

Board Operating Procedures Regional Jail Commission

Article 1. Purpose

Section 1.1. The purpose of these Operating Procedures is to provide a standardized method of conducting the Regional Jail Commission's (hereafter referred to as Commission) meetings consistent with the enabling law and the Commission's By-laws.

Section 1.2. When these Operating Procedures are adopted they shall serve as the procedural rules for the Commission governing the subject matter to be considered.

Section 1.3. In the absence of a specific Operating Procedure, the Commission shall follow the procedures specified in Roberts Rules of Order.

Article 2. Officers

Section 2.1. The Officers of the Commission shall be: Chairman, Vice Chairman, Secretary, and Treasurer.

Section 2.2. Each Officer shall serve a one year term commencing at the first meeting of each calendar year and running to the first meeting of the next calendar year following the commencement of the term. If a vacancy occurs in the position of one of the Officers' position, the Vice Chairman shall perform the duties of the vacant Officer's position for the remainder of the term then existing.

Section 2.3. The first Officers shall be chosen by agreement of the Commission members at the meeting in which these Operating Procedures are adopted and those Officers shall serve until the first meeting of the calendar year 2007.

Section 2.4. The Chairman and the Secretary shall not be from the same County and shall not be from the same elected office, except for periods of time when a vacancy occurs and the Vice Chairman serves out the term for the Officer.

Section 2.5. The Vice Chairman and the Treasurer shall not be from the same County and shall not be from the same elected office, except for periods of time when a vacancy occurs and the Vice Chairman serves out the term for the Officer.

Section 2.6. Officers shall be selected by rotation of Commissioners rather than by annual election consistent with Sections 2.4 and 2.5 of these Operating Procedures.

Article 3. Duties of the Officers

Section 3.1. The Chairman shall serve as the presiding officer of every meeting held of the Commission. The Chairman shall set the tentative agenda for all meetings. The Chairman shall execute all authorized contracts of the Commission. The Chairman shall

appoint the Chairmen of all authorized committees. The Chairman shall be entitled to cast one vote on any matter presented to the Commission. The Chairman shall perform such other duties as are assigned from time to time to the Office by the Commission.

Section 3.2. The Vice Chairman shall serve as the Chairman at any meeting held in the absence of the Chairman. The Vice Chairman shall serve out the uncompleted term of any vacant office. The Vice Chairman shall be entitled to cast one vote on any matter presented to the Commission. The Vice Chairman shall perform all of the duties assigned from time to time to the Office by the Commission.

Section 3.3. The Secretary shall be the official records custodian of the Commission and the regional jail under the Commission's supervision. The Secretary shall oversee the creation and maintenance of all records of the Commission. The Secretary shall attest to the authenticity of all authorized documents of the Commission and the Secretary's signature shall be affixed to all contracts authorized by the Commission. The Secretary shall oversee the preparation of the minutes of all meetings held by the Commission and its committees. The Secretary shall oversee the creation and records of the regional jail. The Secretary shall insure that the requirements of the Missouri Sunshine Law are complied with. The Secretary shall give timely notice of all meetings of the Commission and of its committees. The Secretary shall be entitled to cast one vote on any matter presented to the Commission. The Secretary shall perform all of the other duties assigned from time to time to the Office by the Commission.

Section 3.4. The Treasurer shall maintain the financial records of the Commission and the regional jail under the Commission's supervision. The Treasurer shall oversee the creation and maintenance of all financial records of the Commission and the regional jail. The Treasurer shall prepare the draft annual budget for consideration by the Commission consistent with these Operating Procedures and Commission policies. The Treasurer shall present a financial report at all meetings of the Commission. The Treasurer shall oversee compliance with the financial policies and financial management policies of the regional jail as such policies are adopted by the Commission. The Treasurer shall insure that the auditing requirements of Missouri Law are complied with. The Treasurer shall be entitled to cast one vote on any matter presented to the Commission. The Treasurer shall perform all of the other duties assigned from time to time to the Office by the Commission.

