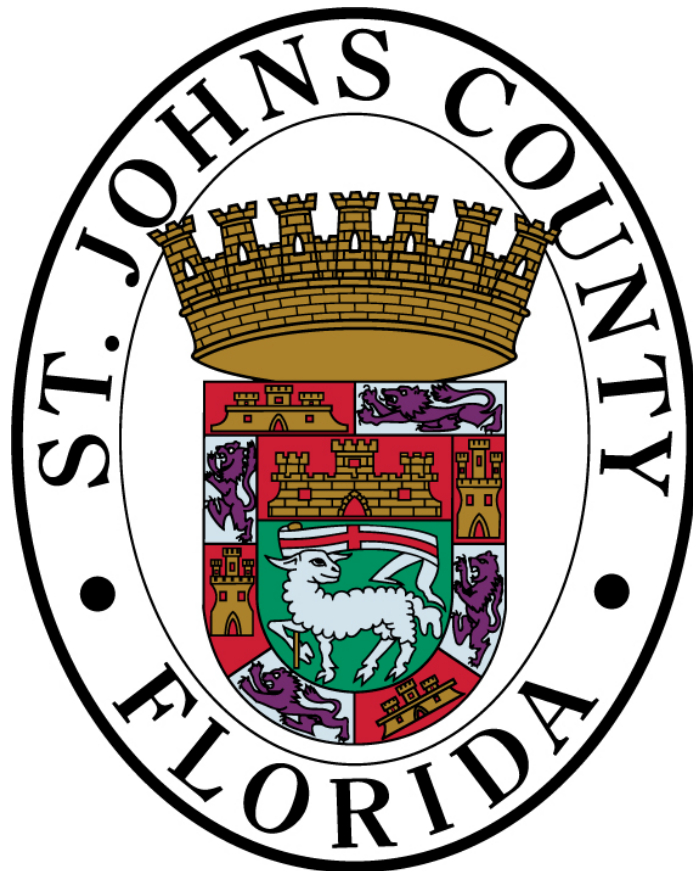


St. Johns County
Administrative Code



Administrative Policy



St. Johns County Administrative Code

Section: Administrative Policy

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Title: 100 Administrative Policy	Date Issued: January 2006
Reference: SJC 2006-128; FS125.74; SJC 2023-23	Revised: January 2023

100.1 Purpose

To establish the procedure for the development, coordination, approval, issuance, circulation and periodic updating of the St. Johns County Administrative Code.

100.2 Scope

The Administrative Code applies to all County departments administratively responsible to the County Administrator. Specifically excluded are appointed boards, authorities and commissions, and departments administered by the Constitutional Officers.

100.3 Policy

This code establishes the major systems, procedures and policies that apply to the conduct, actions and interactions of the departments of County government in their dealings with each other, the Board of County Commissioners, the private sector and the general public. This code outlines steps to follow in implementing policies and procedural changes.

100.4 Amendments

Authorization for Administrative changes to the Administrative Code is given to the County Administrator to be used at his/her discretion provided by St. Johns County Resolutions 2006-128 and 2023-23 (Exhibit A) and all subsequent amendments.



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Title:	101 Use of the St Johns County Seal/Logo	Date Issued:	January 1993
Reference:	Reference: FS 775.082 & 775.083 FS 165.043 SJC 92-2 FL Admin Code Rule 1-2.0021	Revised:	January 2006 January 2023

101.1 Purpose

To establish policy for using or branding the County seal on any documents, items, buildings etc. by non-County officials or employees without the consent of the St. Johns County Board of County Commissioners.

101.2 Scope

All St. Johns County departments under the direction of the County Administrator, or his designee.

101.3 Policy

The use of the County’s seal/logo is governed by SJC Ordinance 92-2 (Exhibit B) which provides in operable part:

The manufacture, use, display, or other employment of any facsimile or reproduction of the County seal, except by County officials or employees in the performance of their official duties, without the express written approval of the Board of County Commissioners of St. Johns County, is a second-degree misdemeanor, punishable as provided in Florida Statute section 775.082 or section 775.083. The language from Ordinance 92-2 is derived from Section 165.043, Florida Statutes (official county municipal seal).

101.3.1 The language of SJC Ordinance 92-2 does not prohibit the use of the County seal by County officials or employees in the performance of their official duties. If used by County employees in the performance of their official duties, there is no legal requirement to obtain written approval of the Board of County Commissioners; however, in any proposal to use a likeness of the County Seal in a prominent way to attract or impress members of the public, particularly when used prominently on the exterior of a County building, it may be prudent to at least inform and in some circumstances even obtain consent from the Board to use the County’s symbol in such a prominent way.

101.3.2 The existing statutory authority and St. Johns County regulation of the County Seal can fairly be described as minimal. In contrast, the State of Florida through Rule 1-2.0021, Florida Administrative Code, has adopted a more detailed and practical set of regulations pertaining to the use of the seal of the State of Florida. Requests for use of the State seal must consider and adhere to the following items:

In order to determine what constitutes a proper use, the Department shall consider, at a minimum, the following:

- the specific item to be manufactured;
- the manner in which the seal is to be displayed on the item;
- the nature of the proposed use, including manner, purpose and place of use;
- whether the public would tend to be misled by the appearance of the Seal on the product to believe that the product carries official State sanction or approval;
- whether the use of the Seal would tend to mislead the public into believing that a person, meeting, or



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project even carries official State sanction or approval;

- whether the dignity of the Seal will be preserved if approval is granted.

In no event shall approval be given for the use of the Seal for the following:

- political or campaign purposes;
- stationary, other than official government stationary;
- decorative automobile license tags;
- business cards other than official government business cards;
- designation of landmarks not listed in the National Registry of Historical Places or designated as a historical site under a local ordinance;
- shirts, jackets or other clothing which might lead the public to believe that the person wearing such apparel is an official of the state;
- publications other than official government publications or publications serving a governmental purpose; or advertising and news releases.



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Title:	102 Travel Policy for County Employees	Date Issued:	January 1993
Reference:	F.S. 112.061 SJC 95-44	Revised:	November 2006 April 2008 January 2023

102.1 Purpose

To establish a uniform policy to minimize the cost of travel while providing a reasonable balance between the needs of the County and the employee.

102.2 Scope

All employees are subject to this policy. Civic leaders or citizens whose presence is requested in writing to travel are also subject to this policy. County vendors will be reimbursed based on the limits of their contract, if travel is necessary. If none are provided for in the contract, then they are subject to this policy.

102.3 Policy

It is the policy of the County to pay the reasonable cost of travel for all County employees and others who may be properly authorized, herein referred to as employees, while conducting the business of the County or receiving training away from the normal job location.

102.4 Authorization

Each department director shall submit to the County Administrator or his/her designee, a request for travel/training funding for approval during the annual budget cycle. Travel/training approved in the budget does not need further approval and is to be administered by the department director. Any out-of-state travel that was not approved in the annual budget cycle, must be approved by the County Administrator or his/her designee. In-state travel not previously approved must be authorized by the department director.

All subsequent travel requests are subject to the availability of sufficient travel/training appropriations. The Pre-Travel Request Authorization Form (Exhibit C) must be completed for all travel that requires reimbursement.

102.5 Attendance

Attendees shall be limited in order to minimize the number of professional staff attending the same function. This will be determined when the budgeted travel/training is approved for the following year's budget. The County Administrator, or his/her designee, must approve any exceptions after budget adoption.

102.6 Transportation

Transportation for all travel/training activities will be by the most economical method available.

102.6.1 Air Travel

102.6.1.1 Approval from the County Administrator, or his/her designee, should be obtained prior to ticketing when the travel/training has not been budgeted.

102.6.1.2 Discounted airline ticket cancellation or exchange penalty charges may be paid from county funds only if the cause for cancellation or exchange charges is in the best interest of the county. The cost of unused nonrefundable tickets, cancellation or exchange penalties incurred



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are allowable for the convenience of the County, and if the traveler has to cancel a trip due to an illness of the traveler or death of a member of the traveler's immediate family for which an employee is authorized to use sick or administrative leave. For non-employees, these costs may be paid in circumstances in which the traveler would have been authorized to use sick or administrative leave if they had been a county employee. If a ticket is canceled for the convenience of the traveler, the non-refundable ticket, cancellation, or exchange penalties may not be reimbursed from county funds.

Departments and travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets. Vouchers or purchasing card transactions submitted for payment of unused nonrefundable tickets, cancellation, or exchange penalties must include documentation indicating that the costs were necessarily incurred in conducting county business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's immediate family. The unused ticket must be included in the voucher packet or supporting material for the purchase card reconciliation.

102.6.1.3 These penalties, if incurred, are to be similarly reported as an expense of travel under the "Other Expenses" section of the Travel Expense and Settlement Report with a written explanation. The department director must make specific approval for this response.

102.6.1.4 All air travel will be by coach class service unless authorized by the County Administrator due to an employee's disability, if necessary to accommodate the employee's comfort or documented personal needs. When travel plans are definite and discounts can be applied, the most economical discount fares should be utilized, such as a Saturday night stay-over. Approval of a Saturday night stay-over will require a net economic benefit to the County. It is the responsibility of the department director, or his/her designee, to determine the net economic benefit and approve the Saturday night stay-over. A copy of the airline ticket must be attached to the Travel Expense and Settlement Report (Exhibit D).

102.6.1.5 Employees should be flexible as to time of day, carrier selection, and route to obtain the lowest possible fare. Airport parking for County or private vehicles will be reimbursed. Parking receipts must be attached to the Travel Expense and Settlement Report.

102.6.1.6 Frequent flyer coupons or points may be retained by the employee provided they have obtained the lowest fare available with any carrier. Selection of higher fares and manipulation of the route for purposes of obtaining value coupons or points is prohibited.

102.6.1.7 The cost of fares is to be reported on the Travel Expense and Settlement Report and offset by the same amount, if prepaid, in the appropriate place. If the ticket is purchased directly due to unusual circumstances, the cost is to be reported on the Travel Expense and Settlement Report and a copy of the airline ticket must be attached.

102.6.2 Personal Vehicle and County Vehicle Use for Travel

Employees are to use County vehicles when traveling within the state. If the use of a County vehicle is not feasible, the department director may authorize the use of an employee's personal vehicle and reimburse for allowable expenditures. County vehicles will not be used for out-of-state travel without the permission of the County Administrator, or his/her designee. Parking fees, tolls, and gas will be reimbursed, but the receipts must be attached to the Travel Expense and Settlement Report. Valet parking is not a reimbursable expense unless the hotel/motel or meeting place requires such parking. A receipt showing this expense is required for reimbursement.



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102.6.2.1 Personal Vehicle Travel

As stated in Section 102.6.2, a County vehicle should be used for all in-state travel unless circumstances prevent the use of such vehicle. Reimbursement for use of a personal vehicle for out-of-state travel shall not exceed a comparable airfare (as if the employee had traveled by air). The most economic airfare shall be determined as follows: the department director will require the employee to obtain a discounted airfare cost from a local travel agency or internet travel agency, such as Expedia® or Travelocity®, which would represent the airfare had they used air transportation. The airfare cost should be gathered at the time of department director approval at least 30 days in advance to avoid exorbitant costs. When travel by personal automobile is authorized, the employee may be reimbursed for allowable expenditures. When an employee uses their personal vehicle for County business, the employee will be reimbursed for mileage based on the following methods:

- 1) Actual odometer reading to the nearest tenth of a mile
- 2) Florida Department of Transportation
<https://fdotewp1.dot.state.fl.us/citytocitymileage/viewer.aspx> FDOT Official Highway Mileage Viewer (state.fl.us)
- 3) Point-to-point mileage per Map Quest

Reimbursement will be based on the most direct route between the point-of-destination and the employee's office. The reimbursement rate per mile is \$.445 as established by Florida Statute 112.061 and adopted by resolution. It will be calculated to three decimal positions and in all instances will be rounded down to the nearest cent.

If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed those actually driven. The traveler must start on the actual trip to claim mileage from his home. If the traveler has to go by the office, the trip will begin from the office. Example: Traveler must be at the airport at 7:00 a.m. The traveler's regular work hours do not start until 8:00 a.m. The traveler goes directly to the airport from his home. Since the traveler left home more than one hour before the regular workday was to begin, he may claim mileage from home to the airport. Mileage is allowed to the airport from work headquarters or home, whichever is less when performing authorized travel on behalf of the County. All mileage must be shown from point of origin to point of destination and return to the nearest tenth of a mile and must be computed using the approved methods stated above. Departure and return times must be shown.

Upon arrival of travel destination, vicinity mileage accrued while conducting official business is an allowable reimbursement but must be shown as a separate item on the St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit E). Because Community Based Care/Family Integrity Program within the Health and Human Services Department is a state-funded program, employees in that department must utilize the Department of Children and Families forms for travel accessible on the St. Johns County Intranet. Mileage is allowed to the airport from office or home, whichever is less when performing authorized travel and the preceding paragraph is applicable.

County employees will not be paid mileage allowance for travel between their residence and their work headquarters or regular work location. For the purpose of this policy, and in accordance with FS112.061 (4), St. Augustine, Florida is the work headquarters and/or regular



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work location of St. Johns County and the surrounding vicinity. This allows management's control of staff work locations and assignments on a daily basis with proper notification of any changes given to county staff. At least 12 hours' notice of the change constitutes proper notification to direct staff to report to a different work location on the following day. This is in conformity with section (4)a, F.S.112.061. Reimbursement of any travel expense incurred in traveling from home to work or work to home is unauthorized; including after-hour additional work assignments or job requirements.

