES* *Alcohol sales are only permitted with the express written permission of the County Administrator. See Section 4 General Regulations, Part O of this policy for further details.	$150.00/Day + Insurance, License, and Permit $100.00 Refundable Damage/Cleaning Deposit
RV HOOKUP	$18.00/night + tax (Includes water, electrical hookups and use of shower/restroom facilities)
RV DUMPER STATION	$10.00/Day + Tax
PORTABLE JUDGES' STAND	$25.00/Day + Tax
TICKETING BUILDING	$50.00/Day + Tax
ADDITIONAL DUMPSTERS	$100.00/Dumpster
YOUTH NON-PROFIT ORGANIZATIONS	Base Rate for all events. Gross sales on spectator or sale events are retained by the organization
TEMPORARY HORSE STALLS	Actual Rental Cost + 10% Markup
PARKING/ADMISSION	10% of Gross Revenue

ROLLER-DRIVEN ARENA PARKING PREP	$100.00/Event
STALL SHAVINGS	$7.00/cubic bale + Tax Bedding Available for Purchase on site
OUTSIDE VENDORS**	$50.00/Day (Includes Electrical Hook Up) $40.00/Day (without Electrical Hook Up) + Applicable Sales Tax
OUTSIDE CONCESSION VENDOR**	$75.00/Day (without Electricity) $100.00/Day (Includes Electricity) +Applicable Sales Tax

**Licensee responsible for collecting vendor fees

ADDITIONAL SERVICES (As Available):	
Tractor/Driver Outside of Normal Working Hrs	$40.00/hour
Employee Overtime (from 1:00a.m. to 6:00a.m.)	$30.00/hour/employee
Setup of Temporary Announcer's Platform	$35.00/event
Additional Cattle Panel Setup	$6.00/panel
Lift Station Use	$10.00/use

4. GENERAL REGULATIONS FOR ALL ACTIVITIES

A. Escambia County residents, groups or individuals, may use the Center's facilities, arenas (no lights) and facilities, for unorganized equestrian practice at no cost only when it does not interfere with the Center's programs.

B. Escambia County residents, groups or individuals, using the Center, arenas and facilities, for unorganized equestrian practice with Arena lights and sound systems will be charged the hourly rate for lights and sound, paid in advance to the Equestrian Center Manager.

C. Non-profit youth organizations hosting spectator events will be charged the standard daily facility rate. All gate receipts will be retained by the organization. A copy of the non-profit corporation's official charter must be on file with the Equestrian Center Manager before any event may be scheduled by the organization.

D. The Center retains all concessions, food and/or product sales. Parties leasing the Center and facilities do not carry the right to make any sales except through the concessionaire. NOTE: No donated or free food will be served on the grounds by organized groups or individuals without the consent of the Equestrian Center Manager. In the event that permission is granted, a 14 days notice shall be provided to the concessionaire under contract with the County.

E. At the discretion of the Commissioners, some events may be required to have security and/or police protection. Said protection shall be at the organization's expense and shall meet the prior approval of the Equestrian Center Manager.

F. Licensing organizations agree to operate as independent contractors and to hold the Board of County Commissioners free from any and all liabilities or obligations arising out of the event being conducted. It is specifically understood between leasing organizations and the County that the above statement shall be interpreted in a manner that will hold leasing organizations solely liable, to the exclusion of the County, for any liability on the part of the County in any situation whereby any participant, attendant, mechanic, steward, timing official, announcer, corner men, musician, singer, animal, handler, official, or any other person employed by or doing volunteer work for the leasing organization in the scheduled activity is injured by any other participant, attendant, mechanic, steward, timing official, announcer, corner men, musician, singer, animal, handler, official, patron or spectator, or any other person employed by or doing volunteer work for the organization.

G. All decorations and arrangements made by organizations at the Center must be in compliance with applicable state fire codes, receive approval of the appropriate fire inspectors; and also be approved by the Equestrian Center Manager prior to installation. Decorations require a clean-up deposit of one hundred dollars ($100.00).

H. The County will be responsible for manure removal from centrally located, appropriately marked collection points co-located with the horse barns and stalls.

I. All repairs, alterations, installations and construction required by the organization shall be done only with the approval of the Equestrian Center Manager at the organization's expense. The leasing organization shall ensure that all federal, state, local laws, regulations, and ordinances are complied with, including but not limited to: (a) the Occupational Safety and Health Act, Construction Industry Standards (29 CAR 1926) and (b) the 1991 Americans with Disabilities Act, and as subsequently amended.

J. Organizations will be responsible for collecting any and all admission charges and shall be responsible for an accounting of all such funds to Escambia County.

K. Nothing in the Agreement will be construed as making the organization an agent or employee of Escambia County, nor as creating a relationship of partnership or joint venture between the organization and Escambia County.

L. The organization cannot sublet or sublease or assign any right or interest held by them under the terms of the permit without the written approval of Escambia County.

M. The organization must agree to restore or pay the cost of restoring the Center to its original condition, less depreciation occasioned by normal usage.

N. All seating arrangements must be handled by organizations and must comply with applicable County Ordinances, State Laws and fire and life safety codes.

O. No alcoholic beverages will be allowed on the premises except with the permission of the County Administrator, who shall provide specific prior approval in writing to an organization pursuant to Section 74-36(6), Escambia County Code of Ordinances.

P. All activities must comply with the County and State Fire Laws. Permission for use of fireworks must be secured through the County Fire Chief and be approved by Escambia County.

Q. All activities are subject to the prior approval and to the prior inspection by the County pursuant to the Escambia County Code of Ordinances and State Law.

5. CO SPONSORED ACTIVITIES

A. In any co-sponsored activity, in which the County agrees to participate, the Licensee's advertising and publicity must include Escambia County and the Center. All expenses and receipts will be combined for such an event. Such expenses and receipts will be equally shared by the County and co-sponsoring Licensee organization.

B. Each Group, before and after an event, must prepare financial reports, which shall be furnished to the Equestrian Center Manager. (Deposit of approximately ten percent (10%) will be determined by the County via the Clerk of the Courts based on the proposed financial report.) Special activities must be arranged outside the regularly scheduled activities as approved and coordinated by the Equestrian Center Manager.

6. INSURANCE

A. During the period mutually agreed upon between the County and leasing organization, the leasing organization shall provide commercial general liability insurance with $1,000,000 per occurrence and aggregate limits, including coverage parts of bodily injury, property damage, personal injury, non-owned and hired automobiles, and contractual liability. General liability insurance must provide coverage for spectators, but may exclude equestrian participants as defined in F.S. 7703.01 (1). All insurance carriers must be rated "A minus" VIII or higher by the most recently published edition of A.M. Best rating guide.

B. The County must be provided the certificates of insurance that reflects Escambia County, Post Office Box 1591, Pensacola, Florida 32597-1591, as an "additional insured" and the certificate holder.

C. No provision of the Agreement can be construed, or in any way is intended to be construed, as a waiver of the county's sovereign immunity or any other limitation of liability of the County. The County is self-insured for liabilities in excess of the amounts provided under Section 768.28 Florida Statutes (1999).

D. The leasing organizations agree to not violate, or knowingly or negligently permit or allow to be violated, any condition of any insurance policies required by the Agreement. All insurance coverage of the leasing organization must be primary to any insurance or self-insurance carried by the County applicable to this Agreement. The acceptance by the County of any Certificate of Insurance does not constitute approval or agreement by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate of Insurance is in compliance with the Agreement.

7. HOLD HARMLESS

A. Organizations shall indemnify and hold harmless Escambia County, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, penalties, interest, attorney and paralegal fees, liability and expenses in connection with the loss of life, bodily or personal injury, environmental impairment, property damage, including loss of use of the property, zoning or similar issues, directly or indirectly caused by, resulting from , arising out of or occurring in connection with the organization's use of the arena, except for the county's sole negligence. The organization's obligation is not limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

B. If by fire or other casualty the Center is destroyed, either party has the option of terminating the Agreement by serving written notice upon the other within thirty (30) days from the date of the casualty or a lesser number of days as the parties may mutually agree.

C. Submission of the Agreement to the County does not constitute an offer, and the Agreement becomes effective upon the execution and delivery by both the Lessee and the County. The County and the organization acknowledge that they have not relied upon any statement, representation, prior or contemporaneous written, or oral promises, agreements, or warranties, except as expressed in the Agreement.

D. If the organization, with the County's consent, uses the Center or any part of the Center prior to the beginning of the Agreement term, all provisions of the Agreement will be in full force and effect beginning at the time of the initial use.

E. Nothing contained in the agreement can be deemed by the parties or by any third party to create the relationship of principal and agent, partnership, joint venture or similar relationship between the County and the organization.

F. The Agreement will not be executable until the organization provides proof of insurance and/or other certifications as appropriate within 30 days of the event.

II <u>SPONSORSHIPS</u>

1. GENERAL

A. The Board of County Commissioners, through the County Administrator and the Parks and Recreation Division Manager, shall accept donations, sponsorships and in-kind support from the general public as a means to generate funds for the benefit of the Escambia County Equestrian Center.

B. The Board of County Commissioners delegates to the County Administrator or designee authority to approve and execute sponsorship form agreements for the Escambia County Equestrian Center in an amount not to exceed $10,000.00. Said delegation is strictly limited to the parameters set forth herein, and any deviation from the terms and conditions of the standard form agreement shall require Board approval.

C. The County Administrator further delegates to the Parks and Recreation Division Manager ("Division") authority to approve and execute sponsorship form agreements for the Escambia County Equestrian Center in an amount up to $1,000.00.

D. Sponsorship and donation solicitation shall be conducted in a manner that affords all potential sponsors and donors fair and equitable participation opportunities. Sponsorship benefit appropriations shall be categorically equitable and available to all persons interested in sponsorship business with the County.

E. The County will neither seek nor accept sponsorships or donations from companies or individuals that manufacture products or take positions inconsistent with local, state or federal law or County policies, ordinances, resolutions or positions. The acceptance of any sponsorship or donation shall not constitute an endorsement of the product, organization or service.

F. The County reserves the right to prohibit any sponsorship deemed inappropriate or inconsistent with the interests of the County.

2. DEFINITIONS:

Donation: A contribution made to the County for the benefit of the Equestrian Center without expectation of reciprocal benefit or recognition expected from the County.

In Kind Contribution: A contribution received in the form of goods or services other than cash, which would serve a useful purpose for the benefit of the Equestrian Center.

Sponsorship: A mutually beneficial business arrangement between the County and an individual, entity or organization, wherein cash and/or in kind services are provided to the County in return for access to commercial and/or marketing potential associated with the Equestrian Center.

Sponsorship Agreement: A contractual agreement that reflects a business arrangement for the exchange of commercial and/or marketing benefits between the County and an individual, entity or organization.

3. SPONSORSHIP PROCEDURE:

A. In order to guarantee full and equitable participation of all potential sponsors, a list of available sponsorship opportunities shall be provided on the Equestrian Center's web page at www.co.escambia.fl.us/Bureaus/ParksRec/EquestrianCenter

B. Division employees conducting sponsorship solicitations shall maintain records of each solicitation contact including any correspondence and records of telephone calls.

C. Division employees shall evaluate potential sponsorships pursuant to the standards and criteria provided herein. It shall be the responsibility of the Division Manager to ensure the appropriate procedures are completed prior to negotiating a formal agreement.

D. Utilizing the approved Equestrian Center Sponsorship Agreement (Attachment A) or Stall Sponsorship Agreement (Attachment B), the Division designee shall negotiate the terms as provided therein. All Sponsorship Agreements shall include:

1. A detailed description of the exchange of benefits between the parties;
2. The term of the Agreement;
3. Signatures by authorized representatives of the County and Sponsor.

E. Sponsorship Agreements shall be negotiated in good faith and represent the County in a professional manner. Event and/or venue appropriateness shall be considered when negotiating the terms of an agreement.

F. Sponsorship Agreements projected to generate:

Up to $1,000 shall be approved and executed by the Director;

Up to $10,000 shall be approved and executed by the County Administrator or designee;

Over $10,000 shall require approval from the Board of County Commissioners.

G. All funds received pursuant to a Sponsorship Agreement shall be forwarded to the Clerk's Office immediately upon receipt with a copy of the executed Sponsorship Agreement. Checks may be made payable to the "Escambia County Board of County Commissioners."

4. SPONSORSHIP MATERIAL STANDARDS/CRITERIA.

In reviewing and approving sponsorship proposals, the following restrictions shall apply:

A. Any banner/logo/advertising material shall be limited to speech that proposes a commercial transaction.

B. Logos, banners or any manner of presentation that may negatively impact the County, promote a product, service or activity offensive to the general public, or that may negatively impact, disrupt or intrude upon or interfere in any manner with the efficient and cost effective operation and administration of the County, or any other advertising the County determines to be inappropriate or likely to hinder or interfere with the goal of earning revenue for the benefit of the Equestrian Center shall not be permitted.

C. Sponsor may not submit any banner/logo/advertising material that:

1. Includes false, misleading or deceptive statements or images;
2. Relates to any illegal activity;
3. Relates to any police regulated business or industry;
4. Contains explicit sexual material, obscene material, or material harmful to minors;
5. Advertises tobacco, alcohol, firearms or adult entertainment;

6. Includes obscene, vulgar, or profane language;
7. Relates to instruments, devices, items, projects or paraphernalia that are designed for use in connection with explicit sexual activities;
8. Depicts violence and/or anti-social behavior.

D. Approval of any Sponsor's banner/logo/advertising material by County is not intended as an endorsement of any views expressed therein.

E. The County reserves the right to prohibit Sponsor from displaying or distributing any banner/logo/advertising material deemed inappropriate or likely to interfere with the goal of earning revenue for the benefit of the Equestrian Center.

F. The County shall determine in its sole discretion whether any banner/logo/ advertising material is in a suitable condition. Sponsor shall, at its sole cost and expense, be responsible for replacing any unsuitable banner/logo/advertising material.

ATTACHMENT “A”

EQUESTRIAN CENTER SPONSORSHIP AGREEMENT

This Agreement is made this ____ day of _____, 2012, by and between Escambia County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (hereinafter referred to as "County"), with administrative offices located at 221 South Palafox Street, Pensacola, Florida 32502, and _____ (hereinafter referred to as "Sponsor"), whose address is _____.

WITNESSETH:

WHEREAS, the County owns and operates the Escambia County Equestrian Center; and

WHEREAS, the County desires to optimize non-tax revenue sources for the benefit of the Equestrian Center in order to enhance the services that may be offered at the facility while upholding the County’s stewardship role to safeguard and preserve County assets; and

WHEREAS, the County has established a sponsorship program for the general public to participate in sponsorship opportunities at the Equestrian Center to provide revenue for the benefit of the Equestrian Center; and

WHEREAS, the County and Sponsor desire to enter into an agreement setting forth the terms and conditions whereby Sponsor may participate in a sponsorship opportunity for the benefit of the Equestrian Center.

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, the County and Five Flags agree as follows:

1. Recitals. The recitals contained in the preamble of this Agreement are declared to be true and correct and are hereby incorporated into this Agreement.

2. Term. The Term of this agreement shall commence on _____, 20__, and shall terminate on _____, 20__.

3. Payment. In exchange for the sponsorship benefits described herein, Sponsor agrees to pay County the sum of _____ ($_____). Failure to timely tender payment may result in termination of the agreement.

If Sponsor is providing in- kind services, Sponsor shall provide such services in accordance with the terms provided herein and as more particularly described in Exhibit ___, attached hereto and incorporated herein by reference.

4. Sponsorship Benefits. In exchange for the Sponsorship Payment and any in-kind services described in Paragraph 3 above, Sponsor shall receive the sponsorship benefit(s) described in Exhibit __, attached hereto and incorporated herein by reference.

5. Sponsorship Material Standards/Criteria.

A. Any banner/logo/advertising material shall be limited to speech that proposes a commercial transaction.

B. Logos, banners or any manner of presentation that may negatively impact the County, promote a product, service or activity offensive to the general public, or that may negatively impact, disrupt or intrude upon or interfere in any manner with the efficient and cost effective operation and administration of the County, or any other advertising the County determines to be inappropriate or likely to hinder or interfere with the goal of earning revenue for the benefit of the Equestrian Center shall not be permitted.

C. Sponsor may not submit any banner/logo/advertising material that:

1. Includes false, misleading or deceptive statements or images;
2. Relates to any illegal activity;
3. Relates to any police regulated business or industry;
4. Contains explicit sexual material, obscene material, or material harmful to minors;
5. Advertises tobacco, alcohol, firearms or adult entertainment;
6. Includes obscene, vulgar, or profane language;
7. Relates to instruments, devices, items, projects or paraphernalia that are designed for use in connection with explicit sexual activities;
8. Depicts violence and/or anti-social behavior.

D. Approval of Sponsor's banner/logo or other advertising material by County is not intended as an endorsement of any views expressed therein.

E. County reserves the right to prohibit Sponsor from displaying or distributing any banner/logo/advertising material deemed inappropriate or likely to interfere with the goal of earning revenue for the benefit of the Equestrian Center.

F. County shall determine in its sole discretion whether any banner/logo/ advertising material is in a suitable condition. Sponsor shall, at its sole cost and expense, be responsible for replacing any unsuitable banner/logo/ advertising material.

6. Termination. This Agreement may be terminated for cause or convenience by County upon providing thirty (30) days written notice to Sponsor. This Agreement may be terminated by Sponsor for cause upon providing thirty days written notice to County.

7. Indemnification. Sponsor agrees to defend, indemnify, and hold harmless the County, its agents, elected officials, officers, and employees from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind, losses, penalties, interest, demands, judgments, and cost of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, arising directly or indirectly, on account of or in connection with Sponsor's negligent, reckless, or intentional wrongful misconduct in the performance of this Agreement. The parties understand and agree that such indemnification by Sponsor relating to any matter, which is the subject of this Agreement, shall extend throughout the term of this Agreement and any statutes of limitation thereafter.

8. Relationship of Parties**.** Nothing in this Agreement can be deemed by the Parties or any third party to create the relationship of principle and agent partnership, joint venture or similar relationship between the County and Sponsor.

9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and the parties stipulate that venue shall be in the County of Escambia.

10. Public Records. Sponsor acknowledges that this Agreement and any related financial records, audits, reports, plans correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. In the event Sponsor fails to abide by the provisions of Chapter 119, Florida Statutes, the County may, without prejudice to any other right or remedy and after giving Sponsor, seven days written notice, during which period Sponsor still fails to allow access to such documents, terminate the contract.

11. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior oral or written agreements. Sponsor acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Agreement can only be amended in writing upon mutual agreement of the parties.

12. Compliance with Laws. The parties hereto agree to comply with all federal, state and local laws, rules, policies, or guidelines related to the performance of this Agreement.

13. Miscellaneous. If any term or condition of this Agreement shall be invalid or unenforceable, the remainder of the terms and conditions of this Agreement shall remain in full force and effect. This Agreement shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all of the terms and provisions hereof.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature:

COUNTY:

By: _____

Date: _____

SPONSOR:

By: _____

Date: _____

ATTACHMENT “B”

EQUESTRIAN CENTER STALL SPONSORSHIP AGREEMENT

This Agreement is made this ____ day of _____, 2012, by and between Escambia County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (hereinafter referred to as "County"), with administrative offices located at 221 South Palafox Street, Pensacola, Florida 32502, and _____ (hereinafter referred to as "Sponsor"), whose address is _____.

WITNESSETH:

WHEREAS, the County owns and operates the Escambia County Equestrian Center; and

WHEREAS, the County desires to optimize non-tax revenue sources for the benefit of the Equestrian Center in order to enhance the services that may be offered at the facility while upholding the County’s stewardship role to safeguard and preserve County assets; and

WHEREAS, the County has established a stall sponsorship program for the general public to participate in stall sponsorship opportunities at the Equestrian Center to provide revenue for the benefit of the Equestrian Center; and

WHEREAS, the County and Sponsor desire to enter into an agreement setting forth the terms and conditions whereby Sponsor may participate in a stall sponsorship opportunity for the benefit of the Equestrian Center.

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, the County and Five Flags agree as follows:

1. Recitals. The recitals contained in the preamble of this Agreement are declared to be true and correct and are hereby incorporated into this Agreement.

2. Term. The Term of this agreement shall commence on _____, 20__, and shall terminate on _____, 20__.

3. Payment. In exchange for the stall sponsorship benefits described herein, Sponsor agrees to pay County the sum of _____ ($_____). Failure to timely tender payment may result in termination of the agreement.

If Sponsor is providing in- kind services, Sponsor shall provide such services in accordance with the terms provided herein and as more particularly described in Exhibit ___, attached hereto and incorporated herein by reference.

4. Sponsorship Benefits. In exchange for the Sponsorship Payment and any in-kind services described in Paragraph 3 above, Sponsor shall receive the sponsorship benefit(s) described in Exhibit __, attached hereto and incorporated herein by reference.

5. Sponsorship Material Standards/Criteria.

A. Any plaques or material shall be limited to speech that proposes a commercial transaction.

B. Plaques or any manner of presentation that may negatively impact the County, promote a product, service or activity offensive to the general public, or that may negatively impact, disrupt or intrude upon or interfere in any manner with the efficient and cost effective operation and administration of the County, or any other advertising the County determines to be inappropriate or likely to hinder or interfere with the goal of earning revenue for the benefit of the Equestrian Center shall not be permitted.

C. Sponsor may not submit any plaque that:

1. Includes false, misleading or deceptive statements or images;
2. Relates to any illegal activity;
3. Relates to any police regulated business or industry;
4. Contains explicit sexual material, obscene material, or material harmful to minors;
5. Advertises tobacco, alcohol, firearms or adult entertainment;
6. Includes obscene, vulgar, or profane language;
7. Relates to instruments, devices, items, projects or paraphernalia that are designed for use in connection with explicit sexual activities;
8. Depicts violence and/or anti-social behavior.

D. Approval of Sponsor's plaque or other advertising material by County is not intended as an endorsement of any views expressed therein.

E. County reserves the right to prohibit Sponsor from displaying or distributing any plaque material deemed inappropriate or likely to interfere with the goal of earning revenue for the benefit of the Equestrian Center.

F. County shall determine in its sole discretion whether any plaque advertising material is in a suitable condition. Sponsor shall, at its sole cost and expense, be responsible for replacing any unsuitable plaque/advertising material.

6. Termination. This Agreement may be terminated for cause or convenience by County upon providing thirty (30) days written notice to Sponsor. This Agreement may be terminated by Sponsor for cause upon providing thirty days written notice to County.

7. Indemnification. Sponsor agrees to defend, indemnify, and hold harmless the County, its agents, elected officials, officers, and employees from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind, losses, penalties, interest, demands, judgments, and cost of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, arising directly or indirectly, on account of or in connection with Sponsor's negligent, reckless, or intentional wrongful misconduct in the performance of this Agreement. The parties understand and agree that such indemnification by Sponsor relating to any matter, which is the subject of this Agreement, shall extend throughout the term of this Agreement and any statutes of limitation thereafter.

8. Relationship of Parties**.** Nothing in this Agreement can be deemed by the Parties or any third party to create the relationship of principle and agent partnership, joint venture or similar relationship between the County and Sponsor.

9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and the parties stipulate that venue shall be in the County of Escambia.

10. Public Records. Sponsor acknowledges that this Agreement and any related financial records, audits, reports, plans correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. In the event Sponsor fails to abide by the provisions of Chapter 119, Florida Statutes, the County may, without prejudice to any other right or remedy and after giving Sponsor, seven days written notice, during which period Sponsor still fails to allow access to such documents, terminate the contract.

11. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior oral or written agreements. Stall Sponsor acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Agreement can only be amended in writing upon mutual agreement of the parties.

12. Compliance with Laws. The parties hereto agree to comply with all federal, state and local laws, rules, policies, or guidelines related to the performance of this Agreement.

13. Miscellaneous. If any term or condition of this Agreement shall be invalid or unenforceable, the remainder of the terms and conditions of this Agreement shall remain in full force and effect. This Agreement shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all of the terms and provisions hereof.

IN WITNESS WHEREOF, the parties hereto have made and executed this Stall Sponsorship Agreement on the respective dates under each signature:

COUNTY:

By: _____

Date: _____

SPONSOR:

By: _____

Date: _____

Board of County Commissioners
Escambia County, Florida

Title:	Naming County Facilities Policy – Section I, D9
Date Adopted:	March 20, 2008
Effective Date:	March 20, 2008
Reference:	N/A
Policy Amended:	N/A

A. PURPOSE:

1. It is the policy of the Escambia County Board of County Commissioners that proposed names for County-owned facilities, buildings, structures, geographical areas or other property must be submitted by the interested party to the Board of County Commissioners for approval and official designation.

2. Such proposed names shall be in writing and shall be accompanied by background data, resume, or a fact sheet citing reasons for the nomination.

3. The naming of County-owned facilities, buildings, structures, geographical areas, or other properties to honor an individual should be done posthumously. However, the Board is not limited to honoring an individual posthumously, if exceptional circumstances are shown.

B. AREAS, SECTIONS, FACILITIES, STRUCTURES AND BUILDINGS WITHIN COUNTY-OWNED PROPERTY MAY BE NAMED DIFFERENTLY FROM EACH OTHER AND THAT OF THE OVERALL TRACT

Facilities, buildings, structures, geographical areas or other property may be named to honor persons, provided that such persons are not serving in public office at the time of naming.

C. PLACEMENT OF DISPLAYS ON COUNTY-OWNED PROPERTY

1. The placement of displays on any County-owned property that commemorate or honor elected officers, past or present, shall be solely determined by the Board of County Commissioners.

2. When the Commission finds that it would be inappropriate to name an entire County facility, building, structure, geographical area or other property in its entirety in honor of an individual, it may place a plaque or other marker at an appropriate location within the facility, building, structure, geographical area or other property where the names of individuals may be placed in recognition of their contributions to the County.

D. **NAMING OF COUNTY-OWNED FACILITIES, BUILDINGS, STRUCTURES, GEOGRAPHICAL AREAS, OR OTHER PROPERTIES FOR A FOR-PROFIT-BUSINESS**

1. Naming of County-owned facilities, buildings, structures, geographical areas, or other properties for a for-profit-business, if the Board approves, must be through a competitive selection process.

2. The Board reserves the right to make all final decisions regarding the businesses for which County-owned facilities, buildings, structures, geographical areas, or other properties may be named to ensure that the community values are considered.

3. The Board may also determine the type and nature of any signs, logos or other displays that may appear in or on County-owned facilities, buildings, structures, geographical areas, or other properties as the result of an award of the naming rights to such for-profit-corporation.

Board of County Commissioners
Escambia County, Florida

Title:	Escambia County Philanthropic Naming Rights and Business Sponsorship Policy, Section I, Part D.10
Date Adopted:	January 14, 2010
Effective Date:	January 14, 2010
Reference:	
Policy Amended:	

A. PURPOSE

The following is intended to set forth the policies and procedures for permitting philanthropic naming rights and business sponsorship of County-owned property in order to optimize non-tax revenue sources while upholding the County's stewardship role to safeguard the County's assets and interests.

B. SCOPE

1. This policy applies to all County Agencies, Bureaus and Divisions.

2. This policy shall apply to any financial and/or in-kind contribution, donation, or support provided by a sponsor from which the County may receive benefit.

3. This policy shall <u>not</u> apply to:

   a. Funding obtained from government entities through formal grant programs.

   b. Civic or charitable contributions for which there is no reciprocal benefit expected from the County.

   c. County sponsorship support of external projects where the County provides funds to an outside organization.

   d. Third parties who lease County property or hold permits with the County for activities or events.

4. The County shall not relinquish to any sponsor the County's right to own, manage, and control County property.

C. DEFINITIONS

The following words shall have the meaning ascribed to them herein:

1. "<u>Civic or charitable contribution</u>" shall mean a for-profit or non-profit entity, individual, or organization that has provided goods, services, or financial support to support a public service or benefit County property for which there is no reciprocal benefit expected from the County.

2. "Business sponsorship" shall mean a mutually beneficial business arrangement between the County and a for-profit entity, individual, or organization; wherein the entity, individual, or organization provides goods, services, or financial support to the County in return for access to the commercial and/or marketing potential associated with the public display of the entity, individual, or organization's name on County property.

3. "County property" shall mean County-owned or controlled real property, public facilities such as buildings or parks, features or attributes of a facility such as a bench, tree, bridge, walkway, hallway or room, or other public venue.

4. "Business Sponsorship Agreement" shall mean a mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of commercial and/or marketing benefits between the County and a for-profit entity, individual, or organization.

5. "Business sponsor" shall mean a for-profit entity, individual, or organization that enters into a Sponsorship Agreement with the County.

6. "Commercial naming rights" shall mean a type of business sponsorship in which a for-profit entity, individual, or organization purchases the exclusive right to name County property for which there is a reciprocal commercial and/or marketing benefit expected from the County. Such naming rights are considered in a commercial context only, where the right is sold or exchanged for significant cash or other revenue support and would apply to the naming of an entire asset or venue. This arrangement must be documented by agreement between the parties. The naming of a component or portion of County property (i.e. brick, park bench, specific room, etc.) and for which there is no reciprocal commercial and/or marketing benefit expected from the County is not included in the definition herein which would otherwise fall under the definition of philanthropic naming rights defined below.

7. "Commercial program sponsorship" shall mean a type of business sponsorship in which a for-profit entity, individual, or organization provides goods, services, or financial support to the County in support of a County event, service, project, or program.

8. "Philanthropic naming rights" shall mean the naming or re-naming of County property for an entity, individual, or organization that has provided goods, services, or financial support to support a public service or benefit County property. With respect to any for-profit entity, individual, or organization; this definition is limited to the naming of a component of County property (i.e. park bench, specific room, etc.) for which there is no reciprocal commercial and/or marketing benefit expected from the County. This arrangement requires no agreement between the parties.

9. "Request for Business Sponsorship" shall mean an open and competitive process whereby a for-profit entity, individual, or organization expresses an interest in participating in a sponsorship opportunity with the County. Requests shall include a summary of the sponsorship opportunity, benefits for participation, and a description of the open and competitive procedure for expressing an interest in participating.

D. PROCEDURE

Philanthropic naming rights for County property shall be as follows:

County Agencies, Bureaus, and Divisions may develop Philanthropic Naming Rights Opportunity Plans, in conjunction with the County Administrator or his/her designee, to be implemented as approved by Resolution of the Board of County Commissioners.

In developing said Plans, or in reviewing nominations for philanthropic naming rights as provided herein, the following criteria shall apply:

1. Philanthropic Naming Rights Opportunity Plans shall establish an aggregate campaign goal. Factors to be considered in development of the goal shall include, but not be limited to, capital costs, annual operating and maintenance costs, and desirability and marketability of the opportunity.

2. All assets for which naming opportunities will be offered shall be valued as a function of the aggregate campaign goal within the Philanthropic Naming Rights Opportunity Plan. Factors to be considered in valuation of each asset shall include desirability and marketability, exposure associated with the naming of the asset, and relative value as compared with other assets that are part of the campaign.

3. In-kind donations of real property shall be valued at the fair market value of the real property. In-kind donations of personal property shall be valued at 50% of the retail cost of the personal property; provided, however, if the property donated was budgeted for acquisition by the County, the personal property shall be valued at the County's cost to acquire the property.

4. All naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the County, unless otherwise established in the Naming Rights Opportunity Plan or by contract approved by the County.

5. Naming Rights Opportunity Plans shall establish a review process either by a Standing Committee (the composition of which to be determined in the relevant Plan) or by County employee(s), and shall be approved by the Board of County Commissioners by Resolution prior to implementation of the Plan.

6. The Review Committee established in the Plan shall consider compliance with the established Naming Rights Policy; whether the donation is from a potentially controversial source; appropriate signage, compliance with the required approval process for accepting donations; whether a written contract is appropriate; and, if so, the terms thereof; citizen input; and any other relevant factors. In addition, upon notice to the Board of County Commissioners, the County Administrator may refuse any financial and/or in-kind donation if it is deemed to not be in the best interest of the County.

7. All naming rights shall be subject to approval by the Board of County Commissioners.

Business sponsorship of County property shall be as follows:

County Agencies, Bureaus, and Divisions may accept sponsorship proposals from eligible for-profit entities, individuals, or organizations, which shall be presented to the County Administrator or his/her

designee as part of a Request for Business Sponsorship, and approved by Resolution of the Board of County Commissioners.

1. Sponsorship proposals shall be submitted in writing.

2. In reviewing such proposals as provided herein, the following restrictions shall apply:

   a. The following categories are <u>not</u> eligible for business sponsorships:

      (1) police-regulated business;

      (2) faith based and/or political organizations; or

      (3) businesses that derive substantial income from the sale of tobacco, alcohol, firearms, or adult entertainment.

   b. The County will <u>not</u> display statements or images that:

      (1) are false, misleading, or deceptive;

      (2) relate to illegal activity;

      (3) contain explicit sexual material, obscene material, or material harmful to minors;

      (4) advertise tobacco, alcohol, firearms, or adult entertainment;

      (5) include obscene, vulgar, or profane language;

      (6) relate to instruments, devices, items, products, or paraphernalia designed for use in connection with sexual activities or illicit drug use; or

      (7) depict violence and/or anti-social behavior.

3. A Request for Business Sponsorship (RFBS) shall be developed by the relevant County Agency, Bureau, or Division and forwarded to the County Administrator or his/her designee for review and approval.

4. Upon approval by the County Administrator or his/her designee, the RFBS must be publicly noticed prior to any designated closing date for submission of competing proposals. Public notice shall consist of, at a minimum, posting on the County's web site.

5. Competing sponsorship proposals submitted in response to a RFBS may be subject to and governed by the Board of County Commissioners Purchasing Ordinances and Policies.

6. Once a sponsorship proposal is selected, a Business Sponsorship Agreement Form shall be completed and forwarded to the County Administrator; and, after approval by the County Administrator, the Agreement shall be forwarded to the County Attorney's Office.

7. All Business Sponsorship Agreements must include:

   a. Signatures by authorized representatives of the County and the sponsor.

b. Term of the Agreement, including provisions for termination.

c. Details of the exchange of benefits, including what will be provided to the County by the sponsor and vice versa.

8. Sponsorships in excess of $1,000.00 may be subject to approval by the Board of County Commissioners and may also be approved by Resolution.

2. PUBLICATION OF DELINQUENT TAX LIST

The awarding of the publication of the delinquent tax list will be made on a rotation basis. All newspapers qualified to publish legal notices in accordance with the law will be included on the rotation list for consideration. Rates to be charged for said publication will be a factor considered in the award.

approved 8/19/76

Note: The above policy was followed by the Board of County Commissioners until FY 1980-81 and then the BCC approved to go to a bid procedure (for 1980 Delinquent Tax List only).

Part "E" Item 3. MINORITY BUSINESS ENTERPRISE AND SMALL BUSINESS CONSTRUCTION INDUSTRY SERVICES

It is the policy of the Escambia County Board of County Commissioners to insure that minority business enterprises and small businesses have the maximum practical opportunity to participate in the County's procurement of goods and services as they relate to the construction industry.

In order to carry out this policy, the Escambia County Board of County Commissioners proposes set asides in the following amounts:

10% of less than or equal to $1 Million;
5% of $1 - 10 Million;
1% of over $10 Million;

which will enable minority and small business enterprises to be considered fairly as construction contractors, subcontractors, or suppliers. The Board of County Commissioners through the Comptroller's Office shall provide a list of qualified Escambia County minority and/or small business contractors to assure that known minority and small business enterprises will have an equitable opportunity to compete for contracts, subcontracts, particularly by arranging solicitations, time for preparation of bids, bid specifications to be prepared, to allow and facilitate the participation of minority and small business enterprises.

Firms doing business with Escambia County shall be required to take affirmative action with regard to Minority Business and Small Business Enterprises; that firms shall at the time of bid presentation include a minority business and/or small business enterprise clause outlining the percentage of utilization for small business or minority business enterprises. The clause shall include, where appropriate in the specifications, the name of the business, percentage of minority ownership, and/or the gross revenue from the previous budget year for a small business enterprise. The Board of County Commissione shall include in its contracts for construction a minority and small business enterprise clause setting forth the necessary requirements to further assure that goals and/or set asides will be met. In addition, that clause shall allow the responding contractor to affirm to the Board that no qualified minority or small business enterprises are available and that the Board of County Commissioners reserves the right to waive this policy in awarding contracts in the event there are no qualified minority or small business enterprises available.

The County Administrator and County Comptroller will report on process to be used in the implementation of this policy as requested by the Board of County Commissioners. The County Administrator will make periodic, independent reports of progress with regard to the administration and implementation of this policy as often as deemed appropriate by the Board of County Commissioners. Primary responsibility for the implementation of this policy is assigned to the County Administrator who reports directly to the Board.

We, as management officials of Escambia County, voluntarily undertake the responsibility of implementing this policy to assure that minority business enterprises and small businesses are utilized in the procurement of goods and services as they relate to the construction industry to the maximum extent possible.

ADOPTED: March 2, 1983

SUSPENDED BY BCC: March 28, 1989

Chairman, Board of Commissioners — 3/4/93 Date

County Administrator — 3/4/93 Date

Board of County Commissioners
Escambia County, Florida

Title:	**Policies and Procedures for Disposition of Unclaimed and Indigent Bodies – Section I; Part E.4**
Date Adopted:	**June 27, 1989**
Effective Date:	**May 1, 2008**
Reference:	**County Resolution No. R2008-99**
Policy Amended:	**January 24, 1995; March 26, 1996; August 27, 1996; May 1, 2008**

A. Purpose:

To establish policies and procedures for the disposition of any unclaimed and/or Indigent body in Escambia County and to provide for payment of the expenses incurred for the disposition of the deceased pursuant to Chapter 406, Florida Statutes. These policies are hereby established by County Resolution No. R2008-99.

For the purpose of this policy, unclaimed is defined by Chapter 406, Florida Statutes; as a dead body or human remains that is not claimed by a legally authorized person, as defined in s.497.005 for interment at that person's expense.

B. County Jurisdiction:

Any deceased person declared as unclaimed and/or indigent, resident or non-resident is eligible for County cremation or burial if the death occurred within Escambia County.
The County does not pay for shipment of the deceased to or from another county or state for burial or cremation.

C. Identification:

All calls or correspondence with respect to unclaimed and indigent bodies will be referred to the Escambia County Department of Community Services from the licensed funeral establishment in possession of the remains of the deceased.

1. Identification of the deceased will generally be established through cooperation with the Medical Examiner, the Sheriff's Department, and Escambia County funeral establishments as licensed by the Florida Department of Funeral, Cemetery and Consumer Services (henceforth referred to as funeral establishments).

2. If reasonable efforts have been made to identify the body and the deceased remains unidentified, the deceased will be cremated or buried once the Sheriff's Department and/or the Medical Examiner have released the body.

3. When identification of the deceased has been established, reasonable effort to contact relatives of the deceased will be made if notification has not already been established. These efforts will require the cooperation and the assistance of the Sheriff's Department, the funeral establishment, and other applicable agencies and individuals.

D. Unclaimed and Indigent Bodies:

If no legally authorized individuals or other interested persons are found to claim the deceased or if they are unwilling to claim the deceased and to pay for the expense of the disposition of the deceased, the Department will proceed with eligibility for disposition at the County's expense.

1. **Eligibility:**

Investigation will be made to determine if the deceased had sufficient income or assets to assume responsibility for disposition. The Department will use the poverty threshold of 100% of the Poverty Income Guidelines as established and published annually in the Federal Register. The Department will use documentation and information from the client records, the funeral establishment, the Department of Children and Families, the Office of Veteran's Services, family and friends, and other service agencies as may be appropriate in determining the financial status of the deceased.

2. **Cremations:**

All cremations will be in accordance with policies and procedures established by applicable state laws and regulations and County ordinances.

When the disposition of the unclaimed and/or indigent body remains the responsibility of the County, the Department under authority of the Board of County Commissioners, will authorize cremation of the deceased unless the deceased qualifies for burial as a veteran of armed forces or the Medical Examiner or the Sheriff's Department requires or requests the remains to be buried.

3 **Burials:**

All burials will be in accordance with policies and procedures established by applicable state laws and regulations and County ordinances.

The Department will authorize a burial for an unclaimed and/or indigent body only under special circumstances as identified above.

E. Veterans:

Should the unclaimed and/or indigent deceased be eligible, as a veteran of the armed forces, for

burial in a national cemetery, the County will authorize the funeral establishment to make arrangements for such burial services. The County will authorize the funeral establishment to transport the deceased to the closest available national cemetery.

F. Rates:

The County will pay the funeral establishment the prevailing rates as established by the Department and approved by the Board of County Commissioners. Rates will be reviewed annually. Consideration will be given to the current market rates in Escambia County, the rates established statewide as researched through available County studies and surveys, and the rates paid for the disposition of unclaimed deceased in counties within the state.

G. Payments:

The Department will authorize payment to the funeral establishment for the disposition of the deceased, after receipt of an invoice for services provided. Invoices for services authorized by the Department must be submitted to the Department within 30 days after the provision of service. Upon receipt, the Department will validate the invoice and submit it to the County Finance Department for payment to the funeral home, in accordance with applicable Florida Statutes.

H. Recoupment of Expenses:

The County may deem it feasible and appropriate to attach a lien to the estate of the unclaimed deceased to recover disposition expenses, when there appears to be sufficient monies in the estate. The Department will consult with the County Attorney's Office on these cases.

I. Amendments:

Amendments to these policies and procedures may be made as necessary, as determined by the Director of the Department or the Board of County Commissioners, after review by the County Attorney's Office.

J. Exceptions:

In the event of unusual circumstances regarding the disposition of a specific unclaimed and/or indigent body, the County may waive certain procedures to ensure compliance with Chapter 406, Florida Statutes or other prevailing laws and regulations.

ATTACHMENT "A"
ESCAMBIA COUNTY INDIGENT BURIAL PROGRAM
NEW RATES – CREMATION AND EARTH BURIAL**
EFFECTIVE MAY 1, 2008

SERVICES PROVIDED	INFANT	ADULT	VETERANS
FUNERAL HOME			
Burial	$150.00	$600.00	$600.00 *(Body Preparation for Burial)*
Cremation	$150.00	$500.00	$500.00 *(Cremains Returned to Family)*
Direct Burial	$150.00	$400.00	*No Embalming or Body Preparation*
Oversize Casket		$400.00	*As Needed*
CEMETERY			
Burial (*Cost of Space*)	$200.00	$500.00	Barrancas Cemetery Burial *(No Cost to County)*
Oversize Additional Cost (2 Spaces)		$500.00	*As Needed*
Vault		$350.00	
REMOVAL SERVICE	$60.00	$75.00	

**** Funeral Home Services consists of: (1) Body Preparation; (2) Use of Hearse to Transport to Cemetery**

**** Cemetery Services consist of: (1) Space & Excavation – (Opening & Closing)**

**** Cremation Only Program – Funeral Home Transport to Cremation Facility**
<u>NO VIEWING OR SERVICE</u>

**** Earth Burial only in M.E. Law Enforcement Cases & Burial @ Barrancas Cemetery (Veterans)**

SECTION I - PART E

5. CARE OF ABANDONED CEMETERIES

This policy is to provide a discretionary mechanism whereby the County can take actions necessary to provide for the maintenance of cemeteries which have been abandoned or unmaintained for a period in excess of one (1) year.

(A) LEGAL AUTHORITY

Chapter 88-300 amended Section 149.071 of the Florida Statutes to provide the statutory authority.

(B) DEFINITIONS

For purposes of this policy, terms are defined as follows:

"Commission" means the Escambia County Board of County Commissioners; "County" means Escambia County, Florida as represented by its Board of County Commissioners; "Abandoned or Unmaintained Cemetery" means a cemetery which has remained in a unkempt state for a period in excess of one (1) year; "Public Funds" means those revenues available to the Commission which can be legally expended for actions allowed by Chapter 88-300; "Private Funds" means contributions, and/or businesses specifically dedicated for use in accordance with provisions of Chapter 88-300; "Necessary and Appropriate Actions" means those steps required to minimally achieve abandoned cemetery grounds maintenance.

(C) PROVISIONS

Escambia County, through the discretionary authority granted to its Board of County Commissioners by Chapter 88-300, may take necessary and appropriate actions including expenditure of public funds as required to address unkempt and/or abandoned cemeteries. Such actions are limited to minimal cemetery "grounds" maintenance.

(D) LIMITATIONS

1. The County will be under no continuing obligation or duty to provide for maintenance of any cemetery as a direct or indirect result of any actions taken relative to this policy or Chapter 88-300.

2. The County or any of its elected officials, employees, or persons acting directly on behalf of the County, shall not be subject to any civil liability and/or other penalties for damages of any sort which may directly or indirectly result from the County's actions relative to Chapter 88-300.

3. Any "necessary and appropriate action(s)" undertaken by the County in accordance with provisions of Chapter 88-300 will be completed only once per cemetery, unless otherwise authorized by a majority vote of the Commission.

(Continued)

4. The County will not be responsible for collection, accounting, and/or distribution of any funds raised through private solicitation, nor will the County be responsible for the actions of any individuals or groups who conduct private solicitations related to Chapter 88-300.

5. Actions described herein will be taken only after a diligent effort to locate and enforce the provisions of 491.071 F.S. against the cemetery property owners.

(E) COST RECOVERY

The County reserves the right to take legal action(s) against the cemetery (property) owner of record as necessary to recover the costs of maintaining the subject cemetery.

ESCAMBIA COUNTY BOARD OF COMMISSIONERS
POLICY MANUAL

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SECTION II. COUNTY AUDITS OF COUNTY OFFICES

A. 1. At the conclusion of an audit of a County office by the County Comptroller, the County Comptroller or his designated representative shall discuss the audit with the official whose office is subject to audit and submit to him a list of his adverse findings which may be included in the audit report. If the audit is on an office under the jursidiction of the Board of County Commissioners, the tentative findings shall be presented to the Chairman of the Board of County Commissioners with a copy to the County Administrator. Within fifteen (15) days, the County Administrator will review and make a recommendation to the Board. If the official is not available for receipt of the list of adverse audit findings, clearly designated as such, then delivery thereof is presumed to be made when it is delivered to his office. The official shall submit to the County Comptroller or his designated representative, within twenty (20) days after the receipt of said list of findings, his written statement of explanation to be taken to preclude a recurrence of all adverse findings. No public statement regarding the audit shall be released until the aforesaid twenty (20) day period has elapsed.

adopted 5/18/78

The office of the County Administrator and all departments, divisions, and offices under the County Administrator's general supervision shall be audited annually.

adopted 9/21/78

Board of County Commissioners
Escambia County, Florida

Title:	Budget Amendments
Date Adopted:	June 20, 2002
Effective Date:	June 20, 2002
Reference:	
Policy Superseded:	Adopted: 01/18/79; Amended: 11/10/94; 06/20/02

A. 2. 1 All requests for approval of intradepartmental budget amendments shall be signed by the County Administrator/Budget Officer who shall approve the appropriate forms.

2 All requests shall identify the amount of money to be transferred, the appropriations to be decreased and increased, and the reason for the requested amendment. The requests shall include certification by the County Administrator that the requested amendment is consistent with the functions and duties of the department involved and that need for the appropriation to be increased exceeds or outweighs the importance of the appropriation to be decreased.

3 All requests for intradepartmental budget transfers shall be consistent with the provisions of Chapter 129, Florida Statutes. To this end, no budget amendment shall transfer funds encumbered by prior obligations of the department.

4 Upon receipt of request for approval of intradepartmental budget amendment, the Office of Management and Budget shall determine that there are sufficient unencumbered funds to fully fund the amount to be transferred and provide the County Administrator with sufficient details to make an informed decision.

5 Upon determination that all the requirements of this policy have been met, the County Administrator/Budget Officer may execute his approval upon the intradepartmental budget amendment request form. The original thereof shall be filed with the Clerk to the Board of County Commissioners and shall become a part of the County Budget.

6 Notwithstanding the foregoing, no budget amendments relating to the following matters shall be approved by the County Administrator without prior Board approval:

a Budget transfer requests increasing the total personnel services appropriated within each department.

b All transfers from the General Fund and Transportation Trust Fund Reserve for Contingency will require approval of a super majority of the Board of County Commissioners.

7 Budget Amendments that involve capital equipment purchases must specifically identify all such equipment being purchased.

Board of County Commissioners
Escambia County, Florida

Title:	Competitive Grant Application Policy, Section II; A.6
Date Adopted:	December 6, 2007
Effective Date:	December 6, 2007
Reference:	(State Statutes, Ordinances, Resolutions, etc.)
Policy Superseded:	Adopted: 03/03/77 Amended 06/23/98; 06/20/02; 12/06/07

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1 **PRIOR REVIEW AND APPROVAL OF A COMPETITIVE GRANT APPLICATION IS REQUIRED** by the Escambia Board of County Commissioners when:

A Prior County Board approval is stated as a requirement by the grantor agency, and/or

B There is a match of County funds included in the proposed grant (either as a requirement by the grantor agency or voluntarily offered by the applicant) <u>and</u> **no such cash-match amount has been approved within the County budget.** Prior review and approval involves:

Preparing a Recommendation to the Board

Submitting the Recommendation and completed application to the County Attorney's Office with a proposed Resolution, if required for the application

Acquiring Office of Management and Budget review and approval

Routing the completed Recommendation, Resolution (if applicable), and completed application to the County Administrator's Office for signature

Submitting the completed Recommendation, Resolution (if applicable), and completed application to the Agenda Coordinator's Office, in hard copy and Live-link for Board approval

2 The County Administrator **or his designee* shall have** the authority to approve grant applications **WITHOUT PRIOR BOARD REVIEW/APPROVAL** when:

A It is allowed by the grantor agency, <u>and</u>

B The grant application contains no cash-matching funds, or

C The grant application budget contains a cash-match of funds, **but an appropriation of such matching funds from the county has been previously approved within the county budget;** or as verified by the Office of Management and Budget

D In the case that Board Approval is required but it has been determined by the responsible Department that grant submission deadlines do not allow sufficient time for prior Board approval:

The grant application may be signed by the County Administrator or his designee, **as long as the application has been reviewed and approved by the Office of Management and Budget and County Attorney's Office;** and

At the next regularly scheduled Board meeting, the responsible Department shall submit a Recommendation to ratify the completed grant application package and the County Administrator's, or his designee's signature

3 **Regarding Board approved grant applications:** upon receipt of official notice of approval or denial of the grant award request by the Grantor Agency, the responsible department shall submit to the Board, a Recommendation for Acceptance of the grant award, or an information report in the event that the grant application is denied.

***County Administrator's designee may constitute an Assistant County Administrator or Department Director**

Board of County Commissioners
Escambia County, Florida

Title:	Worthless Check Processing Procedure
Date Adopted:	July 18, 2002
Effective Date:	July 18, 2002
Reference:	
Policy Superseded:	Adopted: 08/22/89 Amended: 08/06/96; 07/18/02

A 9 In order to ensure the County imposes the proper service fee on any dishonored check and to ensure that the County is issued as few dishonored checks as possible, the County is adopting the following check processing procedures:

1 Never accept a postdated check.

2 Never accept a two-party check.

3 Never accept an unsigned check, a check signed by a juvenile, a check drawn on a credit card account, a check used to pay an illegal debt, or a check that is more than one year old.

4 When a check has been dishonored by a bank and returned to the County, within ten days after receiving the returned check in order to prosecute the individual or institute a civil suit or collection, the Clerk of the Circuit Court's Finance Department must send certified mail, return receipt requested, in the following form: You are hereby notified that a check numbered ___ in the face amount of $___ issued by you on ____(date)_____drawn upon __(name of the bank)___, and payable to _____, has been dishonored. Pursuant to Florida law, you have 30 days from receipt of this notice to tender payment in cash of the full amount of the check plus a service charge of $25, if the face value does not exceed $50, $30, if the face value exceeds $300 or 5 percent of the face amount of the check, whichever is greater, the total amount due being $_____ and _____cents. Unless this amount is paid in full within the 30-day period, the holder of the check or instrument may file a civil action against you for three times the amount of the check, but in no case less then $50, in addition to the payment of the check plus any court costs, reasonable attorney fees, and any back fees incurred by the payee in taking the action, as provided in Florida Statutes 68.065 (as amended by Chapter 96-239).

Each BOCC Department will be responsible for canceling any services, permits, etc when notified by the Clerk's office that a check has been dishonored by the bank.

5 It is very important that the County collect on all dishonored checks in order to recoup the monies to which it is entitled. In addition to the procedures listed above, if for any reason there is any doubt about the validity of the check, consult the appropriate supervisor before accepting the check.

6 The following information must be documented on the back of each check received from an individual:

Driver's License Number, Date of Birth,

SECTION II:	**POLICIES AND PROCEDURES RELATING TO DEPARTMENTAL OPERATIONS AND PERSONNEL - FINANCIAL/ BUDGETARY**
POLICY NUMBER:	**A.11**
TITLE:	**ESCAMBIA COUNTY POLICY AND PROCEDURE FOR PETTY CASH AND CHANGE FUNDS**
ADOPTED:	**SEPTEMBER 16, 1999**
EFFECTIVE:	**OCTOBER 1, 1999**

Purpose--to provide a written policy for the handling of Petty Cash/Change Funds by the Board of County Commissioners' departments.

Background--Petty Cash is used to make small cash disbursements for those purchases that must be made quickly and without prior notice. The amount of an individual petty cash fund shall depend on the volume, type and amount of the purchases and reimbursements to be made from the fund. These funds are not to be confused with change funds that are created for the purpose of making change for customer transactions. Change Funds are used strictly for making change for customer transactions.

Policy/Procedure- Departments shall designate a departmental custodian for the petty cash fund/change fund. The custodian shall be personally responsible for all assigned cash funds. A listing of cash funds shall be maintained by the Finance Department. The department location, custodian and the amount of the cash fund is to be maintained upon this written listing.

A **Petty Cash/Change Fund Request** form (copy attached) should be completed for all petty cash/change fund requests. The County Administrator must authorize all requests for petty cash and/or change funds. Should it become necessary to change cash custodians, the Department Head should notify the Senior Accounting Manager and request an audit of the cash fund to be performed prior to transferring the cash fund to the new custodian.

For Petty Cash Funds: Each expenditure of funds requires a paid vendor receipt, the account line item to be charged against and the signature of the employee receiving the petty cash reimbursement. Also required is the signature of the Petty Cash custodian verifying the expenditure.

Employees are not to be reimbursed for sales tax. It is the responsibility of the Department Head to ensure that the employees are aware of the County's tax-exempt status. The custodian of the fund should maintain sufficient copies of the tax exempt certificate to give to the employees for use when making purchases.

Shortages and overages are the responsibility of the custodian of the petty cash fund. Overages are to be turned into the Finance Department as revenue. Shortages will be reviewed by the Finance Director before being charged off as an expense.

IOU's to the petty cash fund for an employee's personal use are strictly prohibited.

Petty Cash funds are to be maintained in a locked drawer or file cabinet. The drawer or file cabinet is to be locked at all times except when disbursing cash. Keys to the locked drawer or file cabinet are to be properly secured at all times to prevent access by unauthorized persons.

Travel and/or training expenses, including use of personal vehicle, parking and meals are not to be reimbursed from petty cash. These expenditures should be reimbursed by submitting the proper expense report form to Accounts Payable for audit, approval and issuance of a reimbursement check.

For Change Funds: Once established through authorization by the County Administrator, a change fund is maintained at the established level, unless it is formally increased/decreased. Increases must be authorized by the County Administrator. Should the change fund be abolished or decreased, the excess funds must be remitted to the Finance Department immediately.

PETTY CASH/CHANGE FUND REQUEST

DATE _____

FUND/ACCOUNT NUMBER _____

Custodian: _____

Department: _____

I, _____ , request an initial/additional amount of $ _____ to be used as Petty Cash/Change Fund. I agree that I will comply with all terms of the Board of County Commissioners' Petty Cash/Change Fund Policy.

_____ _____

Custodian Signature Date

_____ _____

Department Head Signature Date

I concur with the above request: _____ _____

County Administrator Signature Date

Board of County Commissioners
Escambia County, Florida

Title:	Financial Policies
Date Adopted:	June 20, 2002
Effective Date:	June 20, 2002
Reference:	
Policy Superseded:	

A 12 Escambia County's budget is developed using the policies described in this segment of the budget document and is intended to facilitate management actions on financial decisions, as well as to assist other readers of this document in understanding County finances.

The establishment of consolidated financial policies will also have the following beneficial results:

- provide a concise reference guide for consideration of County financial matters

- direct attention to overall financial condition rather than a narrow focus on single issues

- exhibit a commitment to sound financial management and fiscal integrity, establishing credibility and confidence for citizens, investors and rating agencies

- demonstrate a compliance with applicable Florida Statutory requirements.

The financial policies on the following pages are grouped into the following categories:

A Budget Policies

1 Balanced Budget - The County's Annual Budget shall be balanced; that is, the total of the estimated receipts, including balances brought forward, shall equal the total of the appropriations and reserves (Florida Statutes, 129.01(2)(b)).

2 Budget Adoption - The County's Annual Budget shall be adopted by the Board of County Commissioners at a fund level.

3 Estimates of Receipts - The estimated receipts shall include 95% of all receipts reasonably to be anticipated from all sources, including taxes to be levied, and 100% of balance to be brought forward at the beginning of the fiscal year (Florida Statutes, 129.01(2)(b) and 200.065(2)(a).)

4 Budget Transfers - Section 129.06, Florida Statutes provides that the Board of County Commissioners may establish procedures by which the designated Budget Officer may authorize certain intradepartmental budget amendments with certain exceptions, provided that the total appropriation of the departments is not changed. Pursuant to

this authority and pursuant to the Home Rule authority of the Board of County Commissioners. These procedures are detailed in Policy A.2.

5 New Positions - Partial year funding requests for new permanent full-time positions subsequent to approval of FY 2001/02 budget must be specifically authorized by the Board of County Commissioners as a special or emergency need.

B Revenue Policies

1 General Revenue Policy - Estimated revenue and fee schedules are reviewed as part of the budget process. Estimated revenue is conservatively projected (at 95% of estimate) and is updated annually.

Proposed fee increases are based upon the following:

- fee policies applicable to each fund or activity
- the related cost of the service provided
- the impact of inflation in the provision of services
- equity of comparable fees

2 Revenue Summaries - As part of the annual budget process, a consolidated summary of revenue sources will be prepared and incorporated into the County's budget documents

3 Ad Valorem Taxes - The use of ad valorem tax revenues will be generally limited to the General Fund

4 Gas Taxes - The use of gas tax revenues will be generally limited to the following funds:

Mass Transit
Transportation
FTA Capital
Capital Projects-New Road Construction
Road Assessment Program

5 Sales Taxes - The use of sales tax revenues will be generally limited to the following funds:

General
Local Option Sales Tax
Sales Tax Debt Service

6 Tourist Development Tax - The use of tourist development tax revenues will be generally limited to the Tourist Development Fund, Tourist Development Tax Debt Service and Civic Center Renewal and Replacement.

7 Grants - Only such grants as can reasonably be expected to be received will be considered as revenue sources for budget development purposes. The County shall amend its budget to reflect additional grants received during the budget year.

8 Restricted Revenues Bonds - Revenues which have been pledged to bondholders will be restricted and shall conform in every respect to bond covenants.

9 County-wide Revenues - Revenues collected on a County-wide basis will be generally allocated only to funds which provide County-wide services.

10 User Fees - User fees, where appropriate, should be established to offset the cost of providing specific services, and will be reviewed annually.

C Expenditure Policies

1 Community Service/Outside Agencies - As part of its annual budget process, the County identifies amounts to be granted to various community service/outside agencies which provide valuable services to the County residents.

2 Grant Supported County Programs - The County conducts a variety of programs which depend on outside grants to the County for partial funding.

3 Performance Measures - The County will develop "Performance Measures" for each of its departments in order to provide criteria to use in evaluating departmental operations and requests for increased funding levels.

4 Categorization of Services - The County will segregate its budget into two distinct categories, in order to set priorities for allocating available revenues. The categories can be generally defined as follows:

Basic Services - These are services which are best performed at the County level and are most closely linked to protecting the health and safety of citizens. Legally mandated services or commitments are also included in this category.

Program Enhancements - An improvement and/or enhancement to the programmatic service level.

D Reserve Policies - A formally adopted reserve policy is an important factor in maintaining the fiscal health of Escambia County. There are three primary types of reserves:

Operating Reserves
Capital Reserves
Debt Reserves

The degree of need for these reserves differ based upon the type of fund or operation involved. However, one policy statement for each type of reserve can be uniformly applied to most funds.

1 Operating Reserve - It is the goal of the County to maintain an adequate undesignated reserve to provide a buffer against revenue shortfalls.

2 Capital Reserves - Capital reserves are established primarily to set aside funds to provide for additional projects, or additions to existing budgeted projects, which may be deemed appropriate for funding after the annual budget is adopted.

3 Debt Reserves - Debt reserves are established to protect bondholders from payment defaults. Adequate debt reserves are essential in maintaining good bond ratings and the marketability of bonds. The amount of debt reserves is established by bond indenture in association with each bond issuance.

These policy statements are intended to apply to various funds of the County. It is recognized that various federal, state, and local laws and regulations and specific financial policies, may supersede these policies.

E Debt Policies - A formal debt policy is an important factor to insure the most efficient methods of financing are utilized by the County resulting in the lowest total cost of borrowing. It is the County's policy to use competitive bidding, whenever possible, for all debt issued by the County. The complexity of the debt issuance process varies depending on the type of financing requiring the County to employ qualified consultants (bond counsel, financial advisor, independent accountants, etc.) to assist the County in obtaining the most cost effective financing.

County staff and consultants should follow the following guidelines in structuring each debt issuance.

1 Method of Financing - The County will use a "pay as you go" policy unless internal funding is not sufficient to meet capital needs or a significant portion of the benefit of a project will be realized by future citizens.

Financing Parameters (Guidelines)

2 Projects will not be financed for greater than the useful life of the improvement.

3 Whenever economically feasible, the County will use Non Ad Valorem Revenue, special assessment, or other self-supporting bonds instead of General Obligating Bonds.

4 The County will utilize the competitive method of sale unless one or more of the

following conditions exists:

1. Unstable market conditions which require flexibility in pricing or precise timing which would not be expected through a competitive sale.

2. Concerns regarding credit quality and availability of credit enhancements.

3. Security for repayment is new, unproven, or may be perceived as unreliable by the market.

4. Innovative, complex, or unusual structuring techniques are required.

5. Changes or anticipated changes in laws or regulations would make the prompt sale of the bonds desirable.

5 Credit enhancement will be utilized when necessary to lower total borrowing costs.

6 The County will competitively bid investment of escrow funds for advance refundings if it is expected that bids will result in lower costs and the required securities are available in the market, except when obligations are purchased directly from the Federal Government.