Article 4. Regional Jail Staff

Section 4.1. The Chief Executive of the regional jail is the Superintendent appointed by the Commission, who shall serve at the pleasure of the Commission and who shall be an at will employee.

Section 4.2. An Assistant Superintendent may be appointed by the Commission, who shall serve at the pleasure of the Commission and who shall be an at will employee. The Assistant Superintendent shall serve as Superintendent in the absence of a Superintendent.

Section 4.3. The Superintendent and any Assistant Superintendent shall be appointed by the Commission by the casting of three votes for selection. The Superintendent and any Assistant Superintendent shall be removed by the casting of three votes for removal. The Superintendent and any Assistant Superintendent may be suspended without pay by the vote of the sheriff members of the Commission until the Commission takes up the matter of removal. A suspension can be implemented by the sheriffs without a formal meeting.

Section 4.4. The Superintendent shall select sufficient staff to properly operate the regional jail subject to the approval of the Commission and the budget authorizations.

Section 4.5. The Superintendent shall be the chief operating official of the regional jail with day to day responsibilities to run the jail and all of the matters related thereto consistent with the policies and procedures adopted by the Commission.

Section 4.6. The Superintendent shall make recommendations to the Commission for all matters related to the day to day operations of the regional jail and its related concerns, including but not limited to operating policies and procedures for the regional jail and its staff. The Superintendent may consult with the sheriffs of the member counties and members of the judiciary for the adoption and management of the regional jail and in order to meet the criminal justice needs of the member counties.

Section 4.7. The Superintendent shall adopt and implement a personnel management system that complies with all federal and state employment laws. Employees selected to serve in the regional jail are employees at will. The Superintendent shall select all employees except for the Assistant Superintendent. Employees shall be compensated in compliance with the wage policies adopted by the commission. Employees shall receive such fringe benefits as are adopted by the Commission.

Section 4.8. The Superintendent shall be responsible for insuring that the regional jail complies with the purchasing laws of the state and with the purchasing policies of the Commission. The Superintendent shall present periodic written reports to the Commission as it requires from time to time.

Section 4.9. The Superintendent shall perform such other duties as are assigned to the Superintendent from time to time by the Commission.

Section 4.10. The staff selected by the Superintendent shall perform the duties and assignment that are assigned to the respective positions.

Article 5. Commission Meetings & Records

Section 5.1. The Commission shall conduct an annual meeting in January of each year. During the annual meeting the Commission shall seat the new officers consistent with the rotation required, receive an annual financial report from the Treasurer, receive a written annual operating report for the Superintendent, authorize the audit as needed, and conduct

such other business as is determined by the Commission. Commission members desiring to add matters to the annual meeting agenda shall provide a list of the desired matters to the Chairman for inclusion in the tentative agenda.

Section 5.2. The Commission shall conduct periodic meetings as called by the Chairman or as called by any two members of the Commission. Commission members desiring to add matters to any meeting agenda shall provide a list of the desired matters to the Chairman for inclusion in the tentative agenda for the meeting. Periodic meetings shall be conducted no less than once a calendar quarter.

Section 5.3. The Commission shall consider its annual budget for the upcoming fiscal year in the third calendar quarter of each year so that timely submission of the budget can be made to the member counties for consideration and action consistent with the law and Commission policies.

Section 5.4. A quorum for Commission meetings shall be composed of a majority of Commission members. A quorum for committee members shall be composed of a majority of committee members.

Section 5.5. Committees shall meet as called by the committee chairman or as directed by the Commission.

Section 5.6. Minutes shall be kept of all meetings held. Such minutes shall comply with the requirements of the Missouri Sunshine Law.

Section 5.7. Notices of all Commission and committee meetings along with a tentative agenda shall be provided at least twenty-four (24) hours, excluding weekends and holidays, in advance, except for emergency meetings, which may be called in compliance with the Missouri Sunshine Law.