Employees who, as part of their day-to-day duties and responsibilities, use their personal vehicles on a regular and ongoing basis to travel to temporary work locations within the surrounding vicinity of the county or other local geographic areas included in their areas of responsibility to serve clients or for other official county business, must utilize St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit E). Again, employees under the direction of the Community Based Care / Family Integrity Program, must utilize the forms provided by the Department of Children and Families located on the Intranet.

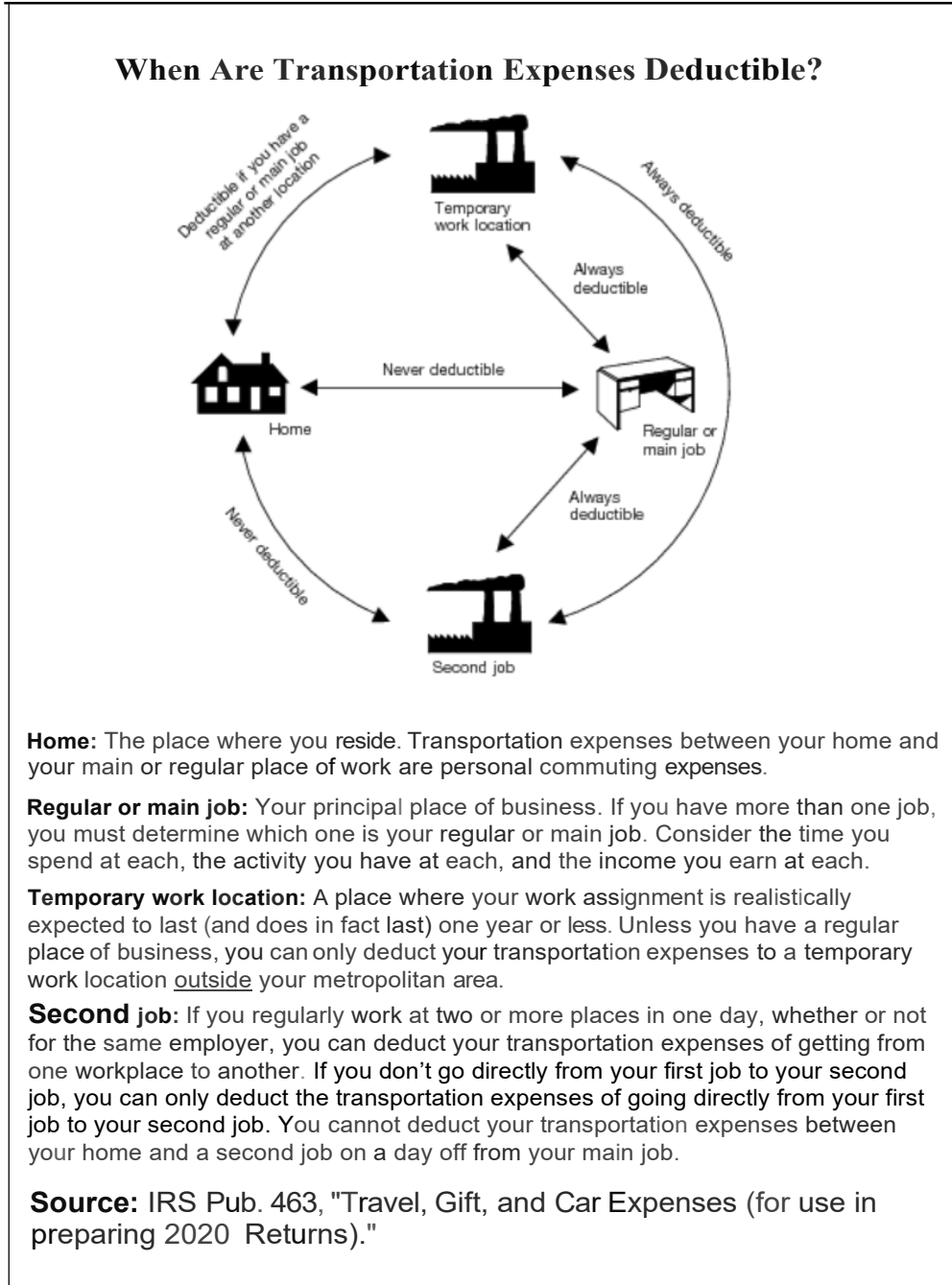
The accompanying Figure 1, will be utilized in determining whether the reimbursement is applicable, and how to calculate the allowed mileage for each circumstance. Other travel limitations may be applicable regarding the employee's reimbursement request if additional written intra-departmental guidelines and operating procedures exist. Employees are required to know what guidelines and procedures are applicable to them.

If more than one employee attends the same meeting or conference they are required to ride together and have only one reimbursement for mileage. This would apply to a maximum of four persons, assuming the trunk capacity will hold their luggage. Department director approval is required if the employees do not ride together.



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Figure 1





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102.6.2.2 Vehicle use guidelines for travel within a point-of-destination:

102.6.2.2.1 When the employee arrives at his/her destination, actual reasonable expenses will be paid for local transportation, such as taxi, bus, or ride share services from the airport to the hotel, connected with out-of-town travel on County business. Travelers are expected to use the most reasonable and economical means of transportation available. Personal vehicle mileage must be documented on the St. Johns County Voucher for Reimbursement of Travel Expenses (Exhibit E) for every trip. For example, trips to dinner, or a meeting place must each be documented separately. Reimbursement for travel to and from the airport from the traveler's office or home, or the return trip from the airport to the traveler's office or home, may include private vehicle mileage; or vicinity mileage with each trip noted on the St. Johns County Voucher for Reimbursement of Travel Expenses Form and submitted with the Travel Expense and Settlement Report; and direct parking costs or necessary taxi or private transportation services.

102.6.2.2.2 Car Rentals

Employees, under exceptional circumstances and with prior approval from their department director, may rent a car upon reaching their destination. Employees should rent a car with a cost equal to a compact car, unless otherwise approved, with a per diem rate excluding mileage (unlimited mileage). Collision and liability insurance should be purchased by electing "LDW" (Loss Damage Waiver) and "LIS" (Loss Insurance Supplement) coverage. Receipts evidencing car rental must be submitted with the Travel Expense and Settlement Report.

102.6.2.2.3 Taxis and Ride Share Transportation

The County will reimburse the reasonable cost of taxi use and/or ride share transportation to and from designated lodging, to and from place of business, and to and from restaurants within a reasonable distance from place of business or lodging. Receipts are required for reimbursement.

102.7 Lodging

Lodging expenses will be reimbursed at the actual cost of the room provided that the employee seeks reasonably priced lodging subject to their department director's approval. Employees should take full advantage of special convention/program agency-negotiated rates. The County will only reimburse the employee for single occupancy rates. Double occupancy by two (2) employees is encouraged; in such case, the County will reimburse the double occupancy rate. If a spouse occupies a room with the employee, the employee must provide written or printed documentation of the single and double room rate. Employees are responsible for no-show fees unless emergency or other approved business reasons cause the cancellation. Employees should always obtain a cancellation number from the designated hotel to protect against no-show billings. Funds prepaid by the County, which relate to canceled arrangements not approved by the County Administrator, will be subject to repayment to the County by the employee. Employees are not authorized reimbursement for overnight accommodations for travel within 50 miles of St. Johns County unless deemed necessary and approved by the department director as an exception to policy.



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102.8 Meals

102.8.1 One Day Travel: Class “C” Travel

Generally, the County will not reimburse the cost of meals unless the meal is part of the program or function being attended.

102.8.2 Overnight Travel Class “A” and Class “B”

The County will reimburse meal expenses (excluding tips) on trips requiring overnight accommodations. On the day of departure, breakfast may be reimbursed if the employee leaves their place of residency prior to 6:00 a.m.; lunch is reimbursed if departure is before 12:00 p.m. and dinner if departure is before 6:00 p.m. On the day of return, lunch may be reimbursed if return to the County is after 2:00 p.m. and dinner may be reimbursed when travel extends up to 8:00 p.m. Reimbursement for meals (excluding tips) is limited to expenses incurred during the day or part of day, whichever is applicable, and is limited in total to the daily individual meal allowance set out below.

During the traveler’s stay, breakfast will not be reimbursed if a continental breakfast is provided at the traveler’s living accommodations while they are traveling or at the conference that they are attending.

<u>Meal</u>	
Breakfast	\$6.00
Lunch	11.00
Dinner	<u>19.00</u>
Daily Total	\$36.00

Individual meal expenses are not limited to the per meal cost allowance as set forth above, however, the total actual reimbursement for each day may not exceed the daily sum of the applicable individual meal allowance. (For example, a person may spend \$8.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner for a total of \$36.00). A partial day reimbursement is applicable if the time covers one part of the day or if meals are included in conference fees, airline transportation, or are otherwise not applicable.

The County will not reimburse meal costs that are included in registration fees or airline fares. A copy of the conference/training brochure, which provides the detail of meals and scheduled events, must be submitted with the Travel Expense and Settlement Report. Meals included in the registration should be shown in the “Meals” section and noted as such in the Travel Expense and Settlement Report.

102.9 Other Expenses

102.9.1 Flight Insurance

The purchase of flight insurance is not reimbursable because the County and most travel agencies insure their travelers.

102.9.2 Miscellaneous Expenses

Special event expenditures at conferences and seminars (i.e. banquets, golf tournaments, side trips, etc.) are not reimbursable. Gratuities, tips, baggage handling, etc. are also not reimbursable.

102.9.3 Internet Usage

Employees that must check their business-related email while traveling on County business will be allowed reimbursement for actual charges incurred.



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102.10 Travel Reimbursement Forms Submission

The Travel Expense and Settlement Report, Voucher for Reimbursement of Travel Expenses, and all supporting documentation including receipts and the conference itinerary must be completed with the proper approvals and forwarded to the Finance Director within ten (10) working days after the return to the County. If any charges were incurred on a personal credit card, a copy of the statement must also be included with all but the last four digits of the credit card number redacted, along with any personal charges.

102.11 Conflict of Law

It is the intention of the Board of County Commissioners that this policy is in accordance with Florida Law. If any provision of this policy is in conflict with Florida Law, Florida Law shall prevail.



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Title:	103 Board of County Commissioners Meeting Agenda Procedures	Date Issued:	January 1993
Reference	Board Rules	Revised:	December 2006 January 2023

103.1 Purpose

To establish policy and procedure for preparation of the Agenda for the Board of County Commissioners' regularly scheduled meetings, which will be held the first and third Tuesday of the month or as determined by the Board.

103.2 Scope

All persons, departments, and officials requesting action on any matter to be acted upon by the Board of County Commissioners.

103.3 Policy

All requested agenda items must be submitted to the County Administrator through the County's digital agenda management system. Staff must be granted permission to access the system by their department director. Agenda packet due dates and schedule will be set by the County Administrator, or designee, each calendar year. The agenda schedule will be published on the intranet and internet for consumption.

All agenda requests must be submitted through the digital agenda management system to be considered for placement on the BCC agenda. Items are to be reviewed and amended as requested by the Office of the County Attorney, the Office of Management and Budget, and County Administration. Per Board Rule 4.301, all requests for agenda items will be turned in by 9:00 a.m., Wednesday, thirteen (13) days prior to the Tuesday Board Meeting, complete with all appropriate back-up material sufficient to warrant discussion. Should sufficient back-up material not be provided by this date, the item will be removed from the agenda. The final agenda will be published on the Clerk of Courts website prior to the BCC meeting.



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Title:	104 Public Review of County Records	Date Issued:	January 1993
Reference:	F.S. 119 & F.S. 286	Revised:	January 2006 January 2023

104.1 Purpose

To establish procedure and policy for public inquiries to review or examine County records, files, or documents.

104.2 Scope

All persons, except authorized County employees, requesting to review, examine or obtain copies of any County record, file, document, or other information in accordance with Chapter 119 and Chapter 286 of the Florida Statute.

104.3 Policy

St. Johns County operates in full compliance with Florida’s Public Records Laws. Any person except County employees, requesting to review, examine or obtain copies of any County record, file or other document shall be asked but not required to complete the St. Johns County Public Records Request Form, which can be found on the County website, to ensure there is an accurate detail of the request. If the person requesting the record chooses not to complete the request form, the County employee completes the form to the extent possible based on information known or offered by the requestor. Although not necessary, if the citizen wishes, the County does appreciate having a contact name and number to notify the citizen that the requested information is ready for pick-up. Similarly, if the citizen wishes to list the items he or she is requesting, it facilitates the task and avoids miscommunication. Again, this information is not obligatory but is helpful in responding promptly and accurately. Once the request is completed, the information or record will be available as soon as possible. If research is required or some other circumstance occurs, the responsible County employee or official will obtain the requested information on a timely basis and establish a time and date for the requesting party to view the material or record. The length of response time will reflect the extensive nature of the search necessary to respond completely. There is no minimum or maximum period of time to respond to a public records request; each request requires a reasonable response time. The County does not have to create a new document or reformat an existing document, simply give access to the records as they exist. Also, the right to review and copy public records do not extend to a right to question County employees on the meaning of the public records; compelling the answer to specific questions is typically done by subpoena. Original files, records, or other documents will not be removed from the County service counter or department for even a short period of time.

104.4 Reproduction Fees

Photocopying fees for pages of not more than 14 inches by 8 ½ inches are 15 cents per one-sided copy, and 20 cents for two-sided duplicated copy. Other documents, such as oversized maps, etc., are the actual cost of duplication (Chapter 119.07(4), Florida Statutes).