7 The County will include debt issuance plans in its long term capital plan.

F Capital Improvement Policies

1 Five-Year Program - The County will develop a five-year Capital Improvements Program (CIP) as part of each year's annual budget process, and will make all capital improvements in accordance with the adopted annual County budget. The County will identify the estimated costs and potential funding sources for each capital project before it is submitted to the Board of County Commissioners as a component of the five-year program.

2 Operating Costs - The costs of operating and maintaining all proposed projects will be identified and incorporated into five-year financial projections for operations.

3 Capital Financing - The County Administrator will determine, and recommend to the Board, the least costly financing method for all capital projects.

4 Renewal and Replacement - The County shall develop and implement a program for identifying, scheduling, and budgeting the renewal and replacement requirements of capital facilities.

Board of County Commissioners
Escambia County, Florida

Title: Debt Finance Administration
Date Adopted: June 20, 2002
Effective Date: June 20, 2002
Reference:
Policy Superseded:

A 13 This policy contains a portion of the general policies and rules of interpretation pertaining to the organization, maintenance, modification, and administration of the Escambia County debt management program.

A **Office of Management and Budget (OMB) Responsibilities.** The Office of Management and Budget (OMB) is responsible for the capital budgeting, financial planning, annual budget and preparation for capital and debt service funs, fiscal capacity analysis, and participates in the development of financing structures and marketing strategies together with the following major responsibilities with respect to administration of debt services on the County's Short and long term indebtedness.

1 Develop policies for adoption by the Board for capital financial planning, budgeting, and the financing thereof.

2 Recommend the most cost effective method of financing capital projects and equipment including refinancing opportunities.

3 Administers the contracts for financial advisors, Underwriters, and bond counsel and other financial consultants and professionals needed to effectively market a debt issue.

4 Provides economic data and other demographic information to rating agencies and other outside entities, including an annual report to bondholders, which satisfies new SEC requirements.

5 Maintains copies of documents deemed necessary for responding to requests for information and in support of annual budgetary requirements.

6 Annually prepares the debt service and other debt related flow of funds budgets.

7 Performs quarterly reviews of debt service funds and prepares transfers and amendments as may be required.

8 Performs quarterly forecasts and proforma for the verification of coverage and other rate covenant analysis when issuing new debt supported by legally available non-ad valorem revenue.

9 Serves as liaison to the County departments for the purpose of collecting and reporting, as necessary, material events to the "marketplace". Material events are communicated to Finance for submission to the NRMSIR

10 Serves on the financing team assembled to develop financing structures and marketing plans and participates in presentations to the rating agencies and other interested parties.

11 Coordinates the dissemination of all drafts to Finance and other members of the financing team to obtain comments and redrafts.

B **Clerk of the Circuit Court Responsibilities.** The Clerk of the Circuit Court serves as the Chief Financial Officer for Escambia County in the constitutional capacity of

ex-officio clerk to the Board of County Commissioners. The Clerk maintains the County's official financial records and serves as the County treasurer. Responsibilities include the following with regard to the administration of the County's short and long term indebtedness:

1 Maintains the official records for the County's actions regarding debt.
2 Ensures compliance with the debt covenants, including the timely payment of debt service obligations; reviews and reports upon compliance to auditors and other interested parties.
3 Administers the contract s for paying agents, registrars, and escrow agents and serves in that capacity when appointed through bond legislation.
4 Evaluates escrows and proposes restructuring to achieve financial advantages or improve earnings on the escrow.
5 Issues invitation to and awards bids on all investments for debt, capital and escrow funds.
6 Prepares all financial information for inclusion in offering documents and rating agency presentations or for special report requests by the Board.
7 Maintains supporting documentation for debt service disbursements, including invoices, amortization schedules, and statements from paying agent, escrow, and registrar banks.
8 Ensures proper recording of debt transactions in the general ledger and prepares all work papers and statements for the annual external audit.
9 Prepares and files all appropriate IRS arbitrage rebate reports and related calculations.
10 Serves on the financing team assembled to develop financing structures and debt issuance strategies and participates in rating agency presentations.
11 Provides market information with regard to investments, pricing, escrow structures, and SLUG's. Receives bids for all open market investments for escrows.
12 Executes bond-closing documents as required by bond counsel and others.
13 Serves on the selection committee evaluating contracts for financial advisors or underwriters.
14 Serves as the office from which all repository periodic and special reporting required by SEC regulations originates.

Board of County Commissioners
Escambia County, Florida

Title:	Fund Balance Policy, Section II, Part A.14
Date Adopted:	September 27, 2011
Effective Date:	September 27, 2011
Reference:	Escambia County Resolution 2011-150, Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions
Policy Amended:	N/A

A. PURPOSE/INTENT

The County hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions.*

Fund Balance information is used to secure and maintain investment-grade credit ratings, identify the available resources to repay long-term debt, reduce property taxes, add new governmental programs, expand existing ones, or enhance the financial position of the County, in accordance with policies established by the Board of County Commissioners. Additionally, the Fund Balance Policy insures against unanticipated events that would adversely affect the financial condition of the County and jeopardize the continuation of necessary public services.

This Fund Balance Policy establishes:

1. Fund Balance Policy for the General Fund;
2. Reservations of fund balance for the General Fund;
3. The method of budgeting in the General Fund the amount of estimated unrestricted fund balance (also known as *estimated beginning fund balance*) available for appropriation during the annual budget adoption process (prior to the actual, audited fund balance being known) and what actions may need to be taken if the actual fund balance is significantly different than the budgeted fund balance; and
4. Establish the spending order of the General Fund's fund balance.

B. BACKGROUND AND DEFINITIONS

To improve the usefulness of governmental fund balance information, GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, with implementation required for fiscal years beginning after June 16, 2010. (Since Escambia County's fiscal year began October 1, 2010, this statement applies to the fiscal year 2011 reporting and subsequent years thereafter). This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent, improving the comparability of governmental fund financial statements, and helping financial statement users better understand the purposes for which governments have chosen to use particular funds.

In February 2011, the Government Finance Officer's Association (GFOA) Executive Board recommended that governments adopt a formal fund balance policy that defines the appropriate level of fund balance reserves to mitigate risks and provide for revenue shortfalls. The recommended minimum unrestricted fund balance is no less than two months (17%) of regular General Fund operating revenues or regular General Fund operating expenditures. For fiscal years 2009 and 2010, the General Fund unreserved fund balance has been 18% and 20%, respectively, of operating expenditures and transfers out for the fund.

Definitions of Fund Balance are as follows:

Fund Balance – As defined by the Governmental Accounting, Auditing and Financial Reporting of the Government Finance Officers Association, "The difference between assets and liabilities reported in a governmental fund." Categories of Fund Balance are described below:

Non-spendable Fund Balance – The portion of fund balance that cannot be spent because of form or because it must be maintained intact. The County's non-spendable fund balance currently consists of the inventory and prepaid items held by the General Fund.

Restricted Fund Balance – The portion of fund balance with limitations imposed by creditors, grantors, laws, regulations, or enabling legislation.

Committed Fund Balance **–** The portion of fund balance that can be used only for the specific purposes determined by a formal action (Resolution) of the Board of County Commissioners, the County's highest decision making authority. Commitments may be changed or lifted only by the Board of County Commissioners taking the same formal action (Resolution) that imposed the original constraint. These commitments must be in place prior to September 30.

Assigned Fund Balance – The portion of fund balance that includes spendable amounts established by management of the County that are intended to be used for specific purposes that are neither considered restricted nor committed.

Unassigned Fund Balance – The residual portion of fund balance for the General Fund and includes amounts that are not contained in the other classifications. Unassigned amounts are the portion of the fund balance which is not obligated or specifically designated and is available for any purpose.

Unrestricted Fund Balance – The total of *committed fund balance, assigned fund balance, and unassigned fund balance.*

C. GENERAL FUND

The Board of County Commissioners establishes the following *committed fund balance* for the General Fund:

Reserve for Contingency – This reservation of fund balance is committed by the Board of County Commissioners due to the County's coastal location, hurricanes, and other natural disasters; as well as economic changes that severely impact the County's ability to continue operations and provide services. The level of reserve for contingencies will be determined through the budget appropriation process and in accordance with Florida Statutes. Once established, funds can only be removed with a supermajority vote of the Board and the following three (3) findings of facts:

- That the expenditure cannot be delayed.
- That there is no other source of funds.
- The expenditure was unanticipated.

The County establishes the following *assigned fund balance* in the General Fund:

> *Designated Carry Forward* – The designated carry forward fund balance is assigned by the County as set forth in the annual budget (and any amendments thereto) to provide funds for differences, if any, between budgeted revenues and expenditures.

The County hereby establishes in its *unrestricted fund balance* in the General Fund (the sum of the *committed fund balance, assigned fund balance, and unassigned fund balance*):

> A targeted minimum unrestricted fund balance equal to two (2) months of the current fiscal year operating expenditure and transfers out budgeted for the fund. This reserve is needed to cover short-term cash flow variations and economic downturns. In any fiscal year where the County is unable to maintain this reservation of fund balance as required in this section, the County shall not budget any amounts of unassigned fund balance for the purpose of balancing the budget without Board approval.

D. SPENDING ORDER OF FUND BALANCE

The County spends restricted amounts first when both restricted (*Non-Spendable Fund Balance and Restricted Fund Balance*) and unrestricted fund balances (*Committed Fund Balance, Assigned Fund Balance and Unassigned Fund Balance*) are available unless there are legal documents/contracts that prohibit doing this, such as grant agreements requiring dollar for dollar spending. Additionally, the County would first use *committed fund balance*, followed by *assigned fund balance* and then *unassigned fund balance* when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

E. BUDGETING

Appropriation Of Unrestricted Fund Balance: The actual amount of unrestricted fund balance (total of *committed fund balance, assigned fund balance, and unassigned fund balance*) is not known until the completion of the annual audit which takes place between three to six months after the end of the fiscal year being audited. However, an estimate of unrestricted fund balance (also called *estimated beginning fund balance*) must be made during the annual budget adoption process (July through September) which is prior to the end of the fiscal year, September 30.

F. **ANNUAL REVIEW AND DETERMINATION**

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process and revisions to the levels of fund balance will be determined during this process. Any changes to the targeted amounts established herein must be approved by the Board of County Commissioners.

G. **ADDITIONAL INFORMATION, REQUIREMENTS AND RESPONSIBILITIES**

It will be the responsibility of the County Administrator to uphold this policy and keep it current.

H. **AUTHORITY**

Resolution 2011-150, adopted on September 27, 2011.

Board of County Commissioners
Escambia County, Florida

Title:	Procedures for Disposition of County Property – Section II, Part B.1
Date Adopted:	April 26, 1979
Effective Date:	March 15, 2012, as amended
Reference:	
Policy Amended:	March 15, 2012, November 19, 2009, June 19, 2008, December 11, 2003, June 26, 1990

A. Transfer of Property between Departments under the Board County of Commissioners (BOCC) and Other Constitutional Officers.

1. Transfer of tangible property on the Board's fixed asset inventory to other Constitutional Officers shall be approved and signed off by the County Administrator or his designee and forwarded to the Clerk of the Circuit Court's Finance Department.

2. Transfer of tangible property on the County's fixed asset inventory between Departments under the Board of County Commissioners shall be approved by the directors of both departments and forwarded to the Clerk of the Circuit Court's Finance Department.

3. Transfer of Board Property Assigned to Other Constitutional Officers.

   Any tangible property transferred to a Constitutional Officer from the Board of County Commissioners shall be returned to the Board when it is no longer needed by such Officer. The County Administrator or his designee will then determine whether or not the tangible property is needed by another Department or should be dispositioned.

4. Tangible Property to be Permanently Dispositioned.

   Property included on the County's fixed asset inventory shall be declared surplus following approval by the Board of County Commissioners as contained in Florida Statute. Once declared surplus the County shall make every effort to maximize the return on said property including but not limited to public (both on-line and physical) auction or direct sale; then said asset shall be disposed of in the most efficient and effective manner.

   Tangible property below the value to be included on the County's fixed asset inventory shall be disposed of in the most efficient and effective manner with the goal to maximize return to the County.

   Donation of surplus tangible property to Not for Profit Organizations shall require approval of the BOCC.

B. Selling of Surplus Property

The County Administrator or his designee shall have the authority to sell all County surplus tangible property under $5,000 without bids or advertisement.

Items over $5,000 may be sold by the County Administrator or his designee without further Board action provided that the sale of the tangible property was properly advertised for sale in compliance with Florida Statute 274 and County Ordinance 2009-17.

All sales of all County tangible property shall be in the most efficient, cost effective means as determined by the County Administrator or his designee.

C. Equipment and Furnishings in Commissioner's office.

All requests for transfer of County-owned tangible property either from or to the office of an individual Commissioner shall first be brought to the full Board for approval.

Board of County Commissioners
Escambia County, Florida

Title:	Photocopying Fees – Section II, Part B.4.
Date Adopted:	March 24, 1981
Effective Date:	January 21, 2010, as amended
Reference:	Ch. 119.07, F.S.
Policy Amended:	January 21, 2010, August 5, 2004, June 26, 1990 (amending the March 24, 1981 Policy previously known as "Clerical and Supervisory Charges for Duplicating Services)

As authorized under Section 119.07 of the Florida Statutes, custodians of public records are authorized to charge costs for duplication of those records when the public requests copies. It shall be the policy of the Board of County Commissioners of Escambia County, Florida, that:

A. For duplicated copies not exceeding 8.5 x 14 inches in size, a fee is established of fifteen cents ($.15) per one-sided duplicated copy and twenty cents ($.20) for each two-sided duplicated copy. For copy requests totaling five pages or less, the copy fee will be waived. If the total request for copies is in excess of five pages, the copy fees as noted above will apply to all pages copied from the first to the last.

B. The fee for copies of county maps or aerial photographs which are incurred as a result of a public records request will be the actual cost of duplication as set forth in the public records fee schedule adopted by the Board of County Commissioners. If these copies are requested in the normal course of business of the Bureau, The Bureau's fee schedule adopted in prior resolutions of the Board of County Commissioners shall govern.

C. The person or agency requesting the photocopies will be provided an estimate of the charges to be assessed and required to pay a deposit of 50% of the estimated charge prior to completing the duplication.

D. The fees charged for duplication of public records shall be collected, deposited, and accounted for in the manner prescribed for other operating funds of the County.

E. If the nature or volume of public records requested to be inspected, examined, or copied requires extensive information technology resources, as defined in Florida Statutes 119.07 (4)(d), or in excess of fifteen minutes clerical or supervisory assistance, or both, a special service charge shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personal providing the service that is actually incurred by the Bureau or attributable to the Bureau for the clerical and supervisory assistance. Labor cost shall be based on the hourly wage and benefits of the lowest paid employee within the Bureau having the knowledge and expertise to perform the task.

F. Other County Bureaus or Offices under the Board of County Commissioners are excluded from the fees noted in this policy and shall be provided these services at no charge.

EXHIBIT A
ESCAMBIA COUNTY PUBLIC RECORDS FEE SCHEDULE

Fee Name	Description	Category (from above)	Cost	Unit (per hour, per quantity, per page, flat fee)
Audio Tapes	Audio tapes of public meetings	Materials	Actual cost	Per cassette tape
Bubble Envelope	Cost of Bubble Envelope for packaging/shipping CD's	Materials	Actual cost	Per envelope
CD	Cost for Single CD used for recording information/data pertaining to public records request	Material	Actual cost	Per CD
CD-Single PVC Case	Cost of a single PVC case for CD	Material	Actual cost	Per case
CD-Twin PVC Case	Cost of a twin/double PVC case for CD's	Material	Actual cost	Per case
Certification	Certification expense for copies	Material/Special Service	$1.00	Per Page
Collection	The fees charged for duplication of public records shall be collected, deposited, and accounted for in the manner prescribed for other operating funds of the County.			
Copies- Single Sided	For single-sided copies not exceeding 8.5 x 14 inches in size	Materials	.15	Per page
Copies- Two Sided	For two-sided copies not exceeding 8.5 x 14 inches in size	Materials	.20	Per page
Copies-11x17-Single Sided	For single-sided copies 11 x 17 inches in size	Materials	Actual cost	Per page
Copies-11x17-Two sided	For two-sided copies 11 x 17 inches in size	Materials	Actual cost above +$.05	Per page
Copies-18x24	For copies 18 x 24 inches in size	Materials	Actual cost	Per page
Copies-24x36	For copies 24 x 36 inches in size	Materials	Actual cost	Per page
Copies-30x42	For copies 30 x 42 inches in size	Materials	Actual cost	Per page

EXHIBIT A
ESCAMBIA COUNTY PUBLIC RECORDS FEE SCHEDULE

Fee Name	Description	Category (from above)	Cost	Unit (per hour, per quantity, per page, flat fee)
Deposits-Copies	The person or agency requesting the photocopies will be provided an estimate of the charges to be assessed and required to pay a deposit of 50% of the estimated charge prior to completing the duplication.	Materials/Labor	50% of the estimated charge	Per copy/ per hour (15 minute increments)
DVD	Cost for Single DVD used for recording information/data pertaining to public records request	Material	Actual cost	Per DVD
Labor (Research and Re-filing Fee)	If the nature or volume of public records requested to be inspected, examined, or copied requires extensive information technology resources, as defined in Florida Statutes 119.07 (4)(d), or in excess of 15 minutes clerical or supervisory assistance, or both, a special service charge shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personal providing the service that is actually incurred by the department or attributable to the department for the clerical and supervisory assistance.	Labor	Hourly wage plus benefits	Labor cost shall be based on the hourly wage and benefits of the lowest paid employee within the Bureau having the knowledge and expertise to perform the task.
Postage	Pre-paid or billed to requestor's account for actual charges (US Mail (Parcel Post/ Regular/Certified), Federal Express, UPS (overnight/standard/weekend)	Postage	Actual cost	
Remote Electronic Access	Fee, granted under a contractual arrangement with requestor, which includes the direct and indirect costs of providing such access	Material/Labor	TBD	Flat Fee

EXHIBIT A
ESCAMBIA COUNTY PUBLIC RECORDS FEE SCHEDULE

Fee Name	Description	Category (from above)	Cost	Unit (per hour, per quantity, per page, flat fee)
Scan- Single Sided	Cost for scanning single-sided documents into electronic format for transmission via email or recording onto CD not exceeding 8.5 x 14 inches in size	Labor	.15	Per page
Scan- Two Sided	Cost for scanning two-sided documents into electronic format for transmission via email or recording onto CD not exceeding 8.5 x 14 inches in size	Labor	.20	Per page
VHS Tape	VHS recording of meeting	Materials	Actual cost of tape	Per VHS tape
Waiver- Governmental Agencies	Other County Bureaus or Offices under the Board of County Commissioners are excluded from the fees noted in this policy and shall be provided these services at no charge.	Materials/Labor/ Misc		
Waiver- Minimum # of Copies	For copy requests totaling five pages or less, the copy fee will be waived. If the total request for copies is in excess of five pages, the copy fees as noted above will apply to all pages copied from the first to the last.	Materials		

Escambia County
Clerk's Original
1/21/2010 #10C

RESOLUTION NUMBER R2010- 16

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS ESTABLISHING A PUBLIC RECORDS FEE SCHEDULE; AMENDING SECTION II, PART B.4, PHOTOCOPYING FEES, OF THE ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS POLICY MANUAL; PROVIDING THAT WITH RESPECT TO PUBLIC RECORDS, TO THE EXTENT THAT THERE IS A CONFLICT WITH PRIOR FEE RESOLUTIONS, THIS RESOLUTION SHALL GOVERN AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Escambia County, as a political subdivision of the State of Florida, is required to comply with the Florida Public Records laws set forth in the Florida Statutes in Chapter 119 and elsewhere; and

WHEREAS, Section 119.07, Florida Statutes, authorizes the establishment of fees for the cost of providing copies of public records; and

WHEREAS, the Board of County Commissioners wishes to establish a uniform procedure for the photocopying of public records for the general public at a reasonable cost.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, FLORIDA, AS FOLLOWS:

Section 1. That the Board of County Commissioners finds the above recitals to be true and correct and incorporates them herein by reference.

Section 2. That the Board of County Commissioners of Escambia County hereby approves and adopts the "Escambia County Public Records Fee Schedule" attached as Exhibit A and incorporated herein.

Section 3. That the Board of County Commissioners of Escambia County hereby amends Section II, Part B.4., Photocopying Fees, of the Escambia County Board of County Commissioners Policy Manual, as attached in Exhibit B;

Section 4. That with respect to public records requests, to the extent that the provisions of this resolution are in conflict with any preceding fee resolution, the provisions of this resolution shall govern.

Date: 2/10/2010 Verified By: R. Caren

Section 5. That this resolution shall take effect immediately upon its adoption by the Board of County Commissioners of Escambia County.

ADOPTED this 21st day of January, 2010.

BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA

By: _____
Grover C. Robinson, IV, Chairman

Date Executed
2/8/2010

ATTEST: Ernie Lee Magaha
Clerk of the Circuit Court

By: _____
Deputy Clerk

SEAL

BCC Approved 01-21-2010

This document approved as to form and legal sufficiency
By _____
Title County Attorney
Date 2/5/10

Board of County Commissioners
Escambia County, Florida

Title:	General Safety Policy, Section II, Part B.5
Date Adopted:	January 24, 2002;
Effective Date:	June 4, 2009, As Amended
Reference:	
Policy Amended:	Amended September 9, 2004; Amended December 9, 2004; Amended June 4, 2009

The Board of County Commissioners is vitally interested in, and is responsible for, the health and welfare of all County employees. The Board accepts the responsibility for providing a safe and healthful environment for its employees. It is, however, the responsibility of County management to insist on safe work behavior and enforce all applicable policies, statutes and laws. It is expected that every employee of the County will conscientiously apply all safety procedures outlined in this document and actively participate in the continued safe operation of all entities of Escambia County.

(Safety Manual dated June 4, 2009, as approved by the Board of County Commissioners, distributed under separate cover by Risk Management.)

SECTION II

B.8. RESOLUTIONS, AGREEMENTS AND CONTRACTS

Resolutions, agreements and contracts shall be drafted, or received for review by the legal staff, with the necessary input to be provided by the County Administrator or his assistants. All resolutions shall be numbered.*

*Escambia County resolutions have never been numbered.

approved 8/19/76

Board of County Commissioners
Escambia County, Florida

Title:	Surplus Property Disposition for Affordable Housing Development, Section II, B.15
Date Adopted:	July 20, 2006
Effective Date:	November 5, 2009, as amended
Reference:	
Policy Amended:	July 20, 2006, November 5, 2009

A. **Purpose:** To encourage redevelopment of blighted areas through reinvestment in non-productive properties for the purpose of meeting affordable workforce housing needs in Escambia County.

B. **Surplus Property and Affordable Housing (Brief Overview):** In 1992, Escambia County and the City of Pensacola each adopted an Affordable Housing Development Incentive Plan as a precursor to implementation of the State Housing Initiatives Partnership Program (SHIP).). In 2008, the County updated its Incentive Plan and amended the Local Housing Assistance Plan as required by F.S. 420.906. An element of this plan requires continual review of County and City owned properties suitable for affordable housing. Escambia County works very closely with many non-profit and for profit workforce/affordable housing builders and developers through various programs administered through the Neighborhood Enterprise Foundation, Inc (NEFI). Land cost is integrally linked to housing affordability, especially when homes are targeted to very low, low and moderate income families for homeownership or long term rental purposes. Routinely, the County attains ownership of vacant, blighted or abandoned properties through tax deed, foreclosure or donation. Most are non-productive properties with minimal improvements, or more typically with serious code deficiencies requiring recurring corrective actions by County officials. After reviewing internally, a significant percentage of these properties are not required for County public functions, and therefore are deemed to be surplus. Many of the surplus parcels are suitably sized and located thus allowing for construction of reasonably priced homes to address the continuing shortage of affordable workforce housing in the County. A number of locally based non-profit and for-profit builders and developers routinely request the donation or discounting of such parcels specifically for housing production.

C. **Surplus Property Disposition by County:** the County has routinely undertaken a variety of methods to dispose of surplus real property to legal non-profit corporations, ranging from outright donation to sale via bid. The intent of this Policy is to provide a framework for the disposition of properties incorporating a "discounted purchase price" option for affordable housing interests. This process must comply with governing Florida Statutes and County ordinances that prescribe alternatives available to the County for disposition of "surplus" property.

D. **Affordable Housing Development Incentive Plan:** The County will utilize a series of screening procedures to govern disposition of surplus property as an incentive fostering development of quality affordable workforce housing including:

1. Internal County Review: Prior to declaring "surplus" any real property coming under the ownership of the County, each parcel shall be reviewed internally to determine the means of disposition which maximizes the greatest return (financial or goodwill) for the County. This review shall include a financial analysis to determine whether the parcel

should be sold at auction to the highest bidder, kept for future County purposes or sold at some discounted price to agencies for affordable housing production.

2. Open Bid Solicitation: Parcels to be sold at auction shall be declared surplus, publicly advertised for bid and sold to the highest bidder in accordance with State statutes and County ordinance requirements. The property will be conveyed "as is" and no representations or warranties are made concerning title, zoning, tax consequences, physical or environmental conditions, availability of access, ingress or egress, property value, operating history, governmental approvals or governmental regulations.

3. Pre-Qualified Non-Profit Agency Review: Parcels that are deemed suitable for affordable housing development shall be disseminated via e-mail by NEFI to all "pre-qualified" non-profit agencies meeting the requirements cited in Exhibit I for review and selection (no formal bidding or auction will be required). Qualified agencies shall be provided a minimum of 10 days to submit a request for individual parcels on their agency letterhead upon which affordable housing units will be constructed and sold (or rented) to income eligible persons/families within 12 months from the date of property transfer. In the event that more than one agency requests the same parcel(s), the selection shall be made by lottery drawing. Said parcel may then be conveyed directly to the requesting agency for the any of the following discount methods provided that the County's direct expenditure of funds is reimbursed:

   a. The value of the property as defined by the Escambia County Property Appraiser

   b. The value of all County held tax certificates, property taxes, County held liens at the time of the transfer excluding accrued interest, any foreclosure costs and any costs associated with acquiring title to the parcel.

E. Unit Production Requirement: Affordable housing unit(s) must be constructed and sold to income eligible families as described previously, within a maximum of 12 months from the date of property transfer, unless such time is extended in writing by NEFI. Properties shall contain a "reverter" clause stipulating this requirement. Failure to complete unit(s) shall result in the property being recaptured by the County.

SECTION II

B.16 SALE OF COUNTY PROPERTY - APPLICABLE FEE SCHEDULE

This policy is to authorize an Applicable Fee Schedule to be implemented to recover costs associated with the sale of County property:

APPLICABLE FEE SCHEDULE
(AS AMENDED TO 09/02/93)

1. Surveying — $250.00 Minimum

   A crew of surveyors physically inspects the property, checks for encumbrances on the land, notes improvements or other conditions upon the land and surveys its location.

2. Draft of Legal Description — $ 90.00

   The Department of Engineering prepares a legal description based upon co-ordinates established in a survey. Legal reviews this description for inconsistencies.

3. Deed Preparation — $ 60.00

   An instrument of conveyance is prepared without warranty as to title. The purchaser should contact the County Attorney's office and provide the name or names of the new owner(s) of the land, their address, and identification number(s). Please call 436-5450 to provide this information.

4. Costs of Publication — Varies — $150.00 (Approx.)

   Sometimes the County Attorney's Office deems it necessary, or it is required by law, to advertise or give notice of a sale of land in a local newspaper. The costs of publication shall be borne by the purchaser.

5. Preparation of Public Notice — $ 100.00

   The statement to be placed in the local newspaper must be in a specific form and contain certain information required by state law, and this language is drafted in the County Attorney's Office.

6. Preparation of Purchase/Sale Contract — $ 90.00

   A purchase contract includes the price, the terms and any special conditions or obligations with respect to the sale. County legal staff prepares such an instrument for every sale.

7. Closing Statements $ 40.00

A closing statement sets forth the purchase price together with costs of preparing instruments, surveying, title search, and other costs borne by a land purchaser. Then, deposits and other credits to the purchase price are listed to offset the subtotal, and the total amount necessary to close is identified.

8. Seller's Affidavit $ 30.00

A Seller's Affidavit, if necessary, discloses the condition of seller's title and any liens or encumbrances known to exist with respect to the land.

9. Buyer's Affidavit $ 30.00

The buyer's Affidavit may set forth a variety of terms of purchase and ordinarily acknowledges the buyer has made a physical inspection of the land.

10. Execution Fees and Presentation $ 40.00

In order to purchase county property, approval by the Board of County Commissioners is required. Legal staff verifies this approval, obtains the signature of the Chairman, and the attest of the Clerk of the Court for each document.

11. Closing (in general) $ 40.00

Legal staff reviews all documents of sale, verifies closing amounts, and conveys the deed in exchange for delivery of the purchase price.

NOTE: The Board of County Commissioners reserves the right to waive any and all fees at its discretion.

(Adopted: August 3, 1993; Amended: September 2, 1993)

Board of County Commissioners
Escambia County, Florida

Title:	Computer Equipment Usage Policy, Section II, Part B.17
Date Adopted:	May 4, 2006
Effective Date:	May 4, 2006
Reference:	
Policy Amended:	June 23, 1998

THIS POLICY sets forth procedures for the use of Computer Equipment (hardware, software, data, and peripherals) that is owned or operated (through license or otherwise) by Escambia County. This policy covers all County employee usage of Computer Equipment, including preparation of documents, spreadsheets, E-mail and similar materials, and access to online services (i.e. the Internet). All employees using Computer Equipment are required to read and comply with this policy. By using any item of Computer Equipment, County employees consent to all provisions of this Policy.

A. COMPUTER EQUIPMENT

All employees using Computer Equipment shall use the equipment in compliance with this policy and for business purposes. Violations of this policy can result in disciplinary action up to and including termination of employment or contract, and may subject the violator to legal liability for improper use. The listing of acts prohibited under this policy shall include the following:

1. Allowing Computer Equipment to be used by unauthorized persons;
2. Operating or installing any privately-owned hardware or software on Computer Equipment;
3. Installing any software, hardware or peripheral devices on Computer Equipment without authorization from the Information Resources Department;
4. Purchasing any software, hardware, service or peripheral devices without authorization from the Information Resources Department, regardless of funding source;
5. Operating or storing any data of Escambia County on unauthorized hardware or software;
6. Using Computer Equipment in attempting to access or to access outside services (i.e. the Internet) without authorization from the Information Resources Department.

B. MICROCOMPUTER SOFTWARE

Escambia County purchases and licenses the use of copies of computer software from a variety of private companies. Escambia County does not own the copyrights to this software or its related documentation and, unless it is authorized by the software developer, Escambia County does not have the right to reproduce any copyrighted software for use on more than one County computer. On local area networks or multiple machines, Escambia County employees shall use the software only in accordance with the license agreement for that software. Any Escambia County employee with knowledge of any misuse of software shall notify his or her department manager or the Escambia County Attorney's Office.

Escambia County does not condone the illegal duplication of software. According to the U.S. copyright law, persons illegally reproducing software can be subject to civil damages up to $100,000 per work copied, and criminal penalties, including fines and imprisonment. Escambia County employees who make, acquire, or use unauthorized copies of computer software shall face disciplinary action which is deemed appropriate under the circumstances. Such disciplinary action may include termination of an employee's employment.

C. ELECTRONIC MAIL (E-MAIL) AND ONLINE SERVICES

Electronic mail (E-mail) is defined as an office communications tool where electronic messages are prepared, sent, and retrieved on personal computers. Online services (i.e. the Internet) are defined as a communication tool where business information, reference materials, and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of E-mail and Internet usage and Escambia County's desire to protect its interests with regard to its electronic records, the following rules have been established to address E-mail and Internet usage.

D. PUBLIC RECORDS E-MAIL

All E-mail that is sent and received in connection with official County business is a public record under Florida law including any attachments or embedded "objects." E-mail users shall print official public record copies of certain E-mail messages to safeguard them. Deleting a public records E-mail message which has not been preserved on paper as a public record may be a violation of this policy and Florida law.

As official County records, E-mail and Internet records are subject to disclosure to law enforcement or government officials or to other third parties through public records requests, subpoenas, or by other legal processes. Employees should ensure that the business information contained in E-mail and Internet messages is accurate, appropriate, and lawful. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by authorized Escambia County representatives. E-mail and Internet messages sent by employees may not necessarily reflect the views of Escambia County or its elected or appointed officials.

E. SENDING E-MAIL

The computer Equipment usage policy requires that E-mail users print a copy of all public records E-mail messages that are originated and sent to another individual, whether inside or outside the County, and then file the copies as they would ordinarily be filed as internal memos or external correspondence. This means that an E-mail message, if it pertains to a specific matter, may be filed in a case file. Alternatively, it may be filed in a general E-mail folder maintained either for you or your work group. (You may wish to consult your supervisor about your unit's filing policy). The most important thing is that the County must be able to retrieve any public records E-mail messages should a public records request be made.

F. RECEIVING E-MAIL

As a County employee, you are not responsible for printing copies of E-mail messages you receive from others in the County unless the messages pertain to public records E-mail. However, you are responsible for printing and maintaining copies of E-mail that you receive from external sources including, but not limited to, the Internet, computer information services, and other state network connections.

If you wish to have support staff assist you in printing public records E-mail messages, you might consider routinely "copying" that person in all E-mail that you originate. If your public records E-mail message includes a file attachment, it too is likely to be a public record which must remain in the custody of the County.

G. GENERAL E-MAIL POLICY

Escambia County owns the computer and software of the E-mail and Internet systems and permits you to use them in the performance of your employment duties. All E-mail and Internet records are official County records and should be transmitted only to individuals who have a business need to receive them. The E-mail, Internet, and other information systems of Escambia County shall not be used in a way that is disruptive, offensive to others, or harmful to morale. There shall be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of E-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement to others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. The E-mail and Internet systems shall not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Escambia County's E-mail and Internet systems are intended to be used for business purposes only; however, use for educational and personal development purposes is permissible within reasonable limits. Abuse of the E-mail or Internet systems, through excessive personal use, or use in violation of applicable laws or County policies, shall result in disciplinary action, up to and including termination of employment. While Escambia County does not intend to regularly review employees' E-mail and Internet records, employees have no right or expectation of privacy in E-mail or Internet communications and the County expressly reserves its right to disclose employee E-mail messages or Internet records without notification to or permission of the employee. As a condition of initial and continued employment, all employees consent to Escambia County's review and disclosure of employee E-mail messages and Internet records.

For the purposes of preserving County Internet-related resources, no sound files, or video files may be downloaded from the Internet without your supervisor's explicit prior verification of the official County need. Subscription to and/or participation in Internet, E-mail, or browser-based Usenet newsgroups also requires authorization from the Information Resources Department.

Employees are also reminded that log on and other passwords may not be shared with any third party, nor may they be shared with another employee, unless such password(s) is requested by an authorized management official of Escambia County. County personnel conducting Internet research that is confidential by law and/or attorney work product in nature should be aware that:

1. All home pages now have the ability to record visitors to the site and identify them at least by the agency, if not to the individual level, and
2. Independent online repositories collect many Usenet and newsgroups postings for permanent retention and this data may be searched by third parties to identify authors by name and agency and to assemble profiles of all posting by a single author.

H. EMPLOYEE SIGNING CLAUSE

I have read the Computer Equipment Usage Policy Statement and agree to abide by its provisions and uphold its policies. I understand that I have no expectation of privacy in any Computer Equipment usage, electronic messages, reports, or documents written or received by me, and I understand that violation of the provisions stated in this policy may result in disciplinary action, up to and including termination of my employment. Violations of local, state, and federal laws may carry additional penalties.

Name: _____ Job Title: _____

Signature: _____ Date: _____

Board of County Commissioners
Escambia County, Florida

Title:	Risk Management Policy And Procedures Property/Liability/Worker's Compensation Risks, Insurance/Self-Insurance And Claims, Section II, Part B. 18
Date Adopted:	September 2, 1999
Effective Date:	June 4, 2009, As Amended
Reference:	
Policy Amended:	Amended April 19, 2001; Amended December 6, 2001; Amended July 18, 2002; Amended September 9, 2004; Amended June 4, 2009

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PURPOSE: To establish overall risk management policy and procedures, with emphasis on insuring and self-insuring County property, liability, and workers' compensation risks and processing claims against insurance policies and the internal service fund.

RISK MANAGEMENT POLICY AND PROCEDURE

Escambia County recognizes the need to protect its assets and to preserve operational continuity from risks and hazards that may arise from business activities or from other activities or events that may affect the County.

The County is committed to providing a safe and healthy environment to protect employees and other members of the public to whom the County has such a responsibility.

A RISK MANAGEMENT

1. Efficient risk management is considered essential to the successful overall management of the County.

2. The goal of risk management is the efficient minimization of potential risk to property, interruption of governmental services, and the safety of employees and the general public.

3. Catastrophic risks of potential loss are to be given the County's fullest attention. All reasonably practical techniques to avoid, control or finance such catastrophic risks shall be given due consideration.

4. An operational contingency plan shall be formulated. The plan shall consider potential property loss to the County that could significantly reduce the County's income and/or require significant additional expense to continue operations as nearly normal as possible. Preplanning of possible backup systems to minimize loss is considered essential to the plan.

B. AUTHORITY AND RESPONSIBILITY

1. The Escambia County Board of County Commissioners and the Constitutional Officers have ultimate authority and responsibility for risk management within the County. With exceptions to be determined by individual needs of the Constitutional Officers, the Board assumes responsibility for the County's insurance and self-insurance programs.

2. Staff responsibility for providing recommendations to the County to facilitate major risk management decisions is granted to the Risk Manager.

3. The County's Risk Manager is charged with day to day responsibility for ongoing administration of the risk management program and development of the County's loss control/safety policy and training.

4. Risk Management is charged with day to day responsibility for basic administration, such as coordination with the County's insurance agents and third party administrators and others who affect the risk management/insurance and self-insurance program and insurance policy maintenance.

5. Risk Management is charged with adjusting self-insurance liability and workers' compensation claims to the extent not contracted to third party administrators and reporting claims to insurers where coverage is purchased, accident investigations and related responsibilities.

6. The County's Purchasing Division and Risk Management Division are charged with review of risk management/insurance terms in agreements, contracts, and leases and shall coordinate with the County's Legal Department in periodic review of such requirements.

7. All County employees are expected to act responsibly in the conduct of their duties and shall be required to participate in the County's risk management and safety programs to the extent required by the County and its designees.

8. Recognition shall be given to federal, state, and local laws in formulating the risk management program and in all subsequent changes.

C. RISK MANAGEMENT TECHNIQUES

The County shall employ the following risk management techniques.

1. **Risk Identification and Analysis**
   The County shall continuously seek to identify and analyze possibilities of loss with potentially significant financial or personal impact.

2. **Risk Avoidance**
   Where future undertakings of the County shall be accompanied by risks of such a hazardous nature that control or financing of potential risks of financial loss is impossible or impractical, then the County shall consider avoiding such undertakings.

3. **Risk Control**

   a. Where possible, and within reasonable cost, the County shall seek to prevent risks of loss and act to limit or reduce the potential extent of any losses that cannot be totally prevented.

   b. Efforts at risk control shall be continuous, so long as substantial risks persist.

   c. Insurers of major risks shall be asked to what extent their premium charges contemplate provision of risk control services and such services shall be required when judged to be in the best interests of the County.

4. **Risk Finance**

   Upon evaluation of its risks of financial loss, the County shall provide for appropriate financing measures. Depending on the nature of the individual risks, the County shall decide whether to retain risks of loss on an uninsured basis, transfer risk of loss to an insurer or transfer risks of loss to another party (such as through a hold-harmless agreement with an indemnification provision).

   a. **Retention of Risk Loss**

      (1) The County shall consider being uninsured or shall consider acceptance of insurance deductibles, exclusions or restrictions when:

      -Potential amounts of loss are small; there would be no significant effect on the budget
      -Insurance premium for coverage is unreasonably expensive
      -Risk of loss is so remote that insurance would not ordinarily be purchased
      -Budgetary considerations do not permit purchase of all insurance that is needed

(2) In the last condition, priorities shall be set as to which types and amounts of insurance are critical, which are important, and which are desirable but can be foregone.

b. **Insurance Purchase**
The County shall consider purchase of insurance when:

-Potential amounts of loss are too large to be retained without budgetary problems
-Required by contract or law

c. **Transfer of Risk to Others**

(1) The County shall consider transferring risks of loss to others (by hold harmless agreements and/or contractual requirement that insurance be provided by others on the County's behalf) when:

-The transfer will not directly or indirectly increase the County's costs above the amount of such costs the County would have incurred had it retained or insured the risks of loss.
-The other party can prove that it can successfully finance the amounts of loss transferred, either by providing adequate financial position if insurance is not required or by purchase of insurance (preferable).

(2) Insurance provided by others on behalf of the County must be rated as a Secure Best Rating with a Financial Size Category VII according to latest edition of the A.M. Best Guide. The County's standard limits are $1 million for liability (i.e. general, auto, professional, liquor, etc, as appropriate) and statutory requirements for worker's compensation. The County's insurance requirements for solicitations are outlined in the Purchasing Procedure Manual. In some instances, insurance ratings and limits may vary depending on the level of risk involved and will be outlined in individual leases or contracts. Insurance requirements may be waived by the County Administrator.

D. INSURANCE MARKETING POLICY

1. The County shall endeavor to seek insurance from capable insurers and agents.

2. So long as coverages and premium costs of current insurers and service by current agents and insurers remain satisfactory, it may be considered acceptable to renew these insurance programs.

3. However, in the event that coverage, premium cost or service becomes unacceptable, consideration should be given to obtaining competition for replacement.

4. At least every three to five years the County's insurance program should be evaluated to determine if it is either necessary or desirable to solicit competitive proposals. If it is likely that competition would produce much better cost, coverage, or service to the County's benefit, then proposals should be requested.

5. Should competition be solicited in the future for the County's insurance programs, the County should endeavor to provide sufficient information to agents and insurers to assure that solicited proposals shall be comparable. This should be accomplished by preparation of formal specifications, even if in the form of a few pages, simply stating desirable coverages, amounts, endorsements, etc. and setting forth premium and loss information and rating data which insurers normally require.

6. When competition is desirable, additional and optional coverages, amounts, etc. should be requested for the County's consideration.

7. The broadest coverage available shall be preferred if the premium cost is reasonable.

8. Although premium cost should not be the sole consideration for accepting a competitive insurance proposal, it should receive major emphasis, so long as other considerations are consistent.

9. Cancellation notices required of insurers should be no less than 90 days and should include insurer notice of non-renewal, adverse change, and rate increase.

10. Renewal premium quotations, whether in competitive situations or not, should be required well in advance of policy renewal dates.

INSURANCE, SELF-INSURANCE, FUNDING, CLAIMS:

E. **FUNDING OF COUNTY INSURANCE AND SELF-INSURANCE**

1. The internal service fund is used to account for the financing of property, liability, and workers' compensation insurance and self-insurance and administration and related costs of the risk management and safety program. It is also used to finance the county's employee benefits plan, such as life, medical, and dental benefits.

2. Revenue is received from participating County Agencies and Departments and service funds on a cost reimbursement basis. Rates are set annually and are charged to the Agencies and Departments based on property/liability/workers' compensation exposure, number and type of employees, and funding required for program administration, incurred claims reserves, and incurred but not reported claim estimates.

F. **PROFESSIONAL LIABILITY (Adopted 2/79)**

Various County employees perform professional services and exercise professional judgment and skills in the course of their employment. These employees are expected to obtain and maintain applicable state, local, or Board licenses and certifications either as a condition of their employment or in performing their duties. In recognition of the fact that public employment is seldom as remunerative as employment in private concerns, and carries significantly greater potential for liability, these employees have not been expected to obtain insurance which would protect them and Escambia County from any claims resulting from negligence, malpractice, malfeasance, or misfeasance in the exercise of their professional services, judgments, or skills, although persons employed in the same or similar capacity by private employers are almost universally protected by such insurance. Escambia County may, from time to time, determine that it is in the best interests of the County to purchase such insurance; but in any event, Escambia County will indemnify and defend such employees from any such claims in connection with their official County duties and will look to such insurance, and to such insurance alone, for satisfaction of any past, present, or future claims or judgments.

G. **DAMAGES RESULTING FROM ACTIONS OR OMISSIONS OF EMPLOYEES (Adopted 8/3/93)**

The Board of County Commissioners reserves the right not to pay any damages resulting from acts or omissions of employees, if the employee acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. BCC will not be liable for the acts or omissions of an employee committed while acting outside the course and scope of her or his employment. In addition, BCC reserves the right not to pay any damages or provide a defense to any employee who is alleged or is found to have caused damages resulting from any acts or omissions which were intentionally tortious or which form the basis for imposition of punitive damages. BCC reserves the right to refuse to pay damages resulting from the acts or omissions of employees who have violated County policies.

H. **INSURING COUNTY PROPERTY**

1. Risk Management, through a competitive bid process, obtains property and casualty insurance coverage on all existing County property and such miscellaneous coverages as boiler and machinery, crime, flood, windstorm, etc.

2. To include additional property on existing insurance policy (ies), departments must submit a Request for Insurance Coverage form to Risk Management. This form must be submitted for all newly purchased, constructed, donated, and/or leased property. The Request for Insurance Coverage form must also be submitted as modifications are made to existing structures (i.e., expansion projects, demolition).

3. If departments are occupying leased office space, the contents must be insured. Contents may be included on the County's existing policy by submitting the Request for Insurance Coverage form and a list of the contents. **Employee's personal property will not be covered on the County's policy.**

I. **MANDATORY PERSONAL AUTO INSURANCE COVERAGE**

1. Employees who elect to receive car allowances to use their personal vehicles to conduct County business are required to maintain an insurance limit (not less than the State's sovereign immunity) $100,000 per person/$300,000 per accident or occurrence. The monthly car allowance offsets the cost associated with the increased insurance limit.

2. Employees to whom this policy applies are subject to an annual drivers' license review by Risk Management. Departments are responsible for verifying proof of insurance each year and submitting to Risk Management.

3. The County will not assume any liability for bodily injury or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her personal vehicle.

4. The County does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

5. Failure to maintain the mandatory insurance limit may result in disciplinary action, up to and including termination.

J. **LIABILITY CLAIMS PROCEDURES**

1. Claims against Escambia County must be submitted to Risk Management, which is authorized to process claims or assign claims to a third-party licensed adjuster. Claims represented by an attorney will be processed through the County Attorney's Office.

2. All incidents/accidents involving County vehicles and/or bodily injury will be reported to Risk Management. Risk Management will follow up with the department to verify that unsafe conditions have been rectified.

3. At the claimant's request, Risk Management will mail the claimant a claim form. Before a claim is established, the claimant must complete, sign and return the claim. If reimbursement is requested, documentation of repairs (i.e. receipts, work orders) will be requested.

4. All investigations by Risk Management into claims, incidents, or accidents are made at the direct and express direction of the County Attorney and are made in anticipation of litigation. All findings, witness interviews or statements, photographs, reports, and data generated as a result of investigations by Risk Management, are protected by the work product privilege and/or anticipation of litigation privilege recognized by Florida and federal law.

   a. ***Claims Involving Real and Personal Property***

      (1) Once a claim has been established and County investigation supports liability, Risk Management may request an official appraisal of the damaged property by a licensed appraiser.

      (2) The appraiser will contact the claimant to schedule the appraisal. The claimant may select the vendor of their choice for repairs.

      (3) The County will make reimbursement based on the appraiser's recommendation and only in exchange for a release.

   b. ***Settlement of Real and Personal Property Claims***

      (1) Settlement of real and personal property claims will be authorized if the investigation of the accident/incident supports the County's liability by meeting each of the following criteria:

      -the County records reflect that the alleged causation existed for more than 48 hours after the County received knowledge of the potential hazard;
      -the alleged causation could reasonably be expected to have caused the damage;
      -the accident/incident could not prudently have been avoided by the citizen;
      -damages can be documented with receipts and/or estimates if claimant is seeking reimbursement.

      (2) If the claim is assigned to an outside adjuster and investigation of the accident/incident supports the County's liability, the County will make reimbursements based on the adjuster's recommendation.

      (3) If the claim is processed in-house and investigation of the accident/incident supports the County's liability, payment to citizens will be based on the documented damages.

      (4) The County will not make reimbursements for damaged windshields by road hazards if the damaged vehicle is registered in the State of Florida.

(5) The County will not make reimbursements for claims resulting from acts of God. This includes damage from fallen trees or limbs. (An act of God is damage resulting from natural events such as heavy rain, lightening, windstorms, floods, etc.)

(6) The County will not make reimbursement for damage, theft, or loss of employees' personal property (i.e. tools, eyewear, jewelry, cash, etc.).

(7) Whenever possible, the County will only make reimbursement for the actual cash value of the real or personal property.

(8) The property owner(s) and the lien holder must release the County from any further liability by executing the appropriate release in exchange for payment.

(9) Checks not picked up within 14 days from the date of notification will be returned to Accounts Payable for void. Citizens will then be required to resubmit their claims.

K. CLAIMS FOR COMMERCIALLY INSURED COUNTY PROPERTY

1. Claims for property covered under the County's commercial insurance policy (i.e. buildings, contents, traffic signals, microwave towers, EDP and vehicles/equipment exceeding the commercial policy deductible) are subject to a $1,000.00 deductible/per occurrence.

2. Each incident must be reported to Risk Management within 48 hours and then submitted on the Supervisor's Report when reimbursement is requested. All paid receipts must accompany the request for reimbursement along with the appropriate cost center and object code.

3. Risk Management will be responsible for the payment of all repairs, less the $1,000 deductible. The deductible amount will be charged against the department's account.

4. Risk Management will coordinate with the departments and the insurers for reimbursement for contents, if applicable.

5. For damage to property that has been appraised as a total loss, Risk Management will make reimbursement based on the Actual Cash Value (ACV) of the property, less the applicable deductible.

6. Deductible will be waived in the event of damages that result during a named storm or FEMA declared emergency.

L. CLAIMS FOR DAMAGES TO COUNTY AUTOMOBILES AND HEAVY EQUIPMENT

1. Claims for damages to County automobiles and heavy equipment must be reported to Risk Management immediately. The departments will be responsible for a $500.00 deductible/per occurrence. If the claim is filed on the County's commercial policy, the $1,000.00 deductible would apply. Documentation of repairs (i.e., work orders, estimates, receipts, etc.) must accompany the claim.

2. If your department's loss *exceeds the deductible,* claims for reimbursement must be submitted to Risk Management with the Supervisor's Report.

3. The department is responsible for coordinating the repairs of the damaged automobiles and/or heavy equipment.

4. If the department pays for the repairs, Risk Management will upon request, reimburse the departments for the repairs in *excess of the deductible*. All paid receipts must accompany the request for reimbursement.

5. If the department chooses to have Risk Management pay for the expenses rather than request reimbursement, the department must forward all invoices to Risk Management. The department must also send the appropriate cost center/object code to charge the deductible.

6. For accidents where damage exists and law enforcement cited the other driver to be at fault, Risk Management will coordinate and pay for repairs and seek reimbursement from the other party or their insurer, in accordance with Section O of this policy.

7. For damage to property that has been appraised as a total loss, Risk Management will make reimbursement based on the Actual Cash Value (ACV) of the property, less the applicable deductible.

8. Deductible will be waived in the event of damages that result during a named storm or FEMA declared emergency.

M. CLAIMS FOR LOST, STOLEN OR VANDALIZED COUNTY EQUIPMENT

1. Lost, stolen or vandalized equipment must be reported immediately to the proper law enforcement authorities and Risk Management. Claims may be submitted to Risk Management on the Supervisor's Report. The department will be responsible for a $1,000.00 deductible/per occurrence.

2. If your department's loss *exceeds the deductible,* claims for reimbursement must be submitted to Risk Management on the Supervisor's Report.

3. The department is responsible for coordinating the repair/replacement of lost, stolen or damaged equipment.

4. Risk Management will, upon request, reimburse the departments for the repairs in *excess of the established deductible*. All paid receipts must accompany the request for reimbursement, and the department must provide the appropriate cost center and object code.

5. Reimbursement will not be made without an official report from law enforcement officials.

N. AUTHORITY AND LIMITS FOR CLAIMS SETTLEMENT

Property damage claims, workers' compensation indemnity and medical claims, bodily injury claims, breach of contract claims, and labor and employment discrimination claims may be settled by the County Attorney and/or Risk Manager if the settlement is up to $10,000. All claim settlements in excess of $10,000 must be authorized by the Board of County Commissioners.

O. SUBROGATING CLAIMS/FUND RECOVERY

1. When it has been determined that the County is not liable for an accident which has resulted in a financial loss to the County, Risk Management will make every effort to recover losses exceeding $1,000.00.

2. Departments experiencing loss should submit the Supervisor's Report to Risk Management. Estimates, work orders, or receipts must accompany the report.

3. Risk Management will file a claim against the other party or their insurance carrier to recover full damages.

4. All payments recovered by Risk Management will be forwarded to the Accounting and Finance Office to be credited to the appropriate accounts.

P. REWARD FOR INFORMATION LEADING TO THE ARREST OF THOSE WHO STEAL OR VANDALIZE COUNTY PROPERTY (Adopted 1/31/94)

The Board provides a means of prevention and prosecution of those who steal and/or cause damage to County-owned property through establishment of a reward for information leading to their arrest to be consistent with Florida law.

The Board of County Commissioners, in conjunction with Crime Stoppers, will offer a monetary reward for information leading to the arrest of those who caused a loss of property owned by or in the care of Escambia County and its organizational entities or employees, under the following guidelines:

1. A loss, eligible for payment of a reward, is defined as:

   a. A loss to County property of any kind having a current value of $1,000 or more.

   b. Theft of any County property from County premises, right-of-way or any other public or private property.

   c. Damage to County property caused during an act of theft, misappropriated use, or vandalism.

2. Loss must be reported to the appropriate law enforcement agency and to Risk Management.

3. The amount of the reward will not exceed $1,000. (Due consideration shall be given to the age, condition and repair and/or replacement cost of the property loss *as* obtained from the Clerk's Fixed Asset Report.) The reward shall be paid from funds budgeted for this purpose.

4. The reward shall be given for information leading to the arrest of the perpetrators of the loss.

5. The reward shall be advertised in any media and format deemed appropriate and approved by the Risk Manager for an appropriate length of time.

6. Neither County Risk Management employees nor law enforcement officers are eligible for the reward. A reward shall not be paid to anyone prosecuted for the theft.

7. Payment of any reward will have prior review by the Risk Manager and be based upon court documentation of arrest. The Risk Manager shall approve payment of all rewards. The individual claiming the reward must claim the reward in accordance with Crime Stoppers.

Q. NOTICE OF CLAIMS / REQUEST FOR PUBLIC RECORDS / PRIVATE INVESTIGATORS

Employees involved in accidents are not authorized to be interviewed by private investigators. All notices of claims, request for public records involving County accidents/incidents, and/or requests for interviews by private investigators and insurance companies must be referred to Risk Management.

R. LITIGATED CLAIMS

1. Lawsuits and notices of claims are processed through the County Attorney's Office. Once the lawsuit and/or notice of claim is received, the County Attorney's Office may request via memo that Risk Management establish a claim file with a recommended reserve amount.

2. The County Attorney's Office will forward all invoices/settlements to be charged against the reserve to Risk Management.

3. Risk Management will process all vouchers for payment from the internal service fund. Risk Management is responsible for keeping track of all expenditures charged against the reserve as well as the reserve balance; however, revision to the reserve amounts will only be changed at the request of the County Attorney's Office.

4. Once Risk Management receives a request from the County Attorney's Office to process a settlement check, a voucher is prepared and forwarded to the Clerk's Office. The voucher will have instructions to deliver the check to the County Attorney's Office. The County Attorney's Office will prepare all Board Recommendations for payment of settlements over $10,000.

5. The County Attorney's Office is responsible for obtaining the appropriate releases.

6. Unless otherwise requested, the claim file will remain open for 30 days pending final invoices. After 30 days, the claim file will be closed and the any remaining reserve will be reduced to a zero balance.

SECTION II:	**Policies and Procedures Relating to Operations of Certain Departments Under the Board of County Commission**
POLICY NUMBER:	**B.21**
TITLE:	**Cellular Telephone Policy and Procedure**
ADOPTED:	**July 6, 2000**
DEPARTMENT:	**Public Safety**

1. Purpose - To establish procedures regarding the acquisition, management, control and use of wireless telephones provided to employees of the Board of County Commissioners. The purpose of the Escambia County Cellular Telephone Policy is to ensure clear definitions and guidelines are provided to all employees as they relate to this program.

2. Policy - The Board of County Commissioners recognize that the use of wireless communications equipment is necessary to enhance citizen/employee safety, improve delivery of services to the customer and promote operational efficiency during and after designated emergencies. Although cellular phone services have become a standard in the community, it is still important that we justify the use of this equipment and clearly demonstrate the efficiencies gained and improved level of service provided to the public.

   A. Departments of the Board of County Commissioners have varied missions and need the appropriate tools to efficiently and effectively perform their duties. Each Department Director must authorize the assignment of wireless communications equipment to employees in their respective Department. Each employee using County owned wireless communications equipment is expected to adhere to this policy.

   B. Cellular phone features and capabilities should be the minimum required for the intended purpose or mission of the individual and your Department. Upgrading to an improved plan may not be cost effective or serve the public purpose, recognizing that other communication resources may be readily available.

   C. Misuse of wireless communications equipment will be the basis for disciplinary action. Employees will be responsible for damage to or loss of this equipment due to negligence or misuse.

3. Procedures - The Department Director (or designee) will determine that the use of wireless communications equipment is required for the job and will be used in a professional, effective and efficient manner.

A. Employees are expected to use County-owned wireless communications equipment to conduct County business on those occasions when an alternative, more economical communication method is unavailable. Generally, employees should limit the use of their County owned cellular phone to official business purposes only, except as delineated below:

(1) An employee may make an urgent or emergency personal call on a County owned cellular telephone if there is no other means readily available and the length of such a call should not exceed 5 minutes.

(2) A personal call may be made on a County owned cellular telephone provided that the County does not receive a charge for this call...i.e. free nights and weekends or within the allotted monthly minutes. Each employee is expected to use good judgment in the usage of their County owned phone for this purpose and obvious abuse of this provision will result in immediate revocation of the personal call privilege.

(3) Expenses resulting from misuse or inappropriate use of the cellular telephone shall be the responsibility of the employee. Under no circumstances will the County owned/leased cellular phone be used in connection with a personal business or outside employment.

(4) Expenses resulting in overages on the normal monthly bill resulting from personal calls made by the employee will be the responsibility of the employee. The affected department is responsible for monitoring these situations to ensure misuse and abuse is not occurring. They are also tasked with coordinating the collection and processing of any overages incurred.

(5) Department Directors or their designee are responsible for reviewing monthly statements and validating the proper use of the assigned cellular phones.

B. Use of personal wireless communications equipment for County business must be pre-authorized by the Department Director (or designee) if the employee will be requesting reimbursement. Such reimbursement will be for the actual County related call(s) only and not for any monthly service fee or taxes.

C. Each Department will comply with the requirements delineated in the County's Office of Purchasing Policies and Procedures Manual as it relates to encumbrance of funds for the procurement of recurring services. The Office of Purchasing, in conjunction with the Communications Chief from the Department of Public Safety will work with the wireless providers to identify rates and coverage plans that meet each department's requirements.

D. A list of authorized cellular phone accessories and plan features will be developed and disseminated with the vendor information. Department Directors are tasked with the responsibility of determining the minimum accessories and features required to meet the mission demands of their Department.

4. Responsibility:

A. Public Safety Communications Chief - Serves as the County's wireless communications coordinator and acts as the liaison between the County and wireless communication vendor(s); is available to assist Department Directors and Managers in assessing their wireless communication requirements and making recommendations on the most appropriate plan for their Department; and works with the Purchasing Manager in the development and issuance of a scope of work and wireless communication requirements for vendor consideration.

B. Purchasing Manager - Responsible for assisting the Communications Chief in the development of the scope of work and wireless communication requirements; works with staff on the identification of potential responsible and responsive vendors for issuance of the Request for Proposal; and directs staff to work with the County Departments in the preparation and processing of their respective Purchase Orders for wireless services.

C. Department Director - Responsible for development of the minimum wireless communication standards necessary for their Department; and identifies those employees that require wireless communication capability and ensures they clearly understand their responsibilities associated with this program. The Director is ultimately responsible for their wireless communication program and ensuring full compliance with this Policy.

D. Employee - Responsible for adherence to this Policy and using good judgment in the use of their County owned/issued wireless communications device. Any deviation or misuse will be subject to the County's progressive discipline policy.

5. Applicability - This Policy applies to all Escambia County employees under the leadership of the County Administrator and auspices of the Board of County Commissioners. This Policy becomes effective on July 6, 2000, and remains in effect until superceded or canceled.

SECTION II: **Policies and Procedures Relating to Departmental Operations and Personnel**

POLICY NUMBER: **B.22**

TITLE: **Promotional/Educational Purchases**

ADOPTED: **March 1, 2001**

1. **Purpose**: To establish clear procedures and guidelines for purchasing promotional and educational material. The intent of this program is to utilize all available departmental resources to ensure the public is educated and familiar with those programs that can effect the safety of their home, property or personal well being in the event of a natural disaster, medical emergency, fire or other event that could result in property damage or personal injury. The educational and promotional items purchased by each Division should serve a "Public Purpose" for expenditure of government funds and directly support the department's mission. Only items that have an educational purpose or serve to promote the department's mission will be considered for purchase.

2. **Scope**: This program, although not all inclusive, provides general and specific guidance on the types of material that can be purchased in an effort to support the general constituency in a variety of Public Education issues and programs.

   A. **Educational Items**: Educational material purchased for school programs, prevention programs and public exhibits should serve to inform and educate the public about the specific issue presented. The type of educational items may vary significantly dependent upon your target audience. Items purchased for grades K through 5 may vary significantly from those educational items distributed to the general public. A **sampling** of these type items may include, but not necessarily be limited to the following:

   - Coloring books that are topic specific
   - Stickers, magnets, badge, key rings, fire hats or other small/inexpensive items that have an educational theme, phone # or statement that stimulates and informs the public about County programs
   - Computer Diskettes that contain valuable information relating to your programs, disaster preparation, fire prevention, etc.
   - VCR Tapes
   - Pencils
   - Slide Guides with educational information
   - Public Education Brochures

B. **Promotional Items**:

- Banners that serve to promote the various Departments/Divisions that can be utilized at special events and exhibits
- Signs in the community that convey a Public Education message
- Candy distributed by the various Volunteer Fire Departments in surrounding neighborhoods during the Christmas holiday period. Purchases of this type will be limited to $300.00 per department/year contingent upon availability of funding to meet the primary mission.

3. **Accountability**: The Department Directors are ultimately responsible for ensuring the "Public Purpose" is met on any and all purchases made by their department. The Director can designate Division Chiefs and/or Managers to approve purchases that are in accordance with the provisions delineated in this policy.