Section 5.8. Any meeting which are to be closed shall comply with the Missouri Sunshine Law.

Section 5.9. Any action taken during a properly called meeting may be authorized by a majority of those voting with a quorum being present, except as specified in the special voting provisions of these Operating Procedures.

Section 5.10. Meetings of the Commission shall be held at the regional jail. Until a regional jail is obtained, Commission meetings shall be held alternatively between the County Courthouses.

Section 5.11. All records of the Commission shall be kept at the regional jail location in a place designated exclusively for the Commission. Until such time as a regional jail is obtained, all records shall be kept by the Secretary in the County Clerk's office of DeKalb County.

Article 6. Financial & Fiscal Matters of the Commission

Section 6.1. The fiscal year of the Commission shall run from January 1 of each calendar year through December 31 of that same calendar year. The fiscal year for the initial start up period for the Commission shall be from July 1, 2005 through December 31, 2005.

Section 6.2. The Commission shall obtain the appropriate tax exempt and payroll status from the United States Internal Revenue Department and the Missouri Department of Revenue.

Section 6.3. The Commission shall adopt such financial management policies as is required and/or desired by the Commission. Such policies shall include audit requirements, purchasing requirements, payroll and benefit requirements, inventory control requirements, and such other fiscal and financial matters as are usual and customary for the operation of a jail.

Section 6.4. The Commission shall authorize the procurement of such insurances as are needed except such insurance purchases shall only be made so as not to waive or otherwise jeopardize any immunities that may exist for the benefit of the Commission and the regional jail.

Section 6.5. The Commission shall authorize bonding for all personnel who are responsible for the handling of Commission moneys and of the moneys of inmates held in the regional jail.

Section 6.6. The Commission shall develop and adopt an annual budget for submission to the member County Commissions to control fiscal matters for each fiscal year.

Section 6.7. The Commission shall require an inventory control system to be adopted by the Superintendent to account for an control all property purchased and/or used by the regional jail.

Section 6.8. The Commission may adopt such other fiscal and financial management policies and procedures as the law requires or as the Commission deems appropriate from time to time.

Section 6.9. The Commission shall determine what financial institutions shall be selected to handle bank accounts and depositories. The Commission shall adopt investment policies and select financial advisors as deemed necessary for the sound financial controls of the Commission.

Article 7. Special Voting Provisions

Section 7.1. The selection and/or termination of the Superintendent and any Assistant Superintendent require special votes of at least three Commission members to be effective.

Section 7.2. The annual budget shall not be adopted without the affirmative votes of the Presiding Commissioner members.

Section 7.3. No operating policy or procedure for the regional jail shall be adopted without the affirmative votes of the sheriff members.

Article 8. Policies Provisions

Section 8.1. The Commission shall adopt and/or amend such policies and procedures as is necessary to comply with state and federal law, and consistent with the AGREEMENT FOR THE REGIONAL JAIL DISTRICT PROJECT BETWEEN THE COUNTY COMMISSIONS OF DEKALB COUNTY AND DAVIESS COUNTY adopted by each member county, and as it deems appropriate to its operation of a regional jail.

Section 8.2. These Board Operating Procedures may only be amended by a unanimous vote of the Commission.

Section 8.3. These Board Operating Procedures may be adopted on a temporary basis until fully reviewed, but in no case shall the temporary status exist longer than through December 31, 2005. Thereafter, permanent Board Operating Procedures shall be adopted.

These Board Operating Policies were adopted this 6th day of September, 2005 by the Regional Jail Commission meeting in a properly posted public meeting by vote of the following Regional Jail Commissioners:

Votes Recorded:

DeKalb County Presiding Commissioner	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Daviess County Presiding Commissioner	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Daviess County Sheriff	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
DeKalb County Sheriff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

ATTEST:

I, the undersigned Commission Secretary, attest that the above noted vote was taken in my presence on the date above written:

Wes Raines
Secretary, Regional Jail Commission