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104.5 Information Technology Resources or Clerical or Supervisory Assistance

Under Florida law, if a public record request requires the extensive use of information technology resources (e.g., archived email) or extensive clerical or supervisory assistance, the County may charge a reasonable service charge based on the cost actually incurred for the records search (Chapter 119.07(4)(d), Florida Statutes). The clerical fee involved is specific to the actual cost of the research time. The actual costs associated with each request will be assessed for the extensive work performed by each employee.

104.6 Extensive Records Search

As interpreted by Florida courts, an extensive search represents clerical, supervisory or information technology resource time that takes more than 15 minutes to locate, review for confidential/exempt information, copy (if requested), and re-file the requested material. The county can also request a deposit for these costs if the work to be performed is estimated to be extensive.

104.7 Inclusion of Request Form

The Public Records Request Form will be included as a future part of the file, which was reviewed.

104.8 Records Request by the Media

The Office of Public Affairs will be notified immediately regarding any public records request made by any and all media organizations. Please include as much information as the requestor will provide:

1. Name of requesting person or media organization
2. Nature of request
3. Deadline for the requested information or other time constraints
4. Summary of response to the request for information.

104.9 General Departmental Requirements

All department directors shall make an effort to inform employees about Florida's Public Records Law and an explanation of the Public Records Law shall be a required part of the orientation for all new employees.



**St. Johns County Administrative Code
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Title:	105 Posting of Notices, Flyers, and Bulletins at County Buildings	Date Issued:	February 1993
Reference:		Revised:	December 2006 January 2023

105.1 Purpose

To identify policy and procedures for posting of informational notices, announcements, bulletins, etc. in County Buildings and on the County Electronic Bulletin Board.

105.2 Scope

All officials, building supervisors, department directors, employees, other persons and organizations wishing to post any bulletin in a County Building or on the County’s Electronic Bulletin Board.

105.3 Policy

105.3.1 Bulletin Boards

Bulletin boards are located throughout our facilities in order to ensure that employees have access to posted information. Bulletin boards are used to communicate official government information on equal employment opportunity, wages and hours, health and safety, and other issues.

There are designated bulletin boards that may be used by employees or outside parties for the posting of notes and advertisements, announcements, sale of property, or other approved material. Any person, official, department, employee, or outside organization requesting to post any bulletin at or in a County Building must contact the County employee in charge of the building or department for permission. If permission is granted the item must be posted on a designated bulletin board or area reserved for this purpose. There will be no postings on doors, walls, windows, or other areas not designated for postings.

105.3.2 County Message Board

County employees are permitted to post items on the electronic bulletin board, titled “County Message Board,” providing all County Ordinances are adhered to and prohibited items as noted below are not posted. Messages sent to the “Everyone Group,” “BCC All Group,” and the County Message Board must be approved by the County Administrator, or his/her designee.

105.3.3 Postings

Any material that contains content that is obscene, pornographic, libelous, promotes any religious activities or any political activities of a partisan nature, advocates violence, bigotry, or bias based on race, color, religion, sex, national origin, marital status, age, disability, or genetics are not allowed.

Postings of a commercial nature for personal financial gain or promotion of commercial ventures are also prohibited. Employees selling personal items on an individual basis who are not engaged in a commercial enterprise may post items for sale on the County Message Board if approved by the County Administrator or his/her designee.

Employees wishing to announce events and non-profit fundraisers must obtain permission from the County Administrator, or designee, prior to posting.



**St. Johns County Administrative Code
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Title:	106 County Vehicle Use Policy	Date Issued: March 1993
Reference: F.S. 112.061, FS 316.614	Revised: December 2006 January 2023	

106.1 Purpose

To establish policies and procedures for the use of County Vehicles by County employees.

106.2 Scope

All employees under the Administrative direction of the County Administrator who drive County vehicles or civic leaders/citizens whose presence is requested, in writing, to travel.

106.3 Valid Driver's License Requirement

Employees' driving records must be acceptable to insurance carrier standards before operating a County vehicle. Human Resource Section 402 of the County Admin Code details the Driver's License responsibilities and requirements for all County employees.

106.4 Use of Vehicle Restrictions

Seat Belts must be worn at all times according to Florida Statute 316.614. Employees not wearing seat belts are not only subject to traffic citations but also subject to disciplinary action in accordance with Section 409.

106.4.1.1 County vehicles are to be used for County Business Only and driven only by County employees.

106.4.1.2 No County vehicle shall be used for an employee's personal use.

106.4.1.2 Non-County Personnel Passengers are not allowed in County vehicles unless on bona fide County business (i.e., no family members, friends, etc.) except in emergency conditions or the presence of non- County passengers has been requested and approved by the County Administrator.

106.4.1.3 Proper maintenance of County vehicles is the responsibility of the operator.

106.4.1.4 County vehicles assigned to an employee shall not reside overnight outside County boundaries without written authorization from the County Administrator.

106.5 Personal Vehicle Use for County Business

Employees are to use County vehicles for all County business. If an employee has been authorized by his/her department director to use a personal vehicle for County business on a regular basis, mileage must be documented and submitted for reimbursement monthly using the St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit E). Community Based Care/Family Integrity Program employees are to use the forms provided by the Department of Children and Families as stated in Section 102.



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106.6 County Golf Car Use

The St. Johns County Judicial/Administrative Campus provides a golf car pool for staff use on campus. Golf cars are available to be checked out by any employee provided that they have been trained in golf car operation through the golf car operator training program provided by the Facilities Management Department. Golf car operators are subject to the rules and regulations outlined in this section, as well as those governing the operation of county vehicles.

106.6.1 Golf Car Pool

The golf car pool shall be maintained by the St. Johns County Facilities Management Department and housed at the County Administration Building. All routine service and maintenance on the golf cars shall be provided by the Facilities Management Department. Pool golf cars are available on a first-come-first-serve basis, and must be reserved through Facilities Management. Users are responsible for performing pre- and post-operation inspections to ensure the golf car does not have any damage. If significant new defects are found upon return, the trained operator's department shall be held liable for any expenses incurred in the course of repairing the damage.

106.6.2 Training and Operation

Anyone who operates a golf car on the Judicial/Administrative Campus must be trained through the golf training program offered by the Facilities Management Department. Training will be held on an as-needed basis and will be overseen by the Building Operations Superintendent. After successful completion, the employee will be issued an identification badge designating that they are a trained golf car operator.

106.6.3 Safety

Upon becoming a trained golf car operator, the employee agrees to safely operate the golf car in compliance with all traffic laws, to always yield the right-of-way to pedestrians, to drive in designated pathways whenever possible, and to park in designated golf car parking areas or legal automobile parking spaces. Additionally, all current rules and regulations with respect to the operation of County Vehicles, including all accident procedures, must be adhered to when operating a golf car. The employee further agrees to let no untrained driver operate the golf car when they have current use of the car. If an accident occurs while the golf car is being operated by an untrained driver, the driver will face disciplinary action. A violation of this section of policy may result in a revocation of the offending employee's privileges to use a golf car.



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Title:	107 Use of Auditorium and Conference Meeting Rooms	Date Issued:	March 1993
Reference:		Revised:	December 2006 January 2023

107.1 Purpose

Establish rules for the use of the County Auditorium and Conference Rooms in the County Administration Building.

107.2 Scope

All appointed boards and committees, or an organization approved by the Board of County Commissioners, governmental agencies and other regional organizations under the Florida Sunshine Law. Exceptions to this requirement may be granted by the Board of County Commissioners, the County Administrator, or designee.

107.3 Policy

Approval for the use of the County Auditorium and Conference Rooms will be granted only when this procedure is followed.

107.4 Procedure

St. Johns County Administration Building Rules for Using the County Auditorium or Conference Rooms

107.4.1 The maximum seating capacity is:

- County Auditorium: 350
- St. Johns Conference Room: 12
- Training & Education Center: 24
- St. George Conference Room: 10
- Cordova Conference Room: 18

107.4.2 No admission charges may be made.

107.4.3 The use of the County Auditorium and Conference Rooms is limited to Boards and Committees appointed or sanctioned by the Board of County Commissioners, governmental agencies and other regional organizations, which come under the Florida Sunshine Law. Exceptions to this requirement may be granted by the Board of County Commissioners, the County Administrator, or their designee. The Board of County Commissioners has the first option and takes precedence over all meetings previously scheduled. All meetings must be open to the public.

107.4.4 One person must assume responsibility and give their contact information when booking a conference room. A minimum of two business days' notice is required to reserve a conference room or the County Auditorium. Please notify of any cancellations as soon as possible. To schedule, email County Administration with the request.

107.4.5 Food, drinks, and smoking are not permitted in the Auditorium. Light refreshments are permitted in conference rooms so long as the users respect and maintain the area.

107.4.6 Users shall be held accountable for malicious or unusual damage to the facility.



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Title:	108 Petty Cash	Date Issued:	February 1995
Reference:		Revised:	January 2023

108.1 Purpose

Petty Cash is authorized in the amount approved and authorized by the County Administrator when justified in writing by the department having frequent requirements to purchase small items not normally available from suppliers that will not take County credit cards, or must pay out for reimbursement of charges incurred by assigned personnel, i.e., UPS shipment charges, postage due, etc. Single-item purchases shall not exceed \$25.00. All incidental purchases and any funds paid from petty cash must be for use in the operation of the department or office. Purchase of items from petty cash that can be purchased on a credit card will not be condoned and may result in the withdrawal of the petty cash fund if consistently abused.

108.2 Scope

This procedure will apply to all County departments under the administrative control of the County Administrator.

108.3 Procedure

108.3.1 The department director, or designee, authorized to handle the petty cash fund will be directly responsible to the Finance Director for the operation of the fund. The money will be kept in a locked cash box, a safe or desk that can be locked when the designee is not in the immediate area.

108.3.2 A receipt from petty cash will be signed by the person receiving the money to purchase item(s). Upon return, a sales receipt will be presented to the department director, or designee. If any additional amount has been paid, it will be reimbursed from the cash box. A notation on the sales receipt will be made by the purchaser indicating the purpose of purchase and signed.

108.3.3 When assigned personnel are required to pay “out of pocket” cash in the performance of their daily work, a receipt for the cash paid out will be obtained, the purpose noted on the receipt, signed and presented for reimbursement to the department director or designee.

108.4 Accountability

At the end of each month, the petty cash on hand and paid out will be reconciled by the department director or designee to determine if the cash on hand and receipts paid out are equal to the authorized initial petty cash total. A petty cash voucher will be prepared if funds have been depleted; reimbursement of funds expended will be listed on the voucher and on the receipts paid out. Receipts will be attached to the Petty Cash Voucher. The Voucher will be signed by the department director or designee and submitted to the Finance Department for reimbursement.

108.4.1 It will be the responsibility of the department director to maintain accurate records. Shortages will be made up at no cost to the County by the department director or designee when final accounting and turnover of the petty cash fund is accomplished.

108.4.2 Each manager or department director authorized a petty cash fund will periodically spot-check the petty cash fund to assure that adequate protection and accountability are being maintained.

108.4.3 The Director of Finance may conduct an unannounced physical accounting of each authorized



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petty cash fund.

Note: The above information is provided as guidelines only and is not intended to conflict or supersede any of the policies and procedures set by the Finance Department.



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Title:	109 Work Order Requests for Repairs, Alterations, Construction, and Maintenance of County Facilities	Date Issued:	March 1993
Reference:		Revised:	January 2006 January 2023

109.1 Purpose

To establish the procedures for initiating maintenance, repairs, and/or renovation activities affecting County owned or operated facilities.

109.2 Scope

All County departments and other agencies located in County owned or operated facilities.

109.3 Policy

County departments and other designated agencies will receive approval for maintenance, repairs or renovations only when the following procedure is followed.

109.4 Procedure

109.4.1 When a department or agency desires to make changes, repairs, or request routine maintenance to a County owned or operated facility, approved staff will submit a work order request through the digital maintenance management system to the appropriate division of the Facilities Management Department.

109.4.2 The request will be triaged to determine and note the priority, most desirable method of completion, the estimated cost of labor, materials, and design for projects, and indicated estimated time for completion.

If the project request involves work other than routine maintenance or repair, the Facilities Management Department will provide an estimate to the requesting department for approval prior to scheduling.

109.4.3 Costs associated with routine maintenance and repairs will be charged to the respective department's building maintenance budget line. Requests to charge the cost to other GL codes should be noted in the work order description box.



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Title: 110 County Facility Use Policy	Date Issued: January 2006
Reference: SJC Ord. 99-50	Revised: December 2006 January 2023

110.1 Purpose

To establish procedure for documentation and approval of allowing use of certain County facilities to the public. This policy includes insurance requirements, as well as requests for permits for possession and consumption of alcoholic beverages on public property.

110.2 Scope

All St. Johns County employees under the direction of the County Administrator, or designee, shall follow the procedure for the Public Rental or Use of any County owned facility.

110.3 Policy

If a member of the public requests to reserve or rent a County facility that offers access he/she should contact the department that oversees that facility. The requestor will be required to fill out forms including contact information and numbers attending. Approval from the department director will be required.

110.4 Alcohol on County Premises

Alcohol is only permitted in or on County premises with written permission of the County Administrator (or designee) on a completed Application for Permit for Possession and Consumption of Alcoholic Beverage on Public Property in Accordance with Ordinance 99-50, and with proof of liquor liability insurance coverage in the amount of one million dollars (\$1,000,000) per occurrence, which specifically includes St Johns County as an additional insured by policy endorsement. Liquor liability insurance is required of all applicants.

110.5 Requirements for Business/Corporation/For-Profit Organizations

The Business hereby states and affirms that the insurance coverage required is in place at the time of the Agreement, and will remain so for the term of the rental agreement and that the business will not occupy the premises under the Agreement until it has obtained all insurance required under such laws. The business agrees to submit documentation of all insurance coverage to the County or its representatives upon request. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Compliance with the foregoing requirements shall not relieve the Business of its liability and obligations under this rental agreement.