4. **Applicability**: This policy applies to all Escambia County employees under the leadership of the County Administrator and auspices of the Board of County Commissioners. This policy becomes effective on March 1, 2001 and remains in effect until superceded or canceled.

Board of County Commissioners
Escambia County, Florida

Title:	Vehicle Policy, Section II, Part B.23
Date Adopted:	July 24, 2003
Effective Date:	October 15, 2009, as amended
Reference:	
Policy Amended:	August 2, 2007; September 18, 2008, March 5, 2009, October 15, 2009

A. PURPOSE:

To establish a uniform and comprehensive policy for the acquisition, assignment, and use of vehicles owned and titled by the Escambia County Board of County Commissioners (BCC). Compliance with the provisions of this policy will ensure adequate and safe transportation for the performance of official business in the most cost-effective and efficient manner possible. This policy is not intended to be all encompassing. Issues not addressed in this policy may be governed by other means; however, no Bureau policy/procedure may be less restrictive than this policy.

B. SCOPE:

This policy applies to all motorized passenger and service vehicles, as well as equipment operated both on and/or off the roadway, for which the BCC has responsibility, whether by ownership, lease, or rental agreement.

C. ORGANIZATION:

Vehicles are assigned to multiple Bureaus within Escambia County and, once assigned, is the sole responsibility of the Bureau Chief. Maintenance, security, and daily operations of those vehicles are subject to local policies and procedures established by that Bureau Chief, to be superseded only by policies under the signature of the County Administrator, the BCC, or other State or Federal law.

D. RESPONSIBILITIES:

1. Bureau Chiefs shall:

   a. Be ultimately responsible for the safe operation, assignment, and efficient utilization of assigned vehicles.

   b. Designate positions, which shall be eligible to operate a County vehicle, and submit those names, upon request, to Risk Management for annual Driver License checks.

   c. Designate those positions within their organization, which will require possession of a valid Driver License to perform the essential functions of that job, taking prompt corrective action in the event the license is suspended.

d. Include all vehicle costs (less fuel and insurance) in the annual budget submission, in keeping with current budget guidance.

2. Bureau Chiefs with heavy equipment for Fleet vehicles shall:

   a. Establish and enforce sound written policies and procedures governing the functions of key control, physical security, inventory management or other areas as may be required.

   b. Monitor the program of scheduled maintenance for all vehicles, as established by the servicing maintenance facility or agency.

   c. Provide and plan for the replacement of key equipment during periods of unscheduled maintenance to ensure sufficient operating capability of the Bureau.

3. Human Resources shall:

   a. Perform a Driver License check for all candidates for employment whose position requires a valid Driver License.

   b. Promptly inform the necessary Bureau if a candidate fails to meet minimum Driver License standards established by BCC policy.

   c. Provide administration of the Board's Vehicle Policy.

4. Risk Management shall:

   a. Perform annual Driver License checks on all employees submitted by the Bureau whom the Bureau Chief has determined must possess a valid Driver License as a function of their job.

   b. Promptly inform the appropriate Bureau of any employee who has failed to meet the minimum standards, as established by BCC policy, at any time since the previous check.

   c. Maintain the record of all Driver License checks for a period of time consistent with County policy, State Statute, or other governing agency.

5. Public Works Bureau/Roads & Bridges shall:

   a. Obtain license plates, property numbers, registration, and title for newly acquired vehicles.

   b. Ensure current Accident/Insurance Identification cards are distributed to all County vehicles.

6. Vehicle Operators shall:

   a. Be a County employee or contracted employee. Exceptions will be made only by the County Administrator or delegated authority.

   b. Possess and maintain a valid Driver License approved for the appropriate class vehicle.

   c. Maintain job-related driving certifications as may be required.

d. Adhere and conform to all traffic laws and be responsible for any citations issued by law enforcement authorities.

e. Use County vehicles only in the performance of County business and prohibit personal use of the vehicle except for approved commuting and for de minimis personal use.

f. Use County facilities for fuel, oil, and related services whenever possible.

g. Follow established accident-reporting procedures.

E. GENERAL

1. Purchasing and Replacement of Vehicles

a. The planned purchase of all vehicles and equipment shall be included and approved during the annual budget process. If an unbudgeted requirement exists, i.e. replacement of a damaged vehicle, the Budget Office shall be contacted to coordinate a budget amendment. Once approved, the Bureau Chief shall submit a purchase requisition to the Purchasing Office to execute the purchase.

A task force, i.e., the Vehicle Review Committee, shall be established by the County Administrator to work in cooperation with the Purchasing Office to review and establish procedures for fleet acquisition and makeup, fuel usage, and vehicle replacement for Escambia County.

Prior to a planned vehicle purchase, all Bureaus shall consult the Vehicle Review Committee to discuss and determine the appropriate size, type, and fuel requirements of requested vehicles. This process is intended to promote the conformity of the County Fleet and produce an increase in fuel efficiency and vehicle utilization.

b. In order to purchase County vehicles and equipment in a more efficient and cost-effective manner, the criteria (Attachment 1) attached to this policy shall be employed by all County Bureaus when considering replacements for County vehicles or equipment. These criteria are intended to serve as methodology for need analysis when a vehicle replacement is requested, and to downsize vehicles when appropriate. In certain categories, sub-compacts and/or compacts shall replace full size units. Vehicles which primarily transport only one driver shall be downsized to smaller fuel efficient units at the time of replacement. The State Contract shall be utilized as a pricing guideline.

The County shall convert to alternate fuels when documented evidence confirms that savings will be realized by such a conversion.

c. If a vehicle is declared "Surplus" because it has exceeded its usable life due to age and/or mileage, or because the Bureau has lost the authorization for that vehicle, it will be processed for disposal or sale per County policy. If it is determined that the vehicle remains a useable asset to the County, it may be reassigned to another Bureau at the discretion of the County Administrator.

2. Assignment of Vehicles

Vehicles are approved for assignment to Bureaus at the discretion of the County Administrator, based on operational need as well as budgetary limitations. The Bureau Chief may further assign a vehicle to primary use by a specific employee or it may remain as a "General Use" vehicle. The timeframe for which a vehicle is assigned may fall into one of ~~two~~ three categories:

a. 24-Hour Assignment

1. An employee may be granted full-time use of a County vehicle provided that use is for County business only. Vehicles may be taken home if an employee is routinely subject to being "called out" on County business after normal duty hours. At no time will that vehicle be used for anything other than County business. For a vehicle to be permitted this assignment, full justification must be presented by the Bureau Chief to the County Administrator for initial approval and then for renewal of the authorization at the beginning of each new fiscal year.

2. Based on availability and at the discretion/approval of the County Administrator, certain Bureau Chiefs or Division Managers in the Senior Management Service may be authorized a vehicle for daily County business. The provisions of paragraph E.2.b. "Duty-Only Assignment," below would apply. Furthermore, a Bureau Chief or Division Manager may be permitted, with the approval of the County Administrator, to take a County vehicle to their Escambia County (EC) residence if they are subject to call-out. In this case, or any other exception, the other provisions of this policy remain applicable, including that which restricts the use of a vehicle to legitimate County business.

b. Duty-Only Assignment

In this category, vehicles are to be used during duty hours only, or for emergency use. Vehicles will be parked at the end of the work period ~~only~~ at their designated work site on County property and/or an approved County parking site. If the designated work site is at a location other than the main office or regular parking site, the Bureau Chief must certify in writing to the Human Resources Division Manager, with a copy to the Payroll Department, that the alternate work site location is commensurate with his/her geographic work zone and area of responsibility. ~~Use of City, State or Federal property for overnight parking may be utilized, but only with the agreement of the controlling agency and with the approval of the Bureau Chief~~.

c. On-Call Assignment

Some employees are required to be "on-call" during non-duty hours. This category will apply to those who periodically "rotate" after-hour duties with other employees. During any non-duty time throughout their period of assignment as "on-call" employee, they may park their County vehicle at their Escambia County residence. Bureau Chiefs and Division Managers will ensure that those employees performing "on-call" duty are managed by a roster, with that roster being posted prominently and conspicuously. During periods in which these employees are not "on-call," the vehicle will be returned to County property.

3. Maintenance and Support

Regular maintenance, as well as unscheduled maintenance and associated support, will be conducted to the greatest extent possible at County or contracted facilities and agencies. Bureau Chiefs will ensure non-fleet vehicles such as sedans and light trucks are serviced and maintained in accordance with the manufacturer's specifications.

4. Personal Vehicles

Personal vehicles used in the performance of official County business require approval in advance by the Bureau Chief, or designee. The employee may then submit a voucher in accordance with BCC and the Clerk of Circuit Court policy for reimbursement of allowable expenses. Employees who receive car allowances as compensation for use of their personal vehicles to conduct County business are required to maintain, at their expense, an insurance limit of $100,000 per person/$300,000 per accident or occurrence. Bureaus are responsible for verifying proof of insurance each year and submitting a copy to Risk Management.

5. Rental Vehicles

   a. Rental vehicles shall be operated only by the renter and authorized driver as defined by the Rental Agreement.

   b. The Collision Damage Waiver shall be included with the purchase of the Rental Agreement.

   c. The renter and authorized driver as defined by the Rental Agreement shall maintain, on their personal auto policy, an insurance limit of $100,000 per person/$300,000 per accident or occurrence.

6. Use of County Vehicles

   a. County vehicles will be utilized for County business only. They shall be operated only by County employees or contracted employees. Persons not employed by nor contracted by the County are not to be passengers of County vehicles unless approved in advance by the County Administrator or designee.

   b. Incidental stops and de minimis personal use, e.g. fueling, restroom stops, lunch breaks, etc, may be necessary outside the course of County business. It is understood that these may occur from time to time, however, they should be for only short periods of time, along the normal route expected of that vehicle, and not account for mileage above that normally expected. Abuse of this provision may be interpreted as a misuse of County property and the employee will be subject to disciplinary action in accordance with County policy.

c. The routine operation of County vehicles is to be restricted to Escambia County. However, for meetings, conferences, training, or other approved business which would require travel outside Escambia County, the Bureau Chief or County Administrator, as appropriate, may determine and authorize the most efficient and cost-effective means of travel to the destination, including use of a County vehicle. If a fuel charge card is not available, fuel purchased during travel may be filed on a travel voucher, along with supporting receipts.

Exceptions to this travel restriction may be made for emergency vehicles or for vehicles which must travel through an adjoining county on official business, e.g. Santa Rosa County (Gulf Breeze) to reach Santa Rosa Island. It is further understood that occasionally the completion of work at a job site may require the entering of Alabama or Santa Rosa County in support of the work effort. Exceptions of this nature will be with the knowledge and approval of the Bureau Chief or County Administrator, as appropriate.

d. The use of tobacco products of any kind in a County vehicle or equipment is prohibited. This prohibition includes cigarettes, cigars, and pipes as well as non-smoking materials such as chewing tobacco, snuff, etc.

e. Seatbelts will be used by the driver and all passengers when the vehicle is in operation.

7. Identification of County Vehicles

All County vehicles and equipment, except certain law enforcement vehicles and/or those designated by County Administrator, will be marked in a manner so as to readily identify them as property of Escambia County. Vehicles will utilize the appropriate license plate provided by the County. The Escambia County logo, as well as the property number, will be affixed to an outside surface of the vehicle in a manner to be prominently visible. Bureau Chiefs will determine, based on the vehicle type, the most effective locations to display these items. Magnetic or other removable markings are unauthorized and will not be used.

8. Security

a. The security of County vehicles must be maintained at all times. When unoccupied, a vehicle will be secured by whatever means possible, depending on the vehicle or equipment type. If the vehicle has locking doors, they must be locked when the vehicle is unattended. Emergency and law enforcement vehicles are exempted, providing the Bureau places alternative security measures in place which do not hamper operational requirements.

b. Equipment and vehicles, which cannot be secured by means of a locking door, must be secured or rendered non-operative by some other means. Prime targets have been equipment operating on the roadside, in sand pits, or at road construction sites. If it is impractical to relocate heavy equipment to County property at the end of a work day, it will be moved to an approved area considered by the Bureau Chief to be secure, i.e. lighted, observed, etc.

9. Overnight Parking

a. The preferred site for parking all County vehicles shall be the employee's assigned work site. An employee's assigned work site may be remote and removed from the normal site for their classification/job series.

b. The County has designated and approved three other County sites that are available if unsafe conditions exist at the primary work site. The three approved sites are:

- Extension Services on Stefani Road
- Escambia County Sheriff's Substation on Gulf Beach Highway
- Downtown Garage on Baylen Street

c. Vehicles shall be parked and secured in accordance with Board Policy and IRS Regulations.

d. Unsafe conditions exist if, under the facts and circumstances, a reasonable person would consider the area unsafe. Factors to be considered as an indication whether it is unsafe is the history of crime, vandalism, and extreme flooding in the geographic area surrounding the employee's workplace.

e. Authorization to park a County vehicle overnight at one of the alternate sites (see E.9.b "Overnight Parking" above) may be requested via the Bureau Chief through Human Resources, for recommendation, and forwarded to the County Administrator for a final determination.

AUTOMOBILES , LIGHT & HEAVY TRUCKS CRITERIA FOR REPLACEMENT		
CRITERIA:	**Autos/Light Trucks**	**Heavy Trucks**
Model Year	5 Years	5 Years
Mileage	75,000	100,000
Repair Cost	2/3 – Acquisition Cost	2/3 Acquisition Costs
SHORT LIST:		
Excessive repairs must exceed 2/3 acquisition cost.		
Must meet one (1) additional criterion.		
FINAL LIST:		
Vehicles will be evaluated on the basis of a graduated point scale. Any vehicle that meets or exceeds		
all of the above criteria will receive two (2) bonus points		
AGE:	**MILEAGE: (Percentage in excess of maximum/75,000)**	
5-7 Years =1 Point	0 – 10% = 1 point	
8-10 Years = 2 Points	11 – 20% = 2 points	
More than 10 Years = 3 Points	More than 21% = 3 points	
REPAIR COST: (Percentage in excess of 2/3 Acquisition Cost		
0 – 14% = 4 Points		
15 – 21% = 8 Points		
More than 30% = 12 Points		
POINT SCALE:		
0 – 7 Points – Minimum required for consideration.		
8 – 10 Points – Should be replaced.		
More than 10 Points – Priority Replacement		
EXAMPLE:		
Model: 1993 Ford R-10 Ranger	Age – 15 years = 3 Point	
Mileage: 85,350	Mileage – 14% = 2 Points (85,350-75,000=10,350/75,000)	
Repair Cost: $5,283	Repair Cost – 3% = 4 Points	
Acquisition Cost: $7,728	($5,283-$5,116=$167/$5,116=3%)	
2/3 Acquisition Cost: $5,116	Bonus Points (Met all criteria elements) = 2 Points	
	Total Points:11 Points (Priority Replacement)	

ATTACHMENT 1

Title:	Vehicle Policy, Section II, Part B.23 Appendix I – Public Safety
Date Adopted:	July 24, 2003
Effective Date:	October 15, 2009, as amended
Reference:	
Appendix Amended:	August 2, 2007, October 15, 2009

I. General

The following provisions are set forth to amend/clarify the BCC Vehicle Policy and are applicable only to the ~~Department of~~ Public Safety Bureau, its employees and vehicles and equipment assigned to that ~~department~~ Bureau.

II. Use of County Vehicles

A. Due to the nature and mission of the ~~Department of~~ Public Safety Bureau, vehicles operating on legitimate health or safety-related calls from that ~~department, division,~~ Bureau or upon the direction of a law enforcement authority, may travel beyond the boundaries of Escambia County without prior approval

B. All employees and approved volunteers/auxiliary personnel operating County vehicles such as ambulances, fire trucks or other similar emergency service vehicles will be current and qualified as an Emergency Vehicle Operations Course (EVOC) operator before assuming duties as an operator.

C. Auxiliary employees of the Emergency Medical Service (EMS) Division will abide by the terms and provisions of the Auxiliary Program as managed by the ~~Director of~~ Bureau Chief for Public Safety

D. During times of disaster, emergency, patient transfer or humanitarian assistance, it may be permissible for a non-County employee to ride in an emergency-service vehicle. Examples may include a family member during patient transport, or the transportation of a person, for valid reason, during hurricane relief efforts. The ~~Director~~ Bureau Chief may approve these categorically in advance by written policy or procedure.

Title:	Vehicle Policy, Section II, Part B.23 Appendix II –Taxation for Personal Use
Date Adopted:	August 2, 2007
Effective Date:	October 15, 2009, as amended
Reference:	
Appendix Amended:	October 15, 2009

I. General

The following provisions are set forth to amend/clarify the BCC Vehicle Policy and are applicable only to the taxation of personal use of County vehicles. All BCC employees are subject to this policy except firefighters and sworn/certified law enforcement personnel.

II. Taxation for Personal Use of County Vehicles

A. See IRS Publication 15-B ~~(January 2007)~~ for the current calendar year for personal tax rates. The tax rate is based upon the employee's W-4 on file in the Payroll Department.

B. There is no taxable income associated with de minimis personal use of a County vehicle. This use would be defined as fuel stops, meal breaks while in transit, restroom breaks, and incidental use that has so little value that accounting for it would be unreasonable or administratively impractical.

C. All employees that receive a vehicle allowance shall complete a form entitled, Agreement for Vehicle Allowance, prior to receiving a payment of the allowance. Reimbursement for in-County travel and use of County fuel pumping stations are not allowed.

D. All employees that are assigned and drive a County vehicle on a regular basis shall complete a monthly log of all miles driven with a special denotation of any personal miles. A copy of this log shall be transmitted to the Payroll Department at the end of every month. There shall be no exceptions.

E. During a Declaration of an Emergency, the County Administrator may approve the suspension of some of the Policy provisions, but there may still be IRS tax consequences associated with vehicle use and fuel.

III. Computation of Imputed Income and Tax Methods

A. There are three provisions in the Vehicle Policy that could mandate imputed income for employees: 1. A vehicle is assigned to an employee and the employee has personal use of the vehicle. 2. An employee may have a vehicle available to them. 3. An employee receives a vehicle allowance.

B. Employees with an assigned vehicle shall receive imputed income and have tax withheld for use of a County vehicle. The Fair Market Value (FMV) is based upon the amount it would cost to purchase the assigned vehicle from a third party. The FMV is applied to a table provided by the IRS to calculate imputed income. Fuel is also taxed at 5.5% or the current rate set forth in IRS Publication 15-B, if greater, for all miles driven as based upon the odometer reading.

C. Vehicles that are not assigned, but are used by ~~department~~ Bureau employees should record miles driven as directed by the ~~Department Director~~ Bureau Chief. Should the employee's use of these vehicles be for a personal purpose, then these miles shall be forwarded to the Payroll Department along with all appropriate employee information and these miles will be taxed at ~~48.5 cents~~ the standard mileage rate set forth in IRS Publication 15-B for the current calendar year.

D. County Administrators~~ or Department Directors~~, County Attorney, Bureau Chiefs, or Deputy Bureau Chiefs that receive a vehicle allowance in lieu of an assigned vehicle shall have the entire amount included as taxable income.

E. The mileage logs, maintenance records, and the vehicle are subject to audit by the Clerk of of the Court and the IRS

SECTION II, PART B.24, POLICY AND PROCEDURES ON USES AND DISCLOSURE OF PROTECTED HEALTH INFORMATION, PAGE 50P, ADOPTED APRIL 20, 2006.

DUE TO THE SIZE OF THIS POLICY, HARD COPIES WILL ONLY BE PROVIDED TO AGENCIES THAT DO NOT HAVE ACCESS TO THE BOARD OF COUNTY COMMISSIONERS' INTRANET HOMEPAGE, WHERE THE ELECTORNIC FILE COPY IS POSTED.

Board of County Commissioners
Escambia County, Florida

Title:	Discipline Policy, Section II, Part C.2
Date Adopted:	January 26, 1981
Effective Date:	November 6, 2014, as amended
Reference:	
Policy Amended:	November 6, 2014, August 21, 2014 (Effective October 1, 2014), April 15, 2004 (Previously known as "Reprimands, Suspensions, and/or Dismissals" Policy)

A. PURPOSE

To establish employee responsibilities and identify the County's Disciplinary principles.

B. SCOPE

This policy shall apply to all employees serviced by the Escambia County BCC Human Resources Department. This includes, for example, full-time, part-time, seasonal, and relief employees. Employees contracted for work through an agency other than Escambia County, and who are paid by that agency, are not subject to the provisions of this policy. Provision of labor agreements in conflict with this policy take precedence.

C. GENERAL

1. Public employment requires public trust. This is gained by diligent honest and law abiding employees who provide respectful service for the citizens, consistent with County policies, as their primary mission. Escambia County expects all of its employees to meet reasonable expectations of employment. These expectations include, but are not limited to, being regular, reliable and punctual in attendance; being diligent and competent in the performance of their duties; and complying with rules of conduct established by the County Administrator and the laws of the various jurisdictions of the United States. When an employee fails to meet these expectations of employment, they may be subject to discipline. An employee that is arrested for a matter more serious than a minor traffic offense must notify their supervisor of such arrest prior to the start of their next scheduled work shift or 48 hours, whichever is sooner. Failure to do so is a terminable offense.

2. The Board of County Commissioners generally follows a policy of progressive discipline. The purpose of a progressive disciplinary procedure is to give the employee adequate notice and opportunity to correct any deficiencies, and its focus is on prevention of future violations rather than on punishment. The disciplinary action taken is normally to be the least serious needed to prevent future instances of inappropriate behavior. If inappropriate behavior continues, the employee can expect further, and more serious discipline. This policy does not restrict the imposition of a suspension or termination in matters that are considered gross violations; circumstances which could affect the safety or security of the workforce; or conduct that brings disrepute upon or damages the image and reputation of the County. A copy of any disciplinary action placed in a Bargaining Unit (BU) employee's permanent personnel file will be provided to the union within two working days following the imposition of discipline.

3. The types of disciplinary action, in order of their severity, are:

a. *Letter of Counseling*

A Letter of Counseling is the least severe type of disciplinary action and may be used to admonish an employee for committing a minor violation when verbal counseling, correction and/or guidance has failed to provide the necessary corrective action. Human Resources will be provided a copy of such letter for placement in the employee's file. The employee will be responsible for providing a copy of the Letter of Counseling to the union.

b. *Written Reprimand*

A Written Reprimand is admonishment given to the employee in writing, and is always placed in the official personnel file in Human Resources. This form of discipline is more serious than a Letter of Counseling, but less serious than a suspension. If a Letter of Counseling has been issued previously, a copy may be attached as supporting documentation.

c. *Suspension Without Pay*

A suspension without pay is the most severe form of discipline, short of termination. It is used when a written reprimand has not corrected the inappropriate behavior or when an offense is more serious than that warranting a reprimand. A suspension may last up to thirty (30) days depending on the seriousness of the infraction. Any suspension will be processed through the HR Director for review and then approved by the County Administrator or designee.

d. *Pre-emptive Suspension With or Without Pay*

1. If it is determined by the Department Director that an employee poses a threat, such as health and safety, to himself and/or other employees, or if it is suspected that wrong-doing of a serious nature has occurred, or that it is in the best interest of the County, an employee may be suspended with or without pay pending investigation. Pre-emptive suspensions without pay may only be imposed with the written authorization of the County Administrator.

2. If circumstances warrant immediate action, the Department Director may suspend an employee immediately if it is prudent to do so. The Human Resources Director must be notified as soon as possible.

3. The Human Resources Director may approve up to forty (40) hours of Suspension With Pay. Subsequent extensions of this time may be requested and will require approval of the County Administrator

e. *Termination*

Termination from employment is the most severe form of discipline. It is normally used when an employee has been disciplined repeatedly and commits yet another infraction. It may also be used when the employee has committed a very serious infraction, regardless of disciplinary history.

4. For purposes of progressive discipline, the BCC will not rely upon any disciplinary action in excess of two (2) years old, unless the violation is the type of conduct that is prohibited by state or federal law or is a traffic/vehicle violation or negligence.

5. Any disciplinary action placed in an employee's official personnel file shall remain a part of the official file for the minimum five (5) year statutory requirement established by the Records Retention Schedule of the State of Florida

6. An employee for whom *formal* disciplinary action *(suspension or termination)* is being considered will be afforded due process. The employee will be entitled to be aware of the conduct giving rise to the discipline and will have an opportunity to provide a response or explanation for consideration before any final determination of discipline is reached.

7. Suspension (for any reason), termination, unsatisfactory performance appraisals, and Performance Improvement Plans (PIP), are permanent actions and will be retained in the official personnel file indefinitely.

8. Any disciplinary action recommending a suspension or termination will be coordinated with the Human Resources Director prior to imposing disciplinary action. Such actions will require notification of the County Administrator or designee prior to imposition.

9. It is recognized that similar offenses may result in different disciplinary actions, depending on work history, circumstances, and the severity of the offense. For example, an employee who is charged with "absence without approved leave" for a two week absence may receive a suspension while an employee who is charged with "absence without approved leave" for a two hour absence may only receive a written reprimand. Both employees are charged with the same offense, but receive different disciplinary actions.

10. Other factors that may influence the severity of disciplinary action include, but are not limited to, the following: the length of the employee's service, the quality of the employee's service, the cost involved and the cooperation of the employee in the investigation of the specific incident. Ensuring that disciplinary actions are administered in a fair, consistent, and non-discriminatory manner is ultimately the responsibility of the County Administrator.

11. Disciplinary actions by law enforcement or any other outside agency does not prohibit the BCC from also taking disciplinary action.

12. Any employee (except corrections employees as designated by management) who possesses a firearm and/or ammunition during and in the course of official duties, or while occupying any motor vehicle owned, leased, or rented by the County, or on County property in violation of state or federal law, may be subject to discipline, up to and including termination.

    Possession of unauthorized explosives or weapons, other than firearms and ammunition, on County property may also be subject to discipline, up to and including termination. Explosives or weapons are unauthorized if they are in violation of state or federal law, or are on County property without the written permission of the Department Director. If a weapon is used or presented in a manner so as to threaten or intimidate another person, termination shall result.

13. Infractions which are considered Ethics Violations may be further explained or defined by the BCC Ethics Policy. This is not intended to prohibit traditional gift-giving at times such as birthdays, holidays, retirement, etc, so long as the dollar values are within the guidelines of the Ethics Policy. Monetary gifts are not considered appropriate.

D. <u>APPEALS</u>

1. The employee shall have ten (10) calendar days from notification to appeal a disciplinary action that includes a demotion, suspension without pay or a termination, in accordance with applicable BCC policy.

2. Only permanent employees in the Classified Service who have completed their initial probationary period may appeal Suspensions, Demotions, and Termination actions. All other employees may appeal their discipline to the County Administrator or his/her designee.

PROCEDURE FOR BOARD OF COUNTY COMMISSIONERS DEPARTMENTS SICK AND ANNUAL LEAVE CHARGES/CREDITS AND PAY INVOLVING LOSS OF TIME INJURIES

1. Florida Workers' Compensation Law (F.S. 440) provides for a seven calendar-day waiting period before temporary total disability (TTD) begins accruing for compensation on the eighth day. Further, the law provides that beginning on the fifteenth day of TTD, compensation will pay for the first seven days' waiting period. Workers' Compensation is based upon the average weekly wage of the thirteen weeks prior to the injury. TTD is computed at two-thirds (66 2/3%) of the calculated average weekly wage, not to exceed the maximum compensation rate of $382.00 (1/1/90). The law requires that the first compensation be paid within two weeks of injury and then every two weeks thereafter.

2. Florida Workers' Compensation Law does not regulate sick or annual leave use or accrual where an on-the-job injury is involved, nor does it control salary or wage payments to an injured worker.

3. The Civil Service Board rules stipulate that an employee may charge absences related to job injury to accrued sick or annual leave, but that an employee may not receive salary/wages plus workers' compensation which would total more than their regular pay. Also, an employee has the option of taking leave without pay during recuperative periods. Refer to Escambia County Civil Service Rule, Section 8.7(a) and (b).

Procedure

1. The waiting period of seven calendar days may be charged to sick leave and if no sick leave is accrued, then to annual leave. This is at the option of the employee. However, if no leave is taken, then no County paycheck for the waiting period will be forthcoming. If an employee's waiting period includes a weekend or holiday, no leave would be charged unless those days were their normal working days.

2. Subsequent to the seven-day waiting period, if an injured employee continues to lose time, a workers' compensation check will be forwarded to their home address.

This check will state the period for which the compensation is paid. Notification of the compensation check issuance will be sent also to the Department concerned by the Office of Risk Management. Because compensation is paid at 66 2/3% of the average weekly wage, the employee has the option of charging sick or annual leave at the rate of 33 1/3% in order to obtain a County check, which together with the compensation check will nearly equal 100% of their regular pay.

3. According to regulations distributed by the Escambia County Comptroller, workers' compensation checks may not be endorsed payable to the County in return for a full regular paycheck, as this procedure causes the end-of-the-year wage statement to be overstated. Workers' compensation payments are not taxable.

4. If the employee continues on TTD by the twenty-second calendar day, then the second workers' compensation check will include compensation for the seven-day waiting period at the 66 2/3% rate. When compensation for the first seven days is paid, then the employee's leave record must be credited with 66 2/3% of the sick or annual leave actually charged. Workers' compensation pays for calendar days of disability whether those days were normal work days or off days.

Overpayment of an employee happens most frequently as a result of the seven-day waiting period. Workers' compensation will pay for these seven days after the employee has been off twenty-two or more days due to the injury. In the meantime, the employee has usually charged these seven days to sick leave and has received a County paycheck. The combination of these checks results in an overpayment, which is dealt with in the following paragraph.

5. An employee may receive a County paycheck and a workers' compensation check for the same period of time. For the most part, employees know that double pay is an oversight which requires correction. The compensation check by law is the injured employee's due. It is the County check which should be returned if it covers the same period of time and results in overpayment. If, as sometimes happens, the County check which results in overpayment is cashed and deposited by the employee, then a correction is required.

The only correction which is permitted is that the employee's next regular paycheck be docked the appropriate amount and, if necessary, subsequent paychecks as well. The full amount shall be docked in order to make the correction as soon as possible.

Employees may not make the above correction by providing a personal check or cash, because this type of transaction may also result in an end-of-the-year overstatement of wages. Restitution, likewise, may not be extended over several pay periods to accommodate partia[illegible] payment of wages occurred most recently and with the employee's/employer's knowledge, repayment shall be immediate.

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6. If the employee's average weekly wage prior to the accident exceeds $572.98, then their maximum compensation will be $382, the statewide maximum weekly compensation (66 2/3% X $572.98 = $382). When the weekly wage is greater than $572.98, then the charge to the leave account to draw a County check should equal the following:

$$\frac{\text{Current weekly wage} - \$382}{\text{Hourly wage rate}} = \text{Number of hours to be charged to leave}$$

The above also applies to an old injury where the employee returned to work and for various reasons (cost of living, promotion, etc.) is earning more than the maximum statewide average weekly wage and subsequently begins to lose time from work due to the injury.

7. For extended periods of TTD, employees should be reminded that if they have payroll deductions for insurance, there may be insufficient money in a County paycheck to accommodate that payroll deduction. Therefore, the employee may have to pay those premiums in the interim to maintain coverage. Such payments should be made to the Comptroller for remittance to the appropriate company.

8. Wage loss and temporary partial disability benefits are other forms of compensation paid to injured employees. Wage loss benefits are paid to employees

when they reach maximum medical improvement (MMI) and return to work at a lower rate of pay than before the accident. Temporary partial disability is paid to an employee when injured but they return to work at a reduced capacity. Temporary partial is paid until the employee reaches MMI, at which time the employee becomes eligible for wage loss benefits. To compute the charge for leave to draw a County check, use the following formula:

$$\frac{\text{Current weekly wage} - \text{Current earnings} + \text{W.C. pay}}{\text{Hourly wage}} = \text{Number of hours to be charged to leave}$$

9. At each pay day, departments receive payroll print-outs which are to be verified by the Department Director and returned to the Comptroller's Payroll Division. Whenever an employee is away from work recuperating from an on-the-job injury, the payroll printout should be noted "Workers' Compensation Leave" in order that retirement contributions be continued for the period of recuperation.

10. Occasionally a workers' compensation check in itself will overpay an employee for a number of reasons. Overpayments in this way are automatically deducted from the subsequent compensation check by the workers' compensation servicing agent.

11. Exacting records of all time away from work are required. Any adjustment to records should be made during a pay period or in the following period while recollection is clear. Workers' compensation records, including leave and leave without pay, must be accurate so the employee will receive the correct compensation in a timely fashion. Frequently an injured employee may work subsequent to an injury and then intermittently lose time from work. These intermittent periods shall be accurately recorded and reported to the Office of Risk Management.

(ADOPTED: July 28, 1987)
(REVISED: June 26, 1990)

Board of County Commissioners
Escambia County, Florida

Title:	Overtime and Compensatory Time in Lieu of Overtime Pay – Section II; C.4
Date Adopted:	August 25, 1998
Effective Date:	September 17, 2009
Reference:	
Policy Amended:	January 24, 2002 and September 17, 2009

A. PURPOSE

1. Under the Fair Labor Standards Act (FLSA), the federal government regulates employment with respect to minimum wage, overtime pay, record keeping, and child labor. The Escambia County Board of County Commissioners is committed to dealing fairly and equitably with its employees, and compliance with all applicable statutory requirements and regulations under which authority it operates.

2. To provide guidelines for overtime pay and for the accrual and use of compensatory time in lieu of overtime pay for those eligible employees under the auspices of the Escambia County Board of County Commissioners Appointing Authority.

3. Employees classified as non-exempt are entitled to be compensated for work beyond forty (40) hours in the workweek at one and one-half times their regular hourly rate of pay. Employees classified as exempt are entitled to be compensated for work beyond forty (40) hours in the workweek at one (straight) times their regular hourly rate of pay.

B. SCOPE

This policy shall apply to all employees categorized as classified employees, non-exempt and exempt, and employed under the auspices of the Escambia County Board of County Commissioners Appointing Authority. Unclassified non-exempt employees are treated as classified, for the implementation of this policy.

C. EXCLUSIONS

This policy shall not apply to any employee that is categorized as an unclassified exempt employee serving under the auspices of the Escambia County Board of County Commissioners Appointing Authority.

D. REFERENCES

1. The Fair Labor Standards Act of 1938, as Amended

2. Opinion Letter – April 1, 1994, Daniel F Sweeney, Deputy Assistant 56 Administrator, Wage & Hour Division, Department of Labor (DOL)

3. Board of County Commissioners Policy Manual

E. DEFINITIONS

1. *Annual Leave.* Leave that is earned monthly for each month of continuous service that may be granted for vacation, transaction of personal business, religious holidays, uncovered portions of sick leave, etc. (see Board of County Commissioners Policy Manual).

2. *Classified Employee.* Any employee holding a position in the classified service of Escambia County, Florida.

3. *Classified Service.* All positions, whether full or part-time, designated as classified.

4. *Compensatory Leave.* Time off from work in lieu of monetary payment for overtime work.

5. *Court Duty.* Leave with pay and not charged against any leave balance for an employee that is summoned for jury duty, or subpoenaed to appear as a witness in a judicial proceeding, except in personal matters affecting the employee outside of his/her County employment capacity.

6. *Delayed Holiday.* A day off taken in place of an official County holiday on which an employee was required to work.

7. *Emergency Response Activities.* Emergency or disaster events that require employees to work in a disaster position for extended periods of time.

8. *Exempt Status.* Any classification designated by the Board of County Commissioners as being in a bona fide executive, administrative, or professional category as defined by the FLSA, and therefore exempt from the overtime requirements of the FLSA.

9. *Fair Labor Standards Act of 1938, as Amended.* A Federal Statute that establishes minimum wage, overtime pay, child labor, equal pay, and record keeping requirements.

10. *FLSA.* Fair Labor Standards Act of 1938, as amended.

11. *Holiday.* Those days designated as official County days off with pay for eligible employees.

12. *Non-Exempt Status.* Any classification designated by the Board of County Commissioners as being entitled to the overtime pay requirements as defined by the FLSA.

13. *Public Safety Activities.* Activities that require employees of the Public Safety Division to operate on a 24 hour basis, 365 days per year.

14. *Overtime.* Time worked in excess of forty (40) hours in the work week for those persons not exempt from the overtime pay requirements of the FLSA.

15. *Regular Hourly Rate.* The total non-overtime compensation received by an employee divided by the number of non-overtime hours worked; includes the base amount of compensation plus any additional compensation that may be paid for such things as “call-back” pay, or longevity pay.

16. *Seasonal Activities.* Included work during periods of significantly increased demand, which are of a regular and recurring nature, and is not limited strictly to those operations that are very susceptible to changes in the weather.

17. *Sick Leave.* Leave that is earned monthly and may be granted for actual illness/disability of employee, medical/dental or vision examinations and treatments, illness/death in employees immediate family, etc. (See Board of County Commissioners Policy Manual.)

18. *Straight Time*. The overtime rate that is calculated at one (1) times the regular hourly rate for each hour worked over forty (40).

19. *Time and a Half.* The overtime rate that is calculated at one and one-half (1 ½) times the regular rate for each hour worked over forty (40).

20. *Work Day.* Scheduled number of hours an employee is required to work per day.

21. *Work Schedule.* The normal hours of work for an employee in a work week. Except where expressly stated, the standard work schedule for full-time employees shall be eight (8) hours per day on five consecutive days, from 8am – 5pm.

22. *Work Week.* Hours or days, in any given week, that are normally scheduled for employees to work, usually forty (40).

F. GENERAL POLICIES

Except where expressly stated in this policy, overtime compensation in the form of overtime pay or compensatory leave in lieu of overtime pay will only be paid to classified employees after the employee has actually worked a minimum of forty (40) hours in the work week.

1. *Overtime Authorized.* Overtime shall be authorized by the bureau chief or division manager, when overtime is determined to be necessary to meet essential operating needs.

2. *Types of Overtime.* From time to time it may be necessary for employees to work overtime in order to complete a task. For purposes of this policy, there are three types of overtime work.

    a. *Scheduled.* Overtime that is announced in advance, and in most cases involves the entire bureau/division. This type of overtime becomes a part of the required work week. The bureau chief/division manager will have discretion to excuse employees from performing scheduled overtime on a case by case basis.

b. *Intermittent.* Overtime that is required to complete work normally completed during regular hours, and generally becomes necessary in response to extenuating circumstances.

c. *Declaration of State of General Emergency*. Overtime that is required in the aftermath of a major hurricane, or other natural disaster. In the event that a State of General Emergency is declared by the Board of County Commissioners, all overtime hours will be paid in accordance with Section F.4(c) of this policy.

3. *Eligible Employees.* Only those employees holding positions in the classified or unclassified non-exempt service are eligible to receive overtime compensation.

a. *Classified and Unclassified Non-Exempt Employees.* Non-Exempt employees will earn overtime at the time and a half rate, or one and one-half (1 ½) times the regular hourly rate for each hour worked over forty (40).

b. *Classified Exempt Employees.* Exempt employees will earn overtime at the straight time rate, or one (1) times the regular hourly rate for each hour worked over forty.

4. *Overtime Accrued or Paid.* Overtime may be accrued or paid as follows:

a. *Compensatory Time in lieu of Monetary Payment.* Classified and unclassified non-exempt employees may accrue compensatory time in lieu of monetary payment at the rate of one and one-half (1 ½) hours for each hour worked over forty (40). Classified exempt employees may accrue compensatory time in lieu of monetary payment at the rate of one (1) hour for each hour worked over forty (40).

b. *Overtime Payment.* Classified and unclassified non-exempt employees may be paid for overtime worked at a rate of one and one-half (1 ½) hours for each hour worked over forty (40). Classified exempt employees may be paid for overtime worked at a rate of one (1) times the regular hourly rate for each hour worked over forty (40).

c. *Designated County Holidays.*

(1) *Overtime Pay.* “Non-exempt” classified employees who are required to work on designated County holidays will receive their normal pay for the paid holiday, plus they will be paid at the overtime rate of one hour at their regular hourly rate for hours worked on the designated holiday. Exempt classified employees who are required to work on designated County holidays will receive their normal pay for the paid holiday, plus they will be paid at the overtime rate of one (1) times their regular hourly rate for hours worked on the designated holiday regardless of the number of hours worked during that work week.

(2) *Compensatory Leave or Delayed Holiday.* Non-exempt or classified employees who are required to work on designated County holidays will receive their normal pay for the paid holiday, plus they will accrue compensatory time off in lieu of monetary payment at a onetime rate for each hour worked on the designated holiday, regardless of the number of hours worked during that work week. Exempt classified employees

who are required to work on designated County holidays will receive their normal pay for the paid holiday; plus they will accrue compensatory time off in lieu of monetary payment at a onetime rate for each hour worked on the designated holiday, regardless of the number of hours worked during that work week, or they may receive a delayed holiday to be taken within thirty (30) days of the holiday worked. Employees are encouraged to use compensatory time within ninety (90) days of accrual. Any compensatory time not used at the end of the fiscal year will be paid to the employee at his/her current hourly rate.

(3) *Non-Traditional Work Schedules.* For those bureaus or divisions that utilize work schedules that are different from the standard work schedule:

- *On Duty.* Number of hours normally scheduled.
- *Off for Holiday*. Number of hours normally scheduled. (This provision also includes requests for leave).
- *Not Scheduled.* Eight (8) hours.

5. *Recording of Overtime.* Records of overtime worked each day shall be maintained by the division manager or his/her designee. Overtime work must be designated at the end of the workweek, as either overtime earned at the straight time or time and a half rate. Overtime shall be applied in accordance with section F.4 (a) and F.4 (b) and section F.6 of this policy.

6. *Compensatory Leave Balances.* Compensatory leave balances may be preserved and accumulated up to a maximum of **80 hours** for those eligible employees who engage in public safety, emergency response, or seasonal activities, and **40 hours** for all other eligible employees. Employees are encouraged to use compensatory time within ninety (90) days of accrual. Any compensatory time not used at the end of the fiscal year will be paid to the employee at his/her current regular hourly rate.

7. *Requests to Use Accrued Compensatory Leave.* Requests to use accumulated compensatory leave will be granted, provided such use will not disrupt the operations of the division. Whenever an employee is granted compensatory leave, it should be noted on the Request for Leave form.

8. *Requirement to Use Accrued Compensatory Leave.* Any employee that chooses to accrue compensatory leave in lieu of monetary payment will be required to use compensatory leave prior to using any accrued annual leave. After written approval from his or her division manager, an employee may use his or her annual leave prior to using compensatory leave, if and only if, the use of compensatory leave would result in the loss of annual leave on his or her anniversary date (i.e. “use or lose” annual leave).

9. *Compensatory Leave Upon Transfer*. Upon transfer to another division an employee shall be paid, by the bureau/division in which overtime was worked, for all hours of accrued compensatory time at the employee’s current regular hourly rate of pay.

10. *Compensatory Leave Upon Termination /Separation*. Upon termination/separation, classified and unclassified non-exempt employees shall be paid a lump sum payment for all unused compensatory time at a rate which is not less than that employee's average regular rate during the last three(3) years of employment, or the employee's final regular rate whichever is higher. Classified-exempt employees shall not receive compensatory lump sum payment. However, such employees shall receive lump sum payment for any accrued compensatory time earned while in a position categorized as classified-nonexempt.

11. *Record Keeping*. Division manager or their designee shall be responsible for the record keeping of all overtime. Under the Fair Labor Standards Act (FLSA), public agencies are required to keep records that detail:

    a. The number of hours of compensatory time earned each work week by each employee at the rate of one and one half (1 ½) hour for each overtime hour worked.

    b. The number of hours of compensatory time taken each work week; and

    c. The number of hours of compensatory time paid in cash, the total sum paid, and the date of the payment.

G. <u>SPECIAL POLICIES</u>

1. *Travel.* For the purposes of this policy, travel will be categorized as follows:

    a. *Commuting.*

        (1) Ordinary travel between home and work before or after regular work hours will not be counted as hours worked.

        (2) If an employee is called back to work to perform an emergency job after completing his/her day's work, all time spent traveling will be considered hours worked.

        (3) Time spent traveling to respond to an emergency call that occurs shortly before the regular work period is scheduled to begin will not be counted as hours worked.

        (4) If an employee is given advance notice that, because of an emergency situation, he/she must substitute for another employee on his/her scheduled day off, the travel to and from work on that day will not be counted as hours worked.

    b. *Out-of-Town Travel*

No Overnight Stay Required. If an employee is required to attend a one-day assignment in another city that does not require an overnight stay, all the time spent traveling between cities is considered hours worked. However, time spent traveling between the employee's home, airport, etc, during departure/return is not considered hours worked, but the equivalent of commuting time. Therefore, if applicable, the classified employee will be eligible for overtime compensation as defined in section F.2 and subsections F.3 (a) and F.3 (b) of this policy.
Overnight Stay Required. If an employee's out-of-town assignment requires an overnight stay, time spent traveling to the other city is counted as hours worked only to the extent that it coincides with the employees regular work day. Travel that occurs *during hours of the day in which the employee normally works is counted as work time, even if it falls on a day that is normally a non-working day for the employee (i.e. Saturday or Sunday).* If travel occurs during hours that are outside the employee's regular workday, *it will not be counted as hours worked, unless the employee actually performs work for the employer while traveling.*

c. *Travel at Work.* Travel that occurs during an employee's workday is generally considered hours worked, and include the following:

(1) Travel from job site to job site;

(2) Travel to meetings; and

(3) Situations in which employees are required to report to a specified place to receive instructions or to pick up and carry tools, etc.

2. *Call-Back*. Call-back is when an employee is called back to work without prior notice. Any employee who is called back shall receive credit for a minimum of two (2) hours of work time. If the task requires more than (2) hours, the employee shall be compensated at the appropriate rate as defined in section F.4(a) and F.4(b) of this policy. The use of call-back should be resorted to only in emergency situations, or when it is not possible for the work to be completed during normal scheduling.

3. *Court Duty.* An employee summoned for jury duty or as a witness in a legal preceding shall be granted leave with pay for court attendance upon presentation of a summons. Such call to duty should be reported in advance to the individual's immediate supervisor, and shall be treated in the same manner as annual and holiday leaves with pay. In the event that an employee is held over for extended jury duty, no overtime shall be accrued.

4. *Bureaus /Divisions with Work Hour Variations.*

a. Public Safety Bureau

(1) *Emergency Communications Division.* The Emergency Communications Division requires coverage over a 24-hour day seven (7) days per week period. Overtime shall be compensated at the appropriate rate as defined in section F.4(a) and F.4(b) of this policy.

(2) *Emergency Management Division.* Overtime will be compensated in accordance with the Fair Labor Standards Act.

(3) *Fire Services Division.* Overtime will be compensated in accordance with the Fair Labor Standards Act.

(4) *Emergency Medical Services Division.* The division requires coverage over a twenty-four (24) hour per day seven (7) days per week period. Overtime shall be compensated at the appropriate rate as defined in section F.4(a) and F.4(b) of this policy.

(5) *Animal Regulation & Control.* Employees are normally required to work a forty (40) hour week, which includes Saturday, Sunday and call-back hours. Overtime shall be compensated at the appropriate rate as defined in section F.4(a) and F.4(b) of this policy.

b. Public Works Bureau and Neighborhood/Community Services Bureau

(1) *Solid Waste Management.* Overtime will be compensated in accordance with the Fair Labor Standards Act.

(2) *Roads & Bridges.* Overtime and call-back pay shall be compensated in accordance with the Fair Labor Standards Act.

(3) *Road Prison*. Requires coverage over a 24-hour per day, seven (7) days per week period. Overtime will be compensated in accordance with the Fair Labor Standards Act.

5. *Lectures, Meeting, and Training Programs*

a. *General.* Attendance at lectures, meetings, training programs, and similar activities will not be considered as working time if the following four criteria are met:

(1) Attendance is outside of the employee's regular working hours~~,~~.

(2) Attendance is in fact voluntary~~;~~.

(3) The course, lecture, or meeting is not directly related to the employees job; and

(4) The employee does not perform any productive work during such attendance.

H. EMPLOYEE DISPUTES

Any eligible employee that is not satisfied with the documentation of his/her overtime compensation is encouraged to contact the appropriate division manager or:

Management & Budget Services Bureau, Human Resources Division
221 Palafox Place, Suite 200
Pensacola, FL 32502
(850) 595-3000

I. FAIR LABOR STANDARDS ACT (FLSA) DETERMINATIONS

A list of the Board of County Commissioners Appointing Authority FLSA exempt and non-exempt classified positions will be maintained by the Human Resources Division.

J. RESPONSIBILITIES

1. The Human Resources Division will be responsible for future updates to this policy, and for informing all employees of the Escambia County Board of County Commissioners of any changes made.

2. Bureau Chiefs or their appointed designees shall be responsible for maintaining records of overtime worked each day, designating all overtime worked at the end of the work week as either overtime earned at the “straight-time” or “time and a half” rate, and for applying all overtime worked in accordance with sub-sections F.4(a) and F.4.(b) and F.6 of this policy.

3. Bureau Chiefs shall be responsible for ensuring that all accrued compensatory time not used at the end of each fiscal year is to be paid to the employee at his/her current regular hourly rate of pay, or in accordance with the provisions of this policy upon the employee’s transfer to another bureau/division or upon his/her separation or termination from employment.

K. COMMUNICATION OF POLICY

This policy and any amendments that may follow, shall be made available to all bureau chiefs and division managers, and shall be included within the Board of County Commissioners Policy Manual.

L. SEVERABILITY

If any provision of this policy is found, for any reason, to be invalid or inoperative, the validity of the remaining portion of these provisions shall not be affected, and to that end the provisions of this policy are declared to be severable.

M. REPEAL/REPLACE

The provisions of this policy shall repeal and replace the provisions of any and all policies and memorandums of understanding that address the issue of overtime previously adopted by the Board of County Commissioners, or that have been informally adopted by individual bureau or divisions.

SECTION II:	**POLICIES AND PROCEDURES RELATING TO DEPARTMENT OPERATIONS AND PERSONNEL**
POLICY NUMBER:	**C.6**
TITLE:	**ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS POLICY ON EMPLOYMENT PHYSICALS**
ADOPTED:	**March 23, 1982; Amended: October 7, 1999; Amended: December 6, 2001**
EFFECTIVE:	**December 1, 1999**

1.0 PURPOSE:

1.1 To ensure that job candidates and employees are able to perform the physical requirements of the essential functions of the job effectively and safely prior to starting work.

1.2 To protect the health and safety of all employees.

1.3 To identify any pre-existing medical condition(s) and to reduce the risk of liability claims against pre-existing conditions

1.4 To determine if reasonable accommodations can be met in the case that accommodations are required

2.0 SCOPE:

This policy shall apply to all Escambia County Board of County Commissioner (BCC) job candidates (post-offer but pre-employment) including part-time, temporary, relief, workfare, student and volunteer positions as well as current employees who transfer or promote within BCC departments.

3.0 DEFINITIONS:

3.1. *Essential Functions* The fundamental job duties of the employment position as determined by published criteria.

3.2. *Pre-existing Medical Condition* A medical condition which was treated and/or diagnosed prior to County employment or in which the origin can be medically determined

to pre-date County employment.

3.3. *Reasonable Accommodation* Modifications or adjustments to the work environment or to the manner or circumstances under which the position held or desired is customarily performed that enable a qualified individual to perform the essential functions of that position without creating excessive financial or manpower investment on the employer.

4.0 GENERAL POLICIES

4.1 Job candidates and specified employees who are transferring or promoting are required to undergo a physical examination to determine physical fitness for the essential job functions of the position. For job candidates who do not meet the physical fitness requirements of the position, the job offer will be rescinded. For current employees who do not meet the physical fitness requirements of the position that they are transferring or promoting into, an accommodation analysis by the appointed physician may be conducted. If accommodation for the appointed position is not found to be reasonable or possible, the transfer or promotion will be denied.

4.2 The pre-employment physical examination shall be conducted after the position is offered to the job candidate and before the job candidate reports to duty or a current employee is transferred or promoted.

4.3 In addition to job candidates and employees (transferring or promoting) being required to undergo a physical examination, when there is a question of fitness, employees may be required to pass a physical exam at any time to ensure continued fitness for duty.

4.4 All employment offers are considered contingent on the candidate's ability to meet the physical demands established for that position.

4.5 When an employee is transferred or promoted to a new position, a physical examination is required when the physical examination requirements of the new position include tests that haven't been performed before on the employee. If an employee has not had an examination within the last year, he/she will need to pass all of the tests required of the new position.

4.6 The Board of County Commissioners reserves the right to consider the essential job functions of a particular position and base the exam requirements accordingly.

5.0 PROCEDURES

5.1 A signed consent or authorization form for a physical examination will be received by the job candidate/ employee.

5.2 A form outlining which types of exams are to be conducted (which was based on input from the directors and was forwarded to the Office of Risk Management) will be taken to the doctor by the employee.

5.3 In the case of a transfer or promotion, the receiving department will be responsible for contacting Human Resources, notifying them of the approaching transfer/promotion. Human Resources will then complete the form listing the necessary tests and forward the form to the department who will forward it to the employee. The department will be responsible for setting up an appointment. When the results of the physical exam are reported to Human Resources, the transfer/promotion paperwork will be forwarded to Civil Service Board for processing.

5.4 Once the job candidate or employee has satisfactorily passed the physical examination, and any other pre-employment checks required for the position, such as driver history and background, he or she can begin employment with the County.

6.0 RESPONSIBILITIES

6.1 The Human Resources Manager has overall responsibility for this policy and is the final arbitrator for issues requiring resolution.

6.2 The Office of Human Resources will be responsible for integrating the physical examinations into new employee processing. In the case of transfers/promotions, the Office of Human Resources will work with the departments in the process.

6.3 The Office of Human Resources will be responsible for future amendments to this policy. The Office of Risk Management will provide Human Resources with an annual updated list denoting what exams are required for each position.

6.4 The Office of Human Resources will specify which medical facility is to conduct the physical examinations.

7.0 COMMUNICATION OF POLICY

The Office of Human Resources will communicate the policy and any amendments to all department heads and include the policy within the Board of County Commissioners Policy Manual.

8.0 SEVERABILITY

If any provision of this policy is found for any reason to be invalid or inoperative, the validity of the remaining portion of these provisions shall not be affected, and to that end the

provisions of this policy are declared to be severable.

9.0 REPEAL/REPLACE

The provisions of this policy shall repeal the provisions of any and all policies and memorandums of understanding that address the issue of employee physicals previously adopted by the Board of County Commissioners, or that have been informally adopted by individual departments or divisions.

HEALTH QUESTIONNAIRE

Name:_____

Current Address:_____

Home Phone:_____

Name of closest relative:_____

Their Phone:_____

Martial Status: M S D W

Name of job for which you are applying:

_____

Do you have any chronic medical illnesses? Yes____ No____
If yes, what is the nature of illness?

_____

_____

Have any doctors ever told you that you have any of the following diseases? If yes, please circle.

High Blood Pressure	Allergy	Back Problems
Seizure Disorder	Cancer	Migraine Headaches
Poor Vision	Anemia	Ulcer Disease
Poor Hearing	Diabetes	Tuberculosis
Heart Disease	Asthma	Alcoholism
Kidney Disease	Epilepsy	Depression

Are you Allergic to any medications? Yes____ No____
If yes, What ones and what reaction occurs?

_____

Do you smoke now? Yes____ No____ How many cigarettes?____
cigars____ or pipe____ per day____

Do you drink alcoholic beverages? Yes____ No____
What ones and how much per day____ and week____?

_____

Have you ever had a tetanus shot? Yes____ No____
If yes, how many and when was the last?

_____

Signature:_____

Date of Last: Chest X-Ray_____ Eye Exam_____

Blood Test _____ EKG _____

TB Skin Test_____ Pap Smear_____

Your Past Hospitalizations:

Date: _____ Reason: _____

Date: _____ Reason: _____

Your Past Operations:

Date: _____ Reason: _____

Date: _____ Reason: _____

Family History.....

Please circle if a blood related member of your family has had any of the following:

Tuberculosis	Cancer
Rheumatic Fever	Kidney Disease
Stomach Problems	Thyroid Disease
Glaucoma	Strokes
Heart Disease	Mental Disease
Arthritis	Lung Disease
Diabetes	Bleeding Tendency
High Blood Pressure	Anemia

Have you ever had intolerance to heat or cold that limited your employment?

_____

Have you had a back injury? Yes____ No____

Have you ever had an injury to your hand or wrist? Yes____ No____
If yes, please describe:

_____

_____

Have you ever had an injury to any joint or extremity requiring treatment? (other than a minor cut or bruise)? Yes____ No____
If yes, please describe:

_____

Date: _____

PART A:

_____ Recent family illness or death
_____ Any recent change in weight
_____ Recurrent fever or chills

PART B:
HEAD AND EYES

_____ Headaches more often than once a week
_____ Vision affected by headaches
_____ Fainting spells
_____ Injury to head
_____ Dizziness
_____ Double or blurred vision
_____ Pain in eyes
_____ Decreased vision
_____ Blind spots or blindness
_____ Seeing colored halo around lights

PART C:
EARS, NOSE, AND THROAT

_____ Recent change in hearing
_____ Drainage from the ears
_____ Ringing or buzzing in the ears
_____ Head colds more often than twice a month
_____ Nose bleeds for no reason
_____ Nasal drip when not cold
_____ Sinus problem
_____ Hoarseness without a cold
_____ Lumps or swelling in the neck
_____ Trouble swallowing
_____ Change in voice
_____ Thyroid enlargement—goiter

PART D:
RESPIRATORY (Lungs)

_____ Frequent cough
_____ Cough up thick sputum
(color_____ amount per day_____)
_____ Cough up blood
_____ Chest colds more often than twice a year
_____ Short of breath after walking_____ flights of stairs
_____ Asthma
_____ Night sweats
_____ TB exposure or past history of TB
_____ Hay fever

PART E:
CARDIAC (Heart)

_____ Sleep with more than one pillow
_____ Chest pain
_____ Swelling of the ankles
_____ Fast or irregular beating heart
_____ Previous medication for heart trouble
_____ Past heart murmur
_____ Past heart attack
_____ Pains in legs with walking
_____ High or low blood pressure

PART F:
GASTROINTESTINAL (Stomach)

_____ Indigestion or heart burn
_____ Stomach pains
_____ Vomiting blood
_____ Difficulty swallowing
_____ Black or bloody bowel movements
_____ Recent change in bowel movements
_____ Frequent constipation
_____ Rectal pain or bleeding
_____ Intolerant of fried or fatty foods
_____ Hepatitis
_____ Jaundice or yellowing of the skin
_____ History of ulcer disease

PART G:
URINARY

_____ Urinate often at night
_____ Pain or burning with urination
_____ Blood in the urine
_____ Loss of bladder control
_____ Urinate frequently _____ per day (more than 5-6 times)
_____ History of kidney stones

PART H:
SKIN

_____ Boils
_____ Black and blue spots without injury
_____ Cuts hard to heal
_____ Colored moles that have recently changed
_____ Persistent rash

PART I:
ENDOCRINE (glands)

_____ Weight loss despite good appetite
_____ Unusual loss of hair
_____ Constantly thirsty
_____ Recent weight gain
_____ Craving sweets
_____ Hot or cold room intolerance

PART J:
MUSCULOSKELETAL

_____ Gout
_____ Stiffness or pain of joints
_____ Arthritis
_____ Paralysis or weakness
_____ Back pain
_____ Any body disability or deformity

PART K:
NEUROPSYCHISTRIC

_____ Change in speech
_____ Lost track of thoughts
_____ Unable to express thoughts or feelings
_____ Persistent numbness or tingling
_____ Trouble coordination
_____ Loss of memory
_____ Difficulty with works
_____ Frequently ill
_____ Afraid to be alone
_____ Finds decisions difficult
_____ Previously had a nervous breakdown
_____ Loss of appetite
_____ Unhappy with job
_____ Cry frequently
_____ Difficulty falling asleep
_____ Often get spells of complete exhaustion
_____ Servere aches or pains make it impossible for you to work
_____ Feel unhappy and depressed
_____ Life looks entirely hopeless
_____ Wish that you were dead and away from it all
_____ Tremors of convulsions
_____ Loss of sex interest
_____ Presently under tension
_____ Loss of interest in home and family
_____ Have yo ever had counseling or psychiatric care

PART L:
WOMEN ONLY

_____ Number of pregnancies
_____ Number of stillbirths
_____ Number of miscarriages
_____ Number of premature babies
_____ On birth control pills or hormones
_____ Problems with pregnancy
What_____
_____
_____ Babies over nine pounds
_____ Spotting between periods or after sex
_____ Not having periods now.
_____ Date of last period_____
_____ Excessive vaginal discharge
_____ Lump or pain in breast
_____ Severe pain with periods

PART M:
MEN ONLY

_____ Trouble starting stream
_____ Reduced urinary stream
_____ Cancer or tumor of the penis
_____ Lumps or sores on the penis or discharge from the penis
_____ Loss of sex ability or nature
_____ Rupture
_____ Enlarged, swollen, tender or hard testicles
_____ Doctor said prostste was enlarged

PART N:
DRINKING HISTORY

_____ Never drink
_____ Social drinker
_____ 1 or 2 drinks daily
_____ 8 or more drinks daily
_____ Past alcoholic

PART O:
SMOKING HISTORY

_____ Never smoked
_____ Stopped smoking (# of years ago)_____
_____ Smoked previously (# of years) _____
_____ Smoke now (# of years) _____
_____ Cigarettes (# of packs per day) _____
_____ Cigars (# of cigars per day) _____
_____ Pipes (# of bowls per day) _____

PART P:
OCCUPATIONAL WORK HISTORY

_____ Do you use any personal protective devices?
What_____
_____

_____ Have you ever worked at any of the following jobs? (# of years)

____ At a coal mine	____ In a s
____ At a quarry	____ In a refractory
____ At a foundry	____ In a fertilizer plant
____ At a pottery or brick plant	____ As a welder, solderer, chipper
____ At a cotton, flax or hemp mill	____ Handling radioactive materials
____ In a farm silo	____ With microwaves lasers or masers
____ In a chemical plant	____ With gasoline, diesel, propane exhaust
____ In a refinery	____ Manufacturing printer's ink, coating
____ In a sand or grit blasting	____ Manufacturing brake linings
____ In insulation installation,removal	____ Degreasing machines
____ In a steel mill or coke oven	____ Plating, pickling or acid baths

_____ Have you ever worked with any of the substances? (# of years)

____ Fluorides	____ Pesticides, insecticides, herbicides
____ Lead, Mercury or heavy metals	____ Asbestos, Beryllium
____ Silica, fiberglass, rock dust, coal (and other) dust	____ TDI (Toluene Diisocyanto),Amines, Epoxy, Resins
____ Cement dust, vermiculite, sulfur	____ Vinyl Chloride, Polyvinyl Chloride
____ Benzene, gasoline, aromatic Solvents, cleaning fluids	____ Phenol, Cresol, Creosote, Aldehydes (Formaldehyde), Alcohol
____ Carbon Tetrachloride, Chloroform solvents containing Chlorine Methylene Chloride	____ Carbon Monoxide, Hydrogen Sulfide or Chlorine
	____ Vibration, noise, radiation
____ Bacteria, mold, viruses	____ Arsenic, cadmium, chromates, nickel

Signature: _____

Date:_____

NORTH DAVIS FAMILY MEDICINE SERVICES

INDUSTRIAL MEDICAL SERVICES
PHYSICAL EXAMINATION

Name : _____ Home Phone : _____
(LAST) (FIRST) (MIDDLE)

Date of Birth : _____ SS Number: _____

HEIGHT _____ WEIGHT _____ PULSE _____ TEMPERATURE _____ BP _____

NEAR VISION WITHOUT GLASSES OR CONTACT LENSES WITH GLASSES OR CONTACT LENSES
RIGHT 20/ LEFT 20/ BOTH 20/ RIGHT 20/ LEFT 20/ BOTH 20/

COLOR VISION ~~PPD~~ ~~VERBAL~~

HEARING RIGHT _____ LEFT _____ AUDIOGRAM ____ YES ____ NO

URINE Specific Gravity _____ Albumin _____ Sugar _____

CHECK IF NORMAL PHYSICIAN'S FINDINGS AND EVALUATIONS ABNORMAL FINDINGS

	NORMAL		NORMAL		NORMAL		NORMAL		Normal
EYES		EOMI		PERRLA		FUNDI		VISUAL FIELD	
EARS LEFT		TMS		CANALS		CERUMEN			
RIGHT		TMS		CANALS		CERUMEN			
		TURBINATES		DISCHARGE					
THROAT		TONSILS		ORO-PHARYNX					
TEETH									
LUNGS		AUSCULTATION		MOTION		CHEST WALL			
HEART		RYTHUM		S1 S2		GALLOPS		MURMURS	
GLANDS, THYROID									
SKIN/SCALP									
NUTRITION									
ABDOMEN		MEGALY		TENDERNESS		SCARS		HERNIAS	
NEUROLOGIC		CRANIAL NERVES		DTR'S		RHOMBERG		GAIT	
ORTHOPEDIC& SPINE		ROM		STRENGTH		SENSORY			

Fit to be _____ Not Fit _____

_____ DATE _____
'CIAN'S SIGNATURE

Board of County Commissioners
Escambia County, Florida

Title:	Employee Benefits Committee, Section II, Part C.7
Date Adopted:	May 22, 1984
Effective Date:	December 11, 2014, as Amended
Reference:	
Policy Amended:	April 22, 2010; December 11, 2014

A. Purpose:

To establish a Benefits Committee that shall work with the Human Resources and Management and Budget Departments in providing input to the County Administrator and the Board of County Commissioners on matters relating to benefit design and operation.

