

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT, APPROVING THE DESTRUCTION OF CERTAIN POLICE DEPARTMENT RECORDS, DOCUMENTS, AND PAPERS, PURSUANT TO SECTIONS 34090 and 34090.6 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

WHEREAS the Chief of the Lake Shastina Police Department has submitted a request for authority to destroy obsolete records and;

WHEREAS said request is in accordance with the procedures and requirements of section 34090 and 34090.6 of the California Government Code; and

WHEREAS the Chief has stipulated the useful retention period for the Police Department records;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1. The following records, documents, instruments, books or papers are no longer required and may be destroyed.
 - (a) Recordings of telephone and radio communications over 100 days old, providing such recordings are not evidence in any claim filed or any pending litigation (or potential claims and litigation), in which case, such recordings shall be preserved for one hundred (100) days after the conclusion of litigation.
 - (b) Auction receipts and records over two years old.
 - (c) Records of lost and found items, which lost and found items have been lawfully disposed of, over two (2) years old.
 - (d) Records of expired licenses and permits over two (2) years old.
 - (e) Miscellaneous non-criminal reports over two (2) years old.
 - (f) Police Daily Activity records and logs over two (2) years old.
 - (g) All crime and supplemental reports of infractions, misdemeanors, and felonies over three (3) years old, providing:
 - (1) They do not relate to an arrest, except for section 2 below.
 - (2) They do not relate to unserved warrants.
 - (3) They do not involve identifiable items which have not been recovered.
 - (4) They do not relate to 290 Penal Code, 457.1 Penal Code, or 11590 Health and Safety Code registrants.
 - (5) They do not relate to a criminal death case.
 - (6) They do not relate to violations listed in Penal Code Sections 799 and 800.
 - (7) The cases are not presently involved in either civil or criminal litigation.
 - (h) All index cards and logs which relate to the case documents destroyed.
 - (i) Police dispatch cards and logs which relate to the case documents destroyed.

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- (j) Field interview cards over two (2) years old.
 - (k) Police dispatch cards over two (2) years old.
 - (l) Duplicates of all reports may be destroyed at any time when the duplicates are no longer needed.
2. Records pertaining to the arrest or conviction of any person for a violation of subdivision (b), (c), (d), or (e) of section 11357 or subdivision (b) of section 11360 of the Health and Safety Code occurring after January 1, 1976 shall not be kept beyond two years from the date of conviction, or from the idate of arrest if there was no conviction.
 3. Any documents relating to a citizen complaints or investigations in response to citizen complaints relating to members of the Police Department and internal affairs investigation files shall be retained for a period of at least five (5) years, providing such documents are not evidence in any claim filed or any pending litigation (or potential litigation), in which case such documents shall be preserved for five (5) years after the con clusion of litigation.
 4. This resolution also authorizes the Police Department to purge arrest warrants according to a recall schedule established by the Courts for the timely return of warrants.

Notwithstanding the foregoing, no record shall be destroyed, without written clearance from the Chief of Police and, if applicable, the District General Counsel, that it is not relevant to any pending claim or legal proceeding.

Recommended for approval:

J. Richard Spahr, President

Attested By

Mary M. Krolak, District Secretary

DATE: 5/10/88

E. Recommendation from Police Commissioner Harrison that Board consider raising salary of Part time Officer from \$5.00 per hour to \$6.50 per hour.

Director Harrison moved to raise salary of Part time Officer from \$5.00 per hour to \$6.50 per hour. Seconded by Director Trager. During the discussion of the motion it was felt this matter should wait until budget workshop proposed for May 31, 1988. Upon vote, motion was defeated with only Director Harrison voting aye.

F. Resolution 5-88 proposal from Police Department to establish a record destruction policy which will minimize the police department's document storage requirements, and reduce the need and cost for added space and files.

Director Harrison moved Board approve Resolution 5-88 proposal from Police Department to establish record destruction policy as aforementioned. Seconded by Director Trager. Upon vote, motion carried with Director Dutro voting no.

G. Resolution 6-88 proposal from Police Department to charge fees for copies of non-exempted information that covers the direct cost of duplication pursuant to section 6257 of the government code.

Director Dutro moved Board accept Resolution 6-88 as proposed by the Police Department to charge fees for copies of non-exempted information. Seconded by Director Applegate. Upon vote, motion carried unanimously.

H. Consider approval of \$100 monthly fee Weed Police Department has proposed for FY 88-89 for services rendered during our police officers down time. Past monthly charge has been \$50.

By general consensus of the Board this item is tabled until the scheduled Budget Workshop, proposed for May 31, 1988.

I. Consider approval of \$1500 for Police Department to purchase a copy machine before moving into new facilities. NOTE: Approved budget last year did allow \$1395 for purchase based on receiving augmentation funds from the County.

Director Harrison moved Board approve \$1500 for the purchase of a copy machine for the Police Department. Motion died due to lack of a second.

By recommendation of Director Dutro the Board tabled this item until the Budget Workshop proposed, for May 31, 1988.

J. Consider appointment of CSD Director to LSPOA Ad Hoc Committee that will be addressing the subject of guests and invitees using private facilities of the POA.

President Spahr appointed Director Applegate to the LSPOA's Ad Hoc Committee that will be addressing the subject of guests and invitees using private facilities of the POA.