110.5.1 The business shall maintain, during the term of this rental agreement, commercial general liability insurance in the amount of one million dollars (\$1,000,000.00) combined single limit to protect the business and the County from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this rental agreement, whether such operations are by the business or by anyone directly employed by or contracting with the business.

110.5.2 The business shall maintain during the life of this rental agreement, comprehensive automobile liability insurance in the amount of one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per occurrence combined single limits to protect the business from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage,



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which may arise from the ownership, use, or maintenance of owned, or non-owned automobiles, including rented automobiles whether such operations are by the business or by anyone directly or indirectly employed by the business.

110.5.3 The business shall maintain, during the life of this rental agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by law. If the business is not required to maintain Workers' Compensation Insurance and Employers Liability Insurance under Florida Law, verification noting this exclusion shall be provided to the County by the business insurance carrier.

110.5.4 All insurance, other than Workers' Compensation, to be maintained by the business shall specifically include St. Johns County as an additional insured, by policy endorsement, except as such coverage is specifically waived in writing by the County, and a Certificate of Insurance naming St. Johns County, Board of County Commissioners, Risk Management, 500 San Sebastian View, St. Augustine, FL 32084, as additional insured must be provided to the County by the business insurance carrier.

110.5.5 The insurance requirement is deemed contractual, and the County shall not be deemed responsible to any third party for any failure of insurance coverage.



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Title:	111 Responding to a Disruption on County Property	Date Issued:	January 2006
Reference:		Revised:	January 2023

111.1 Purpose

To establish a policy and procedure when responding to the disruption of Non-Board of County Commissioners meeting functions by members of the general public.

111.2 Scope

All St. Johns County departments under the direction of the County Administrator, or his/her designee.

111.3 Policy

For purposes of this policy a Disruption on County property shall be any use of obscene or profane language, any act of physical violence or threat thereof (whether verbal or nonverbal), and/or any other loud or boisterous behavior to any person on County property which significantly impairs the operation or use of such property. The County employee present shall initially determine if such a disturbance is an immediate physical threat to persons or public property. If there is an apparent immediate danger to persons or property occurring on County property, said employee shall:

1. Call 911 and ask for immediate law enforcement assistance;
2. Take reasonable effort to move endangered persons to a safe location;
3. Take reasonable effort to protect public property without endangering any person in that process.
4. Notify the County Administrator and the assigned department director of the situation.

If there is no apparent physical danger to personnel or public property but the subject is causing a disturbance that significantly impairs the proper function or delivery of any County service:

- The County employee at that location shall immediately notify the first County supervisor who is immediately available, and then request the subject to cease causing the disturbance or leave the premises. The notified supervisor shall immediately go to the location and take responsibility for further actions.

The attending supervisor shall provide the subject with a future date, time, and location to meet with a designated County representative at which time their concerns will be addressed in a proper manner, then the subject will be asked again to cease the disturbance or to leave the premises.

If the subject does not comply with the request, the supervisor will call 911 and ask for law enforcement assistance in removing the subject from County property, or otherwise properly address the situation as determined by a law enforcement officer, County Administrator, or a Deputy County Administrator.

- The attending supervisor will produce and submit to the subject department director and the County Administrator a detailed written report of the incident within 24 hours of its occurrence.

In circumstances where there is a pattern of disruption of County offices or work by a particular person, group of persons, or organization, the County Administrator may designate a particular County employee as being



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the primary point of contact and/or supervisor for such issues. The County Attorney's office will also be consulted for other applicable solutions designed for effective and fair action in cases involving special circumstances.



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Title:	112 Building Security and Operations	Date Issued:	January 2006
Reference:		Revised:	December 2006 January 2023

112.1 Purpose

The purpose of this policy is to provide basic procedures for day-to-day operations as well as maintain a safe and secure working environment for the users of all St. Johns County facilities. The procedures listed here are considered the minimum, and every effort should be made by all employees to enhance building security at every opportunity.

112.2 Scope

All employees of St. Johns County and/or employees that work in any County owned facility.

112.3 Hours of Operation

It is the responsibility of the department director to ensure that his/her department or office is open to the public during recognized office hours unless he/she has received prior notification to the contrary from the County Administrator’s Office. If for any reason, it is impossible for a department director or any member of his/her staff to open an office or department at the regularly scheduled time, the County Administrator’s Office must be notified of the situation as soon as possible.

112.4 Identification Cards and Keys for Employees

Every Board of County Commissioners (BCC) employee shall be issued an identification card upon commencement of employment. This identification card must be worn at all times during working hours. Any person who is issued a key or I.D. card shall not allow anyone else to use that person’s key or I.D. card. St. Johns County staff who enter through a controlled access door shall not allow any unauthorized person to enter the building with them.

St. Johns County Facilities Management shall be responsible for the issuance of all BCC identification cards. Further, the Building Operations Superintendent is responsible for the issuance of all keys for the Judicial/Administrative Campus and Service Center annexes. With respect to other BCC operated buildings, the respective department director is responsible for key issuance.

The Building Operations Superintendent shall keep a record of all identification cards and keys issued. With respect to other BCC operated buildings, the respective department director shall keep a record of all keys issued.

Any person who is issued an I.D. card shall fill out and sign the Badge Request Form provided for employment. The form can be found on the Intranet and shall be counter-signed by an appropriate authorizing official.

112.4.1 For the purposes of badge issuance, authorizing officials are as follows:

- New Hire: Human Resources Director
- Replacement Badge: Department Director, Human Resources Director, or their designee

112.4.2 Authorizing officials may appoint a designee to sign for them. Appointments shall be in written form and furnished to the Building Superintendent who shall maintain appointee records.



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112.4.3 St. Johns County I.D. badges are intended for St. Johns County employees, both full and part-time. Requests to issue St. Johns County I.D. badges to non-employees must be made by the requesting department director and certification of a passed background check must be provided.

112.4.4 All keys and I.D. cards must be turned in within 24 hours of the termination of employment. It is the responsibility of the employing department to collect keys and I.D. cards.

112.4.5 The Badge Request Form (available on the Intranet), when used for Courthouse access, shall be authorized by the following for members of their staff:

- Administrative Judge, St. Johns County
- Sheriff, St. Johns County
- Clerk of Courts, St. Johns County
- St. Johns County Administrator
- State's Attorney, 7th Judicial Circuit
- Public Defender, 7th Judicial Circuit
- D.O.C. Probation, Correctional Probation Senior Supervisor, St. Johns County

112.4.6 Requests to issue Courthouse ID cards to non-courthouse employees may be made, but must be approved by one of the following:

- Administrative Judge, St. Johns County
- Sheriff, St. Johns County
- St. Johns County Administrator
- St. Johns County Facilities Management Director

112.5 Parking and Storage of Personal and County Vehicles

112.5.1 Storage of County Vehicles

Vehicles stored in County lots will be parked in a lawful and appropriate manner, locked, and serviced for the next day's activities.

112.5.2 Ticketing/Improper Parking

Tickets received for improper parking must be paid promptly. Tickets will be excused only in the event of extraordinary circumstances, which must be documented. It is unnecessary for anyone to park improperly while performing assigned duties as a County employee. For that reason, no excuse based on traditional employment-related activities will be accepted.

112.5.3 Personal Vehicle Parking

It is considered improper to park in any of the designated areas detailed below without specific authorization from the County Administrator:

- In any space not officially designated for employee parking.
- Where signs indicate no parking.
- In a space designated for County vehicles only.
- In the Commissioner's row in the parking garage.
- Any other area deemed hazardous or posted by the County Administrator's Office.
- Any numbered space in the parking garage.



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112.6 Building Security

112.6.1 The Sheriff of St. Johns County shall provide and be responsible for the security of the St. Johns County Judicial Center.

112.6.2 All Judicial Center personnel shall report any unlocked or malfunctioning exterior doors, disturbances, crimes in progress, crimes that have already occurred, suspicious persons, suspicious circumstances, and any other safety or security concerns affecting the St. Johns County Judicial Center to the Chief Bailiff.

112.6.3 Security personnel, including Bailiffs and both armed and unarmed security guards, shall report any security problems or concerns to the Chief Bailiff.

112.6.4 The St. Johns County Judicial Center shall staff unarmed and/or armed guards as determined by the Sheriff's Office and St. Johns County Facilities Management 24 hours a day, 365 days a year.

112.6.5 The purpose of the security guards is to preserve a threat-free judicial environment and to prevent a general climate of fear and anxiety during the judicial process. This is achieved primarily through the screening of personnel entering the facility.

112.6.6 Closed Circuit Television (CCTV) surveillance and security systems are installed in various St. Johns County facilities to enhance security and to provide video records of incidents should they occur. All information and records relating to these systems, including, but not limited to photographs, audio and video records schematic diagrams, and surveillance techniques or procedures, are part of the County's security system plan, and are intended to be used solely by security personnel and are confidential and exempt from public record requests, pursuant to the exemptions listed in F.S. 119.071(2)(d), 119.071(3)(a), and 281.301. Copies of video records, specific locations of cameras, recording equipment, and/or alarms are not to be given out without specific authorization from the County Administrator, the County Attorney, or their designee.

112.6.7 Securing Facilities

Department directors or their designee are responsible for ensuring all doors in their departments are bolted or locked each evening after working hours. Duplication of keys without the authorization of the department director is grounds for dismissal. Duplication of Judicial Center keys without the authorization of the Building Operations Superintendent is grounds for dismissal.

Each employee with a key to an exterior door will lock it upon entering and exiting the building after regular business hours.

When an employee leaves the employment of the County, he/she will surrender all government keys in their possession at the time of their exit interview. The Human Resources Office will, in turn, return these keys to the appropriate department director.

112.7 Emergencies

In the event of an emergency situation, St. Johns County BCC personnel shall first call 911, then follow the specific procedures set up for that facility.



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112.7.1 Fire

In the event of a fire, personnel shall utilize a pull station to sound the fire alarm and follow the appropriate notification procedures for their facility. All personnel shall evacuate the building as outlined in the St. Johns County Master Evacuation Plan, following any site-specific procedures unique to the location or office (Exhibit F).

112.7.2 Bomb Threat

In the event of a bomb threat, all radio traffic must end and all communications shall be done via telephone. Any St. Johns County BCC personnel receiving a bomb threat or suspicious package shall immediately call 911. If an evacuation is necessary, personnel shall exit the building as outlined in the St. Johns County Master Evacuation Plan, following any site-specific procedures unique to the location or office, leaving the area until such time as the site has been cleared of any threat.

112.7.3 Active Shooter

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Employees should become familiar with their department's active shooter plan. In general, principles for dealing with an active shooter situation are to run if possible, hide if necessary, and fight as a last resort.

112.8 Mail and Deliveries

112.8.1 Central Receiving

All mail received at the Judicial/Administrative Campus, as well as U.S. mail received via various P.O. Drawers and/or boxes held by occupants at the campus, shall be screened and x-rayed for potential hazardous substances, and opened in the Central Receiving building, located at 4010B Lewis Speedway. All deliveries to the St. Johns Judicial/Administrative Campus shall be screened and x-rayed at the Central Receiving building. Exceptions to this policy will be made at the County Administrator's or Elected Official's request.

Central Receiving will also be responsible for the sorting and delivery of all interoffice mail.

112.8.2 Outlying Facilities

All other facilities shall carefully screen all incoming mail and packages to the best of their ability to reduce the possibility of a biological contamination or the introduction of an explosive device or other potentially harmful item into their building. If a department located at an outlying facility so wishes, the Central Receiving Building facilities and staff shall be made available during regular operating hours for the purpose of screening and x-raying incoming mail and packages. It shall be the responsibility of the requesting department to provide for delivery and pick-up of their mail and packages to and from Central Receiving.

112.8.3 Suspicious Parcel Protocol

Any employee that considers a parcel to be suspicious should follow the guidelines outlined in the Suspicious Parcel Protocol Policy (Exhibit G).



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112.9 Service Animals

Animals, other than service animals, are strictly prohibited in county facilities. Any person who enters the building with an animal that is not a bona fide service animal will be immediately asked to remove it from the building.

112.10 Operations During Severe Weather

In case of unusual situations including hurricanes, floods, tornadoes, etc., County offices and departments shall remain open for a full scheduled work period unless authorization for early closing is received from the County Administrator's Office. All offices and departments will be given sufficient notice of any authorized early closing, thus eliminating the need for telephone inquiries to the County Administrator's Office. An employee, who of their own volition leaves work before an official early closing time has been announced, will be subject to disciplinary action.

112.11 Weapons and Firearms

Except as provided by state law or by St. Johns County Ordinance Number 2011-36, firearms shall not be brought into any building operated by the St. Johns County BCC by anyone except law enforcement officers who are employed by a State of Florida or Federal law enforcement agency.

112.11.1 No knives or other weapons (including, but not limited to, electronic stun guns, metal knuckles, mace, Ninja sticks, Blackjacks, clubs, and throwing stars) shall be allowed into St. Johns County BCC facilities.

112.11.2 Firearms shall not be brought into the Judicial Center by any law enforcement officer in plainclothes, except the Sheriff of St. Johns County, the Chief of the City of St. Augustine Police Department, the Chief of the City of St. Augustine Beach Police Department, and officers serving security details assigned by the Bailiff's office.

112.11.3 All uniformed law enforcement officers from other jurisdictions who want to carry a firearm inside the St. Johns County Judicial center must show official identification to do so.