B. Scope:

Members of this committee will be comprised of a representative from each of the following groups:

1. Board of County Commissioners:

   a. One member from each active bargaining unit,

   b. Three At-Large (non-union) (selected by the County Administrator)

2. Clerk of the Circuit Courts

3. Property Appraiser

4. Santa Rosa Island Authority

5. Supervisor of Elections

6. Tax Collector

7. County Attorney

C. Responsibilities:

The Committee will be charged with, but not be limited to, the following responsibilities:

1. Meet on an as-needed basis, but at least once a year at the beginning of the review process of any upcoming changes in benefits.

2. Evaluate and recommend group benefits, and provide input for consideration to BCC Human Resources and Budget for further determination.

3. Assist in educating and communicating the benefits programs to the employees.

D. Sunshine Law:

The committee shall be governed by the Florida Sunshine Law Chapter 286, Florida Statutes, and the Florida Public Records Act, Chapter 119, Florida Statutes.

Board of County Commissioners
Escambia County, Florida

Title:	Equal Employment Opportunity Plan Policy –Section II Part C.8
Date Adopted:	August 21, 2008
Effective Date:	August 21, 2008
Reference:	
Policy Superseded:	Workforce Diversity Plan dated June 1, 2006

I. Purpose

The purpose of the Equal Employment Opportunity Plan Policy (EEOP) is to implement the Equal Employment Opportunity Policy Statement, the Unlawful Harassment Policy and the requirements of the U.S. Department of Justice as recipients of grants and federal funding. The practices and procedures outlined herein coupled with the good faith efforts of the Escambia County Board of County Commissioners are designed to ensure equal employment opportunities within County Government.

II. Scope

This Plan, and the policies included, apply to regular, temporary, term, relief, intermittent, provisional, grant-funded and student appointment employees of the Escambia County Board of County Commissioners. Employees and other witnesses should raise any concerns regarding discriminatory treatment or policies through appropriate procedures. The County will not retaliate against any employee or witness who raises such a concern.

III. Responsibilities

A. Board of County Commissioners

The Board of County Commissioners shall have final authority and responsibility for leadership, development and enforcement of the Equal Employment Opportunity Plan Policy. They shall additionally review and approve every two years any Equal Employment Opportunity Plans prepared by the Human Resources Division as a condition of receiving federal grant monies from the United Stated Department of Justice.

B. Management Team

1. All Management Team members shall have the following responsibilities:

   It is the responsibility of all management team members of the Escambia County Board of County Commissioners to encourage and increase diversity in employment and to maintain an atmosphere conducive to sound human relations through personal example. All team members are expected to take an active interest and support in the Equal Employment Opportunity Plan. If the Plan is to successfully eliminate all barriers to workforce diversity and equal employment opportunity, it must be a product of total commitment and input from all levels.

2. Bureau Chiefs

   The Bureau Chiefs of the County shall have the following responsibilities

   a. Demonstrate leadership in support of the Equal Employment Opportunity Plan Policy.

   b. Keep employees apprised of promotional opportunities, training programs, tuition expenses paid by the County, and policy regarding educational leave.

   c. Reviews of work areas, work schedules, job placement and work assignments to assure there are no inequities, as related to equal employment opportunity.

   d. Keep all employees apprised of all communications on the Equal Employment Opportunity Plan in a timely manner.

   e. Assure that supervisory personnel attend equal employment opportunity training programs presented and/or coordinated by the Human Resources Division.

C. Human Resources Manager

The Human Resources Manager of the County shall have the following responsibilities:

1. Specify those categories targeted as key for improvements by each bureau, office and group and notify management personnel of such determinations.

2. Establish and publish a formal and effective procedure whereby employees or applicants may make internal complaints of alleged illegal discrimination, harassment or retaliation.

3. Counsel any employee who expresses a workforce diversity concern and take appropriate steps to correct any problems discovered.

4. Appoint a management level staff person who shall have the primary job responsibility of coordinating and monitoring the implementation of the provisions of the Equal Employment Opportunity Plan, and who shall be the primary contact with state and federal regulatory agencies regarding the Plan.

5. Provide oversight, through the classification description process, to ascertain and remove all artificial barriers or on-the-job-related requirements which may exist in job class descriptions and which would have a discriminatory effect upon applicants or employees.

6. Conduct a continuous review of class descriptions to ensure job-relatedness and eliminate factors that would have an adverse impact on minorities, females and members of other protected groups.

7. Perform a work force analysis annually, recommending to the County Administrator reclassification of job categories as key positions as necessary.

8. Assist other management and supervisory personnel in the identification of problem areas and the development of solutions to implement equal employment opportunity.

9. With the assistance of the County Attorney, oversee the preparation and distribution of such educational materials as may be necessary to adequately inform all employees of their rights and responsibilities as provided in the Plan, including the directives issued by the County Administrator.

10. With the aid of the County Attorney, keep the County Administrator informed of the latest developments and requirements regarding equal employment opportunity.

11. Coordinate the development and conduct ongoing training programs for managerial and supervisory personnel to ensure understanding of the Equal Employment Opportunity Policy Statement and the Unlawful Harassment Policy.

12. Annually review and modify as necessary the County's Equal Employment Opportunity Plan, including goals for hiring and promotion and recommend means for accomplishing such goals.

13. Recruitment activities based on attaining established employment goals shall be performed by the Human Resources Division.

14. Application forms will be reviewed and revised as necessary to request only legally permissible and relevant information.

15. Keep and maintain statistics on applicant flow including tracking applicants who were selected for positions.

16. Identify existing and potential diversity problem areas and develop and recommend solutions to implement workforce diversity and equal employment opportunities.

17. Inform Bureau Chiefs of the ongoing effectiveness of the Bureau's efforts toward workforce diversity and recommend improvements as necessary.

18. Maintain all statistics and data relative to labor market availability and appropriate census data.

19. Submit an annual statistical report within 45 days of the end of each fiscal year to the County Administrator detailing the status of the County's efforts to comply with the Equal Employment Opportunity Plan.

20. Disseminate and administer the County's Equal Employment Opportunity Plan.

D. Employees

It is the duty and responsibility of every employee of the County to:

a. Be familiar with and abide by the County's policies regarding illegal discrimination and unlawful harassment

b. Report suspected illegal discrimination or unlawful harassment to the appropriate person(s), even if it is being practiced against another employee.

IV. Policies

A. Equal Employment Opportunity Policy Statement

It is the continuing policy of the Board of County Commissioners of Escambia County, State of Florida, to promote equal opportunity and diversity for all of its employees and applicants for employment. To this end, the County will continue to recruit, hire, train, and promote the most qualified persons in all job classifications without regard to race, color, religion, national origin, age, gender, marital status or a disability.

Employees or job candidates who are or become disabled within the meaning of the Americans with Disabilities Act (ADA) will be reasonably accommodated if such accommodations will otherwise permit the employee or candidate to perform the essential functions of the job which the employee holds or the candidate(s) seeks.

Employment and promotional decisions will be made in accordance with the principles of the merit system, which affords equal opportunity by imposing only valid, job-related tests and requirements for employment or promotion.

All personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, county-sponsored training, education, discipline and evaluation will be administered without regard to race, color, religion, national origin, age, gender, marital status or a disability.

Employees or job candidates who allege that they have been illegally discriminated against should file a complaint either orally or in writing with the Human Resources Manager or designee in the Human Resources Division, 221 Palafox Place, Suite 200, Pensacola, FL 32502, and (850) 595-3000.

This Plan will be in effect from 2008 to 2010 and the Board of County Commissioners shall review and approve every two years any changes made by the Management and Services Bureau, Human Resources Division.

Board of County Commissioners
Escambia County, FL

Gene M. Valentino, Chairman

Robert McLaughlin, County Administrator

Witness (Signature)

JUDY H. WITTERSTAETER 8/22/08
Witness (Printed Name) Date

Witness (Signature)

DORIS COLLINS 8/22/08
Witness (Printed Name) Date

Date BCC Approved
8-21-2008

Deputy Clerk

Date Executed
8-21-2008

ATTEST: ERNIE LEE MAGAHA
CLERK OF THE CIRCUIT COURT
BY: DEPUTY CLERK

This document approved as to form and legal sufficiency.
By
Title ASST. COUNTY ATTORNEY
Date AUG. 6, 2008

B. Unlawful Harassment Policy

1. Purpose

This policy is adopted for the purpose of providing a harassment-free work environment for all Board of County Commissioner employees and for resolving disputes between County employees arising out of unlawful harassment in the workplace. This policy is not intended to create a right of action or entitlement to damages or any expansion of legal remedies now provided by either federal or state law.

2. Scope

This policy shall apply to all employees of the County. This includes classified, unclassified, full-time, part-time, regular, probationary, temporary, term, intermittent and relief employees. Employees contracted for work through an agency other than the County, and who are paid by that agency, are not subject to the provisions of this policy. Contract employees are subject to the provisions of their employer's unlawful harassment policies.

3. General

It is the policy of the County that employees are able to work in an environment free of unlawful harassment. Unlawful harassment violates Title VII of the Civil Rights Act of 1964. Unlawful harassment is also illegal under Florida law, and under the regulatory guidelines of the Equal Employment Opportunity Commission (EEOC).

Unlawful harassment of an employee by a supervisor, manager, or co-worker, or unlawful harassment of a supervisor by an employee on the basis of race, religion, color, national origin, disability, medical condition, marital status, gender, age, or sexual orientation is prohibited.

Each Bureau Chief, Deputy, Manager or Supervisor shall endeavor to provide a work environment free from unlawful harassment. Bureau Chiefs shall have managers and supervisors inform their employees of this policy and the complaint procedure herein, and shall endeavor to have managers and supervisors report instances of unlawful harassment to the respective supervisors, or the Human Resources Manager or designee. All employees are encouraged to be aware of and sensitive to potential incidents of unlawful harassment.

Disciplinary action, up to and including termination, may be imposed for behavior described in the following definitions of unlawful harassment as it applies to the above-listed protected classes.

4. Types of Unlawful Harassment

The following types of unlawful harassment violate Title VII of the Civil Rights Act of 1964.

a. Verbal Harassment – epithets, derogatory comments or slurs

b. Physical Harassment – physical conduct that is sexual and offensive in nature

c Visual Harassment – derogatory jests, posters, notices, bulletins, cartoons, or drawings

d. Sexual Harassment – sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual, employment; or

2 Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or

3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

5. Complaint Procedures

Questions and inquiries regarding the County's complaint process are encouraged. Guidance, support and assistance are available to the employee from supervisors, managers, and the Human Resources Division staff. An employee's concerns will be handled with sensitivity and respect.

A. Informal Complaint

Prompt, appropriate, direct action must be taken to stop incidents of unlawful harassment. An employee should tell the offending individual that the offensive behavior is unwelcome, offensive or inappropriate.

If the offended employee is reluctant to make such a statement to the offending individual, the offended employee shall inform a supervisor or manager, the EEO Officer or the Human Resources Manager, who shall bring the complaint to the attention of the alleged offending individual, or the offended employee's Bureau Chief with the purpose of resolving the matter. If the offended employee or the alleged offending individual is not satisfied with the resolution of the matter, then a formal written complaint must be filed by one of them.

B. Formal Complaint

A formal written complaint is to be filed using the Unlawful Harassment Complaint Form. The signed written complaint must be submitted to the Bureau Chief, the EEO Officer or the Human Resources Manager. Only a signed written complaint will be investigated under this formal procedure. A written confirmation of receipt of the Form is sent within 3 working days from the EEO Officer. The Human Resources Manager and the Bureau Chief shall then determine the scope of the investigation, which shall be conducted by the EEO Officer. Any corrective or disciplinary action to be taken shall be determined by the Bureau Chief in consultation with the Human Resources Manager.

If the complaint is against a Bureau Chief, the Human Resources Manager will receive the complaint. The Human Resources Manager and the County Administrator shall determine the scope of the investigation. If the complaint is against the Human Resources Manager, the County Administrator will receive the complaint and determine the scope of the investigation.

The complaint should be filed within 30 days once the complainant becomes aware of the discrimination. The complaint must include a description of the incident(s) and the names of all persons who were present.

A finding of facts or investigation, as may be appropriate, shall follow. This process shall be a thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be prepared by the EEO Officer and forwarded to the Human Resources Manager and the County Administrator. This report shall be issued within 45 days of the receipt of the complaint.

Upon approval or disapproval by the County Administrator, a Letter of Response shall be submitted to both parties of the complaint. Disciplinary action, if any, will also be initiated at this time.

If the resolution is not acceptable by the complainant, a Request for Reconsideration shall be made within ten days of the complainant receiving the findings. This request shall be made in writing to the Human Resources Manager.

C. Employee Rights

For classified employees, if the decision affects the employee's position or pay, the employee may file an appeal with the Escambia County Merit System Protection Board.

Retaliation against employees for reporting unlawful harassment or participating in enforcement of this policy is strictly prohibited. If the employee experiences any retaliation, he or she should immediately report the incident to the EEO Officer.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an EEO complaint with the responsible federal or state agency. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and does not toll any time provision required for filing under any state or federal law or statute.

Unlawful Harassment Complaint Form

PART I: Complainant Information

_____
Employee Name

_____ _____
Job Classification Bureau/Division

_____ _____ _____
Home Telephone Number Work Telephone Number Cellular Telephone Number

PART II: Basis of Complaint (check all that apply)

___ Age
___ Race
___ Gender
___ Color
___ Religion
___ National Origin
___ Disability
___ Reprisal (describe your prior EEO involvement)

_____ _____
Date of Incident(s) Location of Incident(s)

PART III: Description of Complaint (describe in detail the relationship of the items checked above)

PART IV: Requested Relief:

PART V: Signatures:

_____ _____
Signature of Complainant Date

_____ _____
Acknowledgement of Receipt Date

V. Compliance

The Human Resources Division shall ensure that the policies in this EEOP be periodically reviewed for compliance with current legal and regulatory requirements.

VI. Dissemination

A. Internal

1. Post the Equal Employment Opportunity Plan on bulletin boards within each bureau.

2. Post the Equal Employment Opportunity Plan on the County's intranet.

3. Post the Equal Employment Opportunity Plan on the Human Resources website.

4. Provide a copy of the Equal Employment Opportunity Plan to each new and current County employee.

5. Provide training to new employees on the County's policy, complaint and resolution procedure for equal employment opportunity and unlawful harassment complaints.

6. Include the Equal Employment Opportunity Plan in the County's Policy Manual.

B. External

1. Continue to include the statement "Equal Opportunity Employer" on all job applications and job announcements.

2. Include on the Human Resources Divisions website the statement "Equal Opportunity Employer".

3. Create a statement or message supporting diversity to be included in recruitment and other County published materials.

VII. Federal Requirements

A. Purpose

The U.S. Department of Justice requests that an Equal Employment Opportunity Plan be in place to insure full and equal participation of men and women regardless of race or national origin in the workforce of an agency to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. These requirements are to have the following:

1. An introduction stating that the plan is current and reflects the time period of the award.

2. A breakdown of the agency's current workforce by race, sex, national origin and job category.

3. A breakdown of the available workforce in the community by race, sex, national origin, and job category.

4. A comparison of these breakdowns and identification of underutilization, if any.

5. Specific objectives to address any findings of underutilization.

6. Specific steps which will be taken to achieve the above objectives.

7. A plan to disseminate the EEOP to all employees and to the general public.

B. Utilization Narrative

A comparison of the County's workforce to the Community Labor Statistics (CLS) for the recruiting area (Escambia County, Florida, Metropolitan Standard Area) indicates that overall, the County's workforce reflects the community labor workforce. For the purpose of this analysis, the 2000 census of population was utilized. These statistics, analysis and information can be obtained from the Human Resources Division upon request. Attachment 1 is the Workforce Analysis of the Board of County Commissioners. Attachment 2 is the Relevant Labor Market for Escambia County, Florida.

The Management and Budget Services Bureau Chief, the Human Resources Manager and the EEO Officer reviewed this Utilization Analysis and identified underutilization of minorities in several job categories that will need to be monitored. This plan will concentrate on correcting the most significant areas of underutilization in our workforce. Of the eight (8) job categories that are used by the Census Bureau and the Office of Civil Rights, the BCC has identified the following areas of concern:

1. Officials/Administrators: There are 90 employees in this category. There are 17 minority employees including females among the 90 total employees. The most significant underutilization is that of females in most categories.

2. Professionals: There are 123 employees in this category. There are minority employees including females in this category. There is very little turnover and recruitment opportunities in the professional position in the County are limited.

3. Technicians: There are 141 employees in this category. Black females are the most significantly underutilized.

4. Protective Services (Sworn): There are no employees in this category.
   Protective Services (Non-Sworn): There are 169 employees in this category.

5. Administrative Support: There are 193 employees in this category.

6. Skilled Craft: There are 191 employees in this category.

7. Service Maintenance: There are 59 employees in this category.

C. Objectives

The County is committed to correcting areas of underutilization and making its workforce demographics more closely representative of the recruitment area. Based on the results of the underutilization analysis, the County has established several objectives.

The equal employment opportunity objective is to achieve, within a reasonable period of time, an employee profile that reflects the relevant labor market availability, with respect to race, gender and other protected groups.

This objective calls for achieving full utilization of minorities and women at all levels of employment, as well as the absence of discrimination in employment because of race, color, religion, national origin, gender, age, marital status or disability. The County will assure the full realization of these objectives through a continuous procedure of monitoring and reporting. At all times, the County will employ the least restrictive means to achieve these objectives and will include in its efforts policies designed to prevent discrimination practices.

D. Steps to Achieve Objectives

The following steps will be used to achieve these objectives:

1. Use teams of employees to assist in recruitment outreach at schools, job fairs, community and employment centers, and other recruiting sources. Ensure all teams include minority and female employees and that everyone understands the commitment to encourage minorities and females to apply for employment.

2. Ensure that public relations materials for the County specifically include females and minorities in photographs.

3. Select interviewers or other examination "raters" to include both minority and female participation.

4. Train interviewers in appropriate selection procedures and advise them of the County's equal employment opportunity and diversity concerns in the selection process.

5. Establish relationships with schools and community organizations that have contact with minority groups and females.

6. Provide diversity training and education to all member of the County with additional training for all supervisors and managers.

E. Dissemination

1. Internal

   a. Post the EEOP on bulletin boards in County offices.

   b. Post the EEOP on the County's intranet.

   c. Provide a copy of the EEOP to all new employees at New Employee Orientation.

   d. Include the EEOP in the County's Policy Manual.

   e. Upon receipt of approval from the U.S. Department of Justice, post a copy of the approval letter on the County's intranet.

2. External

   a. Continue to include the statement "Equal Opportunity Employer" or "EOE" on all job applications and job announcements.

   b. Include on the County's website (Employment) the statement "Equal Opportunity Employer" or "EOE".

c. Create a statement or message supporting diversity to be included in recruitment materials.

d. Post a copy of the EEOP on the County's internet for the public's use.

Escambia County
Board of County Commissioners
Workforce Analysis – July 2008

		MALE							FEMALE						
	Total	Hispanic	Black/AA	White	Asian	Native Hawaiian	American Indian	2 +	Hispanic Latino	Black/AA	White	Asian	Native Hawaiian	American Indian	2 +
01 Officials/Managers	90	4	5	61	1	0	0	0	0	6	12		0	1	0
02 Professionals	123	0	7	61	0	0	1	0	1	9	41	2	0	1	0
03 Technicians	141	0	4	83	1	0	1	0	0	1	48	0	0	3	0
04 Protective Svcs-S															
05 Protective Svcs-NS	169	1	7	138	1	0	2	3	2	3	11	0	0	0	1
06 Admin Support	193	1	2	24	0	0	0	0	2	50	110	2	0	2	0
07 Skilled Craft	191	5	38	137	1	0	4	0	0	6	0	0	0	0	0
08 Service Maint	59	0	13	36	0	0	1	0	0	9	0	0	0	0	0
TOTAL	**966**	11	76	540	4	0	9	3	5	84	222	4	0	7	1

Attachment 1

Utilization Analysis Chart

Relevant Labor Market: Escambia County, Florida

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	61/88%	4/4%	5/8%	0/0%	1/1%	0/0%	0/0%	12/13%	0/0%	6/7%	1/1%	0/0%	0/0%	0/0%
CLS #/%	8,545/55%	110/1%	620/4%	60/0%	150/1%	4/0%	40/0%	5,060/32%	145/1%	685/4%	45/0%	140/1%	10/0%	40/0%
Utilization #/%	13%	4%	2%	-0%	0%	-0%	-0%	-19%	-1%	2%	1%	-1%	-0%	-0%
Professionals														
Workforce #/%	61/50%	0/0%	7/6%	1/1%	0/0%	0/0%	0/0%	41/33%	1/1%	9/7%	1/1%	2/2%	0/0%	0/0%
CLS #/%	8,285/39%	205/1%	815/4%	95/0%	170/1%	0/0%	35/0%	9,360/44%	225/1%	1,645/8%	40/0%	285/1%	0/0%	50/0%
Utilization #/%	10%	-1%	2%	0%	-1%	0%	-0%	-11%	-0%	-0%	1%	0%	0%	-0%
Technicians														
Workforce #/%	83/59%	0/0%	4/3%	1/1%	1/1%	0/0%	0/0%	48/34%	0/0%	1/1%	3/2%	0/0%	0/0%	0/0%
CLS #/%	1,485/37%	45/1%	140/3%	0/0%	40/1%	0/0%	4/0%	1,715/42%	45/1%	475/12%	25/1%	55/1%	0/0%	15/0%
Utilization #/%	22%	-1%	-1%	1%	-0%	0%	-0%	-8%	-1%	-11%	2%	-1%	0%	-0%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,630/65%	50/2%	310/12%	20/1%	0/0%	15/1%	0/0%	280/11%	0/0%	170/7%	0/0%	0/0%	0/0%	25/1%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	138/82%	1/1%	7/4%	2/1%	1/1%	0/0%	3/2%	11/7%	2/1%	3/2%	0/0%	0/0%	0/0%	1/1%
Civilian Labor Force #/%	45/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-10%	1%	4%	1%	1%	0%	2%	-2%	1%	2%	0%	0%	0%	1%
Administrative Support														
Workforce #/%	24/12%	1/1%	2/1%	0/0%	0/0%	0/0%	0/0%	110/57%	2/1%	50/26%	2/1%	2/1%	0/0%	0/0%
CLS #/%	7,815/23%	185/1%	1,335/4%	75/0%	240/1%	0/0%	45/0%	18,135/55%	455/1%	4,260/13%	155/0%	485/1%	15/0%	65/0%
Utilization #/%	-11%	-0%	-3%	-0%	-1%	0%	-0%	2%	-0%	13%	1%	-0%	-0%	-0%
Skilled Craft														
Workforce #/%	137/72%	5/3%	38/20%	4/2%	1/1%	0/0%	0/0%	0/0%	0/0%	6/3%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
CLS #/%	10,970/76%	275/2%	1,885/13%	200/1%	170/1%	10/0%	50/0%	675/5%	15/0%	75/1%	30/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	1%	7%	1%	-1%	-0%	-0%	-5%	-0%	3%	-0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	36/61%	0/0%	13/22%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	9/15%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,585/35%	505/1%	5,020/14%	185/1%	520/1%	0/0%	125/0%	10,105/28%	375/1%	5,140/14%	110/0%	610/2%	35/0%	155/0%
Utilization #/%	26%	-1%	8%	1%	-1%	0%	-0%	-28%	-1%	1%	-0%	-2%	-0%	-0%

SECTION II

C.9. BLOOD DONATIONS

Employees wishing to donate blood may be allowed a maximum of two hours off with pay for that purpose, if the Department Director approves and if donations cannot be made outside of work hours.

Requests for time off to donate blood must be made in advance and approved via usual departmental procedures. Emergency requests from the Blood Bank that do not allow advance notice may also be approved by the supervisor.

Employees who are required to work out-of-doors, to lift heavy objects, or to operate equipment as a regular part of their job may not return to work on the same day after donating. Their time off must be taken within two hours of the end of the work shift except in an emergency that requires an earlier response.

Employees who work outside and are unable to work because of inclement weather may request permission to go to the Blood Bank to donate blood while the weather is preventing the performance of usual duties.

All paid absences for the purpose of donating blood must have prior approval from the supervisor and will be confirmed in writing by the Blood Bank. Employees must identify themselves as Escambia County (BCC) employees to the Blood Bank personnel. The Blood Bank (434-2535) will mail a list of donars to the department upon request.

ADOPTED: September 24, 1985

ESCAMBIA COUNTY
GROUP HEALTH/LIFE BENEFITS
REQUIREMENTS OF IRS CODE SECTION 89

A. Qualification requirements provide that the plan must be:

1. In writing
2. Communicated to Employees
3. Legally enforceable
4. Maintained for the exclusive benefit of the employees
5. Permanent

B. Non-discrimination requirements include:

1. Numerical testing:

   a. At least 80% of non-highly compensated employees are covered under the plan, or,

   b. A three part eligibility and benefit test:

      (1) 50% Eligibility Test. At least 50% of eligibles must be non-highly compensated.
      (2) 90%-50% Availability Test. At least 90% of non-highly compensated have available a benefit which is at least 50% of the largest benefit available to highly compensated.
      (3) 75% Benefit Test. The average, employer provided benefit of non-highly compensated must be 75% of the average employer provided benefit of highly compensated.

2. A "facts and circumstances test" to prohibit coverage of a rare medical condition for which an "owner" (a covered employee) is the only realistic beneficiary of the coverage.

C. Penalties

1. For failure to satisfy qualification requirements:

   a All benefits become taxable to all employees and are reportable on the W-2.
   b. If employer does not report, employer pays an excise tax equal to the highest individual rate times the benefits paid.

2. For failure to satisfy discrimination tests:

   a. Highly compensated employees taxed on value of the discriminatory excess which must be reported on the W2.

   b. If employer does not report, employer pays an excise tax based upon total value of coverage under plans of the same type for employees for whom reporting was not done.

D. Plans affected

1. Qualification test

   a. Medical (HMO and PPO/Non-PPO separately)
   b. Dental
   c. Vision
   d. Physical Exams
   e. Life/AD&D
   f. Dependent care

2. Non-discrimination tests

   a. Health care plans (named above)
   b. Life/AD&D
   c. Dependent care

E. Excludable employees

1. Employees with less than 6 months of service
2. Employees working less than 17.5 hours per week
3. Seasonal employees normally working less than 6 months per year
4. Employees under age 21
5. Employees covered by collective bargaining

F. Data Collection and Reporting

1. Elected Officials will collect the data required by Attachment A, using the format of Attachment B, and providing it for each employee to the Office of the Comptroller. The County Administrator will provide the required data for the departments of the Board of County Commissioners.
2. Data will be provided for all current employees no later than January 30, 1989. Employees will be informed by their appointing authorities as to the necessity of data collection and penalties for failure to do so. Employees are required to provide corrected information regarding family status as changes occur.
3. New employee data will be provided along with initial group health enrollment.
4. The Office of the Comptroller will collect and store data to be provided to the agent designated by the Board of County Commissioners who will apply testing guidelines to the data. Data format will be dictated by soft ware requirements.
5. The Office of the Comptroller will select the annual test application day and file the report to IRS using the required format.
6. This regulation will become effective on January 1, 1989 for the group benefits contract year beginning April 1, 1989.

7. This regulation will be adjusted as required by IRS regulations to be published.

G. Definitions

1. Highly Compensated Employees are those who:

   a. Earn more than $75,000 in annual compensation
   b. Earn more than $50,000 in annual compensation and rank in the top twenty percent of all employees by compensation, or,
   c. Are officers of the employer earning more than $45,000.

2. Non-Highly Compensated Employees are all others.

11/30/88

CENSUS INFORMATION OUTLINE

I. BASIC EMPLOYEE INFORMATION

Census Field	Description
Social Security Number	Identification code for each employee or retiree. This will be the basis for matching when multiple sources of information are used.
Name	Employee's last name, first name (especially if reporting by individual participant is desired product).
Sex	M or F. Necessary to value life insurance.
Division	Optional field for employer when separate lines of business or units are used.
Company	Optional field for employer with multiple businesses.
Date of Birth	Month-Day-Year. Used to calculate life insurance values and excludables (under 21).
Date of Termination	Month-Day-Year. Used to determine excludables (less than 6 months).
Pay	W-2 earnings. Includes salary reduction (amounts from 401(b), 403(b), 125 to determine highly compensated employees. Excludes (optional) salary reduction amounts for actual testing. Current prior year pay necessary. If less than one year, amount may be calculated or "person" proportionally reduced, i.e., 1/2 year pay = 1/2 person.
Marital Status	Married or single. Necessary for participant testing.
Number of Dependents	Number of children for each employee. Necessary for participant testing. Could be shown as 1 dependent, 2 or more dependents. How does this tie in with marital status?

ATTACHMENT A

Census Field	Description
Hours Scheduled	Number of hours regularly scheduled to work for eligibility determination. Required by less than 30 hours per week. Hours worked considered more accurate.
Hours Worked	Actual regular hours worked.
Union Status	Whether part of collective bargaining unit. Needed for eligibility determination.
Employee Status	Active, inactive leave of absence, retiree, terminated on COBRA.
HC Identifier HC Computed	Flag for anyone else who may be considered in HC group for other than pay qualifiers.

II. PLAN SPECIFIC INFORMATION FOR ACCIDENT OR HEALTH PLAN

Census Field	Description
Plan Participation (for each plan)	Yes/No.
Dependents by Plan	Number of dependents covered by Plan.
Type of Coverage	Designation for which coverage type, i.e., life, medical, dental, etc.
Name of Plan/Carrier	Designation to delineate plan or insurer.
Sworn Statement on File	Statement signed by employee (or spouse) has coverage through another plan.
Employer Contribution	Dollar amount employer contributes for each plan for employee and dependent coverage.
Employee Contribution	Dollar amount employee contributes for each coverage (with contribution period indication, i.e., per month, week, etc.).
Pre/Post Tax Contribution	Indicate whether employee contribution is before or after taxes.

III. PLAN SPECIFIC INFORMATION FOR SECTION 125 PLANS

Census Field	Description
Spending Account (by type)	Pre-tax contributions to health dependent, or legal spending account. Yes if elected, no if not. Indicate whether contributions are employee dollars.
Amount Reimbursed from Spending Account	Dollar amount paid out in benefits to employee participating in pre-tax spending account.

IV. PLAN SPECIFIC INFORMATION FOR LIFE INSURANCE PLANS

Census Field	Description
Coverage Category	Employee; Spouse or Children.
Plan Identifier	
Amount of Life Insurance	Coverage amount for employee life insurance (flat dollar amount) or formula if function of salary and/or length of service.
Total Insurance Cost	
Employee Contribution	

ESCAMBIA COUNTY GROUP HEALTH, DENTAL
LIFE AND AD&D ENROLLMENT

Cert. No._____
Div. No._____
Class Code_____
Social Sec. No._____

1. Purpose: (Mark One)
   (a) Initial Enrollment (X)_____ Eff. Date___/___/___
   (b) Change of Information (X)_____ Eff. Date___/___/___
   (c) Termination of Empl. (X)_____ Eff. Date___/___/___
   Mo Day Year

2. Employee Name:_____/___/_____ Sex (M/F)____
   First MI Last

3. Address:_____ Birth Date___/___/___
   Mo Day Year
   _____/_____/_____
   City State Zip

4. Employment Date:_____/_____/_____ Marital Status (M/S/D)____
   Mo Day Year

5. Department Name:_____ Division_____

6. Type of Enrollment:
   a. F/T >30 Hrs.____
   b. Seasonal_____ No. Mos____
   c. Contract_____
   d. P/T <17.5 Hrs___ No. Hrs____
   e. Retiree_____
   f. COBRA_____
   g. Union Mbr_____
   h. P/T >17.5 Hrs___ No. Hrs____

7. Salary information:
   a. Last year Escambia County W-2 salary: $_____
   b. Salary reductions for IRS 457(deferred comp.): $_____
   c. Current hourly wage rate: $_____/hr
   d. Current annual salary (hrly rate x 2,080): $_____

8. Following questions answer yes or no.
   a. Do you wish Dependent Health/Dental coverage? _____
      Premium is paid by Employee. Monthly cost is: $101.
   b. Do you wish Supplemental Life/AD&D? _____
      Premium is paid by Employee. Rate is
      $.315 per $1,000 per mo. Cost to you will be: $_____/mo.
   c. Are you, the employee, covered by any other group health insurance, such as spouse's employer? _____
   d. Is your spouse covered by other group health insurance? _____
   e. Are your children covered by other group health insurance? _____
   f. Are you totally disabled? _____
   g. Are you Medicare eligible? _____
   h. Are you an active employee aged 65-69 years? _____
   i. Is your spouse employed? _____

11/21/88

ATTACHMENT B

9. Coverage selection for self (employee), including dependents if family coverage is selected: (choose only one)

a. Medical Center Health Plan (MCHP): _____
Signature

b. American General Group Insurance : _____
Signature

c. Date of this choice: ___/___/___

10. Life/AD&D Insurance Beneficiaries: Basic Benefit: $11,500.
Supplemental : _____
Total benefit not to exceed $50,000.

Name #1: _____/___/_____
First MI Last

Address: _____
Street City State/Zip

Name #2: _____/___/_____
First MI Last

Address: _____
Street City State/Zip

11. Spouse Name: _____/___/_____ Birth Date: ___/___/___
First MI Last Mo Day Year

Spouse Home Address: _____
Street City State/Zip

Name of Spouse's Employer's sponsored Group Health Insurance: _____

12. Number of children in household, including full time students to age of 23: ___. Include students away at school, if on this Plan.

Dependents other than spouse Name (First, MI, Last)	Date of Birth Mo/Day/Year	Sex M/F	Relationship
1.			
2.			
3.			
4.			
5.			

I certify that the information provided is true, to the best of my knowledge.

_____ _____
Signature of Employee Witness

11/21/88

ATTACHMENT B

Board of County Commissioners
Escambia County, Florida

Title:	Substance Abuse Policy – Section II, Part C.12
Date Adopted:	December 16, 1997
Effective Date:	July 26, 2012, as amended
Policy Amended:	July 28, 1998; June 22, 1999; October 7, 1999, November 20, 2008

A. PURPOSE

Escambia County recognizes that employees are its most important resource and that the efficient functioning of the organization is directly related to the individual performance of each and every employee.

The use of drugs and alcohol is an increasing problem affecting many areas of our society and ranks as one of the major health problems in our country. Escambia County is no exception to this trend.

The County recognizes that employee alcohol and drug abuse can seriously impact the effective delivery of County services, the image of County employees, and the health, safety, and welfare of employees and the public. The pervasive presence of alcohol and substance abuse in our society, the resultant impact upon the workplace, and the County's obligation to its employees require the establishment of a drug-free workplace. The purpose of this policy is to establish a procedure for ensuring that a drug-free environment is maintained in the workplace, including all buildings, facilities, grounds, vehicles and any other property under the cognizance of the Board of County Commissioners and further to ensure that all employees are aware of this policy. Its goal is to provide a healthy, safe, and secure work environment for all employees. In return, employees must, as a condition of employment, abide by the terms of this policy.

B. SCOPE

This policy shall apply to all Escambia County employees under the Board of County Commissioners, including regular, probationary, term, intermittent, emergency, provisional, grant-funded, relief, temporary, seasonal, student assistants, and volunteers. Individuals working through a volunteer or temporary agency must adhere to the policy of that respective agency. Applicants and employees will adhere, when applicable, to 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991, as amended.

1. Definitions

   The following definitions are used in this policy in accordance with the Florida Statutes, 440.102:

a. Mandatory-testing – a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to s. 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person.

b. Special Risk position – a position that is required to be filled by a person who is certified under Chapter 633 or Chapter 943 of the Florida Statutes.

2. Notice to Employees and Job Applicants

a. One time only, prior to testing, the County shall give all employees and job applicants for employment a written policy statement with information such as:

(1) A general statement of the County's policy on drug use,

(2) A statement advising the employee or job applicant of the existence of this section of the policy,

(3) A general statement concerning confidentiality,

(4) Procedures for employees and job applicants to confidentially report to the Medical Review Officer (MRO) the use of prescription or nonprescription medications both before and after being tested,

(5) A list of the most common medications, by brand name or common name, as applicable, as well as by chemical name, which may alter or affect a drug test,

(6) The consequences of refusing to submit to a drug test,

(7) A representative sampling of names, addresses, and telephone number of employee assistance programs and local drug rehabilitation programs,

(8) A statement that an employee or job applicant who receives a possible confirmed test result may contest or explain the result to the MRO within 5 working days after receiving written notification of the test result,

(9) A statement informing the employee or job applicant of his or her responsibility to notify the laboratory of any administrative or civil action brought pursuant to this section,

(10) A list of all drugs for which the County will test, described by brand name or common name, as applicable, as well as by chemical name,

(11) A statement regarding any applicable collective bargaining agreement or contract and the right to appeal to the Public Employees Relations Commission (PERC) or applicable court,

(12) A statement notifying employees and job applicants of their right to consult with a MRO for technical information regarding prescription or nonprescription medication, and

(13) The County shall include notice of drug testing on vacancy announcement for positions for which drug testing is required.

C. GENERAL POLICY

Escambia County Policy strictly prohibits employees from:

1. Using, possessing, selling, distributing, dispensing, or manufacturing any controlled substance, alcohol, or illegal drugs while at work, on Escambia County property, in County vehicles or while off the premises performing work for the County;

2. Reporting for work or performing work under the influence of alcohol, a controlled substance, or illegal drug; or

3. Using County property or one's position to facilitate the manufacture, distribution, sale, dispensation, possession, or use of a controlled substance or illegal drug.

D. TYPES OF TESTING

1. Pre-Employment Testing

   a. An applicant selected for initial employment by Escambia County in a mandatory-testing position, a special risk position or a position which requires testing by a federal, state or local regulatory agency must successfully pass a drug screen urinalysis prior to beginning work.

   b. An applicant's failure to submit to the required pre-employment drug test shall be considered as a request for withdrawal from consideration for the position for which he or she applied.

   c. If the applicant fails to pass the pre-employment drug screening, he or she will be disqualified from consideration for employment for a period of 12 months from the date of the test result.

2. Annual or Bi-Annual Physical Examinations

   a. Employees in job classifications, which require an annual or bi-annual physical examination, will be required to submit to a drug screening as part of the physical examination.

   b. A listing of job classifications which require an annual or bi-annual physical examination shall be maintained in the Human Resources Department.

3. Reasonable Suspicion

   a. If the County has reason to suspect that an employee is violating this policy or when there is reasonable suspicion that the employee is under the influence of or is impaired by alcohol and/or an illegal controlled substance, the County will require the employee to submit immediately to medical tests administered for drug and/or alcohol testing which include the chemical analysis of breath, urine, and/or blood.

b. An employee's time involved in testing shall be considered time worked and the County shall pay the cost of such tests. The County is responsible for transporting the employee to the laboratory and getting the employee home.

c. "Reasonable suspicion" is defined as a belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts, such as:

(1) Observable phenomena while at work, such as direct observation of drug use or of the physical or manifestations of being under the influence of a drug,

(2) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance,

(3) A report of drug use, provided by a reliable and credible source. No action shall be taken on anonymous complaints,

(4) Evidence that an individual has tampered with a drug test during his or her employment with the County,

(5) Information that an employee has caused, contributed to, or been involved in an accident while at work, and

(6) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

d. Common signs which may indicate a drug or alcohol problem or circumstances which together shall create reasonable suspicion, include, but are not limited to the following:

(1) Observed drug or alcohol use during working hours.

(2) Signs of alcohol use: slurred speech, impaired coordination, red eyes, relaxation, smell of alcohol, unsteady walk, slowed reflexes, drowsiness, relaxed inhibitions.

(3) Signs of drug use:

a) Immediate

Odor of marijuana, drowsiness, irritability or anxiety, reduced concentration, mood elevation, feeling of well-being, followed by depression, violent behavior, hyperactivity, lack of focus on detail, confused behavior, panic.

b) Long term

Weight loss, memory loss, argumentative, frequent absenteeism or tardiness, depression, withdrawal, frequent unexplained disappearances.

(4) Drug paraphernalia

Rolling papers, roach clips, pipes, including glass, glass vials, dried plant material, white crystalline powder.

e. Management actions where reasonable suspicion exists:

(1) The requirement that an employee submit to alcohol and/or drug screening in accordance with this policy shall be approved or ratified by the Department Director and the County Administrator or designee.

(2) Management must document in writing the facts constituting reasonable suspicion or violation of this policy.

(3) Appropriate management personnel shall accompany the subject employee to the testing facility and shall remain at the facility with the employee until testing is completed.

(4) Once the alcohol/drug testing collection process has been completed, the subject employee shall be relieved of duty pending the results of such test(s).

(5) The subject employee shall not be permitted to operate a motor vehicle. Management shall arrange for the tested employee to be escorted home.

(6) A supervisor is not required to transport an employee exhibiting violent or threatening behavior. In such cases, the supervisor shall immediately contact the appropriate law enforcement agency.

4. Post-Accident Testing

a. Post-accident testing will be required for all work-related accidents which result in:

(1) Personal injury requiring emergency medical treatment;

(2) Property damage to County or private property that is estimated to be in excess of $1,000 where the initial assessment determines the employee was at fault. This assessment shall be made by the employee's supervisor or Risk Management; or,

(3) Any accident involving a County vehicle.

b. State law provides for the denial of workers' compensation benefits for employees who are injured while working and subsequently have a positive, confirmed drug test (Florida Statute 440.102(12)).

c. Nothing in this section shall interfere with or prevent post-accident testing required under any regulatory agency.

5. Random Testing

a. Random drug or alcohol testing shall be conducted for employees in job classifications which are classified as mandatory-testing or which fall under the jurisdiction of any Federal, State or Local regulatory agency which requires random drug or alcohol testing. A listing of these job classifications shall be maintained in the Human Resources Department.

b. Unless otherwise specified by a regulatory agency, random drug testing shall be conducted at a minimum testing rate of 50% and random alcohol testing at 10%, spread reasonably throughout the year. "Reasonably" is defined as monthly.

c. To assure that the selection process is in fact random, all employees in a job classification for which random testing is required shall remain in the selections pool for each subsequent selection period, regardless of whether or not they have been selected for testing in the past.

d. A computerized, random number generating system operated by an independent agency shall be utilized to generate the list of employees to be tested.

e. All employees will be tested during working hours. Advance notice of testing will not be given.

6. Post-Rehabilitative Testing

a. If an employee in the course of employment enters an Employee Assistance Program (voluntarily or involuntarily) for alcohol or drug-related problems, or an alcohol/drug rehabilitation program, the County shall require the employee to submit to drug tests as a follow-up to such program. This follow-up testing shall be conducted at least once a year for a 2-year period after completion of the program. Advance notice of a follow-up testing date shall not be given to the employee to be tested.

b. Employees not complying with these conditions of employment, and employees testing positive at any time during or following rehabilitation shall be subject to termination in accordance with this policy.

E. TESTING METHODOLOGY

1. Every reasonable effort will be made to obtain the most accurate drug and/or alcohol test results. Substance Abuse and Mental Health Services Administration (SAMHSA) laboratories shall be used.

2. Drug testing procedures will include a two-tiered testing program to ensure maximum accuracy in the test results, controlled specimen collection, and chain of custody documentation.

3. A two-tiered procedure means that an initial positive test will be confirmed by use of a gas chromatography test with mass spectrometry (GC/MS) or an equivalent scientifically accepted method which provides quantitative data about the detected drug. A portion of the initial sample shall be used for confirmation testing.

4. Alcohol testing shall consist of a standard blood-alcohol procedure or use of a breath analyzer.

5. All test results shall be reviewed by a Medical Review Officer (MRO). An MRO is a licensed physician knowledgeable in the medical use of prescription drugs and in the pharmacology and toxicology of illicit drugs. The MRO shall interpret and evaluate all positive and negative test results together with an individual's medical history and other relevant bio-medical information. An applicant/employee may confidentially report the use of any medication to the MRO.

6. Drugs which may be tested for, listed by chemical name and brand or common name, include; but are not limited to the following:

a. Alcohol (booze, drink)
b. Amphetamines (bithetaine, desoxyn, dexedrine)
c. Cannabionoids (marijuana, hashish, hash, hash oil, pot, joint, roach, grass, weed, reefer)

d. Cocaine (coke, blow, nose candy, snow, flake, crack)
e. Phencyclidine (PCP, angel dust, hog)
f. Methaqualone (Quaaludes, ludes)
g. Opiates (opium, Dover's power, paregoric, parepectolin)
h. Barbiturates (Phenobarbital, tuinal, amytal)
i. Benzodiazepines (ativan, azene, clonopin, dalmane, diazepam, halcion, Librium, poxipam, restoril, serax, tranxene, valium, veratrin, xanax)
j. Methadone (dolophine, methadone)
k. Propoxyphene (darvocet, darvon N, dolene)

7. The following cutoff levels shall be used for the initial screening of specimens to determine whether they are positive or negative. All levels equal to or exceeding the following shall be reported as positive:

a.	Alcohol	0.02 B.A.C. %
b.	Amphetamines	1000 ng/ml
c.	Cannabinoids	50 ng/ml
d.	Cocaine	300 ng/ml
e.	Phencyclidine	25 ng/ml
f.	Methaqualone	300 ng/ml
g.	Opiates	2000 ng/ml
h.	Barbiturates	200 ng/ml
i.	Benzodiazepines	200 ng/ml
j.	Synthetic Narcotics: Methadone, Propoxyphene	300 ng/ml

8. All specimens identified as positive on the initial screening shall be confirmed by a second test. The following confirmation cutoff levels shall be used when analyzing specimens to determine whether they are positive or negative. All levels equal to or exceeding the following shall be reported as positive:

a.	Alcohol	0.02 B.A.C. %
b.	Amphetamines	500 ng/ml
c.	Cannabinoids	15 ng/ml
d.	Cocaine	150 ng/ml
e.	Phencyclidine	25 ng/ml
f.	Methaqualone	150 ng/ml
g.	Opiates	2000 ng/ml
h.	Barbiturates	200 ng/ml
i.	Benzodiazepines	200 ng/ml
j.	Synthetic Narcotics: Methadone, Propoxyphene	300 ng/ml

9. If a test for alcohol and/or drugs is not collectable because of possible tampering or adulteration, a second test will be requested, and may be observed. If a test for alcohol and/or drugs is rejected because of purposeful adulteration, the employee will be terminated. Any employee terminated for this reason, will forfeit unemployment compensation.

F. CONFIDENTIALITY

1. The results of drug or alcohol tests shall not be included in an applicant's or an employee's file but shall be retained by the Human Resources Department in a separate file, confidential and exempt from public inspection.

2. Any conditions of employment which may be established as a result of a positive drug or alcohol test will become part of the employee's personnel file.

3. Test results shall be considered confidential by the County and may be disclosed to management personnel only on a need-to-know basis or to any person upon the written consent of the employee or applicant.

4. Laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug/alcohol test results shall be required to keep all information confidential.

G. EMPLOYEE ASSISTANCE PROGRAM

1. The County recognizes that alcoholism and drug use can and does interfere with an employee's ability to perform on the job. The County also recognizes that these problems can be successfully treated, enabling the employee to return to a satisfactory job performance level.

2. Employees who are concerned about their alcohol and/or drug abuse are strongly encouraged to voluntarily seek assistance. Eligible employees and their dependents may seek assistance through the County's Employee Assistance Program (EAP). The EAP provides confidential assessment, referral, and short-term counseling to employees whose personal problems are interfering with their job performance.

3. Voluntary participation in the EAP, or another mental health or substance abuse counseling program will not affect the employee's future career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues.

4. The Human Resources Department shall maintain a listing of employee assistance programs and local alcohol and drug rehabilitation programs available to employees.

5. The County will not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment for a drug or alcohol-related problem if the employee has not previously tested positive for drug or alcohol use.

H. EFFECT OF A POSITIVE DRUG/ALCOHOL TEST

1. When a confirmed positive drug or alcohol test result is received by the Human Resources Department, the Human Resources Director, or designee shall immediately notify the Department Director or Manager of the employee.

2. The Department Director or Manager shall immediately schedule the time and place for the employee, management and a representative from Human Resources to meet to inform the employee in writing of the following: the confirmed positive result, the leave, discipline, and counseling requirements, the appeal process, the return to work procedure, and the effect of a second positive result.

3. A first incident of a confirmed positive test shall be implemented as follows:

   a. Special Risk Job Classification Employees:

      (1) An employee who is in the special risk job classification shall receive disciplinary action in the form of suspension without pay for 240 hours. The regular schedule of the employee shall be used for this suspension. Prior discipline notification for an incident of a confirmed positive test for employees in the special risk classification is not reasonable; therefore, the Notice of Pending Disciplinary

Action (NOPDA) will not be administered.

(2) If eligible under the County's EAP, the employee will be recommended to utilize it. Employees not eligible for the EAP will be recommended to meet with a Mental Health Counselor qualified in substance abuse evaluation. Any expenses incurred will be the responsibility of the employee.

(3) The employee shall obtain a drug test form from the Human Resources Department and report to the designated laboratory to be retested within one week prior to the last day of the suspension. The employee shall report to the designated laboratory within 24 hours of receiving the drug test form. The employee shall remain on suspension until a confirmed negative drug and/or alcohol test result has been received by the Human Resources Department.

b. Non-Special Risk Job Classification Employees:

(1) An employee who is in a non-special risk job classification shall be placed in a leave status by the County. If the employee has accrued annual or paid time off leave, they shall be permitted to use the leave. If the employee does not have accrued annual or paid time off leave, the employee shall be placed in a leave without pay status.

(2) If eligible under the County's EAP, the employee shall be required to utilize it. Employees not eligible for the EAP will be required to meet with a Mental Health Counselor qualified in substance abuse evaluation. As a condition of returning to work, the employee must enroll in a complete alcohol and/or substance abuse counseling and/or an educational or rehabilitation program as recommended by the EAP or counselor. Any expenses incurred shall be the responsibility of the employee.

(3) The employee shall be required to make an appointment with the EAP and show proof of participating in counseling within the first two (2) days of being placed on leave to the Human Resources Department. Failure to attend scheduled appointments may result in disciplinary action, up to and including termination.

(4) The employee shall continue to be on leave until released by the EAP to return to work. The employee shall report to the designated laboratory to be re-tested within two (2) days from this release. The employee shall also remain on leave until a confirmed negative drug or alcohol test has been received by the Human Resources Department.

4. The Human Resources Department will notify the employee and the supervisor when the employee has been cleared to return to work.

5. An employee who declines to participate in counseling, or who fails to complete drug/alcohol counseling, education, or rehabilitation as recommended by the counselor shall be subject to disciplinary action, up to and including termination.

6. Upon returning to work after a positive test result, the employee shall be subject to drug and/or alcohol testing for at least once a year for a 2-year period after completion of the program.

7. For a second positive, confirmed test result, regardless of the time between tests or whether a negative result was obtained between tests, the employee will be terminated.

8. Employees who received disciplinary action who have a vested property interest in employment are entitled to typical due process protections.

I. REFUSAL TO SUBMIT TO DRUG AND/OR ALCOHOL TEST

1. Any employee, whether regular, probationary, temporary, term, intermittent, emergency, provisional, grant-funded, student assistant or relief, who refuses to submit to a test for alcohol or drugs which may be required in accordance with this policy shall be terminated.

2. An injured employee who refuses to submit to a test for alcohol and/or drugs forfeits eligibility for all medical and indemnity benefits under Florida Workers' Compensation law.

3. Employees who believe that reasonable suspicion has not been sufficiently demonstrated to require a drug test should, nevertheless, take the drug test and then appeal the determination of reasonable suspicion, with the understanding that the drug test is null and void if it is found that reasonable suspicion has not been sufficiently demonstrated.

J. APPEAL PROCEDURE

1. Within five (5) working days after receiving notice of a positive, confirmed test result, an employee may contest the test results in writing to the Human Resources Department. Additionally, within (5) working days after receiving notice of a positive, confirmed test result, an employee must notify the laboratory conducting the test of any administrative or civil action regarding the test.

2. Within 72 hours of the MRO's notification, an employee may, at their option, have the same sample tested at SAMHSA laboratory of their choice and at their cost.

3. The cost of drug testing not required by Escambia County is the responsibility of the employee.

4. Employee appeals with respect to the determination of reasonable suspicion shall be considered by the County Administrator or his designee after meeting with the employee and the supervisory personnel supporting the test. Both parties shall be heard by the County Administrator and his decision shall be binding upon them. This paragraph shall not be deemed to limit the legal recourse of either the County or the employee with respect to the finding of reasonable suspicion, to bring an action in a court of appropriate jurisdiction to appeal the County Administrator's decision.

K. MANAGEMENT ACTIONS IN GENERAL

1. Management personnel (County Administrator, Department Directors, Managers and Supervisors) shall be responsible for the implementation and uniform enforcement of this policy.

2. An employee shall not be disciplined for a positive test result until a positive, confirmed test result is communicated to the County. However, if the employee's conduct in connection with the drug/alcohol testing amounts to conduct for which the County may otherwise discipline the employee, the County may take action prior to receipt of a positive, confirmed test result.

3. Communication of a negative test result of a sample formerly reported positive and appealed by the employee, shall result in the employee being reinstated to work without any loss of pay or benefits.

4. Management personnel shall take disciplinary action in accordance with this policy, the Human Resources Policies and Procedures, and the Escambia County Board Policies and Procedures.

L. OVER-THE-COUNTER OR PRESCRIPTION DRUGS

1. An employee who has been prescribed or issued a drug for any medical or other condition which might in any way impair his/her ability to perform the job must immediately notify their supervisor. The employee in consultation with appropriate medical authority shall determine whether the employee can work while taking the medication.

2. The employee shall be responsible for providing notification to the supervisor if any over-the-counter or prescription medication would jeopardize the health or safety of themselves or others.

M. COLLECTIVE BARGAINING AGREEMENTS

An employee who is a member of collective bargaining unit shall be subject to the drug/alcohol testing rules promulgated by agreement between the County and the bargaining unit.

N. DRUG-FREE WORKPLACE ACT – FEDERAL LAW REQUIREMENTS

1. As a condition of employment, an employee must notify their supervisor in writing no later than five (5) calendar days after being convicted under a criminal drug statute for activity occurring at the workplace or for activity outside of the workplace if the offense could be reasonably expected to affect the employee's job function. (A criminal drug statute is any law, federal, state, or local, which makes unlawful the manufacture, distribution, dispensation, use, or possession of any controlled substance or illegal drug).

2. The County Administrator, or designee, is responsible for complying with the requirements of the Drug-Free Awareness Act of 1988 concerning reports to appropriate federal agencies with respect to employees convicted for violation of this Act.

3. This policy extends to private companies that work for the County under the terms of a management contract. This policy will be specifically referenced in future agreements with such firms.

4. Employees involved in Federally subsidized programs may be required to submit to drug testing in accordance with applicable Federal regulations.

O. COMMUNICATION OF THIS POLICY

1. This policy will be made available to all employees via the County's internal website.

2. The Human Resources Department is responsible for communicating this policy to newly hired employees.

Board of County Commissioners
Escambia County, Florida

Title:	Benefits Policy for Reduction in Force or Layoff, Section II, Part C.14
Date Adopted:	June 24, 1992
Effective Date:	April 22, 2010
Reference:	
Policy Superseded:	April 22, 2010

A. Purpose:

The purpose of this Policy is to outline the benefits process for employees who are affected by a Reduction-In-Force (RIF) or lay off. Upon RIF or layoff, health and life benefits for County employees and their dependents terminate at the end of the month in which their termination is effective. In the event of a RIF or layoff the County will extend coverage of health and life benefits for the employee and their dependents for an additional thirty (30) days.

B. Scope:

1. This policy applies to all employees who are enrolled in the Escambia County Group Benefits Plan on the effective date of the layoff or RIF. Employees must be actively participating in the County's health care benefits (i.e., dental and/or health) to receive the thirty (30) day extension of coverage. The County will contribute the cost of the basic life/accidental death & dismemberment insurance for the same period of time as health care benefits.

2. The County will contribute premiums at the same rate it does for active employees and dependents for the additional thirty (30) day period. In order for the benefits continuation to be effective, the employee affected by the layoff or RIF must pay the current employee contribution. The premium will be deducted from the final check from the County unless the coverage is cancelled in writing prior to termination of employment.

C. Responsibilities

1. Laid-off employees are responsible for making arrangements to pay premiums for all voluntary insurance they may have elected.

   a. If an employee wishes to continue supplemental life and AD&D through the County, the employee is encouraged to contact the Human Resources Benefits Section to determine options relating to the insurance.

   b. Employees having other voluntary premiums deducted from their pay check should contact the vendor of that plan.

c. Upon termination of a qualified coverage, laid off employees and their dependents will have the opportunity to elect COBRA coverage within 60 days of their receipt of the COBRA notification. Laid-off employees will receive correspondence from the COBRA administrator in the prescribed legal time frame and have the opportunity to elect and pay for benefits under COBRA.

ESCAMBIA COUNTY
FLEXIBLE WORK SCHEDULING POLICY
(FLEX TIME)

PURPOSE

Escambia County is interested in making a positive step toward increasing employee morale and productivity, decreasing absenteeism, and increasing each department's sensitivity to employee needs. This policy is designed to be responsive to employee needs while at the same time ensuring service to the public.

SCOPE

All classified employees working a full-time schedule are eligible to participate in flexible work scheduling subject to the guidelines outlined in this policy.

DEFINITIONS

Flex Time is a schedule by which an employee is permitted to work a varied workday or staggered work hours subject to policy guidelines. Flex time scheduling may be approved for particular days of the week or daily throughout the workweek.

Core hours are the hours during which County offices provide service to the public. The core hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Band width is the span of time beginning at the earliest time an employee may start work and ending at the latest time an employee may stop work. The band width is 7:00 a.m. to 6:00 p.m., Monday through Friday. Employees working 12-hour shifts may not participate in flexible work scheduling.

POLICY GUIDELINES

1. The implementation, continuance, discontinuance, or modification of flexible work scheduling shall be at the discretion of the Department Director in consultation with the Personnel Officer. Department Directors are expected to allow employees to participate in flexible work scheduling to the extent possible.

2. Participation in flexible work scheduling shall be voluntary.

3. Adequate staff coverage, sufficient to meet the operational requirements of the office or department, shall be required at all times. No office or department may, as a result of flexible work scheduling, become dysfunctional during the required work hours.

4. When supervisory level employees participate in flexible work scheduling, there shall be coordination among other supervisors to ensure proper employee supervision.

5. Flexible work schedules shall be requested by the employee and set prior to the affected workweek. Supervisors shall have the flexibility to make whatever adjustments they deem necessary to ensure adequate staff coverage. Notification to the employee of a schedule change shall be given at least one week in advance.

ESCAMBIA COUNTY
FLEXIBLE WORK SCHEDULING POLICY

6. All non-exempt employees must be scheduled for a forty (40) hour workweek. No employee may work more than 10 hours in a day. Employees may not take less than 30 minutes for lunch and lunch may not be skipped in order to leave early. Breaks (where authorized) may not be used in conjunction with lunches or coming in late or leaving early.

7. Holidays will be considered as 8 hours in length. The following options are available to employees during a holiday week subject to approval by their supervisor:
   a. Employees may work 8-hour days during holiday weeks;
   b. Employees preferring to work four 10-hour days must take annual leave, compensatory leave, or leave without pay for the appropriate number of hours necessary to receive pay for a full 40-hour workweek. (If there is one holiday in a workweek, employees must take 2 hours leave; two holidays require 4 hours leave.); or
   c. Employees may work the number of hours required to complete a 40-hour week on their scheduled day off during the holiday week.

8. When a holiday falls on an employee's scheduled day off, the employee must take off another day during that week in observation of the holiday.

9. Employees working 10-hour days shall be charged 10 hours of annual leave, sick leave, compensatory leave, or leave without pay, as appropriate, when they take a day off. Supervisors shall have the flexibility to allow employees to make up for lost time whenever possible. If lost time is made up, it must be done in the same week it was lost. For example, if an employee works 10-hour days and their day off is on Monday, there would be no way to make up lost time during that week. The employee must take leave, as appropriate, for the time lost.

10. Tardiness will be monitored and supervisors shall follow appropriate rules and regulations regarding abuse in this area.

11. Scheduling conflicts between two or more employees shall be settled by the immediate supervisor using a rotation method that would be fair and equitable to all employees involved.

12. Paychecks may be distributed on Thursday to those employees who are scheduled off on Friday, however, paychecks are dated for Friday and may not be cashed or deposited until Friday.

13. An employee may be called in on their scheduled day off should an unforeseen circumstance arise that would create a staffing shortage. Employees shall be entitled to overtime pay or compensatory time, as appropriate, if hours worked are greater than 40 in any workweek.

REQUEST FOR FLEXIBLE WORK SCHEDULE

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT/DIVISION: _____ POSITION: _____

WORK HOURS REQUESTED

START WORK DAY: _____

LUNCH - OUT: _____

LUNCH - IN: _____

COMPLETE WORK DAY: _____

DAYS REQUESTED TO BE FLEXED
(If different from normal work hours.)

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

SATURDAY: _____

SUNDAY: _____

REQUESTED BEGINNING DATE: _____

I have read and understand the Escambia County Flexible Work Scheduling Policy and I agree to abide by all provisions. I understand that the above schedule, if approved, will remain in effect until a new form has been completed and approved or until a change is made by my supervisor or Department Director.

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
SUPERVISOR SIGNATURE DATE

_____ _____
DEPARTMENT DIRECTOR SIGNATURE DATE

EFFECTIVE DATE: _____
(To be completed by supervisor)

_____ Personnel Officer Review

_____ Date

Original: Employee Personnel File
Copy: Human Resources Office

11/12/92

Board of County Commissioners
Escambia County, Florida

Title:	Sick Leave Pool - Section II, C.17
Date Adopted:	March 24, 1993
Effective Date:	April 22, 2010
Reference:	
Policy Superseded:	June 7, 2007, April 22, 2010

A. Purpose

The purpose of the Sick Leave Pool (SLP) is to supplement an employee's loss of income resulting from the employee's catastrophic illness, injury or accident during the transition period between full-time employment and termination. The SLP will not provide sick leave to an employee for an absence due to a family member's illness, and can only be drawn after all sick, annual, compensatory, paid time off (PTO), management optional benefit (MOB) and/or extended leave bank (ELB) leave has been exhausted.

The SLP is an employment benefit to augment those leave benefits provided by the County under the Human Resources Policies and Procedures and the Escambia County Administrative Code. Such benefits apply to incumbents in classified and unclassified positions who accrue annual, sick, or PTO leave.

B. Eligibility for Membership

The Board of County Commissioners has established the following eligibility:

1. Membership is open to all eligible employees on a voluntary basis. Qualification for access to the sick leave pool will be effective as of the date received and approved by Human Resources

2. An employee must have been employed by the Board of County Commissioners in a regular full-time or term position for at least twelve (12) months preceding application for membership.

3. Contractual and part-time employees would likewise not be eligible for participation in the Sick Leave Pool.

4. An employee in the classified service shall have a minimum of 100 unused sick leave hours in division records at the time of application.

5. An employee in the unclassified service shall have a minimum of 100 unused PTO hours and/or ELB in division records at the time of application.

C. Application for Membership in the Employee's Sick Leave Pool

1. An employee shall submit an Application For Membership and Certificate of Transfer in the Sick Leave Pool form to his/her division.

2. The division recordkeeper shall certify that the employee has met all eligibility requirements for membership and shall attest that the transfer has been posted to the employee's payroll record. The completed form shall then be forwarded to the Human Resources Division.

3. Membership shall become effective on the first day of the month following the approval of the application by the Human Resources Division. The Human Resources Sick Leave Pool Coordinator will send a copy of the application to the employee, to Payroll, and to the division. Payroll shall then deduct the hours from the employee's accrued sick, PTO, or ELB.

D. Sick Leave Pool Contributions

1. An eligible employee electing to participate in the SLP shall contribute 12 hours of sick, PTO, or ELB leave upon ~~of~~ entering the SLP.

2. If the balance of the total available leave in the SLP falls below 20% of the total leave contributed by members (number of members times 12 hours), each member shall be required to contribute 6 hours of sick leave, PTO, or ELB from his or her official leave record (not to exceed 12 hours in any one fiscal year).

3. Should a member not have at least 6 hours of sick leave, PTO, or ELB at the time the Pool is replenished, he or she will be required to make replenishment upon accruing 20 hours of sick leave, PTO, or ELB.

4. An employee entering the sick leave pool for the first time will not be subject to the replenishment rule until he/she has been a member of the pool for six (6) months.

5. Should a member be in the process of applying for leave from the pool at the time the pool is in need of replenishment, his/her membership in the pool shall be continued and replenishment shall be waived until the member has returned to duty and has accrued 20 hours of sick leave.

6. Any member who is currently drawing from the pool may continue as a member until he or she has drawn the maximum number of hours of sick leave (240), at which time membership will expire. Re-entry requires meeting eligibility requirements again.

E. Request to Use Pooled Sick Leave

1. Requests to use pooled sick leave shall be determined using the following criteria:

   a. The use of sick leave from the pool may only used for his or her own illness, injury, or accident;

   b. The employee must have exhausted all of his or her accrued leave including compensatory leave time;

   c. The employee's bureau chief must acknowledge the request and attest that:

      (1) The absence is not for an illness, injury, or accident covered under worker's compensation;

      (2) A HIPAA authorization form has been completed; and

(3) A doctor's statement has been provided as to the nature of the illness, injury, or accident the anticipated recuperation period required, and prognosis for recovery or return to work.

2. The employee shall request use of pooled sick leave on the appropriate form.

3. The bureau/division recordkeeper shall submit the request to use pooled sick leave to the Human Resources Division.

4. A member of the SLP may request and receive a maximum of 240 hours. If additional leave is needed for the same event the employee may request for annual leave donation. The employee will need to submit the Annual Leave Donation Request form and a written statement providing information that will be placed on the County's internal web site and posted on bulletin boards. Any leave granted and used pursuant to this policy shall run concurrently with any leave taken under the Family and Medical Leave Act of 1993.

5. All requests to use this leave shall be reviewed and approved or denied by a majority of the Sick Leave Pool Committee. The number of hours approved may be less than requested after considering the reason for the request, the number of requests being filed, and the balance of hours available in the pool. Hours approved must be used within six (6) months of approval. If not used within 6 months the employee must request additional hours from the SLP even if the illness, injury or accident is of the same nature.

6. Members shall be required to reimburse any sick leave awarded should there be an investigation and finding of abuse of this policy.

7. If the request is denied, members shall have the opportunity to appeal the denial to the County Administrator, within 10 calendar days of the date of the letter notifying the employee of the denial. The County Administrator's decision shall be final.

8. Procedures and forms will be posted on the Human Resources internal web page.

F. Sick Leave Pool Committee

1. Each bureau established by the Board of County Commissioners shall nominate one employee to serve on the Sick Leave Pool Committee.

2. Committee members will serve for a period of three years, and shall meet as needed to review requests.

3. A unanimous consensus of the committee members present is required to approve requests if the SLP balance falls below 20%,

4. The Human Resources Division shall be responsible for maintaining records on the Sick Leave Pool.

5. The Sick Leave Pool Committee shall meet in compliance with the Sunshine Law, chapter 286, Florida, status.

G. Termination and Re-entry of Membership

1. A member, who chooses to withdraw from participation in the pool, may not withdraw their contributed leave (or any prorated portion thereof).

2. A member who chooses not to contribute to replenish the pool when such request is made and/or does not respond within 30 days will be dropped from the pool.

3. A member who has utilized a maximum of 240 hours of pooled sick leave and returns to work may only reapply to the pool when he or she again meets all eligibility requirements.

4. A member who separates from County employment and is subsequently re-employed may reapply for membership in the pool when he or she meets all eligibility requirements.

5. Membership shall be continued until the appropriate withdrawal form is completed and submitted to the SLP Coordinator. Such request shall be effective the first day of the month following receipt of the form.

H. Abuse of Sick Leave Policy

1. Allegations of abuse of the SLP Policy shall be confidentially reported to the County Administrator or the Human Resources Manager.

2. Should an investigation disclose abuse, the member shall be expelled from membership in the SLP and shall be required to reimburse the amount of leave used. Other disciplinary action may also be taken.

Board of County Commissioners
Escambia County, Florida

Title:	Family and Medical Leave Act (FMLA)
Date Adopted:	February 17, 2005
Effective Date:	February 17, 2005
Reference:	
Policy Superseded:	Section II, C.18, Family and Medical Leave Act Policy, adopted November 28, 1995

A. Purpose

To establish a uniform and fair policy for employees to use leave in accordance with The Family and Medical Leave Act of 1993 (FMLA), and, in compliance with other Board of County Commissioners (BCC) policies:

B. Scope

This policy shall apply to all classified and unclassified employees of the BCC who have been employed by Escambia County for at least 12 months and have worked at least 1250 hours during the preceding 12 months.

C. General

1. An eligible employee shall be granted up to 12 weeks of paid or unpaid family and medical leave during any 12-month period for the following reasons:

   a. To care for a son or daughter because of its birth; or

   b. In order to care for the employee's spouse, son, daughter, parent or grandparent who has a serious health condition; or

   c. A serious health condition that renders the employee unable to perform the functions of the employee's position; or

   d. The placement of a son or daughter with an employee for adoption or foster care. Entitlement to leave for birth, placement for adoption or foster care of a son or daughter expires 12 months from the date of the birth or placement of the child.

2. Son or daughter means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*, who is:

   a. Under 18 years of age; or,

   b. 18 years of age or older and incapable of self-care because of a mental or physical disability.

3. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

   a. In-patient care in a hospital, hospice or residential medical care facility, including any period of incapacity (for purpose of this policy, defined to mean the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore or recovery there from), or any subsequent treatment in connection with in-patient care; or

   b. Continuing treatment by a health care provider.

4. The amount of FMLA leave available to the employee is calculated using the following:

   a. FMLA leave is measured forward from the date that the employee first uses leave for the qualifying event.

   b. Each time the employee takes FMLA leave the remaining leave entitlement shall be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

D. Responsibilities

1. Under this policy, the employee shall have the following responsibilities:

   a. If the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, the employee must submit a written application for this leave at least 30 days before the leave is to begin. If the leave is to begin in less than 30 days, the employee shall give such notice as is practicable. The employee shall make a reasonable effort to schedule medical treatment so as not to disrupt unduly the operation of the BCC and/or the employee's Department, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate.

   b. Upon request, the employee shall furnish a certification issued by the health care provider of the employee or of the son, daughter, spouse, or parent of the employee in order to support an employee's claim of the employee's serious health condition or the employee's need to care for a seriously ill son, daughter, spouse, or parent. The employee shall furnish the certification in advance of the commencement of leave if possible. The BCC shall give the employee at least 15 calendar days to furnish the certification. The certifications shall state the following information:

      (1) The date on which the condition commenced,

      (2) The probable duration of the condition,

      (3) Medical facts regarding the condition,

      (4) If applicable, a statement that the employee is needed to care for the son, daughter, spouse, or parent and estimate of the duration of the need for such care, and

      (5) If applicable, a statement that the employee is unable to perform the functions of the position of the employee.

c. The employee must continue to pay his/her share of the health insurance premiums. If the employee fails to do so, notice(s) of proposed insurance cancellation and the opportunity to pay the premium as required by the FMLA will be provided before the cancellation.

d. All employees who used FMLA leave because of their own serious health conditions must obtain and present certification from their health care provider(s), at the employee's expense, that they are able to resume work before they will be allowed to return to work. The certification shall be limited to the serious health condition for which leave was taken.

e. Failure to provide information (that is allowed by the FMLA) to the Human Resources Department may result in the employee's leave being delayed or denied.

2. Under this policy, the Board of County Commissioners shall have the following responsibilities:

a. In the event an absence is for a reason covered by the FMLA, the BCC, on a case by case basis, reserves the right to count it as FMLA leave whether the employee has applied for it or not. When this occurs, the employee will be promptly notified as required by law. If the employee disputes the FMLA claim, the employee must notify the Human Resources Department immediately.

b. While an employee is using FMLA leave, the County will continue to pay its portion of the health insurance premiums and maintain the employee's coverage under the health plan in the same manner as if the employee had been continuously employed during the entire twelve-week period; provided, the employee continues to pay his or her share of the premiums in accordance with Section D.1.d. of this policy.

c. The BCC will inform employees using FMLA leave of any changes in applicable premiums.

E. Other

1. Paid or Unpaid Leave

a. Employees will be required to exhaust all available paid leave while using FMLA leave. Available paid leave includes, but is not limited to, sick leave, compensatory leave, and annual leave. Once the employee has exhausted all available paid leave, the employee will be placed in an unpaid status for the duration of the FMLA leave.

b. FMLA leave and any leave taken through workers' compensation will run concurrently when the compensable workplace injury or illness qualifies as a serious health condition under FMLA.

c. If the employee is in a paid leave status, the employee will continue to accrue annual and sick leave accordingly. If the employee is in an unpaid leave status, the employee will not accrue annual or sick leave.

d. The BCC shall inform the employee of its policy regarding the use of paid leave within two business days of receiving notice of the employee's intent to use FMLA leave.

2. Intermittent Leave

a. In the case of unpaid leave for the birth or placement of a child, or foster care, intermittent leave or working a reduced number of hours is not permitted unless both the BCC and the employee agree. The BCC's agreement is not required, however, for leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

b. FMLA leave taken to care for a son, daughter, spouse, parent or grandparent with a serious health condition, or taken for the employee's own serious health condition can be taken intermittently or on a reduced leave schedule only when medically necessary.

c. If an employee needs intermittent leave or leave on a reduced leave schedule, the BCC may require the employee to transfer temporarily, during the period for which the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or reduced leave. The alternative position shall have equivalent pay and benefits.

3. Husband and Wife Leave

a. If both spouses work for the BCC, the combined leave shall not exceed 12 weeks in a twelve month period if the leave is taken:

(1) For the birth of the employee's son or daughter or to care for the child after birth; or

(2) For the placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, or

(3) To care for the employee's parent or grandparent with a serious health condition.

4. Return from Family and Medical Leave

a. An employee who returns to work for at least 30 calendar days is considered to have returned to work.

b. With the exception of certain key employees (as defined by the FMLA), employees who return to work from FMLA leave within or on the business day following the expiration of the leave are entitled to return to their job or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

c. Designation of key employee status and whether such status will affect the employee's right to reinstatement will be made at the time the employee requests leave, or at the commencement of leave, whichever is earlier, or as soon as practicable thereafter if such determinations cannot be made at that time.

5. Separation and Leave Balances

a. When the employee gives unequivocal notice of their intent not to return to work, the employment relationship will be terminated, and the employee's entitlement to continued leave, maintenance of health benefits and reemployment will cease, unless otherwise required by federal or state law.

b. If an employee is separated because he/she cannot return to work at the expiration of their FMLA leave and the employee has a remaining annual or sick leave balance, the employee can receive payment for unused leave of one-half (½) of the available sick leave balance not to exceed 576 hours and any available annual leave not to exceed 328 hours.

6. Extension of Family Leave Status

a. When the employee is on leave due to a personal illness or injury, if the employee can provide credible medical evidence that demonstrates that it is very likely that they will be returning to "full duty status" in the near future, the employee may request an extension beyond the FMLA time period.

b. At the request of the employee, if the mission can be accomplished and/or funding for temporary support is available, the Department Director may recommend an extension to the Human Resources Director.

c. An employee may request up to a 90-day extension if he/she fails to return to work after the expiration of available FMLA. The Human Resources Director will review and forward the request to the County Administrator for consideration and final approval. If approved, he/she will be maintained as an employee of the BCC for a period not to exceed 90 days. Any available combination of sick leave, annual leave, or Leave Without Official Pay (LWOP) (if annual leave and sick leave is exhausted) may be used during this period.

F. Required Information

1. The following information will be required for requesting, approval, verification and compliance with the Family and Medical Leave Act of 1993. These forms and letters will be provided to employees accordingly:

a. Application for Family and Medical Leave

b. U.S. Department of Labor Form (WH-380)

c. U.S. Department of Labor Form (WH-381)

d. Notification of FMLA Letter to the Employee

2. Health Insurance Portability and Accountability Act of 1996 (HIPPA)

a. According to HIPPA, certain medical information will be requested from the employee. This information will be provided to directors, supervisors, and the Human Resources Department on a need-to-know basis.

b. The BCC will comply with HIPPA guidelines with respect to all medical information of its employees.

G. Communication of Policy

The Human Resources Department will be responsible for the implementation and compliance of this policy. Any amendments made after the effective date will be made available to all employees of the BCC.

Board of County Commissioners
Escambia County, Florida

Title:	Retirement Incentive Policy, Section II, Part C. 19
Date Adopted:	June 20, 1980
Effective Date:	April 22, 2010
Reference:	
Policy Superseded:	June 20, 1980 as revised June 23, 1998 (previously known as Policy Concerning Retirement Incentive Program), January 5, 2006, April 22, 2010

A. Purpose:

To provide classified and unclassified employees an opportunity to receive a retirement incentive when they reach the eligible requirements for normal retirement under the Florida Retirement System, Chapter 121, Florida Statutes.

B. Eligibility:

Employees in the pension plan, investment (Public Employee Optional Retirement Program [PEORP]) plan or Senior Management Service Optional Annuity Program plan must meet all of the following County eligibility criteria and must meet the criteria for one of the following Florida Retirement System classes of employees:

1. The employee may be classified or unclassified.

2. The employee must be a full-time, part-time, or relief employee (i.e., EMT, Paramedics or Firefighter) who receives contributions through the Florida Retirement System.

3. Employees who meet the established criteria for normal retirement, and are subsequently approved for disability retirement are eligible to receive the appropriate retirement incentive.

4. An employee who enters the Florida Retirement System's Deferred Retirement Option Program (DROP) is not eligible for the Retirement Incentive Program.

5. Florida Retirement System Eligibility:

   a. Regular Class employees:

(1) Six (6) years of creditable service and age 62; or

(2) Thirty (30) years of creditable service regardless of age (including credit for up to 4 years of military service).

b. Special Risk Class employees:

(1) Six (6) years of creditable service and age 55; or

(2) Twenty-five (25) total years of special risk service and age 52 (including up to 4 years of military service); or

(3) Thirty (30) years of any creditable service (including credit for up to 4 years of military).

c. Senior Management Service Class (SMSC) employees:

(1) Six (6) years of creditable service and age 62; or

(2) Thirty (30) years of creditable service regardless of age (including credit for up to 4 years of military service).

C. Incentive Criteria:

The incentive is based on the current hourly rate (including longevity) at the time of retirement times straight time hours standard for the employee's position as established by the Fair Labor Standards Act (FLSA) and is paid as follows:

1. An employee who retires during his or her first year of eligibility shall be paid an incentive equal to 15%.

2. An employee who retires during his or her second year of eligibility shall be paid an incentive equal to 10%.

3. An employee who retires during his or her third year of eligibility shall be paid an incentive equal to 5%.

4. After the 3rd year of eligibility, there will be no incentive paid.

5. A relief employee's incentive shall be calculated using his or her current hourly rate based on the average number of regular work hours for the past five calendar years.

6. To determine eligibility dates for the incentive program an employee must retire within twelve months after the first, second, or third year of retirement eligibility when he/she becomes eligible for the program.

D. Procedure for requesting the Retirement Incentive:

1. For budgeting purposes, an employee should advise his or her bureau that he or she is considering retirement one year prior to his or her eligibility date.

2. An employee requesting retirement shall contact the Human Resources Benefits Section no later than a month prior to retiring.

3. The Human Resources Benefits Section will assist the employee in completing the necessary paperwork for retiring and determine whether the employee is eligible for the Retirement Incentive Program. Upon determination of the employee's eligibility, the Human Resources Benefits Section will attach a Letter of Intent to Retire and a Retirement Incentive Letter to an email message to the Bureau notifying them of the employee's intent to retire.

4. The employee shall sign the Letter of Intent to Retire, and the bureau chief shall sign and forward both forms to the Human Resources Benefits Section for final processing. Upon receiving the signed form, the Human Resources Benefits Section will forward a signed copy to the employee's bureau and to Payroll.

5. The incentive payment will be included in the employee's last regular paycheck, provided the proper paperwork has been submitted one month prior to retirement.

SECTION II
C.20

ESCAMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
TEMPORARY DUTY PROGRAM
POLICY AND PROCEDURE

1.0. PURPOSE:

1.1 The purpose of the Temporary Duty Program is to *temporarily* place employees who have sustained work-related injuries, in positions consistent with the medical restrictions prescribed by an authorized treating physician. Ideally, the employee will work within his or her own department. However, it may become necessary to place the employee in another department or shift to accommodate their medical needs.

1.2 The goal of the program is to promote psychological recovery and to minimize lost time by encouraging appropriate levels of activity for injured employees.

1.3 Risk Management will be responsible for administering the Temporary Duty Program.

2.0. GENERAL GUIDELINES:

2.1 Departments may request temporary duty assistance by submitting the Request for Temporary Duty Assistance to Risk Management.

2.2 Departments should be innovative in developing and assigning meaningful tasks which will allow the employee to utilize his/her experience, education and physical capability.

2.3 The temporary duty employee's home department is responsible for all expenses associated with the employee for the duration of their temporary duty status.

2.4 It is the responsibility of the employee to adhere to the temporary limitations identified by his/her authorized treating physician.

2.5 The supervisor of the assigned department is responsible for ensuring that employees in temporary duty assignments work within the identified medical restrictions.

2.6 The employee's work schedule, leave, etc., will be coordinated by the supervisor of the assigned department.

2.7 The supervisor of the temporary duty employee will be responsible for submitting time sheets to his/her home department. If the employee is assigned to more than one department, the supervisor from each department must submit a time sheet to the employee's home department.

2.8 The supervisor of the assigned department will be responsible for completing the Temporary Duty Employee Performance Evaluation, which will be used to support the employee's personnel evaluation. *The evaluation form is required only if the employee is assigned temporary duty under a different supervisor.*

2.9 The duration of the temporary duty assignment may range from one day to a maximum of twelve weeks, unless otherwise approved by Risk Management. Temporary duty assignments may be used in conjunction with FMLA.

3.0. TEMPORARY DUTY ASSIGNMENT:

3.1 Risk Management will maintain a list of available temporary duty positions requested by departments.

3.2 Once the physician assigns an employee to temporary duty status, the employee must submit a copy of the Physical Capacity Evaluation Form to Risk Management (via fax). The employee or the employee's supervisor may call Risk Management the next working day for a temporary duty assignment. *Exceptions would be those employees who are capable of performing in their regular duty assignment or department, with accommodations being made by their home department.*

3.3 Risk Management, under the advisement of the adjuster, authorized treating physician and/or rehabilitation professional, will assign the employee to a temporary position which meets the employee's medical restrictions. Consideration will be given to the employee's home department, assignment, shift, etc. However, if temporary duty cannot be arranged within the employee's home department, the employee will be assigned to a different department, if available.

3.4 The temporary duty employee has an obligation to adhere to the policies of the assigned department. If the employee's work habits are not conducive to the overall effectiveness of the assigned department, then the assigned supervisor may request that the temporary employee be placed elsewhere. This request must be submitted to Risk Management in writing.

3.5 If an employee chooses not to work in an assigned temporary duty position within the medical restrictions prescribed by the authorized treating physician, then indemnity benefits will not be paid.

3.6 Risk Management is responsible for notifying the employee's home department of the employee's temporary placement and providing updates regarding changes in the employee's medical restrictions.

4.0. RETURNING TO FULL DUTY:

4.1 Once the authorized treating physician releases the employee to full duty, the employee must return to his/her home department **with** the Return to Work authorization. The home department is responsible for notifying Risk Management before the next working day by faxing a copy of the Return to Work authorization. Risk Management will inform the assigned department of the employee's change in work status.

4.2 Florida worker's compensation law does not require the County to hold the injured employee's position until he/she can return to work. Employees' whose injury constitutes a "serious health condition" as defined in the Family and Medical Leave Act (FMLA) and is on leave will be placed on FMLA for up to twelve weeks. If an employee is unable to return to full duty at the end of FMLA, a maximum of twelve weeks of temporary duty will be offered to transition the employee back into the workplace. Employees ineligible for FMLA will be granted up to twelve weeks of temporary duty.

4.3 While assigned to temporary duty, Risk Management will obtain status reports from the authorized treating physician. If the physician determines that the employee is unable to return to his/her permanent position, Risk Management will request that a rehabilitation professional perform a job accommodation analysis or a transferable skills analysis. Based on this analysis, the County will assist the employee with obtaining a position which meets his/her skill level and medical limitations.

4.4 In the event the employee's permanent restrictions meet the ADA requirements, the County, upon the employee's request, will make reasonable accommodations for the employee's placement based on a job accommodation analysis performed by a rehabilitation professional.

4.5 If the County cannot accommodate employees who have received permanent restrictions, Human Resources will work in collaboration with Civil Service and a rehabilitation professional to determine a position which is appropriate for his/her skill level and medical limitations.

4.6 As an incentive to departments to hire permanently restricted employees that cannot return to their former position, Risk Management will reimburse the hiring department for six weeks salary and up to $3,000.00 for training and ergonomic equipment that may be needed to accommodate the employee's restrictions. Reimbursement will be made upon request for placement of employees with permanent restrictions in a full time permanent position outside of the home department.

5.0. DEFINITIONS:

5.1 *ADA* - American with Disabilities Act - a civil rights bill giving individuals with disabilities protection from discrimination in employment and in access to commercial facilities, transportation, telecommunications, and state and local governmental services.

5.2 *Assigned Department* - department where injured employee is placed pending full medical release to job of injury.

5.3 *Authorized Treating Physician* - physician who is authorized by the County's Managed Care Provider to provide treatment to County employees.

5.4 *Home Department* - department in which employee was hired. In most instances, the department where the employee worked at time of injury.

5.5 *Indemnity Benefits* - cash benefits paid to an injured worker to replace part of wages lost as a result of a work injury.

5.6 *Job Accommodation Analysis* - an analysis of a position which attends to any specific work station modification that would allow someone to do their job.

5.7 *Rehabilitation Professional* - person certified and approved by the State of Florida in the field of disability management.

5.8 *Return to Work Authorization* - written authorization, from the authorized treating physician, allowing the injured employee's return to duty.

5.9 *Temporary Duty Assignment* - temporary job assignment which meets the medical restrictions as prescribed by an authorized medical physician. Assignment is not to exceed six months.

5.10 *Transferable Skills Analysis* - an analysis of the injured employee's past employment skills which would allow a transfer to new employment.

5.11 *Physical Capacity Evaluation Form* - notification from the authorized treating physician which outlines the medical limitations of the injured employee.

6.0. FORMS:

6.1 Forms cited in the policy are attached for your use.

6.1.1. Request for Temporary Duty Assistance Form

6.1.2. Temporary Duty Employee Performance Evaluation Form

ADOPTED: 11/24/98
EFFECTIVE DATE: 12/01/98

REQUEST FOR TEMPORARY DUTY ASSISTANCE

Department Name: _____ **Today's Date:** _____

Contact Person: _____ **Phone Number:** _____

Position To Be Filled:

Duration of Position:
Start Date : _____ **/ End Date:** _____

Location of Position:

Work Days:	**Work Times:**
☐ 8 hours daily/ 5 days per week ☐ 10 hours daily/ 4 days per week ☐ Other (please specify): _____	Start Time _____a.m. / p.m. End Time: _____a.m. / p.m.

Brief Description of Duties:

Additional Comments: _____

FOR RISK MANAGEMENT USE ONLY:

Temporary Duty Employee Assigned:

Date Employee Assigned:

Additional Comments: _____

THIS RECEIPT SHALL BE READ AND SIGNED BY THE EMPLOYEE. RISK MANAGEMENT SHALL COUNTERSIGN THE RECEIPT AND PLACE IT IN THE EMPLOYEE'S WORKER'S COMPENSATION FILE.

Employee's Signature: **Date:**

Risk Management: **Date:**

cc: Employee's Home Department

Escambia County
Board of County Commissioners

Temporary Duty Performance Evaluation

This form must be completed by the supervisor of the temporary duty employee and forwarded to Risk Management within seven days after completion of the temporary duty assignment. Risk Management is responsible for forwarding the evaluation form to the employee's home department.

Name: _____ **SSN:** _____

Temporary Job Title: _____ **Rating Period:** _____

1. Conduct: _____

2. Absenteeism/Tardiness: _____

3. Work Habit: _____

4. Communication: _____

Supervisor's Comments: _____

_____ _____
Supervisor's Signature/Title **Today's Date**

Employee's Comments: _____

_____ _____
Employee's Signature **Today's Date**

☐ *My signature does not indicate my agreement with this evaluation.*

Board of County Commissioners
Escambia County, Florida

Title:	REPORTING SUSPECTED FRAUDULENT WORKERS' COMPENSATION CLAIMS POLICY
Date Adopted:	January 21, 1999; Amended September 9, 2004
Effective Date:	September 9, 2004
Reference:	Section II, Part C.21
Policy Superseded:	

PURPOSE:

Workers' compensation fraud is committed when any person intentionally makes false statements to obtain (or assists in obtaining) workers' compensation benefits to which they are not legally entitled; or when any person knowingly misrepresents information necessary to calculate payment or reimbursement relative to workers' compensation.

The *Reporting Suspected Fraudulent Workers' Compensation Claims Policy* provides a mechanism for the reporting of suspected fraudulent workers' compensation claims against Escambia County. This policy also offers a reward to pay up to $1,000.00 for information ***which leads to the arrest*** of anyone filing false information to obtain workers'compensation benefits.

SCOPE:

This policy pertains to all employees covered under the County's Workers' Comp Insurance Program and any individual having knowledge of a suspected fraudulent workers' compensation claim.

GUIDELINES:

1. Information regarding suspected fraudulent workers' compensation claims by employees, medical providers, legal providers, etc., must be reported to the Office of Risk Management.

2. Reports will be documented by Risk Management. To ensure confidentiality, all reports will be assigned a file number, which will be referenced on all future communications regarding the report.

3. Risk Management will initiate an investigation of reports. Anonymous calls will not be investigated. If fraud is detected, claims will be forwarded to the County Attorney's office for review and submission to the State's Bureau of Insurance Fraud. If fraud is detected and proven in reports made by County employees, County employment may be terminated.

4. Risk Management will be responsible for the disbursement of check(s) once the investigation proves that fraud has been committed. A maximum of $1,000.00 per case will be rewarded. If more than one person reports information regarding the suspected fraudulent claim, the reward will be divided among all callers.

5. The Office of Risk Management will be responsible for ongoing public awareness of the County's fraud program via flyers, posters, advertisements, etc.

REWARD

— $1000 —

FOR INFORMATION LEADING TO THE ARREST AND CONVICTION OF ANYONE FILING FALSE INFORMATION TO OBTAIN WORKER'S COMPENSATION BENEFITS

RESPONSES HELD IN CONFIDENCE
CALL ESCAMBIA, COUNTY
BOARD OF COUNTY COMMISSIONERS
RISK MANAGEMENT OFFICE
(850) 595-4765

Board of County Commissioners
Escambia County, Florida

Title:	Uniform Policy - Section II, Part C. 23
Date Adopted:	August 15, 2004
Effective Date:	April 22, 2010
Reference:	Florida Statutes, Section 286.011
Policy Superseded:	C.23, Policy on Uniform Purchase, Usage, Cleaning and Return, adopted August 17, 2000, April 22, 2010

A. Purpose

To establish standards of wear for uniforms provided to employees of the Escambia County Board of County Commissioners (BCC), whether the uniform is rented or owned by the employee, or if the BCC funded any portion of the cost to purchase or maintain.

B. Scope

This policy shall apply to all employees of any division of the BCC, whether full-time, part-time, relief, or contract, who are authorized to wear a uniform or clothing provided to them, in whole or in part, at County expense.

C. General

1. The division manager will determine uniform requirements for positions within his or her respective division, including what constitutes a uniform, when and how it is to be worn, and who is authorized wear of a uniform.

2. Uniforms and clothing provided by the County are intended for wear during duty hours only and not for personal use.

3. The County uniform may have markings which identify the wearer as an employee such as County logo or bureau/division/ section name. No other emblems, patches, pins, buttons, or embroidery are permitted. Exception: The division manager may authorize and provide prior approval of the wearing of a lapel button. The size of the button shall not exceed one inch in diameter and shall not interfere with normal work activities when worn on the lapel of the shirt.

4. Personal clothing items such as hats, scarves, and jackets may be worn with the County uniform if these items provide protection from seasonal weather conditions. Any such item may not, however, display markings of political support, or organizational affiliation, nor shall they display any picture or slogan which may be termed offensive or in poor taste as an employee and representative of Escambia County.

5. The division manager has the authority to determine the appropriate nature of non-uniform items worn in the workplace or while on official County business.

6. Uniforms will be clean and well maintained at the beginning of a work shift.

7. Employees are responsible for maintenance and upkeep of the uniform whether through the vendor-provided laundry or by providing their own cleaning.

8. If a uniform is damaged or torn, it may be repaired by the vendor or by the employee. Any damage occurring as a result of wear outside of duty hours will be the responsibility of the employee to repair or replace.

9. Safety shoes purchased by the County as Personal Protective Equipment (PPE) are considered to be part of the uniform and shall be worn only in the performance of County business.

10. Uniforms will be worn complete and in the intended manner at all times. Shirts are to be tucked in and buttoned with no more than the top two buttons unfastened.

11. The local supervisor may authorize that the outer shirt may be removed provided a T-shirt is worn underneath. The T-shirt will have sleeves and a standard rounded neck.

12. The following applies solely to special events:

    a.) Division employees may be issued certain special event clothing items for wear on specific occasions and during special events to ensure these individuals are clearly identifiable and recognizable.

    b.) Specific clothing items provided by the division include shirts and jackets. Special events would include, but are not limited to public education activities held at local malls, schools, parks, etc, the Emergency Operations Center during an activation, or other situations and/or occasions as designated by the division manager.

    c.) Special Event clothing is authorized for wear while off-duty to serve as a Public Affairs/Promotion opportunity to favorably advertise the division throughout the County. An example of when they should not be worn in public is at an establishment or event that is contrary to the intent of promoting a positive image for the County.

13. All uniforms will be returned to the County upon the separation of the employee from County employment.

14. The Employee Identification Badge or County name tag identifies the wearer as an employee of Escambia County and shall, therefore, be worn at all times unless the supervisor determines that doing so would pose a safety or health risk.

D. Responsibilities

1. The division manager is responsible for communicating this policy to their employees and enforcing its provisions in a consistent and equitable manner. The division manager shall publish division policies for matters not specifically covered by this policy or which are not covered in sufficient depth for a particular operation or group of employees.

2. The Office of Purchasing will coordinate and execute all contracts for uniform purchases, rentals and related services.

3. The Human Resources Division will be responsible for changes and amendments to this policy.

Board of County Commissioners
Escambia County, Florida

Title:	Tuition Reimbursement Policy – Section II, Part C.24
Date Adopted:	September 18, 2003
Effective Date:	October 1, 2015, as amended
Reference:	
Policy Amended:	August 16, 2007, November 18, 2010 (effective 10/01/10), August 20, 2015

I. PURPOSE

To establish a policy for the Escambia County Board of County Commissioners (BCC) to administer a program of Tuition Reimbursement, adhering to the provisions of Florida Statutes Chapter 112.063, Reimbursement of County Employees for Educational Expenses and Internal Revenue Code 127, Educational Assistance Programs.

II. SCOPE

This policy applies to regular full-time employees who have reached their one-year anniversary of continuous service for the BCC as a regular full-time employee before the start date of course work. Participation in the Tuition Reimbursement Program is strictly voluntarily for the employee. The Tuition Reimbursement Program is a benefit for which employees may apply and is not a condition of employment, right or entitlement. Conflicts which may arise in the application of this policy will be resolved by the County Administrator, or designee.

The Tuition Reimbursement Program is defined as a qualified educational assistance program that is administered by the Human Resources Department. The Program is designed to reimburse employees for job-related college credited courses as provided in Internal Revenue Code (IRC) 127 related to employees current positions or in preparation for future opportunities available in the BCC.

III. POLICY STATEMENT

The BCC encourages its employees to enhance their effectiveness through education and training, to develop their skills and knowledge, and to improve their ability to carry out their assigned duties and to prepare for other opportunities within county operations. This policy will provide employees with reimbursement of tuition costs and eligible fees for approved classes from an approved institution provided they achieve a passing grade of “C” or higher for undergraduate courses and “B” or higher for graduate courses.

IV. GUIDELINES

A. Approved Institutions

Any vocational or technical center, community college, junior college, state college or

university accredited and recognized by the U. S. Department of Education's Office of Postsecondary Education that provide college credit classes. Other state approved institutions may be approved.

B. Approved Courses

1. The course will enhance the knowledge, skills, and abilities of the employee for their current position or another position within the BCC.

2. The course is required in the curriculum of a pre-approved degree or program which is a requirement for the employee's current or other BCC position. Such a degree program must have been approved by the Department Director.

3. College classes that are academic courses/degrees from an accredited community college, state college, college, or university via traditional classroom, video-based, distance learning, web-based, or e-learning instruction are eligible for approval provided they are approved by the Department Director and Human Resources.

4. The Board of County Commissioners is not intending to fund all college degree programs, but rather those courses, which directly benefit the County and to the extent permitted by this policy.

C. Third Party Agreement

The employee may request payment in advance to be made to the educational institution provided the employee signs a repayment agreement in the event they fail to receive a passing grade or they separate from employment with the BCC prior to completing the course.

V. LIMITATIONS

A. In accordance with Florida Statute, Chapter 112.063(3) an employee shall not be permitted to utilize any space, personnel, equipment, or supplies of the office by which he/she is employed in the process of fulfilling any of the requirements imposed by the coursework for which he/she is being reimbursed.

B. Classes shall be scheduled for off-duty hours unless prior approval is obtained from the Division Manager or Department Director. Employees pursuing coursework during duty hours will be placed on Annual Leave, Paid Time Off Leave, MOB, or Leave Without Pay.

C. At any level of the approval process, the course reimbursement request may be denied if the employee has been suspended for disciplinary purposes, within six (6) months prior to the date of application. Furthermore, if a suspension occurs during the course, reimbursement support will be withdrawn immediately and the employee promptly notified.

D. Books, travel or other materials required by the course will not be approved for reimbursement.

E. Tuition reimbursement applies to costs based on Florida residency. Additional costs will not be reimbursed.

F. No course or class will be approved more than once if the course or class is being repeated due to a substandard grade on the previous attempt.

G. All forms and information submitted by the employee to secure tuition reimbursement must be true and accurate. Any misrepresentation contained on the form may be grounds for disciplinary action up to and including termination.

VI. REIMBURSEMENT

A. The BCC reserves the right to place limitations on or temporarily suspend the Tuition Reimbursement Program based on any factor which adversely affects the availability of funds. A suspension of funding will not stop payment for classes already approved for reimbursement once classes have begun, although the percent of reimbursement may be reduced.

B. The total maximum reimbursement amount for undergraduate or graduate courses will be limited to $2,400 per Fiscal Year for each employee.

C. Reimbursement will only occur after successful completion of course work unless prepayment is authorized pursuant to this policy.

VII. THE BOARD OF COUNTY COMMISSIONERS

A. The approval of a course for reimbursement in no way obligates the Board of County Commissioners to grant time off to participate in that course. While it is the Board of County Commissioners intent to encourage employees to take advantage of available educational opportunities and to accommodate them to the greatest extent possible, there may be occasions upon which the job will assume priority over classes (i.e., schedule changes, storm recovery operations or other mandatory overtime).

B. The Human Resources Director is authorized to disapprove any reimbursement based on budgetary restraints or qualifications under the provisions of this policy.

Board of County Commissioners
Escambia County, Florida

Title:	Employee Incentive Award and Recognition Program – Section II, C25
Date Adopted:	November 17, 2003
Effective Date:	January 10, 2008, as amended
Reference:	Classified Employee Incentives Program (CEIP)
Policy Amended:	January 10, 2008

A. Purpose:

This program is to reward and recognize employees through a new non-cash approach. It is to provide incentives to employees in recognition of the delivery of high quality service, improvements in efficiency and productivity, and to strengthen customer service and excellence in County government.

B. Scope:

This policy applies to all regular employees of Escambia County BCC who have completed their initial probationary period. Term employees are eligible to participate in this policy.

C. Awards:

1. County Administrator's Award

These awards are to recognize individuals and team/groups for their commitment to continuous quality improvement in both internal and external customer service, improvement of processes that produce cost savings and eliminate duplication in processes or activities and/or quality improvement(s) that have significant and measurable impact on County operations.

a. Above and Beyond. This award is for individuals who have demonstrated the highest level of commitment to quality improvement and/or customer service.

Award: Board recognition, two days of administrative leave, and appropriate non-monetary award. .

Approval Authority: The County Administrator grants the awards and determines the award criteria.

b. Teamwork. This award is in recognition of teamwork and cooperation at the highest level by a Process Action Team (PAT). The team works together to improve division, department and/or County processes that result in increased productivity reduced costs, and/or improved customer satisfaction.

Award: Board recognition, two days of administrative leave, and appropriate non-monetary award.

Approval Authority: The County Administrator grants the awards and determines the award criteria.

2. Employee of the Month. This award recognizes one employee each month for their contribution to the overall objective of the County.

Selection Process: An employee can submit a nomination form to the Department Director. The Department Director shall review all submissions and select an employee to represent the department for this award. The nomination is forwarded to the Human Resources Department for review and compliance. The Assistant County Administrator and the County Administrator will review the nominees from the departments and select the recipient.

Award: Recognition devices (trophy, plaque etc), a shirt with the County logo and "Employee of the Month", Board recognition, one day of administrative leave, a professional photo to be displayed in their department, a $100 gift certificate from the Employee Store, and appropriate non-monetary award.

3. Employee of the Year. This award recognizes the overall employee from the Employee of the Month nominations with the most outstanding contribution to the overall objective of the County.

Selection Process: An employee can submit a nomination form to the Department Director. The Department Director shall review all submissions and select an employee to represent the department for this award. The nomination is forwarded to the Human Resources Department for review and compliance. The Assistant County Administrator and the County Administrator will review the nominees from the departments and select the recipient.

Award: Recognition devices, a shirt with the County logo and "Employee of the Year", Board recognition, two days of administrative leave, a professional photo to be displayed in their department, a $250 gift certificate from the Employee Store, and appropriate non-monetary award..

4. Reward Individual Successful Effort (RISE). This award is a three-tiered program based on significances of outcome/achievement. An employee may receive more than one RISE award during the fiscal year, but the maximum amount of award(s) may not exceed $150 for the fiscal year.

Criteria: The Selection Committee will review for compliance and make a recommendation for the level of the award.

Award: $25, $50, or $75 gift certificate from the Employee Store, and appropriate non-monetary award.

5. Successful Team Achievement Reward (STAR). This award is based on team performance that improves quality, service and/or efficiency.

   Criteria: The Selection Committee will review for compliance and make a recommendation for the level of the award.

   Award: $50 gift certificate from the Employee Store, and appropriate non-monetary award.

6. Department Awards. These awards are for Department Directors to reward employees for their commitment to the pursuit of the Department's or the County's mission, vision, goals and objectives. These awards can only be approved by the Department Director

   a. Special Incentive. This is an individual or team award to recognize employees who demonstrate outstanding customer service (internal and external), excellent performance, exceptional individual and team performance, and/or excellence in leadership.

      Award: For (1), (2) and (3) below, the employee will receive a $25 gift certificate from the Employee Store (subject to availability of the department's funds), four hours of administrative leave and appropriate non-monetary award.

      (1) Customer Service – significant improvements in customer service with measurable outcomes.

      (2) Excellence – significant professional improvement achievements in education, certifications, and/or qualifications (skills, knowledge and ability)

      (3) Process Improvement – an individual or (PAT) team process improvement that measurably improves efficiency, saves money, reduces cycle time or waste, or County objectives, goals and balanced scorecard through measurable and objective accomplishments.

      (4) Volunteer – for significant volunteer contributions in support of the County's mission.

   b. Leadership. This award is to recognize the Process Action Team (PAT) leader, work team leader, supervisor, or manager who consistently demonstrates quality leadership, commitment to the County's vision, and consistently demonstrates support of the County's values (5 C's), in projects, tasks, and job duties.

      Award: Department level presentation, four hours of administrative leave and appropriate non-monetary award.

   c. Employee Accomplishes Goals thru Leadership and Excellence (EAGLE). This award is to recognize the employee for their outstanding service and accomplishments to the Department, the County and/or the citizens.

      Award: Department level presentation, four hours of administrative leave and appropriate non-monetary award.

7. Sustained Exemplary Performance (SEP) Award

This award is to recognize consistent, superior and successful performance of duties and responsibilities that clearly exceed the employee's assigned position requirements for a maximum of two consecutive years. This award is given only on one occasion to an individual employee in a three-year period. The Department Director shall submit a written justification that specifically addresses and quantifies (where appropriate) all accomplishments. The employee shall have received an "Overall Exceeds" performance rating for at least two consecutive summary ratings and demonstrated output (metrics) that exceeds expectations. The Assistant County Administrator shall approve this award.

Award: $500 lump sum payment (subject to availability of the department's funds) each fiscal year. Departments must certify that the funds are available in the budget. The $500 award lump sum payment is post tax.

a. Nomination Process

(1) The employee's immediate supervisor is responsible for initiating the nomination and for providing any additional documentation.

(2) The supervisor shall forward the nomination form to the Department Director. The Department Director selects an individual to represent the department.

(3) The nomination form is forwarded to the Human Resources Department for complimentary review and process.

(4) The Human Resources Department submits the forms to the County Administrator and/or Assistant County Administrators for final approval.

b. General Guidelines

(1) The employee's current performance evaluation will be used for justification for this nomination.

(2) The Human Resources Department must have received the employee's current performance evaluation no later than 60 days after the ending date of the evaluation period.

(3) The employee shall have an overall performance rating of exceeds, and one that demonstrates measurable objective output that exceeds expectations.

(4) The employee shall have sustained high performance in a major project or performances of the year.

(5) The superior performance on which the award is based must have been maintained for at least 6 months and in the same job and grade level.

(6) Nominations must be dated for submission writing 30 calendar days after completion of the period of service to be recognized.

(7) The employee must only be nominated for this award once in a three-year period; this period will be the rating period for which the award was granted.

(8) The employee may receive this award only once in a three-year period.

(9) The employee shall not be eligible to receive this award if they have received a promotion and/or a temporary promotion within six months prior to the performance evaluation end date.

D. RISE and STAR Guidelines

1. Evaluation criteria for these awards are based on customer relations, the duration of the act/event/project, level of teamwork and cooperation, quality of the work product, demonstrated innovation and/or initiative, level of effort, cost savings to the County and its employees, and other considerations.

2. Nominations must include specifically how the individuals exceeded their normal job duties that led to a cost savings, or improvement in quality, service productivity, effectiveness, or enhanced work force morale.

3 There should be sufficient justification on the appropriate form for the Selection Committee to determine the appropriateness of an award.

4. Employees may not nominate themselves to receive an incentive award.

5. Employees may submit an award on the appropriate form, either handwritten or typed.

E. RISE and STAR Selection Committee

1. The Selection Committee is for the RISE and STAR awards.

2. The Selection Committee will consist of four employees from the BCC and one member from outside County government.

3. Each member will serve a one-year term with a new member being appointed at the beginning of each quarter.

4. The Selection Committee will meet at least quarterly to review nominations for RISE and STAR awards. The Committee may also meet at other times due to the volume of these nominations.

5. The primary duties of the Selection Committee are to determine if an award is warranted, and the amount or type of award commensurate with the act or service.

F. Implementation

The Human Resources Department is responsible for the implementation of this policy. Gift certificates can be used to purchase items at the BCC Employee Store or the BCC Employee Store Recognition Catalog.

G. Budget

At the discretion of the BCC, as part of the annual budget, funding may be set aside each fiscal year where cash may be used in lieu of gift certificates.

Board of County Commissioners
Escambia County, Florida

Title:	Escambia County Code of Ethics – Section II; C. 26
Date Adopted:	November 20, 2008
Effective Date:	November 20, 2008
Reference:	Part III of Chapter 112, Florida Statutes
Policy Superseded:	March 18, 2004, December 6, 2007

Escambia County Code of Ethics Policy

As authorized under the State of Florida Code of Ethics, the Escambia County Board of County As authorized under the State of Florida Code of Ethics, the Escambia County Board of County Commissioners hereby adopts a County Code of Ethics Policy for Escambia County government in accordance with Part III of Chapter 112, Florida Statutes "Code of Ethics For Public Officers and Employees". All public officers and employees of the Board of County Commissioners will conduct County business pursuant to the Escambia County Code of Ethics Policy in addition to the statutory regulations set out in Part III, Chapter 112, Florida Statutes.

The proper operation of democratic County government requires that its public officers and employees be independent, impartial, and responsible to the people; that County decisions and policy be made through proper channels of the governmental structure; that public office must not be used for personal gain; and that the public have confidence in the integrity of its County government. In recognition of these goals, an Escambia County Code of Ethics Policy for all Public Officers and employees is established.

A. Persons Governed by the Escambia County Ethics Code Policy

1. Public Officers

   a. A "public officer" is defined in Sections 112.313(1) and 112.3143(1)(a), Florida Statutes to include persons "elected or appointed to hold office in Escambia County, including any person serving on an advisory body."

   b. Examples of such elected and appointed public officers include members of the Board of County Commissioners, Board of Adjustment, and Planning Board.

2. Public Employees

   a. The term "employee" 'is not defined in the State Code of ethics, but the First District Court of Appeal has applied in an ethics context the same definition of "employee" as is used in tort actions. Wright v. Commission on Ethics, 389 So.2d 662 (Fla. 1st DCA 1980).

   b. Examples of such employees include the County Administrator, County Attorney, and all other salaried or hourly workers employed by Escambia County.

   c. "Independent contractors" hired by the County are not employees and therefore are not governed by provisions in this policy that are applicable to public employees.

3. Candidates for Public Office

"Candidates" for public office (defined in Section 112.312(6), Florida Statutes to mean any person who had filed financial disclosure and qualification papers, has taken the candidate's oath, and seeks to become a public officer by election) are subject to a limited number of ethical provisions; and successful former candidates who have not yet taken office are subject to the gifts law contained in Section 112.3148, Florida Statutes.

B. State Code of Ethics

All County public officers and employees shall be required to become familiar with the provisions of Part III, Chapter 112, Florida Statutes, including but not limited to the following sections:

1. Section 112.313, Florida Statutes. This section establishes the standard of conduct for public officers and employees of the County. It sets out the standards which must be followed in any official business conducted by public officers or employees of the County, including such matters as the solicitation or acceptance of gifts, doing business with one's agency, unauthorized compensation, salary and expenses, misuse of public position, conflicting employment or contractual relationships, disclosure or use of County information and certain other matters.

2. Section 112.3135, Florida Statutes. This anti-nepotism section prohibits a public officer from appointing, employing, promoting, or advancing or advocating the appointment, employment, promotion, or advancement of a relative. It does not prohibit two relatives from being employed within the County at the same time. "Relative," for purposes of this section only, with respect to a public officer, means an individual who is related to the public officer as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

3. Section 112.3143, Florida Statutes. This section governs public officers who are elected or appointed to hold office in the County, including any person serving on an advisory board. It forbids any County public officer voting in his or her official capacity upon any measure which would inure to his or her special private gain or loss and provides such voting conflicts.

4. Section 112.3144, Florida Statutes. This section requires the full and public disclosure of the financial interests of certain County public officers as specified herein. It establishes the procedure for such filing and the fines for failure to timely file as required.

5. Section 112.3145, Florida Statutes. This section requires that County public officers file disclosures of their financial interests and clients represented before the Board of County Commissioners and other boards and committees. It governs such persons as the members of the Board of County Commissioners, the County Administrator, County Attorney, and other county employees such as the Purchasing Manager, the administrator with the power to grant land development permits; i.e., County Engineer, Chief Building Official; i.e., Director of Building Inspections, County Pollution Control Director and County Environmental Control Director; i.e., Director of Neighborhood and Environmental Services, Members of Planning Board and Board of Adjustment, and Fire Chief.

6. Section 112.3147, Florida Statutes. This section is applicable to all County public officers and employees, who are required to file disclosures with the State Commission on Ethics, to use certain forms as provided by the Commission.

7. Section 112.3148, Florida Statutes. This section governs certain County public officers and employees filing full or limited public disclosure of the financial interests. It defines who a lobbyist is and sets out the reporting and receipt of gifts procedure by individuals filing full or limited public disclosure of financial interests and by procurement employees.

8. Section 112.3149, Florida Statutes. This section deals with the solicitation and disclosure of honoraria. It defines honoraria and how such honoraria may be accepted and reported to the Commission on Ethics.

9. Section 112.3151, Florida Statutes. This section provides for the extension of time for filing certain disclosures. It states the Commission on Ethics may grant for good cause, on an individual basis, an extension of time for filing any disclosure required under the State Code of Ethics.

10. Section 112.317, Florida Statutes. This section provides for the State penalties that County public officers or employees may face for violation of the State Ethics Code.

C. Standards of Conduct

The conduct of all public appointed officers and employees shall be measured by the standards set out in Part III, Chapter 112, Florida Statutes, and by those additional standards adopted by the County that require a higher standard of conduct than permitted under the State Code of Ethics, including but not limited to the following:

1. *Personal Interest in County Contract or Transaction*. No County public officer or employee having the power or duty to perform an official action related to a County contract or a transaction shall:

   a. Have or thereafter acquire any interest in such a contract or transaction, or

   b. Have an interest in any business entity representing, advising, or appearing on behalf of, whether paid or unpaid, any person involved in such contract or transaction, or

   c. Have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction, or

   d. Have solicited, accepted, or granted a present or future gift, favor, service, or thing of value from or to a person involved in such contract or transaction, except as otherwise allowed in the State Code of Ethics.

2. *Disclosure or use of Certain Information*. No public officer, employee of an agency, or local government attorney shall disclose or use information not available to members of the general public and gained by reason or his or her official position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

3. *Withholding of Information (Required Disclosure)*.

   a. No public appointed officers or employees shall withhold any information when the officer or employee knows, or reasonably should know, that a failure to disclose may impair the proper decision making of any County boards, authorities, agencies or committees. In addition to the requirements of Chapter 112, Part II, Code of Ethics for

Public Officers and Employees, members of subordinate boards and committees, and any of the County's employees who are recommending the approval or denial of a recommendation for any official action shall, prior to any such action, disclose any recent (within the last 90 days) or ongoing business, financial, or investment relationship or interest that may, in the context of the proposed official motion, reasonably be deemed to create the appearance of impropriety.

b. Employees classified as Senior Executive Service I or II shall be required to comply with the financial disclosure requirements established pursuant to Section 112.3145, Florida Statute (2007), including any appointed public officer or employee in the Senior Executive Service who does not have an independent obligation to make such financial disclosure under that section. For any SES employee who does not have an independent obligation to make this financial obligation under state law, disclosure shall be made on the Statement of Financial Interest form (attached to this policy). Disclosure shall be made on an annual basis but shall not be made later than July 1 of each year. The County Ethics Officer shall ensure that disclosure forms and all necessary instructions for compliance are available and that members of the Senior Executive Service have adequate time to complete the disclosure forms. The County Ethics Officer shall be the custodian of records for any disclosure forms that are not required to be sent to the State of Florida Commission on Ethics.

4. *Public Property*. No County public officer or employee shall request or permit the unauthorized use of County-owned vehicles, equipment, materials, or property.

5. *Special Treatment*. No County public officer or employee shall grant any special consideration, treatment, or advantage to any person, group or organization beyond that which is available to every other person, group or organization in the same or similar circumstances.

6. *Payment of Debts*. All public officers and employees shall settle, in a timely fashion, business accounts between them and the County, including the payment of taxes.

7. *Gifts and Gratuities*. Appointed public officers and employees shall not directly solicit any gift or accept or receive any gift – whether it be money, services, loans, travel, entertainment, hospitality, a promise, or in any other form – under circumstances where it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties, or the gift was intended to serve as a reward for any official action on their part. Furthermore, no County employee shall receive any gifts from organizations, business concerns, or individuals that are lobbyists or vendors that have a business relationship with the County if such gift has a value over $50.00.

The following shall not be deemed a violation of the limitations this Policy imposes as it relates to gifts and gratuities over $50.00:

a. Legitimate salary, benefits, fees, commissions, or expenses associated with a public officer's or employee's non-public business;

b. An award, plaque, certificate, memento, or similar item given in recognition of the public officer's or employee's civic, charitable, political, professional, or public service;

c. Food, beverages, and registration at group events to which all similarly situated employees or public officers are invited;

d. Actual and reasonable expenses, as set out in the County travel policy, for food, beverages, travel, lodging, and registration for a meeting which are provided to a public officer or employee so that he or she may participate in or speak at a meeting or conference or similar event;

e. A commercially reasonable loan offered to the public at large and made in the ordinary course of business;

f. Promotional items generally distributed free to public officers or employees by County vendors;

g. Gifts from a relative (father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law) of the appointed officer or employee.

8. *Gift Reports.* All reporting individuals, including County Commissioners, County Attorney, County Administrator, Purchasing Manager, the administrator with the power to grant land development permits, i.e., County Engineer, Chief Building Official, County Pollution Control Director and County Environmental Control Director; i.e., Director of Neighborhood and Environmental Services, members of Planning Board and Board of Adjustment, and Fire Chief, who receive a gift shall report that gift in the manner provided by Section 112.3148, Florida Statutes.

9. *Outside Employment*. County employees may engage in outside employment, subject to the following restrictions:

a. County employees may not render services for outside interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their duties; and

b. County employees may not use County property or resources to assist or promote the outside employment, service or business; and

c. County employees may not use any portion of time spent working for the County to assist or promote such outside employment, service, or business.

Furthermore, all County employees seeking to engage in private employment must complete the certification form (attached to this policy) that: 1) discloses the identity of the private employment, service, or business, 2) discloses the nature of the private employment, service, or business, and the job duties of the position that the County employee seeks, and 3) discloses whether, to the employee's knowledge, the private employer, service, or business is a vendor or contractor for the County. This certification form, declaring such outside employment, must be filed with and approved by the County Ethics Officer and approved by the County Administrator. A copy of the certification form will be maintained in the employee's official personnel file.

10. *Prohibited Investments*. No appointed public officer or employee over the course of his or her employment shall be allowed to have any personal investment which in any way would create a substantial conflict of interest between his or her private interests and the County's interest. Additionally, no appointed public officer or employee who reviews applications for permits or approvals shall enter into any contractual relationship with a person or entity who must obtain a County permit or approval for the property (real or personal) that is the subject of the contract. However, once the person or entity has obtained a final decision on the permit or approval, the appointed public officer *may* enter into a contractual relationship for the property, provided: 1) any member of the public has the same opportunity to enter into a contractual relationship for the property with substantially similar terms and conditions, and 2) the contractual relationship does not violate any other provision of this policy. A decision is deemed final after any and all appeals of the decision are final.

Furthermore, no County employee (including the County Administrator and the County Attorney) may enter into any joint business or joint investment with an elected County officer while the officer is serving his or her term of office. If the employee has any joint business or joint investment, with a commissioner that existed prior to the election of the commissioner, the employee must make full disclosure of the business or investment immediately upon the election of the commissioner.

11. *Miscellaneous Malfeasance or Misfeasance*. Any County public officer or employee, who breaches the public trust for private gain, shall be liable to the County for repayment of all financial benefits obtained by such a breach. It also shall be unlawful and a violation of this policy for any County public officer or employee to threaten or intimidate or otherwise impede any witness, investigation, administration of law, the conduct of any public meeting, or any other act that would interfere with the lawful functioning of County government.

12. *Improper Use of Position*. No County public officer, employee or County attorney shall use or attempt to use his or her official position or any property or resource which may be within his or her trust, to secure a special privilege, benefit, or exemption for himself, herself, or others.

13. *Converting County Property*. A County public officer or employee is prohibited from converting or embezzling any real or personal property for which that public officer or employee is required to possess or control in the execution of his or her County duties. Upon a conviction and adjudication of guilt by a court of competent jurisdiction, whether civil or criminal, the County shall request that the court require proper restitution to the County.

14. *Political Activity*. Any County public officer or employee (except for the elected members of the Board of County Commissioners) is prohibited from conducting political activities while on County time. No such political activities will be undertaken by any person who disadvantages the functioning of County government. A County public officer or employee is prohibited from using County resources to aid or boost the political campaign of any elected public officer. This policy shall not be interpreted to violate the protected constitutional rights of the First Amendment or the impairment of any public officer or employee's civil rights to vote and to take part in political campaigns.

15. *Professional Services*. No County public officer or employee may recommend the services of any lawyer or other professional to assist any person in a transaction involving the County unless such recommendation is a part of that person's official duties. No attorney employed by the County or other employee shall represent a private individual or entity before the County.

16. *Ethics Officer*. A County Ethics Officer will be appointed by the Board of County Commissioners. Unless another County employee is specifically designated as the County Ethics Officer by the Board of County Commissioners, the employee holding the position of County Human Resources Manager shall be the County Ethics Officer. The County Ethics Officer duties and responsibilities shall be assigned, as a separate responsibility, to the Human Resources Manager. The Ethics Officer may receive complaints from the public or County personnel involving alleged ethical violations by the County's appointed public officers or employees. The Ethics Officer will review any such allegation to determine whether or not it appears to be factually grounded. The Ethics Officer shall also report the allegation to the Chairman, BCC and the County Administrator and shall review the factual basis for the allegation with the County Attorney. Should the complaint involve the County Administrator, the complaint shall be referred to the Chairman of the Board. Should the complaint involve any Board Member or Ethics Officer the complaint shall be referred to the County Attorney. After such review, the Ethics Officer may initiate an investigation or refer the complainant to the State Commission on Ethics (COE) as appropriate. For purposes of this Policy, the Ethics Officer's decision to initiate an investigation or to make a referral to the COE is subject to approval by the Chairman of the BCC and the County Administrator. The Ethics Officer's completed report will be submitted to the Chairman of the Board of County Commissioners. Removal of the Ethics Officer will require a majority vote of the Board of County Commissioners after a finding of good cause.

17. *Disclosure of Criminal Records Required*. Any person applying for appointment to a County board or committee or for employment with Escambia County will disclose any criminal convictions and the failure to do so may result in dismissal from any such volunteer, board or committee member, or from employment of the County.

18. *Prohibition against Misuse of Code*. Individuals covered by this policy shall not use its provisions to further false or frivolous claims against another. False claims shall be those forwarded with knowledge that the claim contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations of material fact. The filing of a false complaint shall be a violation of this policy.