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Title: 113 Records Management	Date Issued: December 2006
Reference: Chapters 257 and 119, F.S. Ch 1B-24, 1b-26.003, 1B-26.0021 F.A.C.	Revised: January 2023

113.1 Purpose

To establish policies and procedures for the management of county records, information, files and documents for the purpose of ensuring official records and information are readily accessible, in an organized and efficient manner, and in an appropriate environment.

113.2 Scope

Public records include “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” Florida law mandates and the Florida Department of State directs that the St. Johns County Board of County Commissioners Records Management Program be implemented and maintained by all Departments and Agencies of the county. The County is responsible for efficient and economical management methods regarding the creation, utilization, maintenance, retention, preservation, and disposal of records. Records must be identified, tracked, and accounted for by using the records management tools and policies that follow. The Office of the County Attorney shall serve as the County’s Records Management Liaison Officer (RMLO), and shall be the recipient of this information and maintain records data as required by the Department of State. Compliance is mandatory and each department of the County is responsible and accountable as custodians of their respective records pursuant to applicable Florida law and regulations.

113.3 Paper Records

Although many Departments and Agencies of the County differ in their particular business processes and functions, the basic principles outlined in this section will be established and implemented by each in order to maintain an active and continuing program for the economical and efficient management of records in compliance with applicable Florida law. Forms, including Inventory, Transfer, and Disposition are necessary to achieve the objectives of this policy and are provided in the St. Johns County Records Management Manual available in every department.

113.3.1 Records Contact Person

Each Department of the County will designate a person with the additional duty to serve as a records contact for the County’s Records Management Program.

113.3.2 Records Inventory

Each department will create and maintain an inventory of its particular document types. The inventory will match the functional document types to the appropriate State General Records Schedule, or in accordance with an Individual Records Schedule for those records unique to particular departments and



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agencies, and must include the assigned retention period. A copy of the completed form shall be sent to the Office of the County Attorney, and the form must be updated annually.

113.3.3 Transferring Boxed Files – Remote Storage

The movement of boxed records out of each department's work area will be tracked and accounted for through the County's File Transfer Form. The Office of the County Attorney must be notified and receive the completed form for recordkeeping purposes.

113.3.4 Records Destruction – Disposition Certification

Public record destruction via shredding, incinerating or disposal at the landfill will be accounted for through use of the authorized Records Disposition Certificate. These certifications must be signed by the department director, and a copy forwarded to the Office of the County Attorney. Record destruction volume in cubic feet must be accounted for on the form. These certifications are submitted at the end of the year to the Secretary of State by the Board of County Commissioners.

113.3.5 Digitized Paper Records – Disposition Certification

Hard copy paper records that are electronically scanned and are subsequently destroyed must also be accounted for on a Records Disposition Certification with appropriate signatures. A copy of the disposition form must be submitted to the Office of the County Attorney.

113.3.6 Archival Records

Records deemed archival will be sent to the appropriate institution and will be recorded on the Disposition Certificate with appropriate signatures.

113.3.7 Out-sourced Records Storage

Departments will use the commercial outsourced physical records storage facilities under contract with the County. These contracts have been written to meet the County's legal requirements and the State's Records Management Requirements. Contact the Purchasing Department for further information.

113.3.8 Employee Awareness

Department directors, in cooperation with the Office of the County Attorney, are responsible to adequately train and monitor their employees with regard to public records management and the timely processing of public records requests.

113.4 Public Records Requests

The Office of the County Attorney must be notified of all public records requests when they are first received, and the date and manner in which records requests are deemed completed. Refer to section 104 for additional information regarding the public review of County Records.

113.5 Voice Mail

Voice mail is generally transitory in nature, and may usually be deleted at will. There are times, however, when voice mail may constitute a public record, require a specific retention period, and be available to the public upon request. This would occur on rare occasions when the content of the message sets policy, establishes guidelines or procedures, certifies a transaction, acts as a receipt, is the subject of litigation, or is otherwise designed to perpetuate or formalize knowledge concerning official business.



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As with any record, employees should be aware of statutory or regulatory requirements that would prohibit the disclosure of voice mail information that is determined to be a public record.

113.5.1 Voice mail messages sent and received by staff fall within two broad categories:

- Transitory messages, (including copies posted to several persons), casual and routine communications similar to telephone conversations, and messages of a personal nature unrelated to official business.
- Public records with a specific retention period.

113.5.2 Retention guidelines for voice mail are as follows:

- Transitory messages — no retention requirement. Staff sending or receiving such communications may delete such messages at any time after sending or receiving them.
- Public Records — follow the retention period for equivalent hard copy records as specified in the state's retention schedule. These voice mail messages are public records and must be sent to your own e-mail for retention purposes, or you may summarize its content and retain a hard copy of the content only.

All employees are responsible for determining which of the two above categories voice messages belong, and indicating the retention period for purposes of eventual destruction, if applicable.

113.6 Text Messages

Text messages are generally transitory in nature, and may usually be deleted at will. There are times, however, when text messages may constitute a public record, require a specific retention period, and be available to the public upon request. This would occur on rare occasions when the content of the message sets policy, establishes guidelines or procedures, certifies a transaction, acts as a receipt, is the subject of litigation, or is otherwise designed to perpetuate or formalize knowledge concerning official business.

113.6.1 Text Messages Sent To or From a County Phone

To ensure compliance with records retention schedules, the County will archive all text messages sent and received on County phones.

113.6.2 Text Messages Sent to or From Personal Phones of County Employees

Any text message sent or received by a County employee pursuant to law or ordinance or in connection with the transaction of official County business is a public record and is subject to the requirements of state law and this policy. As with any record, employees should be aware of statutory or regulatory requirements that would prohibit the disclosure of voicemail information that is determined to be a public record.

113.6.3 Text messages sent and received by staff fall within two broad categories:

- Transitory messages, (including copies posted to several persons), casual and routine communications similar to telephone conversations, and messages of a personal nature unrelated to official business.
- Public records with a specific retention period.

113.6.4 Retention guidelines for text messages sent to or from personal phones of County employees are as follows:



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- Transitory messages: No retention requirement. Staff sending or receiving such communications may delete such messages at any time after sending or receiving them.
- Public Records: Follow the retention period for equivalent hard copy records as specified in the state's retention schedule. These text messages are public records and must be sent to your County e-mail for retention purposes, or you may summarize its content and retain a hard copy of the content only.

All employees who send or receive a text message pursuant to law or ordinance or in connection with the transaction of official County business are responsible for determining which of the two above categories text messages belong, and indicating the retention period for purposes of eventual destruction, if applicable.



St. Johns County Administrative Code
Section: Administrative Policy

Title:	114 Hiring of Consultants	Date Issued:	March 1993
Reference:	Administrative Policy	Revised:	January 2023

114.1 Purpose

To establish the uniform procedure for the hiring and utilization of consultants.

114.2 Scope

All departments reporting to the County Administrator.

114.3 Policy

It is occasionally necessary for County departments to seek aid from outside consultants in the performance of their normal operating functions. It should be determined before any consultant is hired that the service provided cannot be provided by any other department in the County government. Selection and actual hiring of consultants shall be done in conformance with the State Law and/or County purchasing policies and rules, whichever applies.

114.4 Definition

Consultant – any individual or firm not regularly employed by the County government who was hired or in some way engaged to provide consultation meaning informational or instructional guidance for the performance of some specific service.

114.5 Procedure

It is expected that fees for a consultant which may be necessary to perform a specific task related to the ongoing operation of County departments will be provided for specifically in an operating budget.

At budget time, the department director or his representative should indicate in the budget request, any consultants which may be needed during the coming fiscal year and indicate the specific purpose for which that consultant will be used and the type of information or service which is to be provided.

If a department determines at any time during the fiscal year that a consultant is needed and has not been provided for in the operating budget, it shall submit a formal request to the Office of Management Budget indicating the reason for which the consultant is needed. This request may be in the form of a letter or memo with all pertinent details. Any consultant hired by any department not specifically provided for in the budget must be requested in this manner and is subject to the prior approval of the County Administrator.



**St. Johns County Administrative Code
Section: Administrative Policy**

Title: 116 Office of Public Affairs	Date Issued: July 1999
	Revised: January 2006
Reference: Administrative Policy	Revised: January 2006 January 2023

116.1 Purpose

The St. Johns County Office of Public Affairs will operate a government access channel on most cable systems operating within St. Johns County. The government channel will develop and implement programs to maintain effective communications between county government and county residents, as well as, promote and preserve the integrity of St. Johns County’s local government as an efficient, professional organization that positively reflects the community it serves.

116.2 Scope

The Government Access Channel will operate within policies and guidelines established by the Board of County Commissioners as dictated in the Administrative Code.

116.3 Channel Designation

The Government Access Channel shall operate on most franchised cable systems within St. Johns County.

116.4 Management of Government Access Channel

The County Administrator directs the Office of Public Affairs to manage the Government Access Channel. Programming and scheduling decisions are made by the Director of Public Affairs and must be consistent with the policy adopted by the Board of County Commissioners.

116.5 Programming Standards and Production

116.5.1 Live Cablecast

Live broadcasts of County meetings and events will be televised with gavel-to-gavel coverage. These meetings will consist of but are not limited to emergency information, Commission Meetings, Town Hall Meetings, and other special events that fall within the policies and guidelines of GTV.

116.5.2 Tape Delayed Cablecast

GTV may air taped programming by eligible organizations that are appropriate to GTV and conform to the technical and production standards after a review of content. These programs may include but are not limited to emergency information, Commission Meetings, Town Hall Meetings, and other special events that fall within the policies and guidelines of GTV. GTV reserves the right to edit programs submitted to display disclaimers. Governmental meetings will not be edited.

116.5.3 Staff Programming

Programs produced by GTV or contractors hired by and supervised by the Office of Public Affairs will include: live and tape-delayed broadcasts of commission meetings, programming offered by various county departments, and boards and authorities related to government. These latter-noted programs could be either live or taped delayed cablecast. Programs produced or received by GTV may be modified or edited as appropriate based upon a script. Scheduling and staffing requirements will dictate editing.

116.5.4 External Programming

Programs that are produced by an outside agency may be aired when the topic is related to the county,



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city, state, or federal government, and the program is not intended as a mechanism for building support for a particular policy, program, issue, party, platform, or individual. Additionally, programming may not purposely contain advertising of a commercial product or service; information concerning any lottery, gift enterprise, or similar promotion offering prizes based in whole or part upon lot or change; direct solicitation of funds; material that would violate any federal, state, county, or city statute or law; material that promotes religious beliefs or religious philosophies; obscene, indecent, or defamatory material; appearances on behalf of individual candidates for public office; endorsements of particular ballot issues.

116.5.5 Multimedia Bulletin Board

Printed onscreen messages announcing emergency and public safety information, public meetings of government boards, and general announcements of current governmental information regarding meetings, sponsored events, and job listings will air seven days a week, 24 hours a day unless there is programming on the channel.

116.5.6 Quality Standard

All programming aired on the Government Access Channel must meet broadcast quality standards. All programming must be shot and mastered on compatible equipment. Other formats that do not meet the acceptable programming standards established by the Director of Public Affairs will not be aired.

116.5.7 County Meetings

Cablecasts of county meetings shall not be edited or subjected to editorial comment. Meeting(s) will have "gavel to gavel" coverage. Meetings are recorded for later broadcast and archival purposes.

116.5.8 Endorsements

At no time will the Government Access Channel be utilized to endorse an issue, candidate, specific person, company or brand name product for consumer use.

116.6 Promotions

Promotional announcements for county and/or city-sponsored events will be permitted over the cable channel. Promotional announcements for events, charities, or outside organizations not sponsored by the government shall not be permitted.

116.7 Equipment and Facilities

Use of county-owned video equipment shall be restricted to Office of Public Affairs' employees or trained persons who are under the direction of the Director of Public Affairs. Loaning of equipment for personal or non-governmental related tasks is prohibited.

116.8 Retention and Ownership of Recordings and Digital Media

All video recordings and digital media produced by the Office of Public Affairs or other county staff shall be the property of St. Johns County and stored in the GTV Production Office. It shall be the general policy of the Office of Public Affairs to retain videos of staff-produced programs, meetings, and events. These recordings shall not be considered an official record of any meeting and there shall be no liability for inadvertent erasure(s) or omissions.

116.9 Video and Audio Documents

Request for the inspection of video documents shall be accommodated. Duplication of video documents will be charged a fee from the current St. Johns County Fee Schedule.



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116.10 County Responsibility

Neither St. Johns County, the St. Johns County Government Access Channel, nor the Office of Public Affairs shall be responsible or liable for the accuracy of any information cablecast over the channel that is submitted by outside sources.

116.11 Access Priorities

The following is a list of general priorities that will apply to the Government Access Channel:

- Programming of an emergency involving public safety or health matters.
- Programming of, or about, meetings of policy-making bodies of County/City government.
- Programming of various departments and their services.
- Programming providing factual information on any ballot issue affecting County services.
- Programming that is produced by or for local, state, and federal government and/or other agencies that use public dollars.
- Programming produced by external sources that is relevant to local government.



**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	117 Press Releases, Media Inquiries, Press Conferences, Media Access, Events, and Bulletins	Date Issued:	May 1993 January 2006
Reference:	Administrative Policy	Revised:	January 2023

117.1 Purpose

To ensure conformity of press release format and content with County policy; to inform citizens and County officials of newsworthy issues; and to monitor the effectiveness of press releases and event bulletins.

A press release is any information prepared for dissemination to the news media; this includes written Public Service Announcements. County Administration encourages the use of press releases as part of an overall effort to inform St. Johns County residents about services, programs, initiatives, or events taking place.