19. *Enforcement and Penalty*. Pursuant to Subsection 112.317(3)(b), Florida Statutes, the Board of County Commissioners finds that an efficient and effective method for the determination of violations of the ethical standards set forth in this Policy is through local enforcement as provided herein. This Policy may be enforced in any manner allowed, authorized, or otherwise provided by law or ordinance, including Section 125.01, Florida Statutes.

    a. For appointed public officers, who are members of County boards and committees, the Board of County Commissioners may censure or remove that person for a policy violation and prohibit him or her from being reappointed to a County board or committee for up to a period of five (5) years or may refer the matter to the State Commission on Ethics for investigation.

    b. For County employees, such employees may be subject to employment sanctions for a policy violation, including but not limited to, reduction in pay, reprimand, suspension, or termination in accordance with the personnel procedures which are currently established allowing for County classified or unclassified employees to be disciplined or the referral of the matter to the State Commission on Ethics for investigation.

20. *Training, Administration and Records.* The HR Director shall be responsible for training, administration and records associated with the BCC Ethics Program. All County employees classified as Senior Executive Service I or II are required to attend no less than two (2) hours of ethics training on an annual basis. Ethics training shall additionally be made available to all other supervisors and managers, and must attend a minimum of one (1) hour training annually. The HR Manager shall be responsible for scheduling an adequate number of training sessions and shall provide adequate notice of the training sessions. "Ethics Training" includes any training on the provisions, application, and enforcement of this policy, on the provisions, application, and enforcement of the State Code of Ethics, and any other ethics-based training for public employees approved by the County Ethics Officer. Failure to attend the minimum requirements for ethics training annually shall constitute a "for cause" basis for disciplinary action.

ACKNOWLEDGEMENT OF RECEIPT

I have received and read the Escambia County Ethics Policy and agree to abide by its provisions and uphold its policies.

Name: _____ Job Title: _____

Department: _____

Signature: _____ Date: _____

STATEMENT OF FINANCIAL INTERESTS

LAST NAME --- FIRST NAME --- MIDDLE NAME:

MAILING ADDRESS: If change of address, check here: ☐

CITY: ZIP: COUNTY:

NAME OF AGENCY:

NAME OF POSITION HELD:

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

For Office Use Only:

Date Received: _____

By: _____

**** BOTH PARTS OF THIS SECTION MUST BE COMPLETED****

DISCLOSURE PERIOD:
This statement reflects your financial interests for the preceding tax year, whether based on a calendar year or on a fiscal year. Please state below whether this statement is for the preceding tax year ending either (check one):

☐ December 31, 20_____ or ☐ Specify Tax Year if other than the calendar year: _____

PART A – PRIMARY SOURCES OF INCOME (Major sources of income over $2,500 min. to the reporting person, i.e., other employment, pensions, rental property)

Name Source of Income	Source's Address	Description of the Source's Principal Business Activity

PART B – SECONDARY SOURCES OF INCOME (Major customers, clients and other sources of income to businesses owned by the reporting person)

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

HR2007-18 Submit Form to HR Dept.

PART C – REAL PROPERTY – FLORIDA ONLY (Land, buildings owned by the reporting person)

PART D – INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses, that have currently or likely will do business with Escambia County BCC)

	Business Entity # 1	Business Entity #2	Business Entity # 3
Name or Business Entity			
Address of Business Entity			
Principal Business Activity			
Position Held With Entity			

IF ANY OF PARTS A THROUGH D ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☐

SIGNATURE (required): **DATE SIGNED (required):**

FILING INSTRUCTIONS

What to File:	**Where to File:**	**When to File:**
After completing all parts of this form, including signing and dating it, submit only pages 1 and 2 to the HR Dept. of the BCC. If you have nothing to report in a particular section, you must write "none" or "n/a" in the section(s). Facsimiles will not be accepted.	SES I and SES II non-reporting employees submit this form to the HR Dept. of the BCC.	Within 30 days of the effective date of the approved inclusion of the Escambia County Code of Ethics and every year thereafter by July 1.

BOARD OF COUNTY COMMISSIONERS
CERTIFICATION OF OUTSIDE EMPLOYMENT

_____ (name) do hereby state under oath that I engage in non-county employment.

This employment is conducted entirely in my off-duty hours, and I do not use or take advantage of any resources or equipment of Escambia County in its performance. I understand and agree that such employment is secondary to my County employment in all respects. Specifics regarding my outside employment follow:

1. Name and address of company/organization:
   a) _____ b) _____
   _____ _____
   _____ _____
2. Nature of Business or operations:
   a) _____ b) _____
   _____ _____
   _____ _____
3. Your Duties:
   a) _____ b) _____
   _____ _____
4. To the best of your knowledge, do any of the companies/organizations listed above have a business relationship with the Escambia County Board of County Commissioners?
   Yes___ No____ If yes, please describe nature of business transactions: _____
   _____

For purposes of this question, a "business relationship" may be ongoing, may have been conducted within the past 18 months, or may be intended to begin within the next 18 months.

I, by my signature below, certify that my outside employment does not now pose a conflict of interest with my current County employment nor will such outside employment create such a conflict in the future. Should I discover that such outside employment does indeed create such a conflict in the future, I will promptly advise my supervisor and the Ethics Officer indicating that I will cease such outside employment or I will resign my current County position.

Also, I will promptly advise my supervisor and the Ethics Officer when there is a change or addition to my outside employment listed above.

I understand and agree that for the purposes of this certification "conflict of interest" shall mean those conflicts set out in Part III of Chapter 112, Florida Statutes and the Escambia County Code of Ethics Policy.

I understand and agree that violation of this certification in any aspect shall be grounds for disciplinary action by Escambia County up to and including termination of my employment.

Name: _____ Job Title: _____

Signature: _____ Date: _____

STATE OF FLORIDA
COUNTY OF ESCAMBIA

Subscribed and sworn to (or affirmed) before me this _____ by _____

who is personally known to me or has produced _____ as identification.
(type of identification)

SEAL

_____
Notary Public

Approved by: _____ _____
Ethics Officer County Administrator

Date: _____ Date: _____

HR2007-20 (Submit Form to HR Dept)

Board of County Commissioners
Escambia County, Florida

Title:	Annual Leave Incentive Policy – Section II, C27
Date Adopted:	June 3, 2004
Effective Date:	June 3, 2004
Reference:	Civil Service Board Rule, Section 8.3, Leave Incentive Plan
Policy Superseded:	NA

I. Purpose:
To establish a program that allows annual leave to be converted to cash payments in lieu of taking time off for all eligible employees of the Escambia County Board of County Commissioners (BCC). This program is contingent upon availability of funds.

II. Scope:
This policy shall apply to all eligible employees serviced by the Escambia County BCC Human Resources Department as described below.

III. Procedures:

A. Any eligible employee may request to sell annual leave to the Escambia County Board of County Commissioners.
   1. Eligible employees are:
      a. Classified or unclassified
      b. Full-time or part-time
      c. Employees who are eligible to accrue leave
   2. Ineligible employees are:
      a. Contract employees paid by an agency other than Escambia County
      b. Student Assistants
      c. All County Extension Agents
      d. The following extraordinary appointments:
         (1) Temporary
         (2) Relief
         (3) Emergency
         (4) Provisional
         (5) Some Limited-term (depending upon the grant agreement)

B. An employee may sell a minimum of eight (8) hours and a maximum of forty (40) hours per fiscal year.

C. An employee must maintain a minimum annual leave balance of 240 hours after the leave is sold.

D. Once sold, annual leave shall be permanently deducted from the employee's leave balance.

E. Requests to sell annual leave must be submitted through the Department Director, to the Human Resources Director, no later than September 1st of each year.

F. Payment for annual leave sold shall be included in the last payday of the fiscal year.

G. Annual leave sale by any eligible employee is strictly voluntary.

H. This program shall not be used in conjunction with retirement leave payouts to exceed the limits of 328 hours of annual leave.

I. **The payout of any annual leave shall be contingent upon availability of funds.**

IV. Effective Date:

This policy shall become effective June 3, 2004

Board of County Commissioners
Escambia County, Florida

Title:	Employee's Annual Leave/PTO Donation Policy – Section II: C.30
Date Adopted:	April 7, 2005
Effective Date:	April 22, 2010
Reference:	Section 125.01, Florida Statutes
Policy Superseded:	April 7, 2005, May 1, 2005, April 22, 2010

A. Purpose

Pursuant to the Human Resources Policies and Procedures, a Leave Donation Policy has been established to assist employees faced with a serious illness or injury to himself or herself or an immediate family member. "Family member" is defined as spouse, child, parent, stepfather, stepmother, grandparents, or grandchildren of either the employee or the employee's spouse. The Leave Donation Policy allows employees to voluntarily transfer accrued annual leave/paid time off (PTO) hours to another qualified employee who has exhausted all other paid leave.

B. Eligibility

The County views this policy as an employment benefit to augment leave benefits provided. These benefits do not apply to employees who are not otherwise eligible to receive granted-sick and annual or PTO leave. Eligible employees are:

1. Classified or unclassified.

2. Full-time or part-time.

3. Those who accrue leave.

C. Criteria

1. Donating Employees – Donation of Leave:

   a. An employee donating leave must have a leave balance of 160 hours after the donation of leave.

b. Only annual or PTO leave may be donated. Sick leave, management option benefits (MOB), extended leave bank (ELB) or compensatory time may not be donated.

c. Non-refundable leave is donated on a voluntary basis in increments of one hour up to a maximum of 40 hours per donor per calendar year.

d. No employee will be coerced or influenced to donate leave to other employees.

2. Requesting/Receiving Employee – Receiving of Leave:

a. An employee must be employed for at least 6 months before requesting a donation.

b. The employee making the request must have exhausted all paid leave, including, sick, annual, PTO, ELB, compensatory, and MOB.

c. An employee receiving Long-Term Disability benefits may not receive donated leave. An employee may receive donated leave during the elimination period. The elimination period is the timeframe between when the employee is declared disabled by a physician and when he/she starts receiving benefits for their disability.

d. An employee receiving workers' compensation benefits may not receive donated leave.

e. The following are not covered by this policy: Elective surgery, disabilities resulting from alcoholism, or intentional self-inflicted injuries.

f. An employee may receive a maximum of 480 hours within a 5-year period. The 5-year period will be based on a "rolling 12-month" calendar.

g. If the recipient employee returns to work before using all the donated leave, the balance will remain in his/her account for a 6-month period, based on the approval date. Any donated leave remaining after the 6-month period will transfer to the sick leave pool.

h. Employees–participating in the Sick Leave Pool must use Sick Leave Pool hours before requesting leave from this program.

i. Donated leave shall run concurrently with leave under the Family Medical Leave Act.

D. Procedures

1. Service Accruals And Other Benefits

a. Donated annual leave or PTO will be converted in increments of one hour on a straight hour-for-hour basis to the recipient employee's ELB or sick leave balance.

b. An employee who is using donated leave will continue to earn annual and sick leave or PTO while he or she is in a paid status.

c. Employees using donated leave will continue to be eligible for County-paid health benefits as long as the employee maintains his or her premium payments during this period of time.

2. Donating Annual Leave

The following are guidelines for donating leave:

a. Qualified employees can donate leave to an eligible employee

b. Any eligible employee requesting to donate leave must complete the proper form and shall have it validated by the Bureau/Division Recordkeeper.

3. Requesting Annual Leave

a. The documentation listed below shall be submitted at least 15 days prior to the need for the leave. The application period may be extended if the Human Resources Manager determines that the delay in making the request was caused by factors outside the leave recipient's control.

(1) Annual Leave Donation Request.

(2) HIPAA authorization Form.

(3) Doctor's statement including the nature of the illness or injury, the anticipated recuperation period required, and prognosis for recovery.

(4) Provide a written statement to be published on the internal web page and to be posted on bulletin boards.

b. Notification of determination of the leave request will be made within 10 working days of receipt of a request. Human Resources will send a letter to the employee with a copy to the bureau and payroll.

c. If the request to use donated leave is approved, the receiving employee shall not be required to pay back the leave awarded except upon investigation and a finding of abuse to the program.

d. If the request to use donated leave is denied, the employee shall have the opportunity to appeal the denial. The appeal will be submitted through the Human Resources Manager and the County Administrator will make the final determination. Notification of the final decision will be made within 5 working days of filing the appeal.

e. Upon the employee's return to work, the Division Recordkeeper will forward an email to the Human Resources Benefits Section and the Payroll Office notifying them that the employee has returned to work. The Record Keeper will include the number of donated leave hours used.

f. Procedure and forms will be established and posted on the Human Resources web page.

Escambia County
Clerk's Original
4-7-05 CAKI-3(A)

Verified By: P. Cotton
Date: 4-11-05

RESOLUTION R 2005 - 74

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, FLORIDA PROVIDING FOR THE DONATION AND RECEIPT OF CERTAIN CLASSIFIED EMPLOYEE ANNUAL LEAVE; PROVIDING SUCH DONATION AND RECEIPT TERMS AND CONDITIONS; ESTABLISHING A PUBLIC PURPOSE FOR SUCH EXPENDITURES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Escambia County, Florida is authorized under Section 125.01, Florida Statutes, to perform those acts, including the expenditure of public tax monies, which further the public good and common interest of the people of Escambia County; and

WHEREAS, the classified employees of Escambia County accrue different forms of leave, including annual leave, sick leave, compensatory leave, and management optional benefit leave at rates determined by years of service to Escambia County; and

WHEREAS, an employee may exhaust all available leave whenever the employee is faced with a serious illness or injury to himself or herself, or to an immediate family member of the employee or the employee's spouse; and

WHEREAS, the Board of County Commissioners has determined that in order to assist fellow employees classified employees should be permitted to make donations of unused annual leave to other employees who have used all of their own available forms of leave; and

WHEREAS, the Board of County Commissioners therefore has concluded that in order to advance the health, safety, and general welfare of the residents of Escambia County the establishment of an annual leave donation policy for classified employees serves an essential public purpose as established by law.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, FLORIDA, AS FOLLOWS:

Section 1. That the Board of County Commissioners hereby adopts a policy pursuant to Section 125.01, Florida Statutes, and Section 8.1, Escambia County Civil Service Rules, that permits classified employees to donate and receive unused annual leave.

Section 2. That any classified employee is permitted to donate his or her unused annual leave to a fellow employee. If the employee elects to make a donation, the employee shall donate annual leave in one-hour increments, but may not donate more than 40 hours per year. The donating employee may not donate sick leave or compensatory leave.

Section 3. That the donating employee must maintain a minimum annual leave balance of 160 hours after any excess annual leave is donated pursuant to this policy.

Section 4. That in order to make a donation of unused annual leave, the donating employee must submit the proper form to his or her designated department representative. The department representative will obtain the signatures of the department director and the department record keeper. The form will then be forwarded to the Human Resources Department.

Section 5. That any classified employee may request a donation of unused annual leave, provided that the employee has been employed by the Board of County Commissioners in a full- or part-time position for at least six months before requesting the donation. The receiving employee must have exhausted all available forms of leave before making the request. An employee receiving long-term disability benefits or workers compensation benefits may not request donated leave.

Section 6. That the receiving employee shall submit his or her request to a designated departmental representative within 15 days of the qualifying event for which donated leave is necessary. The application period may be extended if the Director of Human Resources determines that the delay in making the request was caused by factors outside the leave recipient's control. The department must approve the request. The department record keeper will then forward the request to the Benefits Section of the Human Resources Department. Upon receipt of the application, the Benefits Section will coordinate with the Sick Leave Pool / Leave Donation Committee, which shall be charged with assuring eligibility criteria and shall be comprised of five randomly-selected employees. The receiving employee shall be notified of the acceptance or denial of the request within 10 working days from receipt of the request.

Section 7. That if the request for leave is approved, the receiving employee shall not be required to pay back the leave awarded except upon a finding of abuse of the program. The receiving employee will continue to earn sick leave and annual leave while he or she is in a paid status. Receiving employees will continue to be eligible for County-paid health benefits as long as the employee maintains his or her premium payments during this period of time.

Section 8. That if the request for leave is denied, the receiving employee shall have the opportunity to appeal the denial. The appeal will be submitted to the Human Resources Director and the County Administrator shall make the final determination. Notification of the final decision will be provided within five working days of receipt of the appeal.

Section 9. That the implementation and administration of this policy shall be contingent upon the annual availability of funds and the prior approval of the Board of County Commissioners.

Section 10. That the Board of County Commissioners hereby finds said expenditures

of such County funds for the implementation and administration of this policy to be a public purpose within the requirements of the laws of the State of Florida.

Section 11. That this Resolution shall take effect immediately upon adoption by the Board of County Commissioners.

ADOPTED this 7th day of April 2005

BOARD OF COUNTY COMMISSIONERS OF
ESCAMBIA COUNTY, FLORIDA

By: J.W. Dickson
J.W. Dickson, Chairman

ATTEST: ERNIE LEE MAGAHA
Clerk of the Circuit Court

By: Doris Harris
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS ESCAMBIA CO., FL SEAL

Date Executed
4-8-05

This document approved as to form
and legal sufficiency
By
Title Asst. County Attorney
MARCH 10, 2005

Escambia County
Clerk's Original
4-7-05 CART-3(B)

Verified By: P. Cottom

Date: 4-11-05

RESOLUTION R 2005 - 75

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, FLORIDA PROVIDING FOR THE DONATION AND RECEIPT OF CERTAIN UNCLASSIFIED EMPLOYEE ANNUAL LEAVE; PROVIDING SUCH DONATION AND RECEIPT TERMS AND CONDITIONS; ESTABLISHING A PUBLIC PURPOSE FOR SUCH EXPENDITURES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Escambia County, Florida is authorized under Section 125.01, Florida Statutes, to perform those acts, including the expenditure of public tax monies, which further the public good and common interest of the people of Escambia County; and

WHEREAS, the unclassified employees of Escambia County accrue different forms of leave, including annual leave, sick leave, compensatory leave, and management optional benefit leave at rates determined by years of service to Escambia County;and

WHEREAS, an employee may exhaust all available leave whenever the employee is faced with a serious illness or injury to himself or herself, or to an immediate family member of the employee or the employee's spouse; and

WHEREAS, the Board of County Commissioners has determined that in order to assist fellow employees unclassified employees should be permitted to make donations of unused annual leave to other employees who have used all of their own available forms of leave; and

WHEREAS, the Board of County Commissioners therefore has concluded that in order to advance the health, safety, and general welfare of the residents of Escambia County the establishment of an annual leave donation policy for unclassified employees serves an essential public purpose as established by law.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, FLORIDA, AS FOLLOWS:

Section 1. That the Board of County Commissioners hereby adopts a policy pursuant to Section 125.01, Florida Statutes, that permits unclassified employees to donate and receive unused annual leave.

Section 2. That any unclassified employee is permitted to donate his or her unused annual leave to a fellow employee. If the employee elects to make a donation, the employee shall donate annual leave in one-hour increments, but may not donate more than 40 hours per year. The donating employee may not donate sick leave, management optional benefits leave, or compensatory leave.

Section 3. That the donating employee must maintain a minimum annual leave balance of 160 hours after any excess annual leave is donated pursuant to this policy.

Section 4. That in order to make a donation of unused annual leave, the donating employee must submit the proper form to his or her designated department representative. The department representative will obtain the signatures of the department director and the department record keeper. The form will then be forwarded to the Human Resources Department.

Section 5. That any unclassified employee may request a donation of unused annual leave, provided that the employee has been employed by the Board of County Commissioners in a full- or part-time position for at least six months before requesting the donation. The receiving employee must have exhausted all available forms of leave before making the request. An employee receiving long-term disability benefits or workers compensation benefits may not request donated leave.

Section 6. That the receiving employee shall submit his or her request to a designated departmental representative within 15 days of the qualifying event for which donated leave is necessary. The application period may be extended if the Director of Human Resources determines that the delay in making the request was caused by factors outside the leave recipient's control. The department must approve the request. The department record keeper will then forward the request to the Benefits Section of the Human Resources Department. Upon receipt of the application, the Benefits Section will coordinate with the Sick Leave Pool / Leave Donation Committee, which shall be charged with assuring eligibility criteria and shall be comprised of five randomly-selected employees. The receiving employee shall be notified of the acceptance or denial of the request within 10 working days from receipt of the request.

Section 7. That if the request for leave is approved, the receiving employee shall not be required to pay back the leave awarded except upon a finding of abuse of the program. The receiving employee will continue to earn sick leave and annual leave while he or she is in a paid status. Receiving employees will continue to be eligible for County-paid health benefits as long as the employee maintains his or her premium payments during this period of time.

Section 8. That if the request for leave is denied, the receiving employee shall have the opportunity to appeal the denial. The appeal will be submitted to the Human Resources Director and the County Administrator shall make the final determination. Notification of the final decision will be provided within five working days of receipt of the appeal.

Section 9. That the implementation and administration of this policy shall be contingent upon the annual availability of funds and the prior approval of the Board of County Commissioners.

Section 10. That the Board of County Commissioners hereby finds said expenditures of such County funds for the implementation and administration of this policy to be a public purpose within the requirements of the laws of the State of Florida.

Section 11. That this Resolution shall take effect immediately upon adoption by the Board of County Commissioners.

ADOPTED this 7th day of April 2005

BOARD OF COUNTY COMMISSIONERS OF
ESCAMBIA COUNTY, FLORIDA

By: _____
J.W. Dickson, Chairman

ATTEST: ERNIE LEE MAGAHA
Clerk of the Circuit Court

By: _____
Deputy Clerk

SEAL

Date Executed
4-8-05

Certified to be a true copy of the original on file in this office
Witness my hand and official seal
ERNIE LEE MAGAHA
Clerk of the Circuit Court
Escambia County, Florida
By: _____ **D.C.**
Date: April 11, 2005

CLERK OF CIRCUIT COURT ★ ESCAMBIA COUNTY, FLORIDA ★

This document approved as to form
and legal sufficiency
By _____
Title ASST. COUNTY ATTORNEY
Date MARCH 10, 2005

Board of County Commissioners
Escambia County, Florida

Title:	Paid Time Off (PTO) Policy – Section II; C. 33
Date Adopted:	June 1, 2006
Effective Date:	October 1, 2009, as amended September 17, 2009
Reference:	
Policy Amended:	September 17, 2009

A. Purpose and Accumulation of Paid Time Off (PTO)

The purpose of PTO is to establish a leave program that allows eligible BCC employees in the unclassified service to be paid for time off for any purpose deemed necessary. PTO must be requested by the employee and approved by the supervisor before the leave can be taken.

PTO shall not be credited in advance. Accrual of PTO begins on the date of regular employment and ends with the date of separation. PTO accrual for fractions of a month shall be prorated based on hours credited in a pay status. For the purpose of computing PTO taken, only normal working days are to be counted as leave.

PTO shall be earned based on the following schedule:

Beginning date through the end of the 1st year	12 hours per month
Beginning 2nd year through end of 5th year	14 hours per month
Beginning 6th year through end of 10th year	16 hours per month
Beginning 11th year through end of 15th year	18 hours per month
Beginning 16th year through end of 20th year	20 hours per month
Beginning 21st year through end of 25th year	22 hours per month
Beginning 26th year through end of employment	24 hours per month

B. Eligibility

All regular or term, full-time unclassified employees of the BCC are eligible to earn PTO. All regular, part-time unclassified employees who work a regularly established schedule of twenty (20) hours or more per week shall earn PTO leave on a pro rata basis.

C. Restrictions on Accumulation of PTO and ELB Leave

An employee shall not earn PTO leave during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-pay status.

Earned PTO may not exceed 500 hours. Accrued PTO in excess of 500 hours shall be applied to an Extended Leave Bank (ELB). When extreme operational matters and/or emergencies occur and the employee had requested PTO leave, in writing, and the PTO leave had been approved, an extension may be granted to use the PTO leave at a later time. The request for the extension, with supporting documentation, must be submitted through the Human Resources Manager to the County Administrator for consideration and approval. Employees who are granted this extension shall have ninety (90) days from the date of approval by the County Administrator to take PTO leave or it will be applied to their ELB. Under no circumstances may an employee be paid for any PTO leave in excess of 500 hours.

D. Use of PTO and Extended Leave Bank (ELB)

Employees shall begin accruing PTO on the beginning date of employment, but shall not be permitted to use PTO until completion of three (3) months of employment.

After the first year of employment, employees are required to use at least forty (40) hours of PTO leave per year. PTO leave taken in each successive year will be based on the employee's beginning date of employment. It is not required that the forty (40) hours be used consecutively.

An employee who has been absent from work for more than three (3) consecutive calendar days due to a medically certified illness or injury for the employee and/or a member of the employee's immediate family will be eligible to use time accrued in the ELB for days off for the illness/injury in excess of three (3) days. Immediate family shall mean spouse, child, parent, sister, brother, stepfather, stepmother, grandparents or grandchildren of either the employee of the employee's spouse. If the employee does not have time accrued in the ELB, the employee may continue to use accrued PTO. To be compensated under the ELB, an employee must be unable to perform the duties of his/her position as certified by the employee's health care provider.

An employee may also use PTO leave for non-FMLA absences.

There is no cap or limitation on hours earned in an employee's ELB.

E. PTO and the Family and Medical Leave Act (FMLA)

For any qualifying event under the Family and Medical Leave Act of 1993 that exceeds three (3) consecutive working days, the employee's earned PTO will be used for the first three (3) days' absence. Beginning with the fourth day of the employee's absence, the employee shall be required to use accrued ELB. When the employee's ELB has been exhausted, the remainder of the employee's earned PTO shall be used.

For any qualifying event under FMLA, an employee's PTO and ELB shall run concurrently with FMLA leave.

F. Bereavement (Funeral) Leave

An employee shall be permitted to use up to three (3) consecutive, full working day's ELB leave to attend the funeral or memorial service in the event of the death of any person residing in the employee's household or any member of the employee's extended family. Extended family shall mean spouse, child, parent, sister, sister-in-law, brother, brother-in-law, niece, nephew, stepfather, stepmother, uncle, aunt, grandparents, or grandchildren of either the employee or the employee's spouse. Under exceptional circumstances, e.g., travel distance over 300 miles, a Division

Manager may grant an additional two (2) days of ELB leave. If the period of absence exceeds five (5) days, PTO leave must be used. If PTO or ELB leave credits are inadequate or additional leave time is needed, the employee may use leave without pay with the approval of the employee's Division Manager.

G. Exhaustion of PTO Leave

When an employee's PTO leave has been exhausted, any absences from work due to a medically certified illness or injury will be taken as leave without pay (LWOP) for the first three (3) days. For each consecutive, subsequent working day, the employee will be eligible to use time, if available, in his/her ELB. If the employee returns to work and requests leave for the same qualifying event within thirty (30) days, he/she shall not be required to take PTO or LWOP for three (3) days prior to using time, if available, in his/her ELB.

If an employee has exhausted PTO leave and requests time off, the employee's supervisor may deny approval for the request unless the request is due to a medically certified illness or injury, jury duty, witness duty not of a personal nature, emergency leave, or military leave, all of which will be paid in accordance with existing policies. However, if the request is approved, the leave can be taken as LWOP.

H. Approval of PTO Leave Requests

An employee must request PTO leave in accordance with current Policies and Procedures of the employee's Division. Leave must be scheduled and approved by the appropriate supervisor, in advance, according to the Division's Policies and Procedures. Leave requests not scheduled and approved a minimum of twenty-four (24) hours in advance will be considered "unscheduled leave." If an employee has over six (6) unscheduled absences during the fiscal year, the employee's supervisor shall address those absences in the employee's performance evaluation. The determination of the Division Manager on the matter of scheduled PTO leave shall be final.

If an emergency prevents prior approval of leave, the employee must contact his/her immediate supervisor by 9:00 a.m. to report the absence. If the immediate supervisor cannot be reached, the employee should contact and secure the approval of the designated supervisor next in line of authority or the employee's Division Manager. If the unscheduled absence is not approved, a charge of absence without official leave (AWOL) and/or disciplinary action may result.

When an employee returns to work after the emergency leave event, a "Request for Leave" must be submitted for signature and approval by the approving authority who granted the emergency leave. This request must include an explanation of the emergency.

I. PTO Advances Prohibited

No employee shall be allowed to use PTO that has not already been earned.

J. PTO Records

PTO accumulation and usage records for all employees shall be maintained by the employee's Division and shall be based upon the PTO information submitted by the employees and authorized by the supervisors on each payroll. No PTO shall be granted except on the basis of such PTO records.

K. Scheduling of PTO

The employee's Division Manager shall have the discretion to approve/disapprove and the responsibility to schedule the leave of the employee.

L. Payment for Unused PTO or ELB Upon Separation of Service or Death

Employees who separate from the County service before the completion of three (3) months of service shall not be eligible for PTO payment. PTO leave may not be taken during an employee's last two weeks of employment unless specifically pre-approved in writing by the employee's Division Manager.

1. Employees will be eligible to receive a lump sum payment for PTO and ELB under the following conditions:

   a. Voluntary Separation

      (1) Senior Executive Service (SES)

      Upon the expiration of a ninety (90) day advance written notice, unless a waiver of all or part of the advance notification requirement has been recommended by the Human Resources Manager and approved by the County Administrator.

      (2) Professional, Technical, and Confidential Service (PTC)

      Upon the expiration of a thirty (30) day advance written notice, unless a waiver of all or part of the advance notification requirement has been recommended by the Human Resources Manager and approved by the County Administrator.

   b. Position abolishment/layoff after a fifteen (15) calendar day period has elapsed pending reinstatement.

   c. Upon the death of an employee, payment shall be made to the designated beneficiary of the employee.

2. Employees will not be eligible to receive a lump sum payment for PTO if the employee is involuntarily separated under the following conditions:

   a. Senior Executive Service (SES)

   If removed or discharged for misfeasance, malfeasance or commission of a felony pursuant to Section 8613 of the Escambia County Administrative Code.

b. Professional, Technical, and Confidential Service (SES)

If removed or discharged for misfeasance, malfeasance or commission of a felony pursuant to Section 8613 of the Escambia County Administrative Code.

3. Employees will not be eligible to receive a lump sum payment for ELB if involuntarily separated or for not giving proper notice in accordance with Paragraphs L. 1. a. (1) and L. 1. a. (2) in this policy.

4. The lump sum payment shall be calculated based on 100% of the current value of the total number of hours of unused PTO, up to but no more than 500 hours, and 50% of the current value of the total number of ELB hours, up to but no more than 2,080 hours, if the employee is otherwise eligible to receive payment. PTO/ELB hours are redeemable for direct payment only in the manner described herein. No payment or credit will be provided for any ELB hours exceeding the 2,080 hours limit.

M. Leave Donation and Leave Incentive Plans

1. Leave Donation

The rules that apply for annual leave donation for the classified employees will apply to unclassified employees except that PTO leave may be donated in lieu of annual leave. Any leave received will be converted to ELB leave.

2. Sick Leave Pool

The rules that apply for participating in the sick leave pool for classified employees will apply to unclassified employees except that PTO or ELB leave may be contributed to the pool. Hours received from the pool shall be transferred to the employee's ELB in lieu of sick leave.

3. PTO Incentive Plan

The rules that apply to annual leave being converted to cash payments in lieu of taking time off for the classified employees will apply to unclassified employees except that PTO leave only may be converted in lieu of annual leave to cash payments to be paid in the second pay period in the month of November of each year.

N. Reinstatement

Employees who leave Escambia County employment and are then reinstated within one year will be eligible to count past years of service when applying this policy.

O. Disposition of PTO Upon Entering the Deferred Retirement Option Program (DROP)

When an employee enters the DROP program, he/she has the option of receiving a lump sum payment not to exceed the current value of 500 hours of PTO. If an employee enters the DROP program, he/she shall continue to accrue PTO/ELB leave. Upon separation of service, the employee shall receive a final payment in accordance with Section L of this policy. This final payment will not include any lump sum payment received when the employee entered the DROP program, and when combined with any lump sum payment received when the employee entered the DROP program, may not exceed the current value of 500 hours of PTO. Furthermore, the final payment will not be credited to the employee's retirement pension.

P. PTO, When Chargeable

PTO shall only be charged for absence upon a day which an employee would otherwise work and receive pay.

Q. Computation of PTO Charges

The employee shall charge absences from work to PTO according to the actual number of leave hours used in minimum of half-hour increments.

The Human Resources Division will be responsible for the implementation and compliance of this policy. Any amendments made after the effective date will be made available to all employees of the BCC.

Board of County Commissioners
Escambia County, Florida

Title:	Deferred Retirement Option Program (DROP), Section II, Part C.34
Date Adopted:	November 5, 2009
Effective Date:	August 21, 2014, as amended
Reference:	
Policy Amended:	August 21, 2014

I. PURPOSE

To provide guidelines to the Deferred Retirement Option Program (DROP) in accordance with the Florida Statues and the Florida Administrative Code.

II. BACKGROUND

In July 1998, the Florida Retirement System (FRS) established the Deferred Retirement Option Program (DROP) which allows qualifying employees to begin accumulating retirement benefits without having to terminate employment for up to 60 months from the date one first reaches normal retirement or eligible deferral date. Specific guidelines for agencies and members of the Florida Retirement System are found in Florida Statute 121.091(13) and Florida Administrative Code 60S-11. These guidelines are used to develop procedures and policies that will assist the employees on what to expect once they become eligible and enter DROP.

III. PROCEDURES

a. Eligibility

To Participate in DROP, the employee must be vested and eligible for normal retirement (based on years of service or age) and be an active member of the Florida Retirement System Pension Plan. Note: Employees that have elected The Florida Retirement System Investment Plan or The Senior Management Local Annuity Plan are not eligible for the DROP program. Employees cannot request consideration of the County's Retirement Incentive Program if they have elected to participate in DROP.

b. Budget

During the annual budget preparation process, each Department should determine its employees who are eligible and have the intent to participate in DROP and whether they are going to sell back any leave.

c. When to Apply

There is a specific window of opportunity to enter DROP and it is the employee's responsibility to start the process. Employees may begin DROP participation in the month they reach their normal retirement date based on age, or the month after the month they reach their normal retirement date based upon years of service. The County encourages employees

to start the process three (3) to six (6) months in advance of their DROP beginning date. Employees shall contact the Human Resources Benefit Section to begin the application process.

Once the application has been completed the Human Resources Benefits Section will forward the application to the Florida Retirement System and forward the completed DROP Processing Form to the Bureau.

Although employees in DROP are considered retired by the Florida Retirement System, they will receive all the benefits of an active full-time employee of the County.

IV. LEAVE PAYOUT

Maximum payout hours are established for all types of leave through the Human Resources Policies and Procedures Manual, Paid Time Off Policy and Administrative Code.

1. Employees may sell back all or a portion of their annual or PTO leave up to the maximum limit upon entering DROP. If an employee sells his or her leave at this time, the Florida Retirement System will use the Leave payment to determine the final calculation of the employee's retirement benefit.

2. Employees may sell back all or a portion of their annual or PTO leave upon separation from DROP up to the allowed limits or they may use their accrued leave to provide a terminal leave period subject to the approval of the department director and County Administrator.

3. Employees will receive the maximum leave pay out established by the appropriate policy or procedure for all eligible sick leave, Extended Leave Bank or Management Option Benefit when they separate employment from DROP.

4. While in DROP, employees are eligible for any leave sell-back program that the County offers, but will not receive credit through the Florida Retirement System.

V. EMPLOYMENT

The Florida Retirement System establishes specific guidelines for an employee's participation in DROP. Under Florida Statute 121.091 (13), DROP participation is deemed final and may not be canceled by the employee after the first payment is credited during the DROP participation period. At the end of his or her DROP participation period, an employee may request to cancel DROP. The employer must approve the request. The Board of County Commissioners employees must route their request through their Department, Management and Budget, and Human Resources, and the County Administrator shall have final approval.

VI. RE-EMPLOYMENT

The Florida Retirement System establishes the criteria for re-employed retirees. For retirees to be re-employed by the County, the County Administrator must approve the request for re-employment.

Board of County Commissioners
Escambia County, Florida

Title:	Legal Representation for Commissioners and County Employees, Section II, Part C.35
Date Adopted:	May 15, 2014
Effective Date:	May 15, 2014
Reference:	
Policy Amended:	New Policy

A. Purpose:

Commissioners, County employees, Board appointees and County agents should be entitled to some assurance that in the performance of a public service they will not be encumbered by the expense of defending a civil, criminal, ethics, administrative or professional licensing action predicated upon their official acts and reports and should not fear such expenses that may result from reprisals. Further, the Board of County Commissioners finds that it is necessary to encourage the continued participation in County government by alleviating the potential liability of persons having to expend their own funds for the payment of reasonable attorney's fees and costs when such persons are named in a criminal, civil, ethics, administrative or professional licensing action. In following this policy, the Board may only incur or reimburse reasonable attorney's fees and costs as allowed by Florida law.

B. Definitions:

"Costs" shall mean actual and verifiable costs incurred in the provision of a defense for the subject commissioner, employee, appointee or agent of the County. Any travel expenses shall be as provided in section 112.061, Florida Statutes.

"Reasonable attorney's fees" shall mean fees earned by an attorney and/or attorneys licensed to practice law in the State of Florida, based on the customary rate, whether a flat fee or per hour, charged in Escambia County, Florida, for similar work performed by attorneys within the County, but in no event to exceed $250 per hour unless a higher amount is approved by the Board due to extraordinary circumstances.

"Successfully defend" or "prevail" shall apply to individual counts, charges and/or allegations, and shall mean dismissal, a finding of not guilty or a verdict of no liability in favor of the person covered herein as set forth below. In a civil case, a judgment of nominal damages or a judgment of 25% or less than a proposal for settlement served by the Commissioner or employee pursuant to Florida Statutes and the Florida Rules of Civil Procedure, which is entered against the Commissioner or employee may be considered as a successful defense or as prevailing as circumstances warrant. A failure to successfully defend or prevail against one or more counts, charges or allegations shall not necessarily affect the application of the policy to other counts, charges and/or allegations which were successfully defended or against which the

officer or employee prevailed.

C. Policy.

It is the Board's policy that for cases involving current and former County employees, Board appointees and County agents personally named in any civil, criminal, ethics, administrative or professional licensing action for any act within the scope of their duties and responsibilities, the County will prospectively provide legal representation or pay reasonable attorney's fees and costs if the procedures in this policy are followed and if allowed by Florida Law.

Cases involving current or former County Commissioners personally named in any civil, criminal, ethics, administrative or professional licensing case that arises out of and in connection with their scope of County function shall be addressed by the Board of County Commissioners on a case-by-case basis. Florida law shall be followed with regards to any payment or reimbursement of legal fees or prospective retention of legal representation. Any current or former County Commissioner personally named in a civil, criminal, ethics, administrative or professional licensing action and who desires the County pay for on an ongoing basis or reimburse legal fees shall follow the procedures set forth in this policy. For cases involving current or former County Commissioners, out of the Sunshine litigation strategy meetings set forth in section 286.011(8), Florida Statutes are discouraged but may be allowed by majority vote of the Board should circumstances warrant.

D. Procedures:

Any person who believes that he or she is allowed or entitled to payment or reimbursement of reasonable attorney's fees and costs or retention of legal representation shall, as a condition precedent to such payment, retention or reimbursement, notify the County through its County Attorney in writing within 10 days of their knowledge of a relevant action or within 10 days of retaining a private attorney, whichever is applicable. The request shall at a minimum set forth:

1. The name and current address of the person making the request;
2. A description of the entity conducting the investigation or proceeding;
3. The case number or file number of the investigation or proceeding, if known;
4. A description of each count, charge and/or allegation made or being investigated;
5. The dates(s) that the alleged wrongful incidents are alleged to have occurred;
6. The person's office or position of employment with the County on the dates described in (5.) above;
7. The reasons why it is believed that the attorney's fees and costs should be paid by the County;
8. The name(s), address, and telephone number of the attorney(s) representing such person against the counts, charges, and/or allegations described in (4.) above, if applicable;
9. A description of the fee arrangement or agreement between the person and his or her attorney(s); the amount of attorney's fees and costs paid to the date of the written request for attorney's fees and costs for defense against the

counts, charges and/or allegations described in (4.) above; and the total balance due, if any, of all attorney's fees and costs that have been incurred in defense against the counts, charges, and/or allegations described in (4.) above; and

10. Such other information as the Board of County Commissioners and/or the County Attorney's Office may reasonably require.

E. <u>Board Action.</u>

The County Attorney shall review all requests provided pursuant to section D of this policy and within a reasonable time shall prepare and present an agenda item for consideration by the Board. In any case where the County Attorney believes the matter can be ethically, legally and expeditiously handled in-house, the recommendation shall so state. In all other instances, the County Attorney shall make a recommendation on the applicability of this policy to the request for retention of legal representation or payment or reimbursement of reasonable attorney's fees and costs.

For a civil action, the recommendation shall support payment, reimbursement or retention of legal counsel unless there has been a finding or it appears clear from the relevant materials that the person is personally liable, acted outside the scope of employment, or in bad faith, with malicious purpose or wanton disregard of human rights, safety or property pursuant to section 111.07, Florida Statutes.

For other actions the recommendation shall support payment, reimbursement or retention of legal counsel so long as it appears the alleged misconduct arose out of or in connection with the performance of their official duties and while serving a public purpose pursuant to Florida case law.

For a recommendation regarding a criminal charge for violation of Florida's Sunshine law, the recommendation shall reflect that Florida law specifically authorizes reimbursement of reasonable attorney's fees and costs upon acquittal pursuant to section 286.011(7), Florida Statutes.

The Board may:

1. Request additional relevant information from the applicant or County Attorney; or
2. Continue the request to a date and time certain; or
3. Take action upon the written request and determine if the attorney's fees and costs shall be reimbursed or paid, and if so, in what amount; or
4. Allow the County Attorney to represent the applicant or other counsel to be retained; or
5. Deny the request and make appropriate findings.

F. <u>Agreement.</u>

In any event where the County has prospectively provided legal representation or is paying reasonable attorney's fees and costs prior to disposition of an action or claim,

the Board may require the individual to execute an agreement with the County which shall require reimbursement to the County in the following circumstances:

1. In a civil action where the individual did not prevail and was found personally liable, to have acted outside the scope of employment, or in bad faith, with malicious purpose or wanton disregard of human rights, safety or property; or
2. In any other action where upon disposition of the case the Board of County Commissioners determined the alleged misconduct did not arise out of or in connection with their official duties or the individual was not serving a public purpose; or
3. In any case where prevailing Florida law would not allow the County to cover the expenses of the legal representation.

Regardless of whether an agreement is entered or not, the Board may authorize legal action to recoup expenses in cases where reimbursement is due to the County based on application of either this policy or Florida law.

G. <u>Investigations and Grand Jury Investigations.</u>

Florida law may not allow payment or reimbursement of reasonable attorney's fees and costs or retention of outside counsel in cases involving solely an investigation or a grand jury investigation. In the event a person subject to this policy believes they are entitled to relief, he or she may bring the request to the County Attorney, as set forth in this policy, and the County Attorney will review it and take a recommendation to the Board of County Commissioners in a timely fashion.

Board of County Commissioners
Escambia County, Florida

Title:	Title VI Nondiscrimination Program Policy – Section II, Part C.36
Date Adopted:	September 24, 2015
Effective Date:	September 24, 2015
Reference:	
Policy Amended:	New Policy

Title VI Policy Statement:

Escambia County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County provides the highest quality of life for all residents by delivering fiscally-sound, responsive services in a manner that is equitable, professional and has the highest degree of integrity. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related federal laws and regulations, the County will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. Presidential Executive Order 13166 addresses services for those individuals with limited English proficiency (LEP). To address the federal requirements, the Escambia County Board of County Commissioners (BOCC) has developed a Title VI Plan, ADA/504 Plan, and Limited English Proficiency Plan. The following provisions provide a summary of the procedures related to those requirements.

Title VI Complaint Procedure:

Title VI Coordinator

The County has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination based on race, color, national origin, sex, age, disability, religion, income or family status in any of the County's programs, services or activities may file a complaint with the County's designated Title VI Coordinator.

The Title VI Coordinator shall be the County Administrator or designee:

Jack R. Brown
County Administrator
221 Palafox Place, Suite 420
Pensacola, Florida 32502
jrbrown@co.escambia.fl.us
850.595.4947

The responsibility for carrying out the County's commitment to this program has been delegated to the Title VI Coordinator who will receive and investigate Title VI complaints, which come through the complaint procedure. However, all managers, supervisors and

employees share in the responsibility for making the County's Title VI Program a success.

Submitting a Complaint

Any individual who feels they have been discriminated against in any federally assisted program or service provided by Escambia County, under the provisions of Title VI of the 1964 Civil Rights Act, shall submit a complaint with the County's designated Title VI Nondiscrimination Coordinator. If possible, the complaint should be submitted in writing within sixty (60) days of the incident with the following information:

Complainant's name, address, and telephone number.

Complainant's signature.

If filing on behalf of another person, include your name, address, telephone number, and your relation to the complainant.

The name and address of the County agency, division, or department you believe committed a violation.

Include the basis for your complaint with a description of the alleged discriminatory act and date of occurrence.

If the complainant is unable to submit a written complaint, the complainant should contact the Title VI Coordinator for further assistance.

All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The Title VI Coordinator will review every complaint, and when necessary, begin the investigation process. At a minimum the investigation will:

- Identify and review all relevant documents, practices and procedures;
- Identify and interview persons with knowledge of the Title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.

Upon completion of the investigation, the Title VI Coordinator will complete a final report. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a final report together with any remedial steps. The investigation process and final report should take no longer than forty-five (45) business days.

Should the County be unable to satisfactorily resolve the complaint, the County will forward the complaint, along with a record of its disposition to the appropriate District of the Florida Department of Transportation (FDOT).

If the Complainant is unable or unwilling to submit a complaint to the County or if the Complainant wishes to appeal the County's decision, the Complainant may contact the

FDOT, and the FDOT will forward the complaint to the appropriate state or federal agency.

Florida Department of Transportation
Equal Opportunity Office
Attn: Title VI Complaint Processing
605 Suwannee Street MS 65
Tallahassee, FL 32399

ADA/504 Statement:

Section 504 of the Rehabilitation Act of 1973 (Section 504), of the Americans with Disabilities Act of the 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in County programs, services and activities.

The County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities.

The County encourages the public to report any facilities, programs, services or activities that appear inaccessible to the disabled. Furthermore, the County will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services and activities.

Questions, concerns, comments or requests for accommodation should be made to the County's ADA Contact:

The County's ADA contact shall be the Director of the Department of Human Resources or designee.

Thomas G. Turner
Department of Human Resources
221 Palafox Place
Pensacola, Florida 32502
tgturner@co.escambia.fl.us
850.595.1637

Limited English Proficiency (LEP) Guidance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. *The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services or activities.*

According to the US Census Bureau's most recent American Community Survey data (Category S1601, Language Spoken at Home), approximately 92.1% of the total population age five or older in Escambia County speak only English and 7.9% of the population spoke a language other than English within their households. Spanish or Spanish Creole languages comprised the largest non-English speaking group. The most prevalent other languages that were identified in the County included Indo-European languages, Asian/Pacific Island languages, and other languages.

Of the total population in Escambia County, approximately 97.3% speak English *"very well,"* while the remaining 2.7% were categorized as LEP persons who speak English *less than "very well."* Even considering the margin of error, the available data indicated that the most prevalent LEP language group, Spanish and Spanish Creole, represented less than 1.5% of the total population in Escambia County. Given this information, the County has concluded that a relatively small percentage of LEP persons are likely to encounter the County's programs, services or activities.

2. *The frequency with which LEP individuals come in contact with these programs, services or activities.*

Escambia County has not received any requests for translation or interpretation of its programs, services or activities into any other language. The County shall continue to assess the frequency with which staff may contact or have contact with LEP persons.

3. *The nature and importance of the program, service or activity to people's lives.*

Escambia County believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. The County defines this plan as an essential document to meet its obligation to provide services to LEP persons.

4. *The resources available to the County and the likely costs of the LEP services.*

With the previously stated small percentage of LEP persons in Escambia County, cost effective solutions are continually being researched to ensure appropriate costs align with the services needed. The County's concentration has been to provide interpreters and translated materials where appropriate. If public outreach activities find a shift in demographics, services in this area will also expand.

Within Escambia County there are a number of institutions of higher education and military facilities, some of which have extensive language services. Escambia County will work to continue to develop relationships with these organizations through our current public relations activities. Escambia

County will notify all employees of foreign language classes that may be offered by these organizations to assist in our efforts to reach out to our community.

The analysis of the four factors suggests that extensive LEP services are not required at this time. Nevertheless, Escambia County believes that occasional foreign language assistance may be necessary for meaningful access by members of the public. Thus, the Escambia County has committed to the following:

- Maintain a list of employees who competently speak foreign languages and who are willing to provide translation and/or interpretation services;
- Distribute this list to staff who regularly have contact with the public;
- Find and use as much foreign language information, booklets, and pamphlets as possible for our employees to better communicate;
- Continue to provide public relations activities.

Escambia County understands that its community profile is changing and that the four factor analysis may reveal the need for more LEP services in the future. As such, Escambia County will continue to assess the size and needs of Escambia County's LEP population and amend the plan as needed.

Persons requiring special language assistance services should contact the County's Title VI Nondiscrimination Coordinator.

Public Involvement:

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the County must have public input. The County spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. Any person may attend meetings of the Board of County Commissioners and speak during the public forum portion of the agenda. Further, the County holds a number of meetings, workshops, and other events designed to gather public input on project planning and construction.

Persons wishing to request special presentations by the County; volunteer in any activities, or offer suggestions for improvement of County public involvement may contact the County's Title VI Nondiscrimination Coordinator.

Data Collection:

FHWA regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The County accomplishes this through the use of census data, American Community Survey reports, and other methods. From time to time, the County may find it necessary to request voluntary identification of racial, ethnic or other data from those who participate in public involvement events. This information assists the County with improving targeted outreach and measures effectiveness. Self identification of personal data to the County will always be voluntary and anonymous. Moreover, the County will not release or otherwise use

this data in any manner inconsistent with federal regulations.

Assurances:

Every three years the County must certify to FHWA and FDOT that its programs, services and activities are being conducted in a nondiscriminatory manner and document the County's commitment to nondiscrimination and equitable service to its community. The public may view the assurances on the County's website or by visiting the County's offices.

Board of County Commissioners
Escambia County, Florida

Title:	Job-Related Education Assistance Program – Section II, Part C.37
Date Adopted:	August 20, 2015
Effective Date:	August 20, 2015
Reference:	
Policy Superseded:	New Policy

I. Purpose

To establish an Escambia County Board of County Commissioners (BCC) policy to administer a program of job-related education assistance, adhering to the provisions of Florida Statutes Chapter 112.063, Reimbursement of County Employees for Educational Expenses and Internal Revenue Code (IRC) 132, Education as a Working Condition.

II. Scope

This policy applies to regular, full-time employees who have one year of continuous service for the BCC before the start date of training or course work. The Job-Related Education Assistance Program is a benefit for which employees may participate in and is not a condition of employment, right or entitlement. Conflicts which may arise in the application of this policy will be resolved by the County Administrator, or designee.

III. Policy Statement

This policy is to be implemented to encourage its employees to enhance their effectiveness through educational instructional or training, to develop their skills and knowledge, and to improve their ability to carry out their current duties. It provides a tool for managers and employees to support workforce planning and development.

IV. Types of Courses

A. The education must be related to the job the employee is currently performing.

B. The education must either maintain or improve job skills in the employees' current position.

C. The education must be expressly required by the BCC or by law.

D. The education must not be needed to meet the minimum educational requirements of the employee's current job.

E. The education must not qualify the employee for a new trade or business.

V. Course Payment Guidelines

A. The BCC reserves the right to place limitations on or temporarily suspend this program based on any factors which adversely affects the availability of funds. A suspension of funding will not stop payment for courses or training already approved for reimbursement.

B. The BCC will generally pay for these courses at time of registration.

VI. Covered Expenses

A. The BCC will pay for tuition, books, supplies, equipment, meals, lodging and transportation. The employee may not; however, keep the tools or supplies that employee was required to have for the course or training.

B. Payment of membership in professional organizations is included.

D. Certificate programs and credentials.

E. Training or courses offered by an accredited institution, including e-learning required for the employee's current position.

F. The BCC will provide 100% reimbursement for tuition and mandatory fee expenses to employees obtaining a high school diploma, a General Education Diploma (GED) or equivalent upon successful completion.

G. The BCC is not intending to fund all college degree programs, but rather those courses, which directly benefit the County and to the extent permitted by this policy.

VII. Employee Responsibilities

A. The employee must obtain all approvals prior to start of the training or course.

SECTION II

D.3. BOARD POLICY

RE: Contracts of Public Health Trust

Upon receipt, County Administrator will distribute copies of contracts to members of the Board of County Commissioners. If the County Administrator, in exercise of his review as contract officer for the Board of County Commissioners, believes the contract is contrary to the best interests of Escambia County or its people, he will so advise the Board and request the Chairman to call a special meeting or present the contract, along with veto recommendation, to the Board at its next regularly scheduled meeting within ten (10) days of the date contract is received by the County Administrator's office. Further, any member of the Board objecting to said contract on such basis may advise the County Administrator that he desires to bring the matter before the Board to consider a veto within such ten (10) day period.

ADOPTED: 11/25/80

NOTE: The Board of County Commissioners on June 28, 1983, directed the University Hospital administration, through the Public Health Trust Chairman, to submit all proposed contracts to the Board of County Commissioners for review (the "10-day" requirement time clock would contine "as is" following receipt by the Commission of the official action of the Public Health Trust).

SECTION II

D.4.

T.A.S.C.
FEE COLLECTIONS

POLICY STATEMENT

Philosophy

It is the philosophy of the Escambia County Treatment Alternatives to Street Crime Program that those individuals who utilize the services of the Program should pay a reasonable fee for those services.

It is believed that most people are able to pay at least a minimum amount toward the cost of services provided to them.

It is not the intention nor the desire of the Program to deny services to individuals who are truly unable to pay fees for services.

It is not the intention of the Program to make a monetary profit from fee collections.

Policy

Based upon the foregoing philosophy:

(a) All clients are expected to pay fees for services.

(b) Each clients financial ability to pay will be evaluated upon entry into TASC.

(c) A system will be established whereby any client may appeal the fees assessed to him/her.

(d) The staff of the Program will diligently adhere to this policy and will follow its procedures as outlined.

Fees (fees stated below are the maximum to be charged)

(a)	General Supervision	$10/month
(b)	Community Service Project	$37.50 - Total
(c)	Urinalysis	$ 3.00 - Per sample

Note: Complete list of fees on file with County Administrator's Office.

BCC Approved August 31, 1982

Board of County Commissioners
Escambia County, Florida

Title:	Escambia County Employee's Tobacco-Free Workplace Policy; II, D6
Date Adopted:	August 21, 2008
Effective Date:	October 1, 2008
Reference:	Resolution R2008-148
Policy Superseded:	Escambia County No-Smoking Policy, adopted 02/22/94

A. Purpose:

Tobacco addiction is among the leading causes of morbidity and mortality in the United States. For example, cigarette use in the United States results in an estimated 440,000 deaths annually. The list of tobacco-induced illnesses is long and includes heart disease, stroke, and many forms of lung disease and vascular disease. Tobacco use additionally causes an estimated 30.0% of cancers.

Escambia County is committed to promoting health, wellness, and disease prevention, and to providing a safe, clean, and healthy environment for employees and visitors. Escambia County is adopting this policy to provide a tobacco-free work environment. Escambia County is dedicated to developing, implementing, and offering intervention strategies, treatment resources, and programs that will assist its employees to reduce and eliminate their dependence on tobacco products.

B. Definitions:

County facility – any enclosed space that is operated, owned, leased, or rented by Escambia County, including buildings, portions of buildings, equipment, machinery, and motor vehicles that are operated, owned, leased, or rented by Escambia County.

Designated tobacco use area – an area within or adjacent to a County facility where the County Administrator, or his or her designee, has authorized tobacco use.

Tobacco – any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, or any other smoking product, including any smokeless tobacco product such as spit tobacco, dip, chew, or snuff, in any form.

Tobacco use – the consumption, ignition, inhalation, or other use of tobacco in any manner; however, mere possession without additional use shall not constitute tobacco use under this policy.

C. Policy:

1. Tobacco use is prohibited within County facilities unless the use takes place in a designated tobacco use area.

2. This policy applies to all employees, officers, and contractors. However, this policy shall not apply to any inmates incarcerated in a County facility.

3. If a tobacco use area has not been designated for a County facility, tobacco use shall only be permitted no less than fifty (50) feet from any entrance to the County facility.

4. The County Administrator may direct any County bureau chief, director, supervisor, or manager to develop and implement strategies to reduce the number of breaks taken by employees solely for the purpose of tobacco use.

5. Employees may only use tobacco during a regularly scheduled break or a meal break.

6. Tobacco receptacles shall be placed as needed and County employees shall be informed of the location of tobacco receptacles.

7. Signs shall be prominently and visibly posted at the entrance to each County building that advise employees and visitors of this policy.

8. Anyone using tobacco in a designated tobacco use area is required to keep the designated tobacco use area litter-free.

9. Tobacco products may not be sold or dispensed on County property, including County facilities, parks, or any other physical property owned by the County.

10. A Bureau Chief or other hiring individual shall inform employment candidates of the tobacco-free workplace policy during the application process. Human Resources shall inform new employees of the tobacco-free workplace policy during employee orientation. However, any failure to inform a candidate or employee of the tobacco-free workplace policy shall not be deemed a waiver of the employee's obligation to follow the tobacco-free workplace policy.

11. The enforcement of the tobacco-free workplace policy is the responsibility of all County employees. Employees are required to exercise common courtesy and to respect the needs and sensitivities of co-workers and visitors with respect to the application and enforcement of the policy.

D. Violations:

1. A violation of the tobacco-free workplace policy shall constitute grounds for discipline under the County's progressive disciplinary policy.

2. County employees who observe a violation of the tobacco-free workplace policy by another employee should notify the Bureau Chief or supervisor with authority over the County facility where the violation occurs.

3. Any other complaints regarding tobacco use in County facilities should be directed to the Bureau Chief or supervisor with authority over the County facility where the violation occurs.

E. Tobacco-Use Cessation Programs:

The County shall provide resource information on tobacco-use cessation programs to employees who request it. If possible, these materials may be available in display areas. Employees may contact Human Resources regarding the availability of tobacco-use cessation programs.

Board of County Commissioners
Escambia County, Florida

Title:	Resource Conservation and Recycling Policy – Section II; D.7
Date Adopted:	May 17, 2005
Effective Date:	July 1, 2005
Reference:	
Policy Superseded:	None

A. Purpose

By setting standards for Resource Conservation and Recycling procedures and practices in high profile areas such as County government, it is our determination to advance a waste management program focused on resource conservation and waste reduction. By adopting these principles, the Board of County Commissioners affirms its responsibility to internally operate a cohesive functional Integrated Solid Waste Management Program through reduction of waste, reuse of applicable materials, and diverting recyclable items from the waste stream into recycling programs.

B. Scope

This policy shall apply to all employees of the Board of County Commissioners. For more information concerning the procedures for using the recycling programs, material acceptance updates, waste reduction and diversion information/education links etc., please visit the Department of Solid Waste Management website.

C. General

1. General Reuse and Source Reduction:

   a. All document reproduction work should be performed with the double-sided option when applicable.

   b. Items that have the potential for reuse should be used as such whenever appropriate (e.g., turn brown kraft paper envelopes into multi-address envelopes for internal mail).

   c. Review which supplies are over packaged, or packaged in non-recyclable materials, in order to determine alternatives.

d. Conduct a waste reduction survey, as part of a comprehensive waste audit, in each facility to assist in eliminating high waste generating products and practices by:

(1) Pinpointing materials and supplies that are single use or disposable and targeting them for replacement with multi-use items (e.g., typewriter ribbons, laser printer cartridges, batteries, towels, and envelopes);

(2) Establishing improved maintenance scheduling to extend the life of equipment and machinery;

(3) Reviewing subscriptions to all periodicals on a yearly basis, canceling those that are unnecessary or not utilized;

(4) Maintain central files rather than multiple personal files; and,

(5) When possible, generate one memorandum and attach a routing stamp to all staff rather than making multiple copies.

e. Continue to utilize County reuse programs sponsored by other County Departments such as the durable goods reuse program operated by Property Management.

2. General Procurement:

a. The Board of County Commissioners will consider purchase and use of products that contain a maximum amount of post consumer recycled material while retaining product integrity wherever possible.

b. Purchasers must refrain from specifying primary or virgin products as opposed to recycled products wherever possible.

c. All vendors should be required to advise, and offer as an alternative, any product available that contains post consumer recycled material when the performance specification equals the primary product.

d. The Board of County Commissioners will work with other government bodies and agencies to influence the availability of recycled products through economy of scale (bulk) purchases.

e. Life cycle costing will be considered with the intent of choosing more durable products and materials. Potential vendors should be required to include in bid replies, or presentations, documentation on the life cycle cost and depreciation rates of durable equipment or appliances and fixtures.

f. All grounds keeping projects should require the use of recycled products when such products are available.

g. The Board of County Commissioners should give public notice of its policy and invite producers/vendors of recycled products to present their catalogue or sales material to staff.

3. Direct Purchasing:

   a. The Board of County Commissioners should give preference to post consumer waste recycled material content paper and packaging materials wherever possible.

   b. Copier, high grade and computer paper should specify a recycling content and be suitable for two-side printing where applicable.

   c. All landscaping/grounds keeping supplies and materials should be of recycled material wherever appropriate.

   d. Purchase of equipment and machinery should have the ability to utilize recycled products, be energy efficient, and be a low waste generator (e.g., double sided copiers and laser printers).

   e. Printed papers, including official stationary, should utilize recycled paper and non-metallic inks where appropriate.

   f. In the following categories, the Board of County Commissioners should purchase recycled content products which in turn are recyclable:

      (1) Paper (all types – high grade, computer, corrugated, etc.);

      (2) Paper products (e.g., unbleached tissues and hand towels);

      (3) Aluminum products;

      (4) Scrap metal products;

      (5) Plastics;

      (6) Oils (lubrication included);

      (7) Antifreeze;

      (8) Batteries;

      (9) Road base materials;

      (10) Laser printer cartridges; and,

      (11) Roofing materials.

   g. All Departments should make every effort to choose products found to be less hazardous and polluting such as:

      (1) Non-oil based paints and stains;

      (2) Non-metallic inks; and,

      (3) CFC-free sprays.

4. General Recycling:

a. It is requested that all personnel source separate their recyclable materials and place them in appropriate recycling containers.

b. Recycling bins (rolling recycling carts/recycling barrels) have been conveniently located at central points throughout County facilities for staff, contractors and visitors. These containers are marked denoting the type of materials accepted in each container. Administrative personnel should consider smaller fiber collection bins at their respective workstations to assist in recycling efforts.

c. Recycling containers will be monitored by supervisory staff for evidence of contamination (e.g., recyclables in the wrong container, or unacceptable materials). Contamination of recyclables by unaccepted materials, or "outthrows," drive up recycling processing costs by rendering fiber materials unusable and increasing the labor involved in sorting materials.

d. The following materials are currently accepted as recyclable material in the office recycling program:

(1) Aluminum cans;

(2) Cardboard, paperboard (e.g. cereal boxes);

(3) Newspaper (and inserts);

(4) Plastic containers #1 through #7; and,

(5) Mixed paper - which includes: white and colored paper, computer print out (impact or laser), copy paper, fax paper, carbonless forms, envelopes with or without windows, manila file folders, laser printer paper, plain brown kraft paper (e.g. paper bags), unwanted mail, magazines, catalogs, and phone books. Please do **NOT** include: plastic or wax coated paper, carbon paper, Styrofoam or plastic packing material, hardback books, or overnight envelopes.