An event bulletin is any information announcing routine activities, films, performances, recreational events or other non-issue related routine program activities.

117.2 Scope

This policy and the guidance therein have been established by the St. Johns County Administrator, and apply to all government departments with the exception of elected officials, i.e. members of the St. Johns County Board of County Commissioners, Constitutional Offices, and the Office of County Attorney for St. Johns County.

117.3 Press Releases

117.3.1 All Departments, Divisions, and Offices (unless exempted) should coordinate with the Office of Public Affairs with respect to the issuance, dissemination, and/or distribution of any media release, including those of a routine or select nature. The Office of Public Affairs will generate a media release upon request from any department director or designee, County Commissioner or designee, or the County Administrator or designee.

117.3.2 All requests for general press releases (e.g. upcoming events) should have a 5-day lead-time or more, whenever possible. All pertinent information for the release, including the name of the person providing the information, should be submitted. All Press Releases will be printed using a standard format that consists of one page, if at all possible, and one side only using the appropriate press release format as established by the Office of Public Affairs.

117.3.3 The first draft of the press release is emailed to the requesting department or division for review. Once the proposed press release is reviewed, and revisions made (if needed or necessary), then the Office of Public Affairs will disseminate the press release.

117.3.4 Press releases will be published on the County website and e-mailed to all area news outlets, the Board of County Commissioners, Government Television, and appropriate social media platforms. In addition, press releases will be made available to the public. The Office of Public Affairs will maintain a standard distribution list.

117.3.5 The Office of Public Affairs will maintain a file of all press releases issued by St. Johns County



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Government. The Office of Public Affairs will maintain and retain press releases in accordance with applicable County policy, and State retention laws.

117.4 Urgent Press Releases

117.4.1 All requests for urgent news media notification must be accompanied by pertinent information, name of a contact person, and telephone number.

117.4.2 Upon receipt of the request, the Office of Public Affairs will prepare the press release, submit the press release to the department director or designee for approval, and distribute the release to the media via email.

117.4.3 Copies of the press release will be immediately emailed to the Board of County Commissioners, the County Administrator, the Office of the County Attorney, and the involved department(s), and/or division(s). The original copy of the press release is filed in the Office of Public Affairs.

117.5 Media Inquiries

The Office of Public Affairs shall serve as the primary POC for the news media. The Director of Public Affairs works under the authority of, and is responsible to, the County Administrator.

117.5.1 It shall be the responsibility of the Office of Public Affairs to assist the news media in the gathering of information and the arranging of interviews as appropriate.

The Office of Public Affairs shall be notified whenever the media contacts a department and information is requested. Notification must be made within the same day or in some cases, the next business day. Either written or verbal notification must be made to the Office of Public Affairs. All requests for information that are directed to employees will be referred to the Office of Public Affairs. If either the Office of Public Affairs or the appropriate department director is unable to be reached, the call will be forwarded to the County Administrator or the Deputy County Administrator.

117.5.2 The Office of Public Affairs will disclose requested information as promptly as circumstances permit. At no time will information be released prematurely nor will information be withheld for the exclusive benefit of any individual reporter or segment of the news media.

117.5.3 St. Johns County employees as private citizens are free to communicate with the news media. However, if an employee identifies him/herself as a St. Johns County employee, then the employee is presumed to be speaking on behalf of St. Johns County and in an official capacity. As such, the employee is subject to the provisions outlined by this administrative procedure.

117.5.4 Information Policy – Emergency

All emergency or controversial issues shall be reported immediately to the County Administrator's Office, with a copy to the Office of the County Attorney. This includes, but is not limited to, information relating to potential or actual lawsuits and other legal matters; accidents involving serious bodily injury or death; an employee grievance; wrongdoing by a County employee; a natural or manmade disaster; or serious breaches of County performance. The County Administrator's Office will inform the St. Johns County Board of County Commissioners; thereafter, the Office of Public Affairs will coordinate and disseminate accurate information to the public and news media.

117.5.5 Information Policy—Non-emergency or routine

For general information involving verified, non-controversial, non-policy matters, departments may



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conduct interviews or provide information directly to the news media or other persons. The Office of Public Affairs must still be notified if any such interview or conversation with the news media occurs. An employee may respond directly to an inquiry regarding routine factual information relating specifically to their function. If the inquiry involves policy issues, the County staff member may respond after direction to do so from his/her department director or designee.

117.5.6 Letters to the Editor or Guest Editorials or Position Papers

The Office of Public Affairs will approve letters or correspondences to the editor, guest editorials, or other Official County position papers.

117.5.7 National News Media, Magazines, Television/Film Production Companies

All contacts and inquiries from national news media, magazines, newsletters, television or movie production companies, etc., shall be referred to the Office of Public Affairs.

117.6 Press Conferences

On occasion, it may be appropriate to call a press conference to announce a major County decision or to respond to an issue of general interest to the media. Staff members who believe they have an item, which warrants a press conference, should contact the County Administrator who will direct the Office of Public Affairs to make the necessary arrangements. There will be occasions when a non-management employee's involvement in an event makes that individual a logical respondent for a media inquiry or press conference.

117.6.1 Procedure

The Office of Public Affairs will work with the Board of County Commissioners, County Administration, and County departments and divisions to set up press conferences. If a press conference is requested, the Office of Public Affairs will plan and notify the media of the time, location, and purpose of the press conference via press releases and phone calls.

117.6.1.1 The Office of Public Affairs staff gathers information on the press conference topic and prepares a press release in compliance with the Office of Public Affairs Press Release Policy (Section 117.3). Staff meets with the person(s) holding the press conference and reviews possible questions the news media may ask.

117.6.1.2 The Office of Public Affairs staff coordinates logistics related to the event (e.g. reserve meeting room, arrange for Communications equipment, etc.).

117.6.1.3 Office of Public Affairs staff attends the press conference, distributes media kits, and helps answer questions if necessary.

117.6.1.4 In case of a natural disaster, press conferences will be coordinated with the Department of Emergency Management.

117.7 Media Access

117.7.1 The media will be provided access onto any part of St. Johns County property that is normally made available to the general public.

117.7.2 Media access may be restricted into any area that is not normally accessible to the public. Employees shall not prevent the photographing of any area visible to the public. Employees should consult with the appropriate department director prior to allowing media access into any restricted area. Media must be escorted at all times.

117.7.3 During any incident that involves public safety or a criminal investigation all requests for access



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should be directed to the on-scene department director, or the law enforcement official in charge of the criminal investigation.

117.7.4 A department director or the Office of Public Affairs may authorize media access that is greater than the general public's access when necessary to expedite the efficient flow of information to the public.

117.7.5 No County employee has the authority to authorize media access onto or within any privately owned property or dwelling.

117.8 Dedications/Ceremonies/Events/Tours

It is the responsibility of the Office of Public Affairs to assist the requesting Commissioner/Department in any aspect of planning, implementing, and/or publicizing an event. The Office of Public Affairs is responsible for the coordination of dedications, ceremonies, events, tours, and any other activities as the Office is assigned. The Office of Public Affairs is to be notified of all events held in a County facility by the responsible department. Departments are to give sufficient notice of any event planned to the Office of Public Affairs. The Office will also work jointly with department directors in scheduling any activity in which the Board of County Commissioners will be present.

117.8.1 Food Items

Any food items for County or public events are not considered an authorized expenditure of County tax dollars. Exceptions to food item purchases can be made if the County Administrator or his designated representative has determined the purchase would have a specific public purpose/benefit. No exceptions or additional approval is required if the item/function is submitted during the budget review process as a detailed request within special events and becomes specifically included in the adopted budget.

117.9 Publications and Bulletins for Events and Departments

All publications printed for public distribution (i.e. guide books, brochures, pamphlets, flyers, reports, programs, forms and advertisements) must be as accurate and current as possible to provide useful information to St. Johns County residents and visitors. To accomplish this, the proposed documents must be carefully written and proofread, and reviewed by the Office of Public Affairs. All information must be verified by the appropriate County officials before public distribution.



St. Johns County Administrative Code
Section: Administrative Policy

Title:	118 Formatting County Correspondence	Date Issued:	December 2006
Reference:	Administrative Policy	Revised:	November 2008 January 2023

118.1 Purpose

To ensure conformity of all St. Johns County internal and external correspondence. All documents originating from the St. Johns County Board of County Commissioners should be easily identifiable and their validity recognizable. Additionally, communication tools should be cost-effective, uniform, and professional.

118.2 Scope

All St. Johns County employees under the direction of the County Administrator.

118.3 Letterhead, Letterhead Envelopes, Memos, and Forms

The County Administrator is responsible for the creation and implementation of a Countywide letterhead. This letterhead is to be used by all departments with no changes to the formatting or language of the letterhead itself. Only the County Administrator has the authority to grant exceptions to this requirement. All inter-department memorandums are to follow the format created for their departments and are available on the St. Johns County Intranet. All forms created for external customer use should display the County Seal at the top left of the page if possible, or in another prominent location, as well as indicate “St. Johns County” at the top and should be approved by County Administration before being dispersed.

118.3.1 Ordering Letterhead and Letterhead Envelopes

All letterhead and letterhead envelopes will be ordered quarterly through the Purchasing Division. No Department is permitted to order letterhead or letterhead envelopes independently. Should a department wish to print letterhead directly on an as-use basis, the letterhead template should be used. No changes may be made to the template itself.

118.4 Business Cards

118.4.1 Ordering Business Cards

All business cards will be ordered quarterly through the Purchasing Division. No Department is permitted to order business cards independently, and no business cards are to be printed internally.

118.4.2 Employee Business Cards

The following positions will receive personal business cards: County Administrator, Deputy and Assistant County Administrators, Department Directors, and Division Managers. Additionally, employees who meet the following criteria may also order and use personal business cards:

- Work includes significant face-to-face interaction with the public
- Job requires significant time out of the office and regular representation of St. Johns County at public meetings and in the community
- Members of the public have the need to contact the employee directly, as opposed to the department in general (i.e. Building Inspectors, Code Enforcement Officers)

Interpretation of the above criteria and approval of individual business cards will be submitted by the department director to the County Administrator or designee for review.



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118.4.3 General Department Cards

General division and/or department business cards will be ordered to be used as needed by all employees without personal cards. The formatting and ordering of general department cards will be the same as that of personal business cards.

118.4.4 Format of Cards

All business cards are to be formatted according to the design approved by County Administration.

Each personal business card will include the County logo, County website, employee name, title, department, St. Johns County Board of County Commissioners, mailing address, phone, fax, and email. Including a cell phone number is optional.

The general department cards will include the County logo, County website, department name, St. Johns County Board of County Commissioners, mailing address, general phone, general fax, and general email (if applicable).

All business cards will be printed using the color St. Johns County logo and black text.

118.4.5 Departments with Unique Logos

The following departments and divisions have unique logos and are permitted to have a unique business card: Animal Control, Emergency Management, Extension Services, Fire Rescue, Library, and Tourist Development Council. The design and order of the unique business cards must be approved by the County Administrator's Office. As much as possible, the format should mirror the approved St. Johns County business cards.

The same criteria and ordering process as listed above should be followed by all departments, including those with unique logos.

118.5 Electronic Stationery and Signatures

118.5.1 Email Format

Standard stationery should be used when formatting all emails.

118.5.2 Email Signatures

118.5.2.1 Keep text no more than 12 lines. At a minimum, the signature should include the name, title, department, St. Johns County Board of County Commissioners, phone, email address, and website. Optional is mailing address, fax, and cell phone.

118.5.2.2 No images, statements, or non-County related information is to be included in the signature.

118.5.2.3 Signatures must use font between 10 and 16 point and should be in blue or black only.

118.5.2.4 All employees have the option to use a disclaimer. If a disclaimer is used, it does not count toward the text limit and must read:

This electronic transmission and any documents accompanying it contain information intended solely for the individual or entity to which it is addressed, and may include confidential information. This information will be made available to the public upon request (Florida Statute 119.01) unless the information is exempted according to Florida law. Unauthorized disclosure of confidential information contained herein is prohibited



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by Federal Regulations (42 CFR Section 481.101), HIPAA, Sarbanes-Oxley, and State law. If you are not the intended recipient of this message or a person responsible for delivering it to the addressee, you are hereby notified that you must not disseminate, copy, use, distribute, publish or take any action in connection therewith. Unauthorized disclosure of confidential information is subject to prosecution and may result in a fine or imprisonment. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. If you have received this communication in error, do not distribute it. Please notify the sender immediately by electronic mail and delete this message. Thank you.

118.6 Enforcement

The County Administrator's Office is responsible for the enforcement of the Letters, Memos, Forms, and Business Card policies. The department director is responsible for the enforcement of the electronic requirements of this policy. The County Administrator is authorized to make changes and/or exceptions to this policy.



St. Johns County Administrative Code
Section: Administrative Policy

Title: 119 Non-Discrimination	Date Issued: May 2012
Reference: Title VI of the 1964 Civil Rights Act	Revised: January 2023

119.1 Purpose

No person in St. Johns County shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance pursuant to the requirements of Title VI of the 1964 Civil Rights Act.

119.2 Scope

All St. Johns County Board of County Commissioners' employees.

119.3 Policy

119.3.1 It is the policy of St. Johns County that in the operation of any federally assisted program, it shall not, on the basis of race, color, or national origin, either directly or through contractual means:

- a) Deny program services, aids, or benefits.
- b) Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others.
- c) Segregate or separately treat individuals in any matter related to the receipt of any services, aid, or benefit.