D. General Information

For further information concerning this policy please visit Department of Solid Waste Management website or contact us at 937-2160.

Board of County Commissioners
Escambia County, Florida

Title:	Tobacco-Free Hiring Policy; Section II, Part D.8
Date Adopted:	September 4, 2008
Effective Date:	August 21, 2014, as amended
Reference:	Resolution R2008-156
Policy Amended:	August 21, 2014; September 3, 2009

A. Purpose:

Tobacco addiction is among the leading preventable causes of morbidity and mortality in the United States. According to the National Business Group on Health, employers save over $3,800 per year for each employee who quits smoking. The Journal of Occupational and Environmental Medicines says smokers cost employers $4,430 per year in lost productivity. Escambia County is committed to promoting health, wellness, and disease prevention within the community and to providing a safe, clean and healthy environment for our employees and the citizens.

B. Definitions:

Tobacco - for the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, e-cigarette and any other smoking product, and spit tobacco, dip chew and snuff, in any form.

Applicants – Any individual applying for any position posted externally with the Escambia County Board of County Commissioners.

C. Scope

"Tobacco-free" is defined as having refrained from use of any and all of the above stated products 30 days preceding application for employment. An applicant selected for employment will be tested for nicotine. A positive test result or refusal to be tested will prevent employment and bar the applicant for ninety (90) days following positive nicotine laboratory results.

This revised policy will become effective on August 21, 2014.

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(3/2016)

SECTION III:	**POLICIES AND PROCEDURES RELATING TO OPERATIONS OF CERTAIN DEPARTMENTS UNDER THE BOARD OF COUNTY COMMISSION**
POLICY NUMBER:	**A.1**
TITLE:	**VACATING, ABANDONING, AND CLOSING EXISTING PUBLIC STREETS, RIGHTS-OF-WAY, ALLEYWAYS, ROADS, HIGHWAYS, OTHER PLACES USED FOR TRAVEL OR OTHER LANDS DEDICATED FOR PUBLIC USE OR PURPOSES, OR ANY PORTIONS THEREOF, TO RENOUNCE AND DISCLAIM ANY RIGHT OF THE COUNTY AND THE PUBLIC IN AND TO SAID LANDS.**
ADOPTED:	**April 28, 1998; Amended: September 22, 1998; Amended: November 23, 1999**

VACATING, ABANDONING, AND CLOSING EXISTING PUBLIC STREETS, RIGHTS-OF-WAY, ALLEYWAYS, ROADS, HIGHWAYS, OTHER PLACES USED FOR TRAVEL OR OTHER LANDS DEDICATED FOR PUBLIC USE OR PURPOSES, OR ANY PORTIONS THEREOF, TO RENOUNCE AND DISCLAIM ANY RIGHT OF THE COUNTY AND THE PUBLIC IN AND TO SAID LANDS.

Florida Statues, Chapter 336, prescribes certain procedures which must be followed by the Board of County Commissioners when considering petitions to vacate, abandon, and close public streets, rights-of-way, alleyways, roads, highways or other places used for travel, or any portion thereof. In addition, the Board of County Commissioners has established by virtue of its home rule powers, local procedures to be followed to vacate, abandon, and close public streets, rights-of-way, alleyways, roads, highways, other places used for travel or other lands dedicated for public use or purposes, or any portions thereof. Based on these authorities, the following procedures have been adopted and should be followed:

(1) BY CITIZEN, STATE OR FEDERAL AGENCY PETITION:

A. A citizen, state or federal agency may request that the Board of County Commissioners vacate, abandon, and close public streets, rights-of-way, alleyways, roads, highways, other places used for travel or other lands dedicated for public use or purposes, or any portions thereof, by completing a Petition to Vacate, Abandon, and Close Certain Public Streets, Rights-of-Way, Alleyways,

Roads, Highways, Other Places Used For Travel or Other Lands Dedicated for Public Use or Purposes, or any portions thereof ("the Petition"). The Petition shall include a legal description of the public streets, rights-of-way, alleyways, roads, highways, other places used for travel or other dedicated lands to be vacated, abandoned, and closed with a map delineating the area. The Petitioner shall be responsible for forwarding a copy of the Petition to: 1) Gulf Power Company; 2) Bell South; 3) City Utilities Department; 4) Escambia County Utilities Authority; and 5) any other private utility company, and asking the utility company to submit written comments on the proposed action, including information regarding whether utility access is denied and whether there is any impact by the proposed action on these entities, to the Escambia County Engineering Department. A copy of the Petitioner's request for written comments from the utility companies shall be provided to the Engineering Department.

Upon submission of the original Petition to the Escambia County Engineering Department, the Petitioner shall also remit a processing fee in the amount approved by the Board of County Commissioners, payable to Escambia County and receive thereafter notice and an estimate of other fees from the Engineering Department for which the Petitioner will be responsible.

B. Upon receipt of information and other comments from any impacted utility company, the Engineering Department shall review the information and verify the accuracy of the legal description and the manner in which the public's interest in the area was created. The Engineering Department shall prepare a recommendation to the Committee of the Whole through the County Administrator requesting that the Committee of the Whole discuss the Petition and, if appropriate, schedule a date and time for a Public Hearing before the Board of County Commissioners. The Engineering Department will notify the Petitioner and the utility companies of the date and time in which the recommendation will be reviewed by the Committee of the Whole.

C. After discussion, the Committee of the Whole will: 1) schedule a date and time for a Public Hearing for the Board of County Commissioners to consider the Petition OR 2) deny the recommendation to schedule a Public Hearing on the Petition. The Engineering Department shall notify the Petitioner and the utility companies of the date of the scheduled Public Hearing before the Board of County Commissioners or of the Committee of the Whole's decision to deny the Petition.

D. Upon notification from the Engineering Department of the date and time of the Public Hearing scheduled by the Committee of the Whole, the Petitioner shall:

1) Forward payment to the Engineering Department to allow the Engineering Department to publish notice of the Public Hearing, one time, in a newspaper of general circulation in Escambia County at least two (2) weeks prior to the date of the scheduled Public Hearing.

2) Ascertain, by a search of the Property Appraiser's records, the names of all owners of real property lying within 500 feet of the public streets, rights-of-way, alleyways, roads, highways, other places used for travel or other lands dedicated for public use or purposes, or any portions thereof, to be vacated, abandoned, and closed. The Petitioner shall complete a "Notice of Public Hearing on Petition to Vacate, Abandon, and Close Certain Public Streets, Rights-of-Way, Alleyways, Roads, Highways, Other Places Used For Travel or Other Lands Dedicated for Public Use or Purposes or any portions thereof", ("the Notice") with (1) an attached map for each owner of property identified by the search and provide the Notice and an addressed and stamped envelope for mailing, by the Engineering Department, the Notice and map to each property owner within fourteen (14) days prior to the scheduled Public Hearing.

3) The Engineering Department will mail a copy of the Notice at least ten (10) days prior to the date of the scheduled Public Hearing to each identified property owner.

E. In addition, upon notification of the date and time of the scheduled Public Hearing, the Engineering Department shall place a sign on or adjacent to the public streets, rights-of-way, alleyways, roads, highways, other places used for travel or other lands dedicated for public use or purposes, or any portions thereof, to provide notice to the general public of the date and time of the Public Hearing.

F. At the Public Hearing, the Board shall vote to grant or deny the Petition, which shall be spread upon the Minutes of the Board of County Commissioners. If the Petition is granted, the Board's approval shall be evidenced by a Resolution duly adopted. The Clerk to the Board of County Commissioners shall send a Notice of Adoption of Resolution to the Petitioner and advise the Petitioner of the cost for recording the necessary documents in the Official Records of Escambia County, Florida. The Petitioner shall publish the Notice of Adoption of Resolution one (1) time within thirty (30) days after the Public Hearing in which the Resolution was adopted in one (1) issue of a newspaper of general circulation published in the County. The Petitioner shall next provide the Clerk to the Board with one (1) certified copy of the Proof of Publication of the Notice of Adoption of Resolution from the newspaper in which the Notice was published within ten (10) working days after publication. **(SEE ATTACHED PETITION/SAMPLE LETTER)**

G. Upon receipt of the Proof of Publication of Notice of Adoption of Resolution and a check for the necessary recording fees, the Clerk to the Board shall record in the Official Records the following four (4) documents: 1) Proof of Publication of the Notice of Public Hearing; 2) Adopted Resolution; 3) A Hold/Harmless Agreement as required by the Resolution and 4) Proof of Publication of the Notice of Adoption of Resolution and have the recorded documents returned to the Petitioner.

H. The Clerk to the Board of County Commissioners shall provide the Property Appraiser's Office and the County Engineering Department with a copy of the recorded Resolution, and file a copy of the recorded Resolution with the Minutes of the Board of County Commissioners.

(2) <u>BY BOARD INITIATIVE:</u>

A. The Board of County Commissioners may direct the Engineering Department or other County staff to prepare and forward to: 1) Gulf Power Company; 2) Bell South; 3) City Utilities Department; 4) Escambia County Utilities Authority; and 5) any other private utility company, as applicable, the legal description and sketch of any public streets, rights-of-way, alleyways, roads, highways, other places used for travel or other lands dedicated for public use or purposes, or any portions thereof, which will be considered for vacation, abandonment, discontinuance of maintenance and closure in order to obtain information regarding whether utility access is denied and any impact the proposed action may have on these entities.

B. Upon receipt of information and comment from these utility companies, the Engineering Department or other County staff shall review the information and verify the accuracy of the legal description and the names in which the public's interest was created. The Engineering Department shall prepare a recommendation to the Committee of the Whole requesting that the Committee of the Whole discuss the matter, and if appropriate, schedule a date and time for a Public Hearing before the Board of County Commissioners. The Engineering Department or other County staff will notify the utility entities of the date and time of the Public Hearing in which the recommendation will be reviewed by the Committee of the Whole.

C. After discussion, the Committee of the Whole will 1) schedule a date and time for the Board of County Commissioners to hold a Public Hearing to consider the vacation, abandonment, discontinuance of maintenance and closure of the public

streets, rights-of-way, alleyways, roads, highways, other places used for travel or other lands dedicated for public use or purposes, or any portions thereof OR 2) deny the recommendation to schedule a Public Hearing. If a Public Hearing is scheduled before the Board of County Commissioners, the Engineering Department or other County staff shall:

1. Notify the utility companies of the date of the scheduled Public Hearing;

2. Publish legal notice of the Public Hearing at least two (2) weeks prior to the date of the Public Hearing at the County's expense;

3. Ascertain, by search of the Property Appraiser's records, the names of all owners of real property lying within 500 feet of the public streets, rights-of-way, alleyways, roads, highways, other places of travel or other lands dedicated for public use or purposes, or any portions thereof, to be vacated, abandoned, and closed.

4. Prepare a Notice of Public Hearing to Vacate, Abandon, and Close Certain Public Streets, Rights-of-way, Alleyways, Roads, Highways, Other Places of Travel or Other Lands Dedicated for Public Use or Purposes, or any portions thereof, for each owner of property identified by the official record search; and

5. Mail a copy of the Notice and a map to each property owner at least ten (10) days prior to the date of the scheduled Public Hearing. The Notice shall include a telephone number and identify County staff who can be contacted for information. In addition, a Public Hearing is scheduled, the Engineering Department or other County staff, shall place a sign on or adjacent to the public streets, rights-of-way, alleyways, roads, highways, other places used for travel or other lands dedicated for public use or purposes, or any portions thereof, to provide Notice to the general public of the date and time of the Public Hearing.

6. Furnish the Clerk to the Board of County Commissioners with the Proof of Publication of the Notice of Public Hearing prior to the Public Hearing.

D. At the Public Hearing, the Board shall vote to approve or deny the vacation, abandonment, discontinuation of maintenance and closure. If approved, the Board's decision shall be evidenced by a Resolution duly adopted. The Clerk to the Board shall send a Notice of Adoption of Resolution to the Engineering Department or other County staff. The Engineering Department or other County staff shall publish a Notice within thirty (30) days after the Public Hearing in which the resolution as adopted in one (1) issue of a newspaper of general

circulation published in the County. The Engineering Department or other County staff shall provide to the Clerk to the Board one (1) certified copy of the Proof of Publication of the Notice of Adoption of Resolution within ten (10) working days after publication.

E. Upon receipt of the Proof of Publication of the Notice of Adoption of Resolution, the Clerk to the Board shall record Proof of Publication of the Notice of Public Hearing, the adopted Resolution, and the proof of Publication of the Notice of Adoption of Resolution, in the Official Records at the Board's expense.

F. The Clerk to the Board shall provide the Engineering Department and the Property Appraiser's Office with a copy of the recorded Resolution and file a copy of the recorded Resolution with the Minutes of the Board of County Commissioners. The Engineering Department shall provide copies to other interested County staff.

Opening or Extending of Roads

1. It is hereby established as a policy of the Board of County Commissioners of Escambia County, Florida, that a public hearing shall be held on any citizen request for the opening or extending of road within the County road system. However, if the subject portion of road previously has been dedicated to the County by a properly approved and recorded subdivision plat, no public hearing shall be necessary.

2. All requests for the opening or extending of roads shall be referred to the County Administrator. The citizen requesting such opening or extension shall be required to present two section maps upon which shall be delineated the exact location, width and length of road requested to be opened or extended. One map shall be presented to the Public Service Committee for their recommendation and one map shall be filed in the County Engineering Office.

3. Upon authorization by the Board, the County Engineer shall cause the area defined in the request to be surveyed and shall prepare a map showing the proposed road and shall make an estimate of costs involved in opening or extending the road, including the cost of paving, storm drainage and related facilities. The County Engineer shall note whether the subject approved and recorded subdivision plat. Upon completion of the foregoing, the County Engineer shall transmit this information, along with his recommendation for action by the Board. The County Engineer may recommend the opening or extension of a road to a standard consistent with adjacent road conditions depending upon field evaluations.

4. Upon receipt of information from Engineering, the Board shall set a time and date for public hearing. If the subject portion of road previously has been dedicated to the County by a properly approved and recorded subdivision plat, the Board may proceed to approve or disapprove the opening or extension.

5. Upon notification of the time and date for public hearing, the County Engineer shall promptly furnish to the Clerk to the Board a legal description of the proposed road and a list of property owners that would be affected by the proposed road, which list shall include, but not be limited to all owners of property lying within 500 feet of the proposed improvement.

6. Upon receipt of the legal description and list of property owners, the Clerk of the Board shall notify the requesting party of the time and date for the public hearing. The Clerk to the Board shall also forward the legal description and a list of property owners to the requesting party, together with a form of notice and a set of instructions regarding publication of the notice of hearing.

7. It shall be the responsibility of the requesting party to publish legal notice of the public hearing one (1) time in a newspaper of general circulation within the County at his own expense. The requesting party shall send a copy of the form of notice to each person named as an affected property owner on the list supplied by the Clerk to the Board.

(Continued next page)

8. No public hearing shall be held and no citizen request for opening of roads under this provision shall be granted unless proof of due publication is furnished to the board prior to, or at the time of, the scheduled hearing and unless the requesting party shall certify that he has furnished at all affected property owners and individual notice of hearing.

9. For the purpose of this section, the term "opening or extending" of a road shall mean the acquisition of any necessary rights-of-way and the clearing and grading thereof, over any property not presently constructed to County standards as a road.

10. Prior to approval or disapproval of the citizen request, each member of the Board shall personally visit and inspect the site of any road or right-of-way to be opened or extended under the policy.

C. Deleted (BCC rescinded Encroachments on Rights-of-way 8/19/04)

D. Permits for construction on County Right-of-Way

1. Permits shall be required for any construction which is desired to be done on the county right-of-way. These permits shall be in a form approved by the Director of Planning and Engineering. Said permits will specify that all cutting, patching, and inspection shall be accomplished in accordance with County requirements deemed available or necessary by the Director of Planning and Engineering. In addition, said permits shall specify that if repairs to rights-of-way are made according to County standards and specifications by the expiration date shown on the permit, the County may elect to perform the repairs and bill the applicant for any cost expended for labor and materials.

Adopted 9/7/78

E. School Bus Stop Shelters

1. School Bus Stop Shelters may be erected subject to the approval of the Director of Planning and Engineering on County owned rights-of-way. Approval of building plans and issuance of a permit for construction by the Director of Planning and Engineering will be required for each location.

2. The Permitee is responsible for the maintenance of approved structures. Improperly maintained structures will be required to be removed by the Permitee.

3. A shelter may only be erected only at bus stops identified by a public transit operator or school board providing service to that location as having service a minimum of ten times in a five day period.

4. Shelters are prohibited in medians.

5. Shelters erected where operating speed limits are 50 MPH or greater must be located outside the clear recovery area (30 feet desirable, 18 feet minimum from any driving lane) of the highway.

(Continued next page)

6. The shelter must meet the following set-back requirements:

   a. Where a curb or gutter is present, there should be a minimum four feet clearance from the face of the curb to any portion of the shelter or a minimum of five feet clearance to the back of the seat in the shelter.

   b. Where no curb or gutter is present, the shelter should be placed 18 feet from the edge of the pavement or a right-of-way line if less than 18 feet.

7. A shelter will not infringe upon or obstruct any sidewalk or pedestrian path, driveway, drainage structure (ditch), etc.

8. Shelters are prohibited on bicycle paths.

9. All electrical hookups must be approved by the appropriate county building inspection division, and must be placed either underground or provide a minimum of 18 feet vertical clearance over any portion of the structure.

10. Flashing lights on a bus shelter are prohibited. All lights must be placed or shaded so they do not interfere with motorists on the roadway. Lights are not permitted for the sole purpose of illuminating advertising.

11. Bus shelters must be located a minimum of 12 feet from an intersection, as measured along the tangent line beginning at the point of intersection of the radius and tangent.

12. Sides and/or internal dividers in shelters shall be constructed to provide visibility of waiting passengers to passing traffic and pedestrians. All transparent materials will be shatterproof. No shelter shall be located in such a manner, or be constructed of such materials to adversely affect sight distance at any intersection or obstruct the view of traffic signs or other traffic control devices.

13. The maximum height of a structure cannot exceed 10 feet.

14. Shelters must be securely attached to their foundations and small shelters must provide for a clear opening between the structure and foundation to facilitate cleaning and preclude the accumulation of debris.

15. No structure shall be located within five feet of any fire hydrant or handicapped parking space.

16. Requests for location of Bus Stop Shelters on federal and/or state highways under DOT Rule 14-20.03 will be forwarded to the Director, Planning & Engineering Department, for obtaining the necessary permits from the Department of Transportation.

17. Final approval of bus stop shelters on County rights-of-way will be finalized by resolution of the Board of County Commissioners authorizing the lease of County rights-of-way to the School Board pursuant to Section 125.38, Florida Statutes.

Approved: 9/23/80

Board of County Commissioners
Escambia County, Florida

Title:	Rights-of-Way Projects (Road and Drainage), Section III, A.6.F
Date Adopted:	September 23, 1980
Effective Date:	September 23, 1980
Reference:	
Policy Amended:	

A. All requests for right-of-way projects shall be referred to the Public Service Committee for review and recommendations to the Board.

B. When all deeds for the project are obtained, the Planning and Engineering Department shall present them to the Board for acceptance.

C. A petition signed by all property owners fronting a road that has less than the required right-of-way or that is a maintenance claim, shall be required indicating that they will be required indicating that they will in total donate the right-of-way necessary to engineer a drainage or road construction project as a prerequisite to commencing such a project. A sample petition and response is attached.

PETITION

We, the undersigned, hereby petition the Board of County Commissioners of Escambia County, Florida, to upgrade the condition of _____ Road from _____ to _____ in Section _____, Township _____, Range _____. We are willing to donate _____ feet of right-of-way by quit claim deed to Escambia County, Florida should the Board approve upgrading this road. We also understand written notificatior of the nature and limits of such upgrading will accompany the quit claim deed when it is presented to us for execution.

Parcel #	Signature	Address

SAMPLE LETTER

Dear _____:

This is to acknowledge receipt of your request to upgrade the condition of _____ Road. The current policy of the Board of County Commissioners requires all owners of property adjoining this road to indicate that they are willing to donate the necessary right-of-way for this project (33 feet from each property owner). This right-of-way is necessary to allow sufficient room for drainage systems, roadways, utilities, etc.

A petition has been prepared listing the names and addresses of those owners who will be required to donate the necessary right-of-way. Please have this petition signed by each property owner whose name appears on the petition (copies of the petition may be made for forwarding to out of town owners). When all signatures have been obtained, return the petition to this office for presentation to the Board of County Commissioners.

Once the right-of-way project has been approved by the Board, we will prepare the necessary deeds and forward them to you for distribution and collection. Naturally, if you should have any questions, you may call the Planning & Engineering Services Department at 436-9888.

Board of County Commissioners
Escambia County, Florida

Title:	Removal of Shrubbery from a County Right-of-Way, Section III, A.7.G.
Date Adopted:	September 23, 1980
Effective Date:	September 23, 1980
Reference:	
Policy Amended:	

Where person have planted shrubbery on the County right-of-way, and the Director of Planning & Engineering declares it to be a safety and traffic hazard, the County will issue notice to the citizen who planted the shrubbery on the County right-of-way that they will be given thirty (30) days to remove the shrubbery. If the shrubbery has not been removed within the time required, the County shall remove the shrubbery to the Road Camp. Shrubbery will not be moved by the County to the property owner's property.

Board of County Commissioners
Escambia County, Florida

Title:	County Rights-of-Ways—Obstructions and Encroachments; Abatement and Alternatives to Abatement – Section III, A9
Date Adopted:	
Effective Date:	August 19, 2004
Reference:	
Policy Superseded:	Section III.I.A.3 & 9-Encroachments on Rights-of-Way

C. Obstructions and Encroachments on Right-of-Way

1. For the purposes of this policy, the following definitions and descriptions will be applied.

   a. "OBSTRUCTION" -- An "OBSTRUCTION" shall be defined as a physical object which impedes the use, or creates a hazard, to the user of a County Right-of-Way by persons or vehicles traveling, or attempting to travel, along same. An obstruction may be created by an Act of God or may be man-made. Examples of the foregoing would be trees, or parts of trees, which have fallen on or across a Right-of-Way, flooding or washouts created by storm waters. An obstruction could be a damaged or disabled self-propelled vehicle, or a damaged or disabled vehicle designed to be towed by a self-propelled vehicle, either of which has been left on the Right-of-Way. Obstructions may also be such things as refrigerators, washing machines, farm equipment or other pieces of equipment, machinery, junk or debris left or deposited upon the Right-of-Way, either temporarily because of the disability of same or through abandonment by some person or persons. Goods such as cars, etc. for sale located in rights-of-way are obstructions and are not allowed.

   b. "ENCROACHMENT" -- The legal definition of an "ENCROACHMENT" is applied to that portion of a building or other man-made structures which overhangs, rests upon or intrudes upon a parcel of real estate contiguous to, but under different ownership from the ownership of the parcel upon which the principal portion or portions of the structure are located. An encroachment in the context of a Public Right-of-Way refers to some structure, fence, wall, ditch, hole or other physical fabrication or construction located upon a County Right-of-Way. Usually, an encroachment is part of a building, wall or fence which is primarily located on adjacent property and, either through error or design, continues from the private property on to the Right-of-Way. An encroachment may, or may not be, also an obstruction and may or may not create an impediment or hazard to travel on the Right-of-Way.

   c. "RIGHT-OF-WAY" -- A "RIGHT-OF-WAY" is defined as a public access or location, usually established for pedestrian or vehicular travel. The boundaries and title to Rights-of-Way acquired by an instrument of conveyance are defined by the terms of the conveyance whether by deed, dedication, or easement. Where title and boundaries are based upon a maintenance claim, the boundaries of the claim are defined by the extent of the maintenance work. The boundaries of any Right-of-Way must be capable of being established by an accurate survey setting forth, by monuments located on the ground, the property lines described in the deed, dedication, grant of easement or extent of maintenance, if title is based upon a "maintenance claim".

d. "SUMMARY ABATEMENT" -- This term refers to a legal concept which ~~in essence~~ means to take immediate steps, by legally available means, to terminate, eliminate, or otherwise bring to an end, any existing condition or circumstance. As used herein, the term refers to the elimination of an "OBSTRUCTION" on a Public "RIGHT-OF-WAY".

e. "ALTERNATIVE ABATEMENT" – This term refers to steps to protect the public trust and insure continued public safety by bringing the situation to the attention of the affected parties (Board of County Commissioners, Owner(s) of abutting land, Owner(s) of the encroaching man-made structure) and arriving at a suitable solution including, but not limited to: removal of the encroachment from the Public "RIGHT-OF-WAY", exchange of property, vacation of rights-of-way, temporary license, etc.

2. ABATEMENT OF OBSTRUCTIONS

Upon receipt of knowledge, notice or other evidence or information indicating that a County "RIGHT-OF-WAY" is affected by an "OBSTRUCTION" as defined above, the County official designated by either Administrative action or action of the Board of County Commissioners, shall take action as follows:

a. SUMMARY ABATEMENT: If, in the opinion of the official, the "OBSTRUCTION" constitutes an immediate hazard or threat of injury to users or travelers upon the "RIGHT-OF-WAY", or an impediment to the use of same, such official shall employ the labor and machinery necessary to render the "RIGHT-OF-WAY" safe and usable for travel or, in the event immediate steps cannot effectively eliminate the hazard, then the official shall cause appropriate warnings of the existence of the hazard (including the use of such barricades and lighting) as shall isolate the hazard or otherwise protect users of the "RIGHT-OF-WAY" or, if necessary, block or barricade in such a way as to restrict or prevent use of the "RIGHT-OF-WAY" until the "OBSTRUCTION" has been summarily abated. Summarily abated shall be as defined above.

b. STANDARD ABATEMENT: In the event that the "OBSTRUCTION" does not constitute an immediate hazard or threat to users of the "RIGHT-OF-WAY", then the responsible official shall take the following steps:

   i. Utilizing the title searches and surveys, the boundaries of the "RIGHT-OF-WAY" shall be established as accurately as possible and shall be marked by permanent monuments. Such determination relative to title shall utilize the Public Records of Escambia County which are maintained at present by the Escambia County Comptroller (or the successor thereof).

   ii. In the event a survey is required, every effort shall be made to insure the accuracy of same, utilizing known monuments and surveying knowledge commonly utilized by professional land surveyors in Escambia County.

   iii. In the case of "OBSTRUCTIONS" which are capable of being safely removed from the "RIGHT-OF-WAY" without damage to the object, the official shall make reasonable efforts to determine the ownership of the object, vehicle or machinery, if that be the case, and shall remove same to an appropriate County owned location capable of providing safe and secure storage.

c. Where ownership of the obstruction article can be determined, the official shall immediately notify the owner, both by telephone or personal communication, and by United States Mail, that the object is in the custody of Escambia County and the location of same. If recovery of the obstructing object is sought by the true owner thereof, the official may require the owner to reimburse the County for the reasonable expenses of the removal, transport and storage of

same. Where the "OBSTRUCTION" does not create an impediment to travel, or a hazard to such travel, the official may allow same to remain temporarily in the location where it was first discovered, or may remove same to a location on the Public "RIGHT-OF-WAY" which does not create an impediment or hazard to users of the 'RIGHT-OF-WAY".

d. In the event that the official elects to allow the "OBSTRUCTION" to remain or be relocated on the "RIGHT-OF-WAY" temporarily, while efforts are underway to secure the removal by the true owner thereof, an appropriate sign or notice shall be attached to the "OBSTRUCTION" advising the owner or custodian that it is located on a Public "RIGHT-OF-WAY" and instructing such owner or custodian to immediately remove same, failing which County personnel will effect the removal at the expense of the owner or custodian. The official, in making the determination described above, shall utilize normal care and prudence in the light of the surrounding circumstances and shall make such determinations on a case by case basis.

3. ABATEMENT OF ENCROACHMENTS; ALTERNATIVES TO ABATEMENT

Upon receipt of knowledge, notice or other evidence or information indicating that a County "RIGHT-OF-WAY" is affected by an "ENCROACHMENT" as defined above, the County official designated by either Administrative action or action of the Board of County Commissioners, shall take action as follows:

a. SUMMARY ABATEMENT

ENCROACHMENTS which impede travel upon the "RIGHT-OF-WAY, or which create a hazard to users of the "RIGHT-OF-WAY" shall be summarily abated by the responsible official using whatever means are available in terms of labor and equipment. The official shall cause appropriate warnings of the existence of the hazard (including the use of such barricades and lighting) as shall isolate the hazard or otherwise protect users of the "RIGHT-OF-WAY" or, if necessary, block or barricade in such a way as to restrict or prevent use of the "RIGHT-OF-WAY" until the "ENCROACHMENT" has been abated by removal

b. STANDARD ABATEMENT

Whenever an "ENCROACHMENT" is determined not to create an impediment or hazard to travel, the responsible official shall, first, cause an accurate determination to be made as to the precise boundary of the RIGHT-OF-WAY and secondly determine the ownership or possession of the adjacent real property and, if possible, the responsibility for the creation of the ENCROACHMENT. In the event that the official is unable to secure the removal of the "ENCROACHMENT" through consultation with the owner, then such fact shall be communicated to the Board of County Commissioners, including a complete recitation of the factual circumstances in order that a determination as to whether the encroachment should be removed or whether an alternative to abatement may be proper and equitable.

In those circumstances involving a building or other structure which might be substantially damaged by the removal of the portion of same which constitutes the "ENCROACHMENT" the Legal Department shall, upon instruction from the Board of County Commissioners, undertake such legal proceedings as may be necessary to secure an order from the Circuit Court requiring removal of the "ENCROACHMENT" by the owner or possessor of same, or authorizing the removal by county officers, agents and employees or their contractor.

c. ALTERNATIVES TO ABATEMENT

Where an encroachment is caused by a building or other structure which might be substantially damaged by removing the encroachment and where the factual circumstances are such that it would be grossly inequitable to require removal of the building or structure, then the Board of County Commissioners may consider one or more of the following alternatives to abatement:

i. TEMPORARY LICENSE

Should the "ENCROACHMENT" be semi-permanent such as a mobile home, deck, etc. a temporary license may be considered. Such license may last for the life of the structure. The license shall terminate upon destruction or loss of the structure with the expectation that a new structure will not be placed in the "RIGHT-of-WAY".

a. The official shall determine the duration and cost of the license at the same rate as a vacation fee or 15% of the value of the "RIGHTS-OF-WAY" (based upon the Property Appraiser's land value of the abutting parcel), which ever is greater. If the value is greater than $1,500, an appraisal shall be acquired to determine a more accurate land value.

b. The official shall provide the Legal Department with information including the proposed duration, cost of the license and legal description to be used in preparing the appropriate documents for presentation to the Board of County Commissioners. The Legal Department shall undertake such actions as may be necessary to secure a lease agreement and hold harmless agreement.

ii. EXCHANGE OR SALE OF PROPERTY

Should the encroachment be of a permanent nature such as a house or swimming pool, an exchange of property, i.e. an exchange of easements, lands and/or improvements may provide relief (if the exchange results are consistent with the original service, intents and use of the original infrastructure)

a. The official and owner shall agree upon the terms and conditions including payments to County for the fair market value of the property on which the encroachment lies (easements, lands, improvements) of the exchange.

b. The official shall provide the Legal Department with information including the proposed legal description to be used in preparing the appropriate documents including a hold harmless agreement for presentation to the Board of County Commissioners.

c. Following completion of ii.b above, the official shall notify the Board of County Commissioners in accordance with Chapter 336.10, Florida Statutes (closing & abandonment of roads; publication of notice) including public hearing requirements.

i. OTHER FORMS OF RELIEF

a. The official, in cooperation with the Legal Department, may determine other forms of relief for presentation to the Board of County Commissioners. All forms of relief shall include a hold harmless agreement secured by insurance in an amount and form acceptable to County for the duration of the encroachment.

SECTION III. J-1.

POLICY REGARDING THE LEASING OF OIL AND MINERAL RIGHTS ON COUNTY-OWNED LANDS

1. It shall be the policy of the Board of County Commissioners of Escambia County, Florida, to consider leasing of the oil and mineral rights on County-owned lands on which such rights are vested in the County, to interested parties. The property to be so considered may be nominated for consideration by any person or upon the Board's own motion.

2. In the event that the Board decides that a particular property can be leased, said property shall be advertised for lease at least two times in a newspaper of general circulation within Escambia County, with at least one week between advertisements and with at least one week between the last advertisement and the last day for receipt of proposals. The advertisement shall specify the minimum rental for the first year exclusive of royalties that the Board will consider. Said amount shall be established by the Board at the time it approves the offering of a specified property for lease.

3. Competitive bids for said leases shall be written offers of a cash consideration including the advertised rental for the first lease year, the amount offered above said rental being the competitive bid. The cash consideration offered shall accompany the written offer by certified or cashier's check made payable to the County and shall be returned to the unsuccessful bidder upon award of the lease or upon rejection of any and all bids.

4. All leases given by the County under this policy shall state that the County does not, in any way, warrant that it has title or any other rights in the property leased, and that the County is only leasing the rights it possesses and can lawfully lease, if any.

5. All leases given by the County under this policy shall require that the lessee enter into a hold harmless-indemnification agreement with the County by which the lessee shall agree to defend, indemnify and hold the County harmless for any and all claims, actions, or causes of action that arise out of the granting of the lease by the County or the activities of the lessee upon the subject property or related to said property. Lessees will also be required to post bond with the County in an appropriate amount to guarantee performance of their agreement.

6. Lessee shall not drill nor engage in any other surface activity on the subject property unless it first receives written authority from the lessor. In any event, the activities of the lessee shall not interfere with the use of the subject property by the County.

7. All applications or nominations for the lease of County lands and lands in which the County or any agency of the County holds an interest in the minerals, petroleum or petroleum products shall include the following

(a) Name and address of the applicant or nominee;

(b) Legal description of the parcel including the subject acreage;

(Continued on next page)

(c) Identification of the County agency vested with the ownership of the minerals, petroleum or petroleum products;

(d) Percentage of such interests held by the County;

(e) Identification of any municipal corporation in which all or part of the parcel sought is located within three (3) miles thereof; and

(f) Identification of any improved beach outside of a municipal corporation of land in the tidal waters of the state abutting on or immediately adjacent to any improved beach in which all or part of the parcel sought is located or within three (3) miles thereof.

8. The Royalty to be paid by the lessee to Escambia County shall be as follows

(a) the royalty shall be one-quarter (1/4) when the lease area is located within a section that is contiguous to any section with hydrocarbon production, or a shut in well capable of producing hydrocarbons. However, if there is an intervening dry hole, the royalty shall drop to one-fifth (1/5);

(b) the royalty shall be one-fifth (1/5) when the lease area is located at least one mile but no more than three miles from any section with hydrocarbon production, or a shut in well capable of producing hydrocarbons. However, if there is an intervening dry hole in the one-fifth (1/5) royalty area, the royalty shall drop to one-sixth (1/6);

(c) the royalty shall be one-sixth (1/6) when the lease area is more than three (3) miles from any section with hydrocarbon production, or a shut in well capable of producing hydrocarbons;

(d) a dry hole must be at least to the depth of, or the stratagraphic equivalent of, the well proposed to be drilled on the lease area to be considered an intervening dry hole;

(e) where multiple wells are drilled and geographic location raises doubt as to whether a potential new location is one-quarter (1/4), one-fifth (1/5), or one-sixth (1/6), the higher royalty shall prevail.

ADOPTED: June 28, 1983

SECTION III, PLANNING & ENGINEERING SERVICES

Item I, "J-2"

POLICY REGARDING REQUESTS
FOR RETURN OF
OIL AND MINERAL RIGHTS ON COUNTY RIGHTS-OF-WAY

It shall be the policy of the Board that property owners who donated rights-of-way and currently own property, or mineral rights on such property, contiguous to said rights-of-way shall be allowed to have the oil and mineral rights returned to them upon request to the Board, and compliance with the following procedures:

1. The petitioner shall submit a written request for the return of oil, gas and other mineral rights to the office of the County Administrator.

2. The County Administrator shall forward the request to the Planning and Engineering Services Department who will furnish the petitioner with a processing check list and a form of reconveyance both of which must be completed by the petitioner through independent means. (Attachments)

3. The form of reconveyance and items stated in the check list must be delivered to the Planning and Engineering Services department. Upon receipt of all items, Planning and Engineering shall forward the request with a recommendation to the Board of County Commissioners, through the County Administrator and the Public Service Committee.

4. Upon approval by the Board, Planning and Engineering shall have the reconveyance document executed and returned to the petitioner for recording.

5. The Board may establish a fee for processing the request to be submitted with the completed reconveyance document. Said fee shall be deposited into the Planning & Engineering Fees Account at the time the request is forwarded to the Board. Said fee shall not be refundable, even if the Board disapproves the request.

Note: Those parties who are not the original grantors or heirs to the original grantors of the rights-of-way, shall not be allowed to obtain the mineral rights in this manner.

Attachments (2)

ADOPTED: 6/23/83

MINERAL RIGHTS RETURN
Check List

( ) Form of Reconveyance
Completed through independent means.

( ) Map showing the property currently owned by the petitioner and the right-of-way donated in different colors.

( ) Letter from a title company or an attorney certifying that the petitioner is currently the owner of property contiguous to the right-of-way donated.

( ) Processing Fee in the amount of $75.00 or a rate of $_____ per hour, whichever is greater, unless the fee, or any portion thereof, is waived by the Board of County Commissioners in whole or a part thereof. Checks should be made payable to "Escambia County."

Any questions relating to the return of mineral rights may be directed to the Office of Planning & Engineering Services (436-9880).

QUIT CLAIM DEED

STATE OF FLORIDA,

COUNTY OF ESCAMBIA.

THIS DEED, made this _____ day of _____, 1980, by Escambia County, Florida, Party of the First rt, and _____ _____ _, Party of the Second Part,

WITNESSETH:

WHEREAS, on _____, 19___, _____ _____, as owners of the adjoining land, conveyed to Escambia County, the property described in Exhibit "A," attached hereto and incorporated herein, by Quit Claim Deed recorded in Official Record Book _____, at Page _____ of the Official Records of Escambia County, Florida; and

WHEREAS, said property was conveyed to Escambia County for improvement and construction of such property as a public road; and

WHEREAS, Party of the Second Part has made written demand pursuant to the provisions of Board Policy of the Escambia County Board of County Commissioners for reconveyance of the oil, gas and other mineral rights underlying the said described property from the Party of the First Part to the Party of the Second Part, NOW, THEREFORE,

THE PARTY OF THE FIRST PART, for and in consideration of the sum of One Dollar ($1.00) and other valuable considerations paid, receipt of which is hereby acknowledged, and pursuant to the provisions of Board Policy of the Escambia County Board of County Commissioners, does hereby remise, release, quitclaim unto the Party of the Second Part, their heirs, executors, administrators and assigns, all the right, title and interest, claim and demand which the Party of the First Part has, and has power to convey in and to the oil, gas and other mineral rights underlying the property described in Exhibit "A," PROVIDED THAT the Party of the First Part has and retains an exclusive and perpetual right of way and easement for a public roadway, on over and across the said described property, and does not intend hereby to disclaim or renounce such rights. The Party of the Second Part shall not have the right to conduct any operations whatsoever upon the surface of the above-described lands for the exploration or production of oil, gas or other minerals whatsoever, but said Party of the Second Part shall have the right to pool and combine the oil, gas and other minerals underlying the above-

described lands with adjacent oil, gas and other minerals for the purpose of producing same.

PROVIDED FURTHER that the transfer of rights by this instrument is limited to only those rights and that property originally granted to the Party of the First Part by the Party of the Second Part by a certain instrument recorded in Escambia County Official Record Book _____ at Page _____. In the event that the property described Exhibit "A," attached, exceeds or differs from the property originally granted to the Party of the First Part by the Party of the Second Part, then the rights transferred by this instrument shall only apply to that portion of the described property originally deeded to the Party of the First Part by the Party of the Second Part, if any.

IN WITNESS WHEREOF, the Party of the First Part has hereunto set its hand and seal the day and year first above written.

ESCAMBIA COUNTY, FLORIDA
BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

By: _____
Chairman

ATTEST: JOE A. FLOWERS
COMPTROLLER

By: _____
Deputy Clerk
(SEAL)

STATE OF FLORIDA,

COUNTY OF ESCAMBIA.

Before me personally appeared _____, as Chairman and C. B. McAllister, Jr., Deputy Clerk of the Board of County Commissioners of Escambia County, Florida, to me known and known to me to be the individuals described in and who executed the foregoing Quit Claim Deed and acknowledged that they executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal this _____ day of _____, 19___.

_____
NOTARY PUBLIC

My Commission Expires: _____

THIS INSTRUMENT PREPARED BY:

Patricia D. Wheeler
County Attorney
23 West Government Street
Pensacola, Florida 32501
Telephone (904) 436-5450

Attachment 2, page 2

described lands with adjacent oil, gas and other minerals for the purpose of producing same.

PROVIDED FURTHER that the transfer of rights by this instrument is limited to only those rights and that property originally granted to the Party of the First Part by the Party of the Second Part by a certain instrument recorded in Escambia County Official Record Book _____ at Page _____. In the event that the property described Exhibit "A," attached, exceeds or differs from the property originally granted to the Party of the First Part by the Party of the Second Part, then the rights transferred by this instrument shall only apply to that portion of the described property originally deeded to the Party of the First Part by the Party of the Second Part, if any.

IN WITNESS WHEREOF, the Party of the First Part has hereunto set its hand and seal the day and year first above written.

ESCAMBIA COUNTY, FLORIDA
BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

By: _____
Chairman

ATTEST: JOE A. FLOWERS
COMPTROLLER

By: _____
Deputy Clerk
(SEAL)

STATE OF FLORIDA,

COUNTY OF ESCAMBIA.

Before me personally appeared _____, as Chairman and C. B. McAllister, Jr., Deputy Clerk of the Board of County Commissioners of Escambia County, Florida, to me known and known to me to be the individuals described in and who executed the foregoing Quit Claim Deed and acknowledged that they executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal this _____ day of _____, 19___.

_____
NOTARY PUBLIC

My Commission Expires: _____

THIS INSTRUMENT PREPARED BY:

Patricia D. Wheeler
County Attorney
23 West Government Street
Pensacola, Florida 32501
Telephone (904) 436-5450

Attachment 2, (continued)

K. HIGHWAY CONSTRUCTION CONTRACT CONTINGENCY FUND POLICY

It shall be the policy of the Board concerning highway construction contracts that, upon the approval of the awarding of said contracts, the Board shall also approve a separate contingency fund in an amount to be set by the Board for each individual project, upon recommendation of the County Administrator. Said fund will be available for expenditure only on that particular project for field changes to said contract. Any expenditure of said contingency funds shall be by change order subject to prior approval of the County Administrator or his designee, and shall be ratified by the Board upon report by the County Administrator.

Adopted: February 2, 1982

SECTION III: **POLICIES AND PROCEDURES RELATING TO OPERATIONS OF CERTAIN DEPARTMENTS UNDER THE BOARD OF COUNTY COMMISSIONERS**

POLICY NUMBER: **A.15**

TITLE: **PARKING RESTRICTIONS/PROHIBITIONS IN RESIDENTIAL AREAS**

ADOPTED: **October 25, 1983; Amended: March 24, 1998**

It shall be a policy of the Board of County Commissioners that requests for parking restrictions/prohibitions in residential areas will be processed by the Department of Engineering subject to the following conditions:

1. Requests for parking restrictions/prohibitions may be received either verbally or in writing by the Department of Engineering.

2. Upon receiving a request, the Department of Engineering shall make an investigation to determine if safety or capacity issues on the roadway warrant the need for parking restrictions/prohibitions.

3. The County Engineer may post appropriate signage upon determination that a safety problem exists.

4. If the County Engineer determines that a safety problem is not present, the requestor may submit a petition requesting parking restrictions/prohibitions. The request for parking restrictions/prohibitions shall be for a minimum roadway length of one block or 500 feet,which ever is less, and may include one or both sides of the roadway. The petition shall be signed by 80% or more of the owners of property that abuts or is directly across from the portion of roadway on which parking restrictions/prohibitions are requested, prior to consideration by the Board of County Commissioners for approval. If the property owner resides outside of Escambia County, the lessee or current resident may sign the petition in lieu of the property owner. Said petition shall include the following:

   A. Statement of reason for the request.

   B. Exact location and side(s) of road where the parking prohibition is requested.

   C. Time of day and day of week parking is to be restricted or at all times if applicable

   D. Signature of property owners, including address and telephone number, in favor of request.

   E. Name, address and telephone number of contact person acting as request coordinator.

After a petition has been received, the Department of Engineering shall make an investigation to determine if the restriction/prohibition request complies with the criteria as set forth above. If all criteria are met, the petition will then be forwarded to the Board of County Commissioners for approval or denial. Signs will be installed within 60 days of Board approval.

SECTION III:	**POLICIES AND PROCEDURES RELATING TO OPERATIONS OF CERTAIN DEPARTMENTS UNDER THE BOARD OF COUNTY COMMISSIONERS**
POLICY NUMBER:	**A.16**
TITLE:	**TRAFFIC CALMING DEVICES**
ADOPTED:	**November 29, 1989; Amended: 12/14/93; Amended: 4/25/95; Amended: 2/4/97; Amended: 3/24/98; Amended: 10/21/99; Amended: 6/15/00**

Part 1: New Traffic Calming Devices

A. Petition Process

It shall be a policy of the Board of County Commissioners that requests for installation of traffic calming devices will be processed by the Department of Engineering subject to the following conditions:

1. Receipt of a petition signed by 75% or more of the owners of property which abut the roadway on which traffic calming devices are requested. Lessees of property which abut the affected roadway may sign the petition in lieu of the property owner, if the property owner resides outside of Escambia County. A contact person shall be noted on the petition to act as neighborhood coordinator. For intersections where traffic circles are desired, the petition must include signatures from at least 75% of affected property owners along the intersecting side streets. Staff will determine the geographic limits of where property owners may be reasonably impacted.

2. The roadway on which traffic calming devices are requested is a paved roadway. Traffic calming devices may be constructed concurrently with a programmed paving project;

3. The roadway on which traffic calming devices are requested is not functionally classified as a minor arterial or principal arterial within the Escambia County Comprehensive Plan.

4. The 85th percentile speed on the roadway which traffic calming devices are requested must be 5 MPH or greater than the speed limit set in accordance with §316.189, Florida Statutes.

The Department of Engineering shall respond to all petitions for installation of traffic calming devices within 30 days of their receipt. If a petition does not meet the conditions listed above, the County Engineer, or designee, shall so notify the contact person in writing.

If a petition meets the conditions listed above, the County Engineer, or designee, shall notify the contact person that the petition is valid and advise that speed humps (3") will be installed within 60 days and that an investigation will be conducted to determine appropriate traffic calming devices for the roadway on which these devices have been requested. This investigation may include field checks, neighborhood input and/or traffic engineering studies. Upon completion of the investigation, the County Engineer, or designee, shall set a meeting with affected property owners to discuss traffic calming and to seek

consensus on maintenance of the speed humps or construction of alternative devices (e.g., median islands, traffic circles, lane narrowing, road blocks, directional diverters, multi-way stop signs).

B. Design Criteria

Traffic calming devices to be constructed on roadways which are functionally classified as a "local" road and in a residence district, as defined in §316.003, Florida Statutes, shall be designed for speeds of 15, 20, or 25 miles per hour. Engineering Department staff will determine the appropriate design speed based on the conditions for each roadway.

Traffic calming devices constructed on roadways which are functionally classified as a "collector", and local roadways not located in a residence district, shall be designed consistent with the posted speed limit and §316.189, Florida Statutes.

C. Right of Way Acquisition

Staff is authorized to acquire right of way which is required to construct traffic calming devices. The amount of right of way required will be based on the minimum needed to accommodate the specific design for each location as prepared by staff. Traffic calming design and associated right of way needs will be discussed during a meeting with affected property owners. Staff will ask property owners to donate real property for right of way in order to expedite the project. If property owner(s) refuse to donate property, staff will offer the Board approved purchase price for right of way and advise residents that construction will be delayed at least six months. If affected property owner(s) refuse the purchase offer, staff is authorized to proceed with condemnation by eminent domain to obtain right of way if approved by the BCC.

PART 2: Changes to Speed Humps

It shall be a policy of the Board of County Commissioners that requests for increasing the height of speed humps from 3 inches to 4 inches will be processed by the Department of Engineering subject to the receipt of a petition signed by 75% or more of the owners of property which abut the roadway on which 4 inch speed humps are requested. Leasees of property which abut the affected roadway may sign the petition in lieu of the property owner, if the property owner resides outside of Escambia County. A contact person shall be noted on the petition to act as neighborhood coordinator.

The Department of Engineering shall respond to all petitions within 30 days of their receipt. If a petition does not meet the conditions listed above, the Director of Engineering, or designee, shall so notify the contact person in writing. If a petition meets the conditions listed above, the County Engineer, or designee, shall notify the contact person that the petition is valid and advise when the 3 inch humps will be increased to 4 inches in height.

PART 3: Requests to Remove Traffic Calming Devices

Requests to remove traffic calming devices shall be initiated by submitting a petition signed by 75% or more of the owners of property which abut the roadway. Lessees of property which abut the affected roadway may sign the petition in lieu of the property owner, if the property owner resides outside of Escambia County. A contact person shall be noted on the petition to act as neighborhood coordinator. Signatures from property owners shall not be valid during a 180-day adjustment period after completion of the traffic calming device(s) which is petitioned to be removed.

Escambia County will pay the costs to remove traffic calming devices in the following cases: (1) devices installed prior to June 15, 2000, and (2) if the petition is supported by written testimony, with or without other documentation, as evidence that a safety or other operational problem exists.

Property owners will be assessed the cost to remove traffic calming devices in the following cases: (1) devices installed after June 15, 2000, and (2) if the petition is not supported by written testimony, with or without other documentation, as evidence that a safety or other operational problem is furnished.

The Department of Engineering shall respond to petitions within 30 days of their receipt. If a petition does not meet the conditions above, the Director of Engineering, or designee, shall so notify the contact person in writing. If a petition meets the conditions listed above, the Director of Engineering, or designee, shall notify the contact person that the petition is valid and that a recommendation will be presented to the Board of County Commissioners for action.

Adopted: 11/29/89; amended 12/14/93; amended 4/25/95; amended 2/4/97; amended 3/24/98; amended 10/21/99; amended 6/15/00.

POLICY CONCERNING "FEET-FIRST FIRST TIME" AND
"NO JUMPING OR DIVING" SIGNS

The Board of County Commissioners recognizes the need for helping prevent spinal cord injuries. Florida Statutes 316.130(17) prohibits jumping and diving from publicly owned bridges. However, apparently few citizens are aware of this Statute as evidenced by the large number of violations at many of the locations. It shall be the policy of the Board of County Commissioners to erect signs to help prevent spinal cord injuries as follows:

(1) "Feet-First First-Time" signs shall be erected only at County recreational areas where water sports are permitted

(2) "No Jumping or Diving" signs shall be erected only on County bridges.

All requests for the installation of signs shall be submitted to the Public Works Director for review and approval.

ADOPTED: December 18, 1986

POLICY AND PROCEDURE FOR UTILITY SPOTTING PRIOR TO EXCAVATION

County Right-of-Way (ROW). While conducting operations on County ROW, the following rules shall apply. Performance of routine maintenance by County work forces within County ROW or on County maintenance claim roadways, will not require calling utility companies for spotting services. Routine maintenance is defined as road grading, "pulling" or cleaning of ditches and mowing or cutting of brush and vegetation.

a. Mowing or cutting operations will not require calling for utility spots; however, supervisors and equipment operators are charged with responsibility for visually checking the area to be cut for possible utility installations such as overhead wires, power poles, water meters, fire hydrants, manholes, etc., which might be obscured by over-growth.

Utilities. Non-governmental utilities which are included in the scope of this rule are: First Americable Corp., Cox Cable, AT&T and Southern Bell or other telephone company equipment and cable, Gulf Power Co. equipment and power lines, and natural gas pipelines belonging to United Gas and various companies serving Escambia County. Governmental utilities included in this rule are Energy Services of Pensacola and the Escambia County Utility Authority.

Excavation. Any excavation by post-hole digger, shovel or heavy equipment to a depth greater than one foot shall require calling for a spot, whether on County ROW or not. This definition includes removal of tree stumps where such work disturbs the ground. Replacement of any stop sign or other traffic sign in the same location will not require a call for spotting services.

Depth of Utilities. Permit requirements of Escambia County require that utility companies bury their service lines to a depth of 30" when initially installed. It is recognized that over time utility depths will be altered when road and ditch maintenance moves the cover. However, this will not place liability upon the County for damage when it occurs as a result of routine maintenance within the ROW. County ROW is primarily for use by the County for public roadways.

Reporting of Utility Breaks. Any employee discovering or causing a utility break shall report the occurrence to his or her supervisor immediately who in turn will notify the appropriate utility company. Failure to report the accident may be cause for disciplinary action. A written report of the break will be provided to the Department Director and the Office of Risk Management so that causes can be investigated and damages reimbursed where negligence exists. In the event work causes a utility line to be stretched but with no apparent break, this shall be considered as potential damage and reported.

Calling for Utility Spots. To reduce the chances for damage to utilities, the following procedures shall be followed in calling for spots:

a. Spots will be called for at least 48 hours in advance of the scheduled work.

b. Division Directors will contact the appropriate utilities personnel to establish a spirit of cooperation and to obtain telephone numbers to call for spotting services. Utilities have indicated the desire to cooperate in this effort.

c. When spotting services are called for, a record will be kept of the time/date the spot is called for, exact location of the work area, utility involved, the spotter's name and the spot number.

d. Spotting flags or ground marks shall be preserved as much as possible so the utility location is not lost. The accuracy of telephone utility spots is within 18" on either side of the marker. Any variation of utility location outside the spot markers shall be reported in the event of damage.

Above Ground Utilities. Supervisors shall caution their personnel about above ground utility installations, particularly the less visible ones such as telephone, cable TV lines. If, for example, the raising of a dump truck bed will damage a line then the work pattern shall be changed to prevent damage. If necessary, the utility shall be contacted and requested to move or hold the line up while the work is being done.

Underground Gas Pipelines. Florida Statute 553.851 controls excavations in ROWs and pipeline easements. The statute requires that spotting services be called for, providing the pipeline company at least 48 hours notice before excavation. The gas company is required to respond to the request within 48 hours. Marking of gas pipelines indicates the location within 12 inches on either side of the mark. Depth markings shall be within 18 inches vertically on either side of the pipeline. Under emergency conditions the law provides that the above procedures may be eliminated.

Fiber Optic Cable Installations. Absolutely no work shall be commenced on fiber optic easements without the approval of the Director of Public Works who shall contact the cable owner at least 48 hours in advance of such work. In the event of an emergency the Director shall contact the owner for notification and assistance. Damages to this type of installation and related fines are very high and should be guarded against at all cost.

Damages. Damages will be adjusted and presented by the Utility and combined with the County record. Utility companies will present an invoice for damages which will include direct and indirect labor and materials. Indirect or overhead costs billed shall be reviewed very closely for reasonableness. This invoice will be the basis for damage reimbursement. County Risk Management will work with Utility adjusters as much as possible to reduce the cost of such damage.

Impact of Damaged Utilities. The impact of damaged utilities caused by reckless and careless attitudes inconveniences and more importantly, endangers the public. For example, a severed 200 pair telephone cable puts 200 customers out of service. This situation caused by the rush to complete work would present the County with a potential liability for loss of life and property damage because a citizen would be unable to call for emergency assistance. Damage to a gas service line presents an immediate danger of explosion and fire to our employees and the surrounding neighborhood.

Sub-Contractors. Sub-contractors of Utility companies are held responsible by the Utility for damages. Likewise, sub-contractors of the County are to be held responsible for damages to utilities through the contract instrument and hold-harmless agreements.

Emergency Work. Under certain circumstances an emergency will dictate that road work be performed without benefit of spotting services. An emergency is defined as a situation which will cause loss or endangerment of life, bodily injury or damage to property. Where gas installations are involved, the potential for injury shall be a part of the decision to work without benefit of a call for spotting. Even under emergency conditions, utility companies have indicated they would respond with assistance immediately.

Effective Date. This rule becomes effective on January 1, 1989.

12/8/88

BCC ADOPTED 12/15/88

SECTION III
Q

POLICY REGARDING THE NAMING OF PRIVATE STREETS

It shall be the policy of the Board of County Commissioners, Escambia County, Florida to require that all private existing streets in Escambia County, Florida, have street names when there are three (3) or more residents on the street, to insure the safety and welfare of the residents; to prevent duplication of street names; and for ease of providing emergency police, fire, and ambulance services.

Residents will be encouraged to name their street by way of a street name petition subject to final approval by the Board of County Commissioners.

If the residents fail to name the street by petition; refuse to name the street; or cannot agree on a name, the Board of County Commissioners shall have the authority to name the street.

Adopted: 6/26/90

POLICY CONCERNING EXEMPTIONS FROM STORMWATER PERMITTING

Section 4 of Escambia County Ordinance No. 92-24, concerning the Settlement Agreement approved by the Governor and Cabinet for the Escambia County's Comprehensive Plan, provides the Drainage Level of Service Standard and Stormwater Management Provisions to be used as an interim measure for all types of development and as a provision within the rewritten Comprehensive Plan for all types of development.

The LOS Standards for Drainage shall be:

"a. Retain the first one-half inch of run-off on-site; and

b. Post development run-off shall not exceed the pre-development run-off rate for a 25-year storm event up to and including an event with a 24-hour duration.

c. This shall include design and performance standards pursuant to Section 17-25., F.A.C. and Section 17-3.02, F.A.C.

Also, as an interim measure and plan provision, a prohibition of any new direct discharge of stormwater into receiving waters is hereby established."

Based upon staff's understanding of the intent and interpretation of the above stipulations, and in order to provide an efficient and effective method for complying with the Settlement Agreement, it shall be a policy of the Board of County Commissioners to exempt the following structures and activities from stormwater permitting:

(a) Customary accessory structures to single-family dwellings. However, a single-family dwellings are not exempt unless they meet the provisions of subparagraph f) below.

(b) Farming activities and their customary support structures (not to include dwelling units) on agricultural lands, including tree farming on forest management lands, assessed under provisions of section 193.461, Florida Statutes and provided farming activities are conducted in accordance with a Soil Conservation Service Conservation Plan, or forestry activities conducted in accordance with the Florida Division of Forestry's Silviculture Best Management Practice Manual (latest edition). Maximum impervious area not to exceed 25,000 square feet.

(c) Maintenance work on existing mosquito and arthropod drainage structures for public health and welfare purposes which will not change rate, volume or pollution load of stormwater run-off from the structures.

(d) Maintenance, alteration or interior renovations of an existing structure which will not change the rate, volume or pollution load of stormwater run-off from the site on which that structure is located.

(e) Placement of mobile homes and their customary accessory structures provided the mobile home is registered as a vehicle and, therefore, considered to be personal property.

(f) Construction of a single-family dwelling on a lot within a subdivision approved by the County prior to July 7, 1992, and a single-family dwelling on a metes and bounds lot (parcel) provided it is not part of a larger development (three or more parcels) and the proposed impervious area to be constructed is 10% or less of the total parcel area. In addition, the post-development stormwater discharge from said metes and bounds parcel shall not adversely impact adjacent property and/or the post-development stormwater shall be discharged into an existing County stormwater system.

(g) Emergencies requiring immediate action to prevent material harm or danger to persons which obtaining a permit is impractical and would cause undue hardship in protection of property from fire, violent storms, hurricanes or other hazards. A report of the emergency action shall be made to the County Representative as soon as practicable.

This policy shall remain in full force and effect until such time as Escambia County Ordinance No. 90-21, known as the "Escambia County Stormwater Management and Conservation Ordinance" is revised and, subsequently adopted, and Escambia County's rewritten Comprehensive Plan is approved by the Department of Community Affairs.

Adopted: September 22, 1992

SECTION III:	**POLICIES AND PROCEDURES RELATING TO OPERATIONS OF CERTAIN DEPARTMENTS UNDER THE BOARD OF COUNTY COMMISSIONERS**
POLICY NUMBER:	**A.22**
TITLE:	**REQUEST FOR SIDE WALKS**
ADOPTED:	**Adopted: October 21, 1999**
EFFECTIVE:	**October 21, 1999**

It shall be a policy of the Board of County Commissioners that sidewalk projects funded through the Local Option Sales Tax shall be limited to those which serve as a safe route to school and that requests for sidewalk projects will be processed by the Department of Engineering.

The Department of Engineering shall evaluate all requests for sidewalks and shall present a recommended sidewalk construction plan to the Board semi-annually. The plan shall include, at a minimum, the following information:

1. Description of each proposed project including origin of the request, geographical limits of construction, and source of funding.

2. Prioritized schedule for project design and construction. The criteria listed below shall be considered in prioritizing projects.

- Number of existing and potential users of the sidewalk.
- Potential hazards which may be alleviated by the construction of a sidewalk.
- Functional classification and posted speed limit of the roadway.
- Availability of right-of-way.
- Estimated project cost.

SECTION III:	**POLICIES AND PROCEDURES RELATING TO OPERATIONS OF CERTAIN DEPARTMENTS UNDER THE BOARD OF COUNTY COMMISSIONERS**
POLICY NUMBER:	**A.23**
TITLE:	**STREET NAME SIGN POLICY**
ADOPTED:	**Adopted: October 21, 1999**
EFFECTIVE:	**October 21, 1999**

ALLOCATION OF FUNDS FOR NEW STREET NAME SIGNS

It shall be a policy of the Board of County Commissioners that 20% of the Local Option Sales Tax Extension funds which are programmed annually for new reflective street name signs be allocated to each commission district. When new street name signs have been placed at all intersections within a commission district, the percentage of funds will be increased proportionately to the remaining commission districts.

SECTION III:	**Policies and Procedures Relating to Operations of Certain Departments Under The Board of County Commissioners**
POLICY NUMBER:	**A.24**
TITLE:	**Street Lighting**
ADOPTED:	**July 19, 2001**
DEPARTMENT:	**Engineering Department**

1. Purpose

The purpose of this policy is to establish criteria for providing street lighting service within County and State road rights-of-way. This policy has been established to promote a consistent procedure to respond to citizen requests and because available financial resources are limited.

2. Policy

Capital improvement and annual operating budget funds shall be used only for street lights which satisfy all of the criteria listed below. Approval of street lighting is subject to the availability of funding. This policy does not apply to neighborhoods that request street lighting through a Municipal Service Benefit Unit.