119.3.2 St. Johns County further recognizes that in certain circumstances, a failure to ensure that persons with limited English proficiency can effectively participate in or benefit from federally assisted programs and activities may result in the denial of program services, aids or benefits. To that end, it is the policy of St. Johns County to ensure that whenever and wherever possible efforts will be made to ensure that information about the County's programs and services are provided in a manner that is conducive to the full participation of all persons living in this jurisdiction. These efforts may include, but are not limited to, any of the following:

- a) Identifying county employees who are fluent in languages in addition to English to act as translators whenever this is necessary.
- b) Publishing notices and announcements, based on an analysis of St. Johns County populations demographics from the Bureau of Census, in the language of the largest group of individuals who speak a language other than English at home, in order to ensure they have written access to the information about St. Johns County programs.

119.4 Grievances

Any individual who believes that they have been the victim of unlawful discrimination in violation of Title VI of the 1964 Civil Rights Act as described above may file a grievance with the County Administrator.



St. Johns County Administrative Code
Section: Administrative Policy

Title: 120 Gift Policy	Date Issued: February 1993
Reference: F.S. 112.313 & 3148	Revised: June 2012 January 2023

120.1 Definitions

- A. “Gift” shall mean anything accepted by a person or on that person’s behalf, whether directly or indirectly, for that person’s benefit, and for which equal or greater consideration is not given within ninety (90) days of the receipt of the gift. “Gift” includes real property or the use thereof; tangible or intangible personal property or the use thereof; a preferential rate or terms on a transaction not available to others similarly situated; forgiveness of a debt; transportation (unless provided by an agency in relation to officially approved governmental business), lodging, or parking; food or beverage; dues, fees, and tickets; personal services for which a fee is normally charged by the provider; and any other thing or service having an attributable value.

- B. “Nominal value” shall refer to anything with a value of \$25.00 or less in the marketplace.

120.2 Solicitation or acceptance of gifts

- A. No St. Johns County employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the official action, or judgment of the employee, would be influenced thereby. No County employee shall solicit or accept directly or indirectly any gift regardless of value from any person, except as set forth herein.

- B. County employees may accept gifts, subject to Florida Statutes Ch. 112.313, under the following circumstances:
 - 1. Company advertising specialties offered of nominal value, such as pens, pencils, book bags, key chains, and other similar items.
 - 2. Admission to events to which they are invited in their official representative capacity as an official of St. Johns County.
 - 3. Consumables (meals or refreshments) provided that such is of nominal value under one of the following conditions: (i) offered in the course of a professional or civic meeting, (ii) group function at which attendance is desirable because it will assist the person in performing his or her official duties, (iii) provided to all panelists or speakers of which the employee is one, (iv) consisting solely of a meal offered on an occasional basis not to exceed three times per calendar year, or (v) offered to County departments.
 - 4. Discounts and special offers provided they are not given (i) in connection with employee’s official position or business relationship developed as a result of that position or employment, or (ii) based upon any understanding that a County related vote, official action, or judgment would be influenced thereby.



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5. Gifts from relatives or members of one's household.
 6. Salary, benefits, services, fees, commissions, or expenses associated primarily with the recipient's employment, business, or service as an officer or director of a corporation or organization.
 7. Awards of nominal value given in recognition for public, civic, charitable, or professional services, and political contributions specifically authorized by state law.
 8. Payment or provision of actual and reasonable transportation, registration fees, lodging, and food and beverages expenses related to the employee's presentation of a speech, address, oration, or other oral presentation.
 9. An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization.
 10. The use of public facility or public property, made available by a governmental agency, for a public purpose.
 11. Transportation provided to a public officer or employee by an agency in relation to officially approved governmental business.
 12. Gifts provided directly or indirectly by a state, or national organization which promotes the exchange of ideas between, or the professional development of governmental officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to members of that organization or officials or staff of a governmental agency that is a member of that organization.
 13. Gifts tendered to an employee by a personal friend who has no current or proposed business interests or significant interaction with the County, solely for personal reasons.
- C. No County employee should make a donation as a gift to any supervisor nor shall any supervisor make a donation as a gift to any subordinate except donations or gifts made between or amongst County employees on a special occasion or an established holiday. A special occasion as contemplated in this paragraph includes those times when it has been regarded as customary to give gifts, such as a birthday, a wedding, the birth of a child or grandchild, an adoption, a graduation, a promotion, permanent departure from the workplace or community, hospitalization, the loss of a loved one, retirement, or other similar occurrences.
- D. This policy is not intended to prohibit participation in fund-raising activities conducted solely for charitable purposes or the acceptance of gifts where the recipient of which is a governmental entity.

120.3 General Provisions

- A. Nothing in this policy is meant to or should be construed as prohibiting a fair value exchange between employees or an employee and another person or persons.



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- B. Inquiries as to whether any potential action is in conformity with this gift policy may be made anonymously to the County Administrator or such designated person.

- C. Directors of individual County departments are authorized to implement and enforce more restrictive gift policies pertaining to the particular department upon review and approval by the Human Resources Department.

EXHIBIT A

St. Johns County Resolution
2006 - 128
Administrative Authority

A RESOLUTION OF ST. JOHNS COUNTY, FLORIDA, RELATED TO THE ADMINISTRATIVE CODE; REVISIING AND UPDATING THE ADMINISTRATIVE CODE; AMENDING ST JOHNS COUNTY ORDINANCE NUMBER 96-70 BY AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE ALL ADMINISITRATIVE CHANGES TO THE ADMINISTRATIVE CODE ESTABLISHED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY;

Whereas, the St. Johns County Administrative Code "code" was approved and adopted in March 1993; and

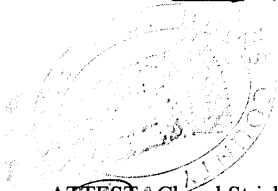
Whereas, the code has been amended by the Board of County Commissioners as changes were required; and

Whereas, it has become necessary to update and consolidate the amendments to the code; and

Whereas, there are currently changes and revisions needed to make the code more efficient and timely; and

Whereas, the Board of County Commissioners of St. Johns County, Fl that the St. Johns County Administrative Code dated January 2006, be adopted and the authority to make administrative changes to the code be vested in the County Administrator, subject to Section 125.74 Florida Statutes and the Florida Constitution.

Passed and adopted by the Board of County Commissioners of St. Johns County, State of Florida, this 2nd day of May, 2006.



BOARD OF COUNTY COMMISSIONERS OF
ST JOHNS COUNTY, FLORIDA

By: Jamie Bryant
Chairman

ATTEST: Cheryl Strickland,
By: Alicia DeGrade
Deputy Clerk

RESOLUTION NO. 2023-23

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING REVISIONS TO THE ADMINISTRATIVE CODE, SECTIONS 100 AND 400, AND AUTHORIZING THE COUNTY ADMINISTRATOR TO IMPLEMENT THE REVISED CODE EFFECTIVE IMMEDIATELY.

WHEREAS, Florida Statute 125.74 and SJC Ordinance 2010-47 provide that the County Administrator is responsible for organizing the work of county departments and offices, subject to an administrative code developed by the County Administrator and adopted by the Board of County Commissioners; and

WHEREAS, the St. Johns County Administrative Code "code" was approved and adopted in March 1993; and

WHEREAS, the code has been revised and amended to make the code more efficient and applicable; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida:

1. The above recitals are hereby adopted as findings of fact and incorporated herein.
2. The Board of County Commissioners approves and adopts the revisions to the Administrative Code, and authorizes the County Administrator to implement the amended code effective immediately.
3. To the extent, there are typographical and/or administrative errors that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 17th day of January 2023.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: [Signature]
Christian Whitehurst, Chair
Rendition Date JAN 17 2023

ATTEST:
Brandon J. Patty, Clerk of the Circuit Court and Comptroller

By: [Signature]
Deputy Clerk



EXHIBIT B

Draft #7

ORDINANCE NO. #92- 2

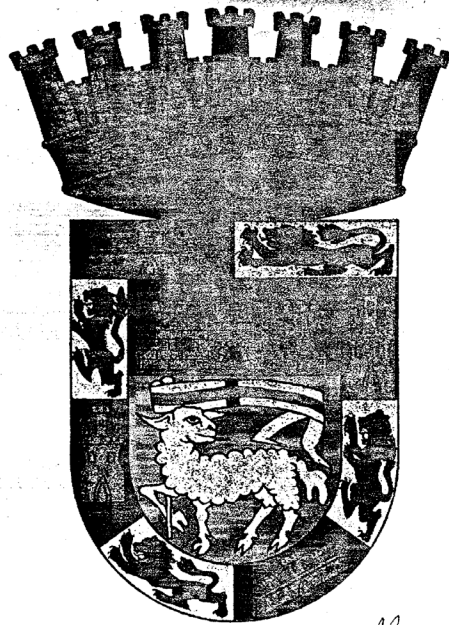
AN ORDINANCE OF THE COUNTY OF ST. JOHNS, STATE OF FLORIDA, ADOPTING AN OFFICIAL SEAL OF ST. JOHNS COUNTY; ADOPTING THE PROVISIONS OF CHAPTER 91-59, LAWS OF FLORIDA, 1991; RESTRICTING THE USE OF THE SEAL; PROVIDING FOR PENALTIES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. There is hereby adopted as an official seal of the County of St. Johns, Florida (County), that certain crest and shield and the textual description thereof, a copy of which is attached to this ordinance as composite Exhibit A, and as filed with the Clerk of the Circuit Court of St. Johns County, Florida (Clerk). On documents requiring the County seal, an augmented form of the seal without the textual description in the form shown on the attached Exhibit B may be used, consisting of a pressure imprint of the crest and shield or a decal, reproduced either in full or partial color or in black and white.

Section 2. The County hereby adopts the provisions of Chapter 91-59, Laws of Florida, a copy of which is attached hereto as Exhibit C. The manufacture, use, display, or other employment of any facsimile or reproduction of the county seal, except by county officials or employees in the performance of their official duties, without the express written approval of the Board of County Commissioners of St. Johns County is a second-degree misdemeanor, punishable as provided in section 775.082 or section 775.083, Florida Statutes.

Section 3. The Clerk may continue to use the County's existing seal, a copy of which is attached hereto as Exhibit D, until March 1, 1992, at which time the seal attached hereto



AL

Page 1 of 4
Composite Exhibit A

TRANSLATION

Genealogical, Noble and Armorial Archive
of

The Herald King of Arms
Dean of the Corps

Don Vicente de Cadenas y Vicent

CERTIFICATION OF THE COAT OF ARMS
WHICH CORRESPONDS TO THE USE OF THE
COUNTY OF SAINT JOHNS, FLORIDA (UNITED STATES)
Madrid, 12th of October of 1991

Page 2 of 4
Composite Exhibit A

Ordinance Book 11 Page 335

VICENTE DE CADENAS Y VICENT, DE GAZTAÑAGA Y NOGUES,
HERALD, KING OF ARMS, DEAN OF THE CORPS OF HERALDS

By virtue of the authority and powers conceded by the Royal Orders of 17th of December 1749 and 16th of June 1802, as well as by the Royal Decree of 29th of April 1915 by which the access and authority of the Herald, Kings of Arms are regulated and by the Decree of the Ministry of Justice of 13th of April 1951 by which the Corps is structured, and its powers regulated, and as a consequence of these;

I CERTIFY: That on petition of the desires expressed by the authorities of Saint Johns County, in Florida (United States) which desires to perpetuate the historic memory of the population and founding of that County by the subjects of the Kings of Spain and in order that the memory should remain steadfast, the drawing up of a Blazon is solicited which for fundamental symbols of the same bring those events to mind adapting them to the Science of Blazon, and as a consequence and by virtue of the desires expressed by the already cited authorities that in its field they wish to reflect three aspects; two of them of historic character and one symbolic, taking for it (the Blazon) a castle as an allusion to the Garrison which was in the County, the Arms of Castille and León as a remembrance of the epoch of its discovery and union to the Crown of Spain, and a direct allusion to the name of the County referred to, and as a consequence, it stands organized and composed in the following manner;

A R M S

In a field of green an Agnus Dei of silver, suspended on the dexter [*left side of the drawing] side of the Agnus Dei is a silver banner with red cross (as a direct allusion and symbol of the name of the County). On a heraldic chief of red is a gold castle with towers, with masonry joints in black, and with the windows and doors in red (in recognition of the fortress that was constructed in the military garrison of St. Augustine which is a part of the County).

An overall border is composed of eight parts; alternating, a red quadrilateral, with a gold castle and quadrilateral of silver with a purple lion rampant (that is to say, alternating the simplified Arms of Castille and León).

Given for a crest is a mural crown of a province. This is a circle of gold walls with in reality twelve gold towers with all the masonry joints in black. Only seven of the towers are visible in the drawing.

Said Arms as they are described and drawn may be used, having them engraved, sculpted and painted in the customary places, standing protected by this certification of Blazons, ratified, legalized and legitimized in the use of the same for Saint Johns County, in Florida (United States).

And that it may be on record wherever necessary and by petition, I announce the present Certification of Arms, retaining a copy of the present [*document] in my Minute Book, signed and sealed with my own [*signature and seal], in Madrid the 12th of October 1991, the Feast Day of Our Lady of the Pillar and the anniversary of the discovery of the Occidental Indies.

S I G N A T U R E
Vicente de Cadenas y Vicent

#16746

Seen in this Sub-Secretariat of the Ministry of Justice to be legalized, as it is apparently his own, the signature of Don Vicente de Cadenas y Vicent, accredited in this Ministry as the Herald King of Arms for the drawing up of Certifications which the Decree of 13 of April of 1951 establishes.

Madrid, 21 October 1991
stamped/sealed
signed by Maria del Carmen Guijarro Gonzalez

translation by Janis Williams and Charles Tingley
4 November 1991.

[*translator's notation]

Page 4 of 4
Composite Exhibit A

Ordinance Book 11 Page 337



EXHIBIT B

CHAPTER 91-59

Committee Substitute for Senate Bill No. 818

An act relating to local government; authorizing the governing body of a county or municipality to adopt an official seal and restricting its use without the express approval of the governing body; providing a penalty for violation; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. The governing body of a county or municipality may, by ordinance, designate an official county or municipal seal. The manufacture, use, display, or other employment of any facsimile or reproduction of the county or municipal seal, except by county or municipal officials or employees in the performance of their official duties, without the express approval of the governing body is a second-degree misdemeanor, punishable as provided in section 775.082 or section 775.083, Florida Statutes.

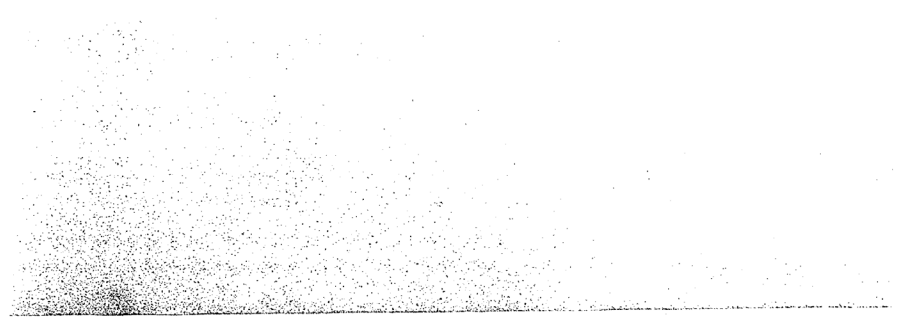
Section 2. This act shall take effect upon becoming a law.

Approved by the Governor May 9, 1991.

Filed in Office Secretary of State May 9, 1991.

Exhibit C

Ordinance Book 11 Page 339



SEAL



... Exhibit D ...

EXHIBIT C

St. Johns County Pre-Travel Request and Authorization

To: County Administrator/Assistant County Administrator/ Department Head

County Business authorization is requested for :

Social Security # (Name & Position)

To Travel From: to
(City & State) (City & State)

For the purpose of (Please list Points of Contact and Subject Material):

I plan to leave the County at on

County Employees or Non-County Employees:
(Check one & Identify)

I plan to return to the County at on

Place of lodging and telephone number if applicable:

Prepaid Fees	Check #/CC	Amount	Estimated Cost of Trip	Amount
Registration		\$ <input style="width: 60px; height: 20px;" type="text"/>	Meals	\$ <input style="width: 60px; height: 20px;" type="text"/>
Air Fare		\$ <input style="width: 60px; height: 20px;" type="text"/>	Lodging	\$ <input style="width: 60px; height: 20px;" type="text"/>
Hotel / Motel		\$ <input style="width: 60px; height: 20px;" type="text"/>	Transportation	\$ <input style="width: 60px; height: 20px;" type="text"/>
Travel Advance		\$ <input style="width: 60px; height: 20px;" type="text"/>	Registration	\$ <input style="width: 60px; height: 20px;" type="text"/>
Other		\$ <input style="width: 60px; height: 20px;" type="text"/>	Car Rental	\$ <input style="width: 60px; height: 20px;" type="text"/>
			Other	\$ <input style="width: 60px; height: 20px;" type="text"/>
Total Prepaid Fees		\$ <input style="width: 60px; height: 20px;" type="text"/>	Total Cost of Trip	\$ <input style="width: 60px; height: 20px;" type="text"/>

The Finance Department is authorized to deduct from my salary all prepaid travel expenses including travel allowances in accordance with the St. Johns County Administrative Code 102, if settlement has not been submitted within the prescribed ten working day rule.

Signed: _____
(Person Requesting Travel)

Approved: _____
(Department Director)

*Approved: _____
(County Administrator/Asst. County Administrator)

Mode of Transportation

Air

Personal Vehicle

County Vehicle

Other

Identify _____

*This approval is not required if approved in Annual Budget Process.

EXHIBIT D



**ST. JOHNS COUNTY - BOARD OF COUNTY COMMISSIONERS
TRAVEL EXPENSE & SETTLEMENT REPORT**

Name & Dept: _____ Date Submitted: _____

Date & hour departed: _____ Date & hour returned: _____

Points of Contact (list host organization and/or individuals contacted and telephone number): _____

Description of Subject Material (briefly describe focus of the subject): _____

Meals: *Meal Reimbursement only for Class "A" & "B" Travel (Overnight Stay) Administrative Code 102.8 - Mileage and Per Diem Expense Reimbursement Rates per Resolution 2006-223*

Date (List Each Day)	Breakfast (\$6.00)	Lunch (\$11.00)	Dinner (\$19.00)	Total
			Total Meals:	\$
Mode of Transportation:				
Airline Ticket				
Private Vehicle Mileage* (\$.445 cents per mile) = _____ <i>Vicinity miles must be documented on the SJC Travel Voucher Form, with each trip documented.</i>				
Taxi or Other Ground Transportation				
Hotel/Motel Bill*				
Registration Fees: *				
Other: * Tolls / Parking				
Miscellaneous: (List)				
Miscellaneous: (List)				
Total Travel:				\$
Less Expenses Prepaid by the County:				(-)
Personal Charges: (FOR FINANCE USE ONLY)				(-)
Total Amount Due:			ACCOUNT NUMBER: _____	\$

I certify the travel expenses hereon are accurate and in accordance with the travel policy of the St. Johns County Board of County Commissioners and that all compensation claimed was of a business nature.

*Copy of airline ticket, motel/hotel bill and notice of registration fees, program schedule, and other pertinent receipts **MUST** be attached for settlement.

Submitted by: _____ Approved: _____ Date: _____

**ST. JOHNS COUNTY
EMERGENCY EVACUATION MASTER PLAN**

PURPOSE:

The purpose of this plan is to establish procedures for the orderly evacuation of St. Johns County facilities in the event of an emergency.

TYPES OF EMERGENCIES:

There are several types of emergencies that may require evacuation. The types of emergencies that this plan addresses are in the event of a fire occurring and that of a bomb threat being received by telephone, in the mail, or being delivered to the facility.

BEFORE THE EMERGENCY:

It is the responsibility of each County department to appoint a person or persons (usually one for each work site of the respective office) to act as coordinator in the event of an emergency situation.

The coordinators shall familiarize themselves thoroughly with the layout of the buildings, as well as with both the primary and secondary evacuation routes.

The coordinators shall be responsible for the orderly evacuation of both staff and public within their division.

Each office shall prepare a procedure that is specific to the individual office's needs. These procedures shall include, but shall not be limited to the Master Evacuation Plan.

It is the responsibility of each office to familiarize employees of individual responsibilities in an evacuation emergency, and with both the primary and secondary evacuation routes for the areas.

Periodic drills will be held for the purpose of practicing the orderly evacuation of the facilities, and to assist with the familiarization of emergency procedures.

EVACUATION PROCEDURES:

It is **IMPERATIVE** that any evacuation proceed in a calm and orderly fashion. Care should be taken to inform all staff to remain calm so as to avoid panic and injury. The following are the basic steps to follow in an emergency evacuation:

Fire Emergencies:

- 1) In the event of a fire, the fire alarm will sound with one long continuous blast. If you find a fire:
 - Pull the nearest alarm
 - Do not use the elevator
- 2) Emergency coordinators within each office will begin informing employees and implementing the office procedures for their area.
- 3) Coordinators will check the primary and /or secondary evacuation route for their respective divisions. Upon determining a safe evacuation route, the coordinator will assist the employees and any public within the office in an orderly evacuation of the area.
- 4) Employees will proceed to evacuate the building in a calm and orderly fashion, performing any office-specific procedures required and **closing** all interior doors as they exit. Employees will go directly to their designated staging areas and report to their coordinator.
- 5) Coordinators will inspect their areas to ensure that all personnel are out and interior doors are closed. They will proceed to their designated staging areas.
- 6) Upon arrival at their staging areas, coordinators will insure that all individuals from their division are present at the staging area. If someone is not present and cannot be accounted for, the coordinator will report that person as missing to their nearest firefighter. **UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING.**
- 7) Wait for clearance before returning to the building.

Bomb Emergencies:

- 1) In the event of a bomb threat, building leadership or the appropriate first responders will communicate the emergency to staff via the most efficient communication method.
- 2) Emergency coordinators within each office will begin informing employees and implementing the office procedures for their area.
- 3) Coordinators will check the primary and/or secondary evacuation route for their respective divisions. Upon determining a safe evacuation route, the coordinator will assist the employees and any public within the office in the orderly evacuation of the office.
- 4) Employees will proceed to evacuate the building in a calm and orderly fashion, performing any office-specific procedures required and **opening** all interior doors as they exit. Employees will go directly to their vehicles and leave the property.
- 5) Coordinators will inspect their areas to ensure that all personnel are out. They will then proceed to their vehicles and leave the property.
- 6) Since searching and clearing the buildings may require several hours to complete, assume that you will not be allowed to re-enter the buildings that day. As much as possible, take your personal items with you. **UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING.**
- 7) Employees must be reachable via phone or text and are expected to return to work promptly when given the “all clear.”

St. Johns County

Suspicious Parcel Protocol

Safe review and handling of all parcels received by St. Johns County Government

St. Johns County Suspicious Parcel Review Guideline

Scope: The scope of this guideline is intended to provide for the safe review and handling of all parcels received by St. Johns County government.

Purpose: The purpose of this guideline is to provide all personnel with a screening process to validate parcels as legitimate and safe. This guideline is also intended to provide personnel with the proper method of handling suspicious parcels, including decontamination procedures and emergency notification.

Mail and Deliveries

All mail received at the Judicial/Administrative Campus, as well as U.S. mail received via various P.O. Drawer's and/or boxes held by occupants at the campus, will be screened and x-rayed for potential hazardous substances, and opened in the Central Receiving building, located at 4010B Lewis Speedway. All deliveries to the St. Johns County Judicial/Administrative Campus will be screened and x-rayed at Central Receiving building.

All other facilities should carefully screen all incoming mail and packages to the best of their ability to reduce the possibility of a biological contamination or the introduction of an explosive device or other potentially harmful item into their building. If a department located at an outlying facility so wishes, the Central Receiving Building facilities and staff will be made available during regular operating hours for the purpose of screening and x-raying incoming mail and packages. It is the responsibility of the requesting department to provide for delivery and pick-up of their mail and packages to and from Central Receiving.

Suspicious Parcel Criteria:

- 1) Has the parcel been opened?
- 2) Excessive Postage?
- 3) Fictitious return address?
- 4) Postmarks that do not match the return address?
- 5) Restricted endorsement (i.e. handle with care, etc.)?
- 6) Homemade labeling?
- 7) Addressed to wrong title of name?
- 8) Addressed to title only?
- 9) Misspelled words?
- 10) Badly typed or written?
- 11) Excessive tape or string?
- 12) Rigid or bulky?
- 13) Lopsided or uneven?
- 14) Protruding wires?
- 15) Strange Odor?
- 16) Oily stains, discoloration and/or crystallization on wrapping?
- 17) Any other obvious sign or suspicion?

Protective Clothing

For sorting and inspection of all parcels, the minimum form of protection recommend is a surgical type glove (i.e. latex, vinyl, etc.). If you feel you would like a greater degree of protection, particle masks and protective clothing will be available to you.

Protective supplies:

- Gloves
- Particle Mask
- Protective Clothing

Parcel Review Procedure

- Don protective equipment. As a reminder, gloves alone should be sufficient. If at any time you feel you need a greater degree of protection, gowns, and/or masks will be made available.
- Review each parcel, using the suspicious parcel criteria.
- Once you have completed your review, dispose of your gloves and/or protective items and wash your hand with soap and water.

Identification of Suspicious Parcels

Not all parcels will require the response of Law Enforcement and Fire Rescue. Those parcels that meet the criteria for Law Enforcement and/or Fire Rescue response will be divided into two levels as follows:

Level I – A parcel that meets the suspicion criteria but has no visible substance present.

Level I Procedures

- Make contact with the intended recipient in an attempt to validate the parcel for delivery.
- If the intended recipient cannot verify the parcel as a normal delivery or its authenticity, notify Law Enforcement at 810-6630 and await further instructions.

Level II – A parcel that meets the suspicion criteria, having physical evidence of an unusual substance or a potential detonating device present.

Level II Procedures

- Do not touch the parcel or if it has already been handled, place the parcel back on the review table.
- Make a mental note of the suspicious product and/or components of the parcel and immediately evacuate the building.
- Use appropriate decontamination procedures.
- Notify Law Enforcement and Fire Rescue by calling 911.
- Isolate yourself and remain in a safe location away from the building and await further instructions and decontamination.

Decontamination Procedures

No Contaminate Present

- Dispose of protective gloves, gowns, and/or mask in an ordinary trash receptacle and wash hands with soap and water.

Possible Contact with Contaminated Materials

- Remove protective gloves, gowns and/or mask in a central location for collection and proceed with immediate hand washing with soap and water.
- Isolate yourself from other personnel and await further assistance.
- If the product causes an immediate adverse effect, such as skin irritation to any part of the body:
 - Powder or crystal form – Brush remaining product from the skin and wash the exposed area with soap and water. Continue rinsing procedure until further assistance arrives. Isolate yourself and remain calm.
 - For full or partial body exposures with adverse reactions, proceed with the process listed above. Proceed to shower, disrobe and continue with a full body wash, rinsing until further assistance arrives.