3. Criteria for Street Lighting

Requests for street lighting will be evaluated in accordance with the criteria outlined below. Roadway lighting may be justified when all of the following conditions are satisfied:

A. The roadway is maintained by Escambia County or the Florida Department of Transportation.

B. Ratio of night to day accidents is higher than the statewide average for similar locations.

C. Benefit and cost for lighting is at least equal (i.e., a benefit-cost ratio of 1.0 or greater).

D. Where sidewalks, trails, and/or bike lanes are present within the right-of-way, and substantial nighttime pedestrian and/or cyclist demand exists, criteria's B and C are not required to be met.

4. Procedure

The Department of Engineering shall evaluate and respond to requests for street lighting within County and State road rights-of-way using the procedure outlined below. This procedure also applies to staff-initiated lightning associated with roadway improvement projects. Requests for street and area lighting within redevelopment districts shall be referred to the Community Redevelopment Agency for evaluation and response.

A. Evaluate the request using the *Criteria for Street Lighting*; then,

B. Prepare a technical memorandum that outlines the nature of the request, findings, and a recommendation; then,

C. Advise the requestor verbally or in writing (give the reason street lighting will not be provided) if the requested street lighting location does not meet the criteria; or

D. Prepare and present a BCC recommendation that addresses funding, ownership, and a schedule for construction if the requested street lighting location meets the criteria.

Adopted: 7/19/01

SECTION III
B.1

INSTALLATION AND MAINTENANCE OF RESIDENTIAL DRIVEWAYS

1. The Board shall be responsible for the furnishing and installation of culverts when relatedwork performed by the County creates the necessity for installation of a culvert.

2. Upon purchase of a permit, (to include handling charges of $50.00) by the property owner, at the Public Works Department Engineering Services Division located at 1190 West Leonard Street, property owner shall contact the Public Works Department – Roads and Bridges Division to inspect site and determine the sizing of the culvert and the use of sand cement headwall, or concrete mitered ends. All materials and labor will be the responsibility of the property owner. County Field Supervisor will follow up on installation to ensure that it meets all County standards for quality assurance, i.e., proper grade and drainage.

3. On all adjacent property wherein the Florida Department of Transportation (FDOT) has jurisdiction over the particular road in question, the owner shall be required to obtain a permit from FDOT and also have the responsibility of the installation of the culvert.

4. Permits for driveways within subdivision can be included in the application for a building permit or as indicated in item 2. In any case, the permit, materials, and installation will be the responsibility of the applicant and all requirements of the Land Development Code shall be met.

5. The use of mitered ends on culverts will be required on all secondary (secondary road is defined as a road not of primary importance, a feeder road) and collector roads. Headwalls made of sand-cement bags or concrete will be required on all local and dirt roads.

6. All driveways which abut a paved road should be asphalted or concreted at the owner's expense for labor and materials within the right-of-way. Attention should be given for any drainage if necessary.

7. Any driveway which abuts a dirt road shall have materials of either milled asphalt, limestone, or washed concrete 4" in depth on County maintained portion of drive and labor and materials will be the owner's responsibility.

8. The County will provide "any maintenance required in order to effect the efficient flow of water on County right-of-way."

ADOPTED: 3/25/97

Board of County Commissioners
Escambia County, Florida

Title:	Relocating fences, plants, etc. on County Roads Section III, Part B.2
Date Adopted:	October 21, 1977
Effective Date:	October 21, 1977
Reference:	
Policy Amended:	February 2, 1978 (an amendment to the Board's policy of October 21, 1977 was adopted to include Maintenance and Repair of County Roads that is now listed as a separate policy under Section III, Part B.3)

A. County will relocate, at no expense to the property owner existing fences, mailboxes, and transplantable plants on those County roads for which property owners have donated rights-of-way, when such relocation is necessary for improving the road, subject to the following provisions:

1. If existing fence is in such condition that it cannot be relocated, County will install a new fence of similar construction, provided property owner purchases all materials.

2. If existing fence is movable but property owner desires a new fence, County will install a new fence of similar construction provided property owner purchases all materials.

3. County assumes no liability for transplanted plants that do not survive.

4. Property owner must sign agreement allowing County forces on private property for relocation and transplanting work outlined herein above.

B. Relocation of structures and objects other than those outlined in number 1 above, will be considered on an individual basis and will be subject to specific approval of the Board of County Commissioners.

Board of County Commissioners
Escambia County, Florida

Title:	Maintenance and Repair of County Roads, Section III, Part B.3
Date Adopted:	February 2, 1978
Effective Date:	November 2, 1982, as amended
Reference:	
Policy Amended:	November 2, 1982 (to include Paragraph G); February 2, 1978 (originally adopted as an amendment to the Board's policy of October 21, 1977 on the Relocating Fences, Plants, etc. on County Roads)

A. Work performed by the Road Department shall be restricted to dedicated rights-of-way and to roads controlled or maintained by the County, except, however, when a written release or work agreement has been obtained from the owner of private property which is necessary for the work which is to be accomplished.

B. The Road Department may perform work upon private property without Board approval subject to the following criteria being met:

1. There is no material cost involved;

2. A proper Work Agreement holding the County harmless of any damage is executed prior to the work commencing; and

3. Property has been damaged during heavy rains by problems with a County drainage system or the lack of a County drainage system.

   Any projects meeting the above criteria must be approved by the Director of Road Operations prior to work commencing.

   All other work on private property shall be approved by the B.C.C. before any work is performed.

C. Routine and Major Maintenance are defined as follows:

1. *Routine Maintenance* shall consist of any work that can be performed utilizing machinery, manpower, and materials on hand that are regularly used on a daily basis such as: mowing grass, trimming limbs, grading roads, cleaning ditches, patching asphalt, stabilizing roadbeds, shoulders, and ditches, and opening of new ditches; provided, however, that routine maintenance would be limited to the purchase of materials from line items of the Road Operations budget, not to exceed $20,000 for materials in the same general area.

2. *Major maintenance* is defined as new or corrective work which exceed $20,000 in materials and may require engineering, surveying, or plan preparation. Major maintenance projects will be submitted to the Board for approval unless an emergency situation exists in which case the work will be accomplished and the Board then informed.

D. Opening of Accepted Rights-of-Way

1. The Board may authorize the use of County forces to open a road right-of-way that has been accepted by the Board or is shown on a recorded plat, map or deed.

E. Disposal of Large Dead Animals

1. The Director of Road Operations shall be responsible for the disposition of large dead animals on highways or roads.

F. Street Signs

1. The Director of Road Operations shall have the discretion of placing street signs on streets which have not been dedicated to the County, but are maintained by the County.

G. Criteria for Accepting Unpaved Roads for Maintenance

1. *Drainage* - Drainage for the area should be designed, and positive control methods provided as if there were a paved road. Poor drainage on the unpaged road is even more critical and will cause more maintenance problems then if the road were paved. Maximum effort would be put forth to prevent erosion, rutting, washouts, and mud holing. Drainage easements should be obtained when needed. Drainage to adjacent property must be considered as the County does not wish to incur further liability (or complaints). New Florida Department of Environmental Regulation requirements must be3 strictly adhered to where applicable; permits to be acquired by the petitioner.

2. *Right-of-Way* – No changes as to right-of-way required 66' minimum. Exceptions will be evaluated by the County Engineer with recommendations to the Board of County Commissioners.

3. *Base* – The proper mixture of sand and clay must be used and properly compacted to provide a stable, well graded road base. A minimum of 6" base must be provided. The sub-base must be stabilized as necessary.

4. *Roadway* – The road will be a minimum width of 22' (two 11' lanes) for safety reasons. The road will be properly crowned for drainage and will have a minimum 4' shoulder on either side.

   Additional Guidelines

   a. Proposed unpaved section must be presently served by an existing unpaved section of road.

   b. An existing paved section of road must be greater than 1,000' from the edge of the new paved section.

   c. The road section must be rural in nature.

   d. The present residents and property owners must agree in writing to participate in an assessment project if future paving is requested.

e. The new road section must tie in smoothly with the existing road section.

f. An evaluation will be made to determine if homebuilders or developers who request the new open road in order to enhance land values or to subdivide land will be required to comply with the County Subdivision Regulations. The unpaved road policy will not be utilized to circumvent County Subdivision Regulations.

5. *Typical Cross Section* – A typical cross section is attached. This is representative and does not necessarily cover all conditions.

6. *Variations* – The County Engineer will review and recommend deviations to the above based on actual site conditions. Accepted engineering standards based on criteria provided by Florida Department of Transportation and AASHO will be utilized.

7. *Cost* – All costs in opening an unpaved (or paved) road will be borne by the petitioners.

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l combustion byproducts
rom waste incineration fa-
products for subbase ma-

ic material for guard rail
osts;
cluding reinforcing rods
from scrap metals dis-

sion of the demonstration
ll report to the Governor
imum percentage of each
be effectively utilized in
ncurrent with the submis-
ent shall review and modi-
e construction specifica-
e use of recyclable mate-
gs of the demonstration

ontract for the investiga-
of ground tire rubber as
e and other alternatives
The development of the
al guidance and review of
tive effort of the depart-
d Research and the State
shall include, but not be

nd amount of ground tire
ceptable properties in an

ssing requirements and
ground tire rubber in the
ifying potential effects on
erformance;

(c) Determining effects and procedures for the recycling of asphalt concrete containing ground tire rubber;

(d) Determining the amount of ground tire rubber that may be used in road construction and the expected cost of such use; and

(e) Identifying changes needed in department and local government specifications and procedures to allow for use of ground tire rubber from waste tires in asphalt concrete pavements.

This evaluation shall be completed by March 1, 1989, and the department shall report its findings to the Governor and the Legislature.

(4) The department shall review and revise existing bid procedures and specifications for the purchase or use of products and materials to eliminate any procedures and specifications that explicitly discriminate against products and materials with recycled content, except where such procedures and specifications are necessary to protect the health, safety, and welfare of the people of this state.

(5) The department shall review and revise its bid procedures and specifications on a continuing basis to encourage the use of products and materials with recycled content and shall, in developing new procedures and specifications, encourage the use of products and materials with recycled content.

(6) All agencies shall cooperate with the department in carrying out the provisions of this section.

History.—s. 49, ch. 88-130.

336.045 Uniform minimum standards for design, construction, and maintenance; advisory committees.

(1) The department shall develop and adopt uniform minimum standards and criteria for the design, construction, and maintenance of all public streets, roads, highways, bridges, sidewalks, curbs and curb ramps, crosswalks, where feasible, bicycle ways, underpasses, and overpasses used by the public for vehicular and pedestrian traffic. The minimum standards adopted shall include a requirement that permanent curb ramps be provided at crosswalks at all intersections where curbs and sidewalks are constructed in order to give handicapped persons and persons in wheelchairs safe access to crosswalks.

[1](2) An advisory committee of professional engineers employed by any city or any county in each transportation district to aid in the development of such standards shall be appointed by the head of the department. Such committee shall be composed of: one member representing an urban center within each district; one member representing a rural area within each district; one member within each district who is a professional engineer and who is not employed by any governmental agency; and one member employed by the department for each district.

(3) Notwithstanding the provisions of any general or special law to the contrary, all plans and specifications for the construction of public streets and roads by any municipality or county shall provide for permanent curb ramps at crosswalks at all intersections where curbs and sidewalks are constructed in order to give handicapped persons and persons in wheelchairs safe access to crosswalks.

(4) All design and construction plans for projects that are to become part of the county road system and are required to conform with the design and construction standards established pursuant to subsection (1) must be certified to be in substantial conformance with the standards established pursuant to subsection (1) that are then in effect by a professional engineer who is registered in this state.

(5) Curb ramps which are required by subsections (1) and (3) to be provided at all intersections of curbs and sidewalks on public streets and roads shall be constructed to be in substantial conformance with the Uniform Federal Accessibility Standards published by the General Services Administration, Department of Housing and Urban Development, Department of Defense, and United States Postal Service. The provisions of this subsection apply to curb ramps let to contract on or after July 1, 1986.

History.—s. 1, ch. 72-328; ss. 2, 3, ch. 73-58; ss. 1, 2, ch. 74-242; s. 8, ch. 77-165; s. 1, ch. 78-398; ss. 5, 6, ch. 83-52; ss. 1, 2, 3, ch. 84-151; s. 69, ch. 84-309; s. 16, ch. 85-180; s. 31, ch. 86-243.

[1]**Note.**—Expires October 1, 1994, pursuant to s. 3, ch. 84-151, and is scheduled for review pursuant to s. 11.611 in advance of that date.

Note.—Former s. 335.075.

336.046 Regulation of bus benches and transit shelters within rights-of-way.—Any bus bench or transit shelter located on a sidewalk within the rights-of-way of any road on the county road system shall be located so as to leave at least 36 inches clearance for pedestrians and persons in wheelchairs. Such clearance shall be measured in a direction perpendicular to the centerline of the road.

History.—s. 17, ch. 85-180.

336.048 Temporary closing traveling lane of road. Whenever any road on the county road or city street system is repaired, reconstructed, or otherwise altered in a manner that necessitates the closing of one or more traveling lanes of the road for a period of time exceeding 2 hours, the party performing such work shall give notice to the appropriate local law enforcement [1]agency within [2]whose jurisdiction such road is located prior to commencing work on the project. However, when the closing of one or more lanes is required [3]because of emergency conditions, such notice shall be waived.

History.—s. 2, ch. 86-37.

[1]**Note.**—The word "agency" was inserted by the editors.

[2]**Note.**—The words "whose jurisdiction" were substituted for the word "which" by the editors.

[3]**Note.**—The words "because of" were substituted for the word "for" by the editors.

336.05 Naming of county roads; recording.—

(1) The commissioners are authorized to name and rename streets and roads, except state roads designated by number by the department, lying outside the boundaries of any incorporated municipality.

(2) The commissioners are authorized to refuse to approve for recording in accordance with chapter 177 any map or plat of a subdivision when recording of such plat would result in duplication of names of streets or roads or when such plat, in the opinion of the commissioners, will not provide adequate and safe access or drainage.

History.—s. 45, ch. 29985, 1955; s. 2, ch. 57-776; s. 70, ch. 84-309.

HIGHWAY - CROSS SECTION ELEMENT

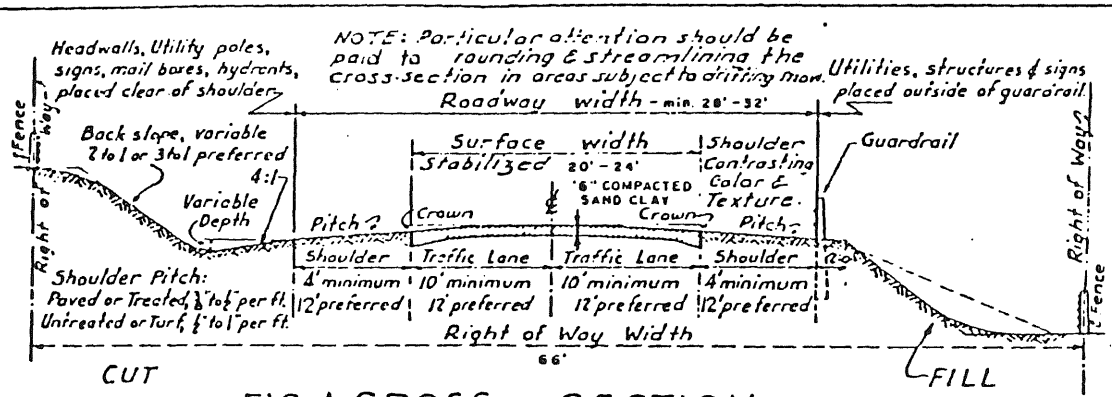

FIG. A-CROSS - SECTION

SCALE: 1" = 10'-0"

Ref. Highway design policies by A.A.S.H.O.

ESCAMBIA COUNTY, FLORIDA
ENGINEERING DIVISION

DRAWN BY Sawyer | SCALE: 1S SHOWN
DATE: 2 Apr. 92 | PLO BK N/A PG

Highway - Cross Section Element

SHEET 1 OF [illegible]

SECTION III, 2 (H)

UTILIZATION OF PUBLIC RIGHT-OF-WAY FOR RECREATIONAL PURPOSES

1. All requests for blocking of public right-of-way for the purpose of recreational activities such as block parties or street dances shall be submitted in writing at least 14 calendar days prior to requested blockage.

2. Blocking at any one location shall be limited to a maximum of two occurrences annually unless the additional blockages are approved by the Board of County Commissioners on a case by case basis.

3. The Director of the Department of Growth Management/Public Works shall review and approve requests for blockages up to the maximum number and shall submit all requests exceeding the maximum to the Board with appropriate supporting information.

4. Requestor must sign a form agreeing to accept financial responsibility for any lost or damaged barricades prior to a letter of approval being issued by the Department of Growth Management/Public Works.

ADOPTED: September 9, 1982

AMENDED: January 25, 1994

SECTION III
B.9

POLICY STATEMENT

TITLE: *RECREATION MAINTENANCE ASSISTANCE TO AREA SCHOOLS

The Board of County Commissioners of Escambia County recognizes the need for providing assistance to area schools for recreation purposes. However, in view of the vital maintenance requirements which utilize similar County resources, such assistance to area schools shall only be rendered in emergency situations. These requests shall be forwarded to the County Administrator for his evaluation. The County Administrator is authorized under this policy to execute temporary work agreements with the District School Board or other appropriate authorities to accomplish such emergency work. However, this policy shall be rigidly administered to insure that only true emergency situations are considered.

**Reference is to requests for clay and recreation area maintenance assistance*

Adopted by BCC: 2/28/80

Board of County Commissioners
Escambia County, Florida

Title:	Resolution No. R2003, Gain-Time Policies For Good Conduct for County Prisoners
Date Adopted:	May 1, 2003
Effective Date:	May 1, 2003
Reference:	Section III, C 1
Policy Superseded:	Adopted: 06/22/99 Amended: 05/01/03

Escambia County
Clerk's Original
5-1-03 CAT II-3

2003-000477 BCC
May. 01, 2003 Page 1

RESOLUTION NO. R2003 - 42

RESOLUTION ADOPTING THE GAIN-TIME POLICIES
FOR GOOD CONDUCT FOR COUNTY PRISONERS

WHEREAS, Section 951.21, Florida Statutes authorizes the Board of County Commissioners to adopt, discontinue, or revise the gain-time policies for good conduct for county prisoners;

WHEREAS, in 1999 the Florida Legislature adopted House Bill 253 that revised portions of Section 951.21, Florida Statutes;

WHEREAS, under Section 951.21(1), Florida Statutes, the Board of County Commissioner may authorize commutation of time for good conduct for county prisoners;

WHEREAS, under Section 951.21(3), Florida Statutes, the Board of County Commissioners, upon recommendation of the sheriff, may adopt a policy to allow county prisoners, in addition to time credits for good conduct, an extra good-time allowance for meritorious conduct or exceptional industry; and

WHEREAS, the Escambia County Sheriff's Office has requested, and has concurred in, the adoption of a resolution providing for gain time policies for county prisoners, in light of the revised provisions of Section 951.21, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY

COMMISIONERS OF ESCAMBIA COUNTY, FLORIDA, as follows:

1. That the Escambia County Sheriff, as chief correctional officer for Escambia County, is hereby authorized and empowered to grant gain time for good conduct for county prisoners. The following time credits for good conduct for county prisoners are allowed:

(a) up to five (5) days per month off the first and second years of the

(b) up to ten (10) days per month off the third and fourth years of the sentence;

(c) up to fifteen (15) days per month off the fifth and all succeeding years of the sentence.

3. That, where no charge of misconduct is sustained against a county prisoner, the deduction shall be deemed earned, and the prisoner shall be entitled to credit for a month as soon as the prisoner has served such time as, when added to the deduction allowable, will equal a month. A county prisoner under two or more cumulative sentences shall be allowed commutation as if they were all one sentence.

4. That, in addition to the gain time for good conduct for county prisoners, the Escambia County Sheriff is hereby authorized and empowered to grant an extra gain-time allowance for meritorious conduct or exceptional industry, not to exceed five (5) days per month. Meritorious conduct would include performing an outstanding good deed, such as saving a life, assisting in the prevention of an escape, or some other exemplary deed. Exceptional industry would include diligent work, participation in authorized training programs, or other positive activities.

5. That for each charge of escape or attempted escape, mutinous conduct, violation of any law of the state or any rule or regulation of the Escambia County Sheriff's Office, or other serious misconduct that is sustained by the Sheriff or his designee, all the time credits which would have accrued in favor of a county prisoner up to that day shall be forfeited. For an escape, if the prisoner returns voluntarily without expense to the state or county, the forfeiture shall be set aside.

6. That this resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Escambia County, Florida, this 1st day of May 2003.

BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA

By: Marie Young
Marie Young, Chairman

ATTEST: ERNIE LEE MAGAHA
Clerk of the Circuit Court

By: Patricia M. Cotton
Deputy Clerk

(SEAL)

BOARD OF COUNTY COMMISSIONERS SEAL ESCAMBIA CO., FL

Date: 5-2-03 **Verified By:** PC

ESCAMBIA COUNTY SHERIFF'S DEPARTMENT

GENERAL ORDER

DATE OF ISSUE	EFFECTIVE DATE	NO
7/15/88	7/15/88	88-

SUBJECT	AMENDS	RECINDS
BOND APPROVAL POLICY	GENERAL ORDER 87-002	

TO: DISTRIBUTION

By order of the Circuit Court, the amount of bail or appearance bonds for statute violations are fixed within specific ranges. (copy of order attached)

Officers making criminal charges may within limits, use discretion in setting bonds at the time of arrest or when applying for warrants, subject to alteration by the approving judge who signs the arrest warrant.

The purpose of bail and criteria for bail determination is specified in Florida Statute 903.046. Given those considerations, specific guidelines are provided for the handling of various bonds and requests for approval of signature bonds.

Signature Bonds

The following schedule specifies signature bond approval limits for various ranks:

Sheriff	- Unlimited
Chief of Operations	- Unlimited
Dir. of Admin. Ser.	- Unlimited
Major	- $25,000.00
Captain	- $10,000.00
Lieutenant	- $5,000.00
Sergeant	- $1,000.00
Sergeant (Warrants)	- $2,000.00

Signature bonds for capital or life felonies, even when one is set at a first appearance hearing, are not authorized except by the Sheriff.

Personnel authorized to allow signature bonds must exercise good judgment in their approvals. Special caution should be used when an exceptionally high bond is placed on a person, particularly when the offense charged would usually carry a lesser bond On such cases, contact the case officer or other person knowledgeable about the case prior to approval in order to be as informed as possible and make the best decisions

The signer must be advised they will be required to pay the bond if the defendant fails to appear in court at the appointed time. Considering this, the approving supervisor should give proper consideration to the employment status, residence, criminal record, record of attendance in court, and the ability of the signer and defendant to pay the bond in case of a failure to appear. The appearance bond application shall be completed on all signature bond requests.

No one should be allowed to sign the bond of a person with a record of failure to appear, or of a person charged with resisting arrest with violence, or assaulting an officer.

The authorization to approve signature bonds by specified supervisory personnel is not intended to discourage the use of professional bail bond or any surety bond.

A person who signs a bond cannot call the Sheriff's Department and go off the bond. They must surrender the defendant back to the jail where the bond was made.

Once approval is given, the authorization form is completed, signed by the approving supervisor, and is forwarded to ACR immediately. Copy of the approval form should be retained by the approving signature and forwarded to the office of Chief of Operations.

Property Bonds

Property bonds may be approved by personnel ranked Captain or above, and are only possible during office hours of the Tax Collector and the Comptroller's Office when property records can be verified. Howard Liggett of the Tax Collector's Office, who can verify county tax information, can be reached at 438-6500(1)(2). Dottie Bishop o the Comptroller's Office, who can verify lien information, can be reached at 436-574

To be acceptable as collateral for bond, property must meet the following conditions

1. Must be located in the State of Florida
2. Must not be homestead property or under homstead exemption.
3. Property taxes must be paid to date and property tax receipt must be presented. Tax receipt shows:
   a. Legal description and date of last tax payment.
   b. If under homstead.
   c. Assessed value of property.
4. Appraisal must be equal or greater than amount of the bond.
5. Must be free from forced sale.
6. Must be mortgage-free. If under mortgage, equity must be twice amount of bond.
7. All owners shown on deed must sign bond.

If tax receipt is unavailable, all pertinent information is available from the Tax Collector's Office.

A copy of the face page of the property deed and a copy of the tax receipt shall be forwarded to ACR, along with the approval letter signed by the approving supervisor.

Copies of all appropriate paperwork shall be retained by the approving supervisor.

Appeal Bonds (supersedeas bonds)

May be approved by the Clerk of the Court only.

BY ORDER OF

Vince Seely

VINCE SEELY, SHERIFF
ESCAMBIA COUNTY, FLORIDA

VS/lcf

cc: Chief F.D. Barlow
Mr. A.J. McMillian
Major Adrian Kirksey
Major Chas Grant
Major Marco White
Captain Jim Lowman
Captain Terry Shelby
Captain Don Parker
Captain Richard Seely
Lt. Price
Lt. Harris
Lt. Kennedy
Lt. Reaves
Lt. Greathouse
Lt. Milstead
Lt. Wesley
Lt. Rose
Lt. Wass
Lt. McKinney
Lt. Swinney
Lt. Morgan
Lt. Muller
Lt. Mooneyham
Lt. Shearer
Lt. L. Davis
Lt. Rathlev
Lt. Sanderson
Lt. Cardwell
Lt. Lodge
Sgt. Bates
Sgt. Brown
Sgt. B. Price
Sgt. Summerlin
Sgt. W. Jones
Sgt. Tyree
Sgt. Perry
Sgt. Wilson
Sgt. B. Davis
Sgt. Burgett
Sgt. Repine
Sgt. Roland
Sgt. McNesby
Sgt. R. Thomas
Sgt. Hura
Sgt. Wasdin
Sgt. Watson
Sgt. Howells
Sgt. Phillips
Sgt. D. Thomas
Sgt. Kirkland
Sgt. Enquist
Sgt. Young
Sgt. Jackson
Dan Condon, Esq.

In THE CIRCUIT COURT IN AND FOR ESCAMBIA COUNTY, FLORIDA
IN REF. Bail or Appearance Bonds

ORDER

Bail or appearance bonds are hereby fixed for offenses in the following amounts:

Offense	Low Bond	High Bond
Misdemeanor, 2nd degree (M-2) - - - - - - - - - -	$100	$250
Misdemeanor, 1st degree (M-1) - - - - - - - - - -	250	1,000
Felony, 3rd degree (F-3)(Except Florida Statutes, chapter 893, Narcotics)	1,000	5,000
Felony, 2nd degree (F-2) - - - - - - - - - - - - -	2,500	10,000
Felony, 1st degree (F-1) - - - - - - - - - - - - -	10,000	15,000
Capital or Life (CF, Robbery, etc.)- - - - - - -	NO BOND pending first appearance hearing.	
Narcotics, Chapter 893 - - - - - - - - - - - - - -	10,000	

APPEARANCE BONDS APPLICATION

Date _____

DEFENDANT INFORMATION

Name _____

Address _____

How Long? _____ Phone Number _____

If less than 1 year, previous address _____

_____

Place of Employment _____

Address _____

Phone Number _____ How Long? _____

If less than 1 year, previous employment _____

_____

BOND INFORMATION

Bond _____ Court _____ Returnable Date _____

Charge _____

_____

INFORMATION ON PERSON SIGNING OR CO-SIGNING BOND

Name _____

Address _____

How Long? _____ Phone Number _____

If less than 1 year, previous address _____

_____

Place of Employment _____

Address _____

Phone Number _____ How long? _____

If less than 1 year, previous employment _____

Relationship to Defendant _____

Signature of Applicant _____

TELEPHONE 436 9630
P O BOX 18770

Sheriff

VINCE SEELY

ESCAMBIA COUNTY • PENSACOLA, FLORIDA 32523

TO: A.C.R., DEPARTMENT OF CORRECTIONS

FROM:

DATE:

RE: PROPERTY BOND APPROVAL

Person Arrested _____

Charges _____

Bond _____

I have received necessary documentation and have approved same as being sufficient to justify the release of the above named person on a Property Bond. Copies of documentation are attached.

_____
Signature of Approving Supervisor

Attachments

P O BOX 18770

Sheriff

VINCE SEELY

ESCAMBIA COUNTY • PENSACOLA, FLORIDA 32523

TO: A.C.R., DEPARTMENT OF CORRECTIONS

FROM:

DATE:

RE: SIGNATURE BOND

Person Arrested _____

Charges _____

Bond _____

Court _____ Returnable Date _____

This will allow _____
(name)

_____
(address) (phone)

to sign the above described bond.

_____
Signature of Approving Supervisor

Board of County Commissioners
Escambia County, Florida

Title:	EMS BILLING/COLLECTION PROCEDURES, SECTION III, D.1
Date Adopted:	August 16, 2007
Effective Date:	October 1, 2007
Reference:	
Policy Superseded:	September 17, 1994; Revised November 15, 2001

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1. PURPOSE:

The Division of EMS is an enterprise account and is therefore responsible for billing and collecting adequate fees to support all operating expenses. Other funds, such as the Local Option Sales Tax and grants, may be used to support capital projects and new programs.

The Purpose of these procedures is to establish guidelines to ensure acceptable billing, collection and bad debt write-off methods are utilized. An aggressive but reasonable stance is necessary when attempting collection of fees for services, as is compliance with applicable County, State and Federal rules and regulations.

2. PROCEDURES:

A. 911/Emergency requests shall never be screened for financial ability to pay. Non-emergency requests may be screened for billing information, but transports within our service area will not be refused service because of their inability to pay. A request for non-emergency transport service outside our area of responsibility will be screened and accepted or denied on a case by case basis after accessing crew availability and other pre-determined criteria.

B. 911/Emergency patients are not asked for payment at time of service, but are requested to sign a "Release of Information" and an "Authorization to Pay Benefits to Provider" form. Billing information shall be collected during or after the service and an initial invoice will be sent to the responsible party within 3 to 7 days from the date of service.

C. The EMS Billing Office has no duty or obligation to file insurance claims on behalf of the patient, but, as a courtesy, may file primary and secondary insurances for the patient. The EMS Billing Office shall also make all efforts to assist patients with Medicare appeals, improper denials/partial payments or other related issues that impede legitimate collections from

their respective insurance companies. This assistance in no way relieves the patient of any obligation to repay EMS for services rendered, or seek reimbursement from insurance, Medicare or other sources. We are not a participating provider with any insurance company, but due to regulations imposed by the Ambulance Fee Schedule implemented on April 1, 2002 we are required to accept assignment on governmental claims, i.e. Medicare. Accepting assignment stipulates we will take a write-off based upon what the governmental agency allows for ambulance service. Even though we accept assignment for Medicare claims, there are situations in which we bill the patient for the full charges. Those situations include services, which are non-covered by Medicare and for transports in which Medicare determines that the patient could have been safely transported by other means (not medically necessary denials). Claims denied by Medicare, as not medically necessary will be reviewed by appointed billing staff to determine medical appropriateness for ambulance transport. If we believe that Medicare denied the claim in error, we will file a request for a Medical Review with Medicare on the patient's behalf. If the Review is denied we will notify the patient that they can provide additional medical documentation to us and we will request a Medicare Fair Hearing as a final step in seeking payment from Medicare. It is the responsibility of the patient to provide all requested documents and actively see Medicaid reimbursement. Once all avenues for payment from Medicare are exhausted, or the patient does not provide additional medical documentation, the account becomes a private pay billing to the patient. Anytime partial payment is received, the patient will go into a Time Pay schedule.

D. For accounts with no known insurance to file or the account changes into a private pay status, the responsible party will receive 3 regularly scheduled invoices, one at the time of initial billing followed by two other invoices spaced 28-30 days apart. If no satisfactory arrangements for payment are made within 10 days of the third and last invoice, the account will be turned over to the secondary collection agency for further collection efforts. The collection agency will notify the three main credit bureaus (TransUnion, Experian, and Equifax) after having the account in house for 90 days and no satisfactory payment arrangements have been made. Assuming no extenuating circumstances exist, the total number of days for in-house processing of a Private Pay account before referral to the collection agency is 100 days.

E. It is understandable that occasionally a patient or responsible payer will not be able to pay the full amount of the ambulance bill or that portion due after payment is made by a third party due to a financial hardship.

(1) Recognizing that the County and its departments have no current mechanism to determine an individual's income level when billing for services rendered, research and appropriate definitive action on these type accounts will be initiated after an inquiry has been made by the patient or their representative. Inquiries must be directed to the EMS Billing Division or the contracted Secondary Collection

Agency service indicating their inability to pay due to a financial hardship.

(2) Upon notification by the patient or their representative declaring that a financial hardship exists, they will be asked to provide the following information to assist in verifying their income status:

(a) Verification of current employment/unemployment status.

(b) A copy of their latest tax return or W-2(s) for the previous year. Returns or W-2 forms for the previous 2 years are preferred.

(c) Any other documentation that would substantiate that a financial hardship exists.

(3) Upon receipt of this information, the EMS Manager and Billing Supervisor will utilize the U.S. Census Bureau Poverty Threshold data in determining eligibility for write-off of the payment balance for the billed service.

(4) Once verified that a financial hardship exists, the patient or the authorized payer will be notified and the account will be processed for write-off and payment will no longer be pursued by the County for this date of service.

(5) Subsequent accounts for the same client and/or payer will be evaluated individually to determine if the financial hardship still exists prior to any definitive action being taken.

(6) Although income level will normally be the guideline used in determining financial hardship, additional information can be submitted for consideration and may be used to determine that a financial hardship does exist and consideration should be given for forgiving the bill in question.

F. The Collection Agency will make a diligent effort to collect the accounts in accordance with the written agreement/contract with the Escambia County Board of County Commissioners and is authorized/delineated by corresponding federal and state law. Once an account is identified as uncollectible by the collection agency, it will be returned to EMS for final disposition and write-off as uncollectible bad debt. (1) The Secondary Collection Agency Service shall notify the Escambia County Emergency Medical Services Billing Supervisor concerning any calls from individuals requesting relief due to a financial hardship.

Upon notification, the Billing Supervisor will instruct the Collection Agency to return any accounts to them that result from this type of query for investigation and validation of the financial hardship. The

Collection Agency will discontinue any efforts to collect on these accounts.

G. Accounts returned by the Collection Agency and identified as uncollectible are batched together into a single report and forwarded to the Clerk of the Circuit Courts office for compilation with other agency submissions and presentation to the Board for review and final disposition.

H. Upon approval by the Board of County Commissioners to write-off the recommended accounts, appropriate action is then taken by the EMS Billing Division to adjust these accounts and remove them from the accounts receivable balances.

3. APPLICABILITY:

This Policy applies to all Escambia County employees involved in the billing and processing of ambulance bills under the leadership of the Public Safety Director & County Administrator and auspices of the Board of County Commissioners. This Policy becomes effective on October 1, 2007 and remains in effect until superceded or canceled.

SECTION III:	**Policies and Procedures Relating to Operations of Certain Departments Under the Board of County Commissioners**
POLICY NUMBER:	**E.1**
TITLE:	**Archaeological Review Procedure**
ADOPTED:	**December 7, 2000**
DEPARTMENT:	**Neighborhood and Environmental Services**

1. Intent

The following archaeological review procedure shall apply to all proposed construction projects on property owned or developed by Escambia County or in rights-of-way. This procedure is patterned after the Federal archaeological review procedure established in Section 106 of the National Historic Preservation Act of 1966 as amended. The procedure is designed to identify, evaluate and preserve the limited non-renewable archaeological remains and artifacts on County-owned or developed property or in rights-of-way. Where possible, the intent of this policy is to undertake the review procedure in early stages of project planning so that no construction delays occur.

2. Responsibility

The Neighborhood and Environmental Services Department shall be responsible for coordinating the archaeological review procedure for County-owned or developed property. Technical assistance in the review procedure shall be provided by a professional archaeologist meeting the standards of the Register of Professional Archaeologists and having substantial experience in the archaeology and history of Pensacola.

3. Procedure

A. **Initial Determination.** Prior to the development of preliminary plans for proposed County projects, the Director of the Neighborhood and Environmental Services Department, the County Department Head responsible for the proposed project, the County Administrator and the appointed Professional Archaeologist shall confer to review the nature and extent of the ground disturbance associated with the project. Proposed construction projects include but are not limited to building construction, renovation, additions, landscaping, underground utility activities, stormwater management facilities, sanitary sewers, road construction and maintenance and disturbances within street rights-of-way.

B. **Review of Project Impact.** Based on the preliminary review required in Section III. A. above, if the proposed project is determined not to cause ground disturbance to the property, or there is no potential for archaeological deposits, then the archaeological review procedure will cease. If the proposed project is determined to cause ground disturbance to the property and there is a potential for archaeological deposits, then the following review procedure shall be initiated:

1. The Department Head responsible for the proposed project shall work with the Professional Archaeologist to determine if the site proposed for development contains significant archaeological resources. The criteria used to make this determination shall include, but not be limited to:

   a) National Register of Historic Places Criteria set forth in 36CFR800.10 which include sites:

      (1) That are associated with events that have made a significant contribution to the broad patterns of our history; or

      (2) That are associated with the lives of persons significant in our past; or

      (3) That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

      (4) That have yielded, or may be likely to yield, information important in prehistory or history.

   b) Listing on the Florida Master Site File the Florida Bureau of Historical Archaeological Research; and

   c) The results of the archaeological field survey of County-owned properties prepared by the University of West Florida Archaeology Institute or other accredited public or private archeological organizations.

2. If the presence of archaeological deposits is unknown and the location is at least of moderate potential for archaeological sites, a field assessment survey and possible testing (limited exploratory excavation) of that property shall be conducted, subject to the approval of the County Administrator.

3. Determination of Effect. For each property determined to contain significant or potentially significant archaeological resources, the Professional Archaeologist and the applicable Department Head shall determine if the proposed project will affect the archaeological resources. The findings of effect shall include: 1) no adverse effect, or 2) adverse effect. If the findings indicate no adverse effect, then the archaeological review procedure stops. If the findings indicate an adverse effect, then a preliminary case report stating such findings shall be prepared.

4. Preliminary Case Report. The Professional Archaeologist shall prepare a written preliminary report presenting the archaeological significance of the site, the determination of effect findings and the recommended archaeological activity, if any, to preserve the archaeological resources. This report shall be forwarded to the Neighborhood and Environmental Services Department, the applicable Department Head, the County Administrator and the State Historic Preservation Office for comments.

   a) Contents of the report shall address: a verification of the legal and historical status of the property; an assessment of the historical, architectural, archaeological, or cultural significance of the property; a statement indicating the special value of features to be most affected by the undertaking; an evaluation of the total effect of the undertaking upon the property; a critical review for any known feasible and prudent alternatives and recommendations to remove or mitigate the adverse effect.

5. Memorandum of Agreement. In consultation with the Director of the Neighborhood and Environmental Services Department, the applicable Department Head, the County Administrator and the Professional Archaeologist, a proposed memorandum of agreement shall be prepared specifying actions to be taken to avoid or mitigate any adverse effects. Estimates of costs for such actions proposed to avoid or mitigate adverse effects shall be addressed in the memorandum. The proposed memorandum of agreement will be presented to the Board of County Commissioners or Administrator for review and approval.

4. Funding

A. **Public Lands.** All archaeological activities established in this policy may be funded by the County, by private or other public entities or in the case of a lease site or franchise holder, the assigned lessee.

1. Initial determination, review of project impact and preliminary case report activities performed by the Professional Archaeologist will be compensated

   through a limited work-as-needed contract approved by the Board of County Commissioners.

2. Funding for implementing memorandums of agreement shall be decided on a case by case basis by the Board of County Commissioners.

3. Funding from other sources, such as the State of Florida and private sources to undertake archaeological activities will also be pursued by the County and the Professional Archaeologist.

5. <u>Prohibitions</u>

It shall be the policy of the Board of County Commissioners to prohibit the search for and/or removal of any archaeological material greater than 50 years old on County property except with the explicit permission of the Board of County Commissioners. If such removal occurs, it would be considered a theft of County property which shall be referred to the Escambia County Sheriff's Department for investigation and the State Attorney's Office for prosecution.

6. <u>Disposition of Archaeological Materials</u>

All archaeological materials excavated under this policy shall become the property of Escambia County. Such materials shall be housed by the County, its agent or other approved archeological organization in facilities which meet the standards set forth by the federal government in 36CFR79. While such materials cannot be sold, the materials may be loaned or donated to appropriate State or non-profit associations with standard curatorial facilities.

7. <u>Archaeological Review of Private Property</u>

The Professional Archaeologist shall be informed of all meetings of the Development Review Committee in order to monitor the sub-surface impact of proposed private construction projects and make suggestions to the owners and/or developers of the project site to perform voluntary archaeological activities. All archaeological activities suggested by the Professional Archaeologist and agreed to by the private property owner shall be funded by the private property owner.

8. Definitions

A. **Impact area** - the land area, or areas, where land may be disturbed or the environment changed in such a way as to effect their historic value.

B. **Significant data** - data that can be used to answer research questions, including questions of present importance to scholars and questions that may be posed in the future.

C. **Archaeological material** - material remains (artifacts, refuse, etc.) produced purposely or accidently by human beings, and the spatial relationships among such remains.

D. **Archaeological artifacts** - objects made or used by humans in historic or prehistoric times greater than 50 years old.

E. **Ecofacts** - plant and animal remains associated with past human activities.

Board of County Commissioners

Escambia County, Florida

Title:	Property Owner Notification of Legislative (County Sponsored) Rezoning
Date Adopted:	February 6, 2003
Effective Date:	February 6, 2003
Reference:	
Policy Superseded:	

F. 1. The Department of Growth Management will take the following steps to ensure public notification of County sponsored (legislative) zoning actions:

1. Mail a notice to each person owning real property within the area covered by a proposed County sponsored rezoning. The notification will clearly explain the proposed zoning change, and shall state the time, place and location of the required public hearings on the proposed change.

2. Place an advertisement in the Pensacola News-Journal as follows:
   a. No less than 2 columns wide by 10 inches long
   b. Has a headline in a type of no less than 18 point
   c. Shall not be in the legal section
   d. Shall state the time, date and location of the public hearing.

3. Hold as many community meetings as deemed necessary to receive input from the affected property owners, notice of which will be sent to each property owner by regular mail.

Board of County Commissioners
Escambia County, Florida

Title:	Refund Policy /Public Works and Land Management Agency
Date Adopted:	March 06, 2003
Effective Date:	October 1, 2002
Reference:	
Policy Superseded:	Section III A.17. Handling Request for Refunding Building Inspection Permits

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G.1.A. The County Administrator, or designee, is authorized to refund, or if appropriate, grant a credit to an applicant for administrative, mitigation, and/or permit fees paid for development reviews such as variances, conditional uses, vested rights determinations, rezonings, tree removal permits, building permits, etc. for the Department of Growth Management, the Neighborhood and Environmental Services Department, the Building Inspections Department and the Department of Engineering, for the following reasons:

1. Fees were collected as a result of an error by staff;

2. The applicant chooses an alternative mitigation method, as provided in Section 7.01.04.A.2 (Tree Protection Standards, Land Development Code [LDC];

3. None of the work has been accomplished for which the fees were paid;

4. The fee was paid within the past twelve (12) months of the request for refund and/or the building permit was issued within the past twelve months.

B. A full refund will be granted if there has been an error by staff, the convenience of the applicant when no work has been accomplished by staff for which the fees were paid, or the applicant chooses an alternative mitigation method, as provided in Section 7.01.04.A.2 (Tree Protection Standards, Land Development Code [LDC];

C. No refund shall be made for costs and expenses made to third parties prior to the issuance of the permit.

D. The County Administrator, or designee, will have the discretion to grant refunds based on special circumstances.

E. Any request for refund shall be submitted to the appropriate Department Director for determination as to whether the refund and/or credit will be authorized and for further processing as appropriate.

F. Administrative costs, those costs associated with reviewing plans for permit issuance, and/or cost for staff work that has already been completed, will be deducted as appropriate before the refund is issued.

Board of County Commissioners
Escambia County, Florida

Title:	Code Enforcement Special Needs Policy – Section III, H1
Date Adopted:	April 17, 2008
Effective Date:	April 17, 2008
Reference:	Purpose: To establish a uniform procedure to be used by all Environmental Code Enforcement Officers when encountering citizens with special needs within Escambia County.
Policy Superseded:	

A. Determination of special needs: Whenever an Environmental Code Enforcement Officer commences investigation of a complaint and initiates contact with a property owner accused of any violation, the Officer shall make a determination whether the property owner meets the following three special needs criteria:

1. The property owner with a violation is determined to be disabled to the extent that he or she cannot physically or mentally perform the necessary tasks required to adequately and independently abate the alleged violation. Receipt of any income derived from a disability-based program may be evidence of disability under this policy, provided that the property owner is eligible for such income due to the disability that prevents him or her from abating the violation. Such disability-based programs shall include, but not be limited to, social security disability, disability retirement, disability insurance, or employer-sponsored workers compensation disability benefits.

2. The property owner, determined to be unable to abate the violation, has no income or has a severely limited income with which to pay for abatement of the violation.

3. The property owner has no family members living in Escambia County or an adjoining county that are physically or financially able to abate the property.

B. The Office shall refer this property owner or aid this property owner in contacting an agency that can assist in the abatement of any violation, including, but not limited to one or more of the following agencies:

1. Clean and Green 438-1178
   Individual Assistance Program – to clean property

2. Neighborhood Enterprise Foundation 458-0466
   House rehabilitation / roof, structural repair

3. Center for Independent Living 595-5566 / 1-877-245-2457
   Volunteers – vary in tasks

4. Elderly Helpline 494-7100
   Discount on water, sewer, and garbage bills (income and age based)

5. First call for Help 595-5905
   Information and referral agency only

C. The Officer then gives the case file to the Environmental Code Enforcement Administration staff member to remove the Officer from the case and assign the file to the Environmental Code Enforcement Supervisor. This Supervisor will then monitor and track this case.

D. The Supervisor will contact the specific agency, request the status of the case and update the file.

E. The Supervisor will close the case upon the abatement of the property.

Board of County Commissioners
Escambia County, Florida

Title:	Guidelines for Relief from Environmental (Code) Enforcement Special Magistrate Liens, Section III, Part H.2
Date Adopted:	April 17, 2008
Effective Date:	June 2, 2015, as Amended
Reference:	Ch. 162, Florida Statutes & Ch. 30, Escambia County Code of Ordinances
Policy Amended:	June 2, 2015, August 21, 2014 and June 18, 2009

A. The Board of County Commissioners shall adhere to the following guidelines when considering requests for relief from liens created by the Environmental Enforcement Special Magistrate under the provisions of Chapter 162, Florida Statutes, and Chapter 30, Escambia County Code of Ordinances (Code Enforcement Liens).

1. Abatement of any existing code violation shall be a prerequisite for relief from a Code Enforcement Lien.
2. Relief shall not be available to the violator and/or owner named in the Code Enforcement Lien.
3. In order to allow adequate opportunity to investigate the circumstances underlying the request for relief, the Board shall take no action until at least fourteen (14) days have elapsed from the time that the request for relief is received by the County.
4. The Board may reduce the administrative fines awarded in a Code Enforcement Lien after consideration of the following factors:
   a. Whether the person seeking relief paid value for the property.
   b. Whether payment of the full amount of the lien would impose an extreme financial hardship on the person seeking relief.
   c. Whether the property encumbered by the lien is located within a Community Redevelopment Area or other area suffering from blight or other distress that discourages development, and the person seeking relief demonstrates a good faith intent to significantly develop or improve the property.
   d. Whether the person seeking relief promptly abated any violation that existed when they acquired the property.
   e. Whether the person seeking relief had actual and/or constructive (record) notice of the lien when they acquired the property.
5. Unless an alternate time period is specified by the Board, the terms of the relief shall be satisfied and the amount approved by the Board to compromise the lien shall be paid within sixty (60) days from the date of the Board action. Persons failing to satisfy the terms of the relief and pay the amount of the lien within the time period allowed by the Board shall forfeit the relief.

B. The guidelines listed above shall not apply to liens that are invalid and unenforceable due to a defect in the code enforcement process described in Chapter 162, Florida Statutes, and Chapter 30, Escambia County Code of Ordinances.

C. Before a written request for relief from a lien is submitted to the Board of County Commissioners, the County Administrator shall review the request to determine if relief would be consistent with the provisions of this policy. If the County Administrator determines that relief would not be consistent with this policy, or that the code violations have not been abated in accordance with Section A.1. of this policy, or if the person requesting relief has an adequate alternate remedy under the laws governing homestead property or a policy of title insurance, the County Administrator may notify the person submitting the request of the same and that relief is denied unless, however, he determines that the lien is invalid and unenforceable due to a defect in the code process, as contemplated in Section B of this policy or unless a denial would be unjust.

D. The County Administrator may grant relief (i.e., a partial release) from some or all of the administrative fines that have accrued on a Code Enforcement Lien without further action of the Board if all of the following criteria are satisfied:

1. The property to be released from the Code Enforcement Lien is free from any code violations.

2. The person requesting relief:

   a. is not the violator and/or owner named in the Code Enforcement Lien; and

   b. pays all of the fees and costs (including administrative fees and recording costs charged by the Clerk of the Court) other than the administrative fines accruing on the Code Enforcement Lien.

E. Nothing in this policy shall be construed to create an entitlement or limit to relief from Code Enforcement Liens. All relief shall remain solely within the discretion of the Board, which shall retain the option to deviate from the guidelines in this policy in extreme, unusual, or compelling circumstances.

Board of County Commissioners
Escambia County, Florida

Title:	Code Enforcement/Nuisance Abatement Lien Collection Policy, Section III, Part H.3
Date Adopted:	June 19, 2008
Effective Date:	October 17, 2013, As Amended
Reference:	
Policy Amended:	July 9, 2009; May 19, 2011; October 17, 2013

A. Purpose: To provide a systematic method of collecting code enforcement/nuisance abatement liens.

B. 1. Process: As soon as the violation is abated, Code Enforcement will forward a notice of the lien to the Clerk of the Circuit Court.

2. For liens sent by Code Enforcement or for liens currently in place as of July 1, 2008, the Clerk of the Circuit Court will send the first of two (2) letters. The first letter will notify the property owner of the lien, request payment and offer to set up a partial payment plan. The Clerk of the Circuit Court will charge the payer a fee of $25 to set up the partial payment plan.

The partial payment plan terms shall be as follows:

a. For liens less than or equal to $1,200 the payment plan may extend to a maximum of one (l) year.

b. For liens greater than $1,200 and less than or equal to $5,000 the payment plan may extend to a maximum of two (2) years.

c. For liens greater than $5,000 and less than or equal to $10,000 the payment plan may extend to a maximum of three (3) years.

d. For liens greater than $10,000 the payment plan may extend to a maximum of five (5) years

The realization that certain set partial payment plans are unattainable for some citizens needs to be addressed. Upon recommendation from the Clerk of the court, a longer payment process will be added which will not extend beyond 10 years. The County administrator or his designee will give final approval.

* In all cases full lien must be satisfied when subject parcel is sold.

3. On day 90, the Clerk of the Circuit Court will send the second of two (2) letters. This letter will again request payment, offer to set up a partial payment plan and inform the property owner the subject property may be sent to foreclosure. For any payments received prior to foreclosure, the Clerk of the Circuit Court will receive a 20% commission. The remaining funds will be remitted to the County.

4. On day 120, the Clerk of the Circuit Court will send the County a list of properties for which they have not received payment. The County can then choose which properties (if any) upon which to foreclose based on the following criteria:

a. Property must be non-homesteaded.

b. The subject lot must be buildable and have no obvious environmental liabilities.

c. If the value of the property exceeds the lien, the property will be referred to a contracted firm to determine if there is enough equity in the property after paying other liens, judgments or debts recorded on the parcel to move to foreclosure.

d. If the value of the property is less than the lien, the County will perform a title search to determine other outstanding obligations recorded against the referenced parcel. If the County's lien(s) is the sole or superior obligation the parcel will be referred for foreclosure.

e. If the County holds a tax certificate on a parcel with a code enforcement lien, the County may choose to exercise its option under Florida Statutes 197.502(7) to purchase the tax deed by making the minimum required bid rather than submitting the parcel for foreclosure.

5. Once the County owns the subject parcel, it may be sold at auction to the highest and most responsive bidder. In this context, the most responsive bidder shall mean a qualified bidder who has no record of code enforcement violations in Escambia County.

   Subject parcels may be excluded from auction for an overriding County interest such as urban infill projects. These parcels will be determined by the Board of County Commissioners on a case-by-case basis.

6. A property owner will be responsible for not only payment of the lien amount, but also the accumulated legal foreclosure costs if the foreclosure process on their property has begun.

7. The County may re-record older Code Enforcement Liens for an additional (10) ten years (Florida Statute 55.10) to extend the collection time frame up to (20) twenty years (Florida Statute 55.081).

8. The price of a County property that has not sold within a four (4) month period will be discounted 10%. If the property still does not sell, it will be discounted 10% every four (4) months until a sale is achieved.

Board of County Commissioners
Escambia County, Florida

Title:	Housing Rehabilitation Loan Refinancing Policy, Section III, Part I.1
Date Adopted:	March 3, 2016
Effective Date:	March 3, 2016
Reference:	
Policy Amended:	New Policy

A. Purpose:

To provide a policy for refinancing of housing rehabilitation low interest loans held by Escambia County.

B. Overview:

The County has extended low interest loans to citizens through its HUD Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program since the late 1980s to assist income-eligible owner occupants with minor, moderate, and substantial rehabilitation of their properties. This policy allows low interest loans in default to be modified to get accounts current and preserve housing units.

C. For consideration of a refinancing request, the Neighborhood Enterprise Division (NED) must receive and review the following:

1. Written request for loan refinancing received from the homeowner.

2. Release forms must be signed by the owner authorizing NED to verify income, assets, mortgage(s), credit, proof of occupancy, and other items as needed to make a determination for eligibility.

3. NED staff will review the following items:

   a. Property taxes on the subject property must be current.

   b. Property is still the primary residence of the applicant.

   c. First Mortgage, if present, on the subject property must be current. Any other liens or mortgages junior to County mortgage must also be in good standing.

   d. Insurance on the subject property must be current. If not present, insurance may be placed on the property during the refinancing process at the owner's expense.

   e. Credit Report.

f. Income and asset verification of all household members.

4. Homeowner must take the free Foreclosure Prevention Class, offered jointly by the County/City Housing Office, and provide Certificate of Completion.

D. County staff will review current income and expenses of the applicant. Applicants with income at or below 50% Area Median Income will have the balance of their loan modified to a 0% Interest, Deferred Payment Loan for the remainder of the loan term.

For applicants at 51%-80% Area Median Income, new loan terms will remain at 5% interest but may be extended up to 15 years as needed to make payments affordable. Staff will target a revised fixed housing payment (principal, interest, taxes, insurance) not to exceed 35% of the applicant's income. Staff will also take into account the total debt ratio not to exceed 45%. The Clerk of the Court's Office will set up a new accounts receivable based on the revised payment plan.

E. NED staff will prepare mortgage documents and hold closing. Recording fees will be paid from NED Operating Expenses.

F. The County reserves the right to foreclose if the default is not cured.

Board of County Commissioners
Escambia County, Florida

Title:	Housing Rehabilitation Loan Assumption Policy, Section III, Part I.2
Date Adopted:	March 3, 2016
Effective Date:	March 3, 2016
Reference:	
Policy Amended:	New Policy

A. <u>Purpose:</u>

To provide a policy for assumption of housing rehabilitation loans held by Escambia County by income-eligible applicants.

B. <u>Overview:</u>

The County has extended deferred and low interest loans to citizens through its HUD Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Program, and State Housing Initiatives Partnership (SHIP) Program to assist income-eligible owner occupants with minor, moderate, and substantial rehabilitation of their properties. Current policy considers a loan in default if the owner no longer occupies the property as their principal residence, or if the property is rented, transferred, or sold during the mortgage period. This policy allows for assumption of loan terms by an eligible heir in cases where the original applicant dies before the loan terms have expired.

C. For consideration of an assumption request, the Neighborhood Enterprise Division (NED) must receive and review the following within 18 months of the death of the original applicant:

1. Written request for loan assumption received from the heir.

2. Copy of Death Certificate.

3. Release forms must be signed by the heir authorizing NED to verify income, assets, mortgage(s), credit (if applicable), proof of occupancy, and other items as needed to make a determination for eligibility. New applicant must assume all obligations by the original homeowner and must meet current income (80% AMI) and other program guidelines.

4. NED staff will review the application to determine program eligibility.

D. NED staff will prepare loan documents and hold closing. Recording fees will be paid from NED Operating Expenses.

ESCAMBIA COUNTY BOARD OF COMMISSIONERS
POLICY MANUAL

I N D E X - SECTION IV

IV. Policies and Procedures Relating to the Volunteer Fire Departments and the Municipal Services Benefit Unit for Fire Protection Services

PART NO.		PAGE NO.
A.	Volunteer Fire Departments	
~~1.~~	~~Policy Pertaining to the Sale and Purchase of Equipment Among Volunteer Fire Departments (Rescinded 10/20/11)~~	~~100~~
~~2.~~	~~Policy Relative to Assisting Volunteer Fire Department in Routine Road Maintenance Activities (Rescinded 10/20/11)~~	~~101~~
3.	Standard Operating Guidelines for the Administration of The Volunteer Firefighter Stipend Program	102

Board of County Commissioners
Escambia County, Florida

Title:	Standard Operating Guidelines for the Administration of the Volunteer Firefighter Stipend Program, Section IV, A.3
Date Adopted:	December 11, 2008
Effective Date:	November 1, 2008
Reference:	
Policy Amended:	None

A. **Purpose**

To promulgate policy and guidelines for payment of a stipend to volunteers who provide more than minimal services to our local citizens, and in so doing, incur personal expenses. While it is beyond the scope of the relationship to maintain detailed expense and reimbursement records, this Stipend will in some measure help to cover those personal expenses.

B. **Required Qualifications and Payment Schedule**

1. Firefighter Trainee: Will receive $100 if:

   a. Completes 12 Hour orientation training into the fire service.

   b. Must obtain certification as Florida Firefighter I within one (1) year of joining Escambia County Fire-Rescue or no further stipend payments will be made until Florida firefighter certification is obtained.

   c. Attends 2 Training Meetings and responds to 25% of the departments first 50 calls and 12.5% of all calls over 50.

2. Firefighter I or II: Will receive $300 if:

   a. Certified as Florida Firefighter I or II Attends 2 Training Meetings and responds to 25% of the departments first 50 calls and 12.5% of all calls over 50.

3. Lieutenant Rank: Will receive additional $50 if:

   a. Certified as Florida Firefighter I or Firefighter II.

4. Captain Rank: Will receive additional $100 if:

   a. Certified as Florida Firefighter I or Firefighter II.

   b. Attends 2 Training Meetings and response to 25% of the departments first 50 calls and 12.5% of all calls over 50.

5. Assistant District Chief: Will receive $150 if:

   a. Certified as Florida Firefighter I or Firefighter II.

   b. Attends 2 Training Meetings and responds to 25% of the departments first 50 calls and 12.5% of all calls over 50.

6. District Chief: Will receive $250 if:

   a. Certified as Florida Firefighter I or Firefighter II.

   b. Attends 2 Training Meetings and response to 25% of the departments first 50 calls and 12.5% of all calls over 50.

Example: Firefighter I Lieutenant would receive $300.00 + $50.00 for rank = $350.00.

C. **Disaster Payment**

In the event of a local, state, or national disaster, volunteer firefighters who are recalled to maintain full-time emergency staffing by the Fire Chief or his/her designee, for a period no less than 72 hours may receive a one-time supplemental stipend payment not to exceed $500. This payment is contingent upon available funding and must be approved by the Board of County Commissioners.

D. **Procedures**

1. An Attendance Roster will be completed for all dispatched calls, training meetings, and special details. If possible, an Officer will be responsible for completing this report. If an officer is not at the call, the highest ranked Firefighter will be responsible for the report. The District Chief or designee will insure that the top portion of the form is completed properly.

2. The Firefighters will print their name, and sign the roster. After all Firefighters have signed the roster, the District Chief or designee will draw a line through the remainder of the form, and the words **"AND NO OTHERS"** will be placed on the next line. The District Chief or designee will then print his/her name and sign the form at the designated place.

3. The District Chief will be the only person permitted to add any additional names to the form. He/she must initial any changes that are made.

4. The District Chief will prepare a Monthly Stipend Report at the end of each month that will include, but not be limited to, the following information: number of calls the department ran; number of members, by rank, who met qualifications and would be eligible to receive the Stipend, the total number of members in the department, and number of calls, drills, and special details each member participated in. The Monthly Stipend Report will be attached to a Voucher and submitted to Fire Administration, no later than the 10th of the following month, for processing and payment and the Clerk's Finance Department. This report will be initiated by each member who is eligible to receive the Stipend and signed by the appropriate District Chief.

5. The appropriate District Chief shall be responsible for maintaining personnel files and training records, which accurately reflect each individual's qualifications for their stipend level. These records shall be available for audit. In addition, District Chiefs shall be responsible for ensuring that a copy of each individual's Firefighter I & II certificates are on file in the fire Administration Office.

E. **Additional Guidance**

1. Credit may be received in lieu of calls runs for standing Duty Crews. Duty crews are defined as personnel manning a station for a set period of time. For that service there will be an allotment of call counts to add to the persons percentage as follows:

   a. 4 hour shift: 1 call

   b. 6 hour shift: 2 calls

   c. 8 hour shift: 3 calls

   d. 12 hour shift: 4 calls

2. Credit may be given for Special Details. Special Details should be a minimum of two (2) hours. This will not account for more than 50% of the total call run needed by an individual in any given month. Each special detail may count for one call.

3. The 12 hour Orientation Course required for Trainees shall include:

   a. Basic equipment and truck familiarization

   b. Safety

   c. Use of SCBA

   d. Personal Protective Equipment

   e. Blood borne pathogens

   f. County General Operating Guidelines

   Note: The assigned District Chief shall ensure that the above listed courses are to be completed within the first thirty-days (30) after trainee's acceptance into the fire department.

4. In the event that a Firefighter is involved in official fire department business such as classes, special meetings, Association meetings, and out of town training, they shall get credit for any calls run during that time.

F. **Retention Incentive**

Incentive: In order to receive the Retention Incentive, Volunteer Firefighters must complete 96 hours of Documents Fire Services Training per calendar year and participate in 25% of the Departments' total calls for year (to include credit for duty crews and special details). Volunteer Firefighters will be paid annually in the first quarter of the fiscal year. It will be the responsibility of each District Chief to submit qualifying documents for payment to Fire Administration.

The Retention Incentive schedule is as follows:

Years of Service:	Payment during Anniversary month:
5	$ 200.00
10	$ 400.00
15	$ 600.00

20	$ 900.00
25+	$1200.00

G. **Annual Review**

This policy shall be reviewed annually by fire department personnel to determine if any amendments to the stipend program are warranted.