



McCloud Community Services District

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SPECIAL MEETING OF THE POLICY REVIEW COMMITTEE

Scout Hall – 405 E. Colombero Drive

January 11th, 2024 3pm

- 1) Discussion of Policy Table of contents and review dates.**
- 2) General discussion**
- 3) Adjourn.**

MCSD Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

MCSO POLICY AND PROCEDURE MANUAL

TABLE OF CONTENTS updated 12/21/2022

#	TITLE	ADOPTED	MOST RECENT REVISIONS	MOST RECENT COMMITTEE REVIEW
1000 - GENERAL				
1000	Purpose of Board Policies	11/12/02	05/22/23	05/02/23
1010	Adoption/Amendment of Policies	11/12/02	12/10/07	05/02/23
1020	Conflict of Interest	11/12/02	02/08/21	01/13/21
1030	Public Complaints	12/09/02	01/28/19	08/10/23
1040	Claims Procedures	11/12/02	11/13/19	08/10/23
1050	Copying Public Documents	11/12/02	12/09/13	10/08/19
1060	Miscellaneous Fee Schedule	01/27/03	09/11/23	05/02/23
1060A	Exhibit A Dumpster Rental Agreement	07/08/19	09/11/23	05/02/23
1060B	Exhibit B Items Restricted From Collection	06/22/20		05/02/23
1062	Park Fee Schedule	10/12/04	06/14/21	05/12/21
1100	Retaining Services of Consultants and Contractors	03/14/05	02/10/20	01/08/20
1150	Identity Theft Prevention Program	06/22/09		08/10/23
1160	Video Recording/Surveillance	05/25/15	03/23/20	08/10/23
2000 - PERSONNEL				
2001	Employer-Employee Organization Relations (EERs)	12/08/03		09/09/20
2010	Employees Compensation, Hours of Work and Overtime	09/23/02	10/23/23	09/14/23
2011	On-Call Duty	11/25/02	11/09/20	09/14/23
2020	Vacation	11/12/02	11/09/20	09/14/23
2030	Holidays	11/12/02	11/09/20	09/14/23
2040	Sick Leave	09/23/02	05/26/15	09/14/23
2041	Early Return to Work Program	09/23/02	11/12/13	09/14/23
2080	Classification of Personnel	11/12/02	09/10/18	09/14/23
2090	Uniforms and Protective Clothing (Negotiated)	11/25/02	11/25/02	11/09/20
2092	District Keys	05/08/00	10/12/20	09/14/23
2093	District Cellular Telephones	11/22/04	06/28/21	04/14/21
2094	Personal Cellular Phone and PDA Policy	11/09/15	06/28/21	11/09/23
2095	Use of Private Vehicles	01/26/98	01/26/15	11/09/23
2096	Use of District Email	05/13/19		11/09/23
2100	Vehicle Cost Reimbursement	11/25/02		11/09/23
2105	Appropriate Travel Expenditures	01/12/04		11/09/23
2110	Health and Welfare Benefits	01/12/04	11/09/20	11/09/20
2120	Educational Assistance	11/12/02	02/22/16	04/14/21
2140	Employee Safety Award	01/25/99	04/09/12	01/09/19
2150	Use of District Vehicles, Facilities and Equipment	12/08/97	04/08/19	11/09/23
2155	Guidelines for Accepting/Providing Gifts/Entertainment/Services	11/25/02	04/13/15	11/09/23
2160	Leaves of Absence	11/12/02	08/13/18	01/13/21
2175	Performance Evaluations	09/23/02	11/09/20	11/09/23
2180	Grievances	11/12/02	09/14/15	11/09/23
2181	Staff Complaints	11/22/04	09/10/18	11/09/23
2192	Substance Abuse	06/14/04	07/26/21	02/10/21
2195	Use of Tobacco Products Within the District	11/25/02	03/11/19	11/09/23
2220	Nepotism	10/11/05	10/24/16	11/09/23

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2230	Fire Chief - Job Description	05/09/05	10/26/20	10/01/20
2230A	Fire Chief - Job Description Appendix A	05/23/16	10/26/20	10/01/20
2238	Fire Dept. Recruitment and Retention Coordinator, Job Description	11/08/21		
2240	Outside Employment	09/23/02		10/21/20
2250	Separation from District Employment	11/25/02	11/12/13	11/12/20
2255	Providing Employment Reference Information	09/08/03	01/25/21	11/12/20
2260	Personnel Action	11/12/02	12/14/20	10/21/20
2270	District Organizational Structure	11/12/02	10/12/20	09/11/20
2280	Employment Entrance Program	01/26/98	12/14/20	10/21/20
2300	General Manager - Job Description	11/25/02	08/12/19	09/11/20
2301	Terms & Conditions of General Manager Employment	12/09/02	09/08/15	07/11/19
2305	Finance Officer - Job Description	10/28/02	07/13/20	06/10/20
2310	Public Works Superintendent - Job Description	11/12/02	07/08/19	05/13/20
2320	Utility Worker II - Job Description	10/28/02	12/14/20	10/21/20
2335	Interim Utility Worker - Job Description	11/12/02	12/14/20	10/21/20
2340	Utility Worker I - Job Description	09/23/02	12/14/20	10/21/20
2350	Refuse Equipment Operator - Job Description	05/14/18	12/14/20	10/21/20
2360	District Secretary - Job Description	10/28/02	01/25/21	11/12/20
2365	Accounting Clerk - Job Description	06/13/16	07/13/20	06/10/20
2370	Janitor - Job Description	Unknown	07/13/20	06/10/20
2380	Park Maintenance Worker - Job Description	09/11/00	07/13/20	06/10/20
2390	Chief Plant Operator - Job Description	09/24/12	03/23/20	03/11/20
2400	Library Aide - Job Description	05/28/13	07/13/20	06/10/20
2410	Volunteer Fire Fighter Job Description	01/27/14	10/26/20	10/01/20
2420	Unlawful Harassment Including Sexual Harassment	05/08/17	02/08/21	01/13/21
	3000 - OPERATIONS			
3010	Illness and Injury Prevention Program	09/23/02	06/08/20	05/13/20
3015	Treasurer	07/08/08	03/23/20	03/11/20
3020	Budget Preparation	12/09/02	09/14/20	08/12/20
3025	District Financial Reserves	04/14/03	05/10/21	04/26/21
3030	Fixed Asset Accounting	12/09/02	09/14/20	08/12/20
3035	Investment Policy	11/12/02	10/10/16	11/13/19
3037	Customer Payment Arrangements	12/09/02	12/09/19	11/06/19
3040	Expense Authorization	12/23/02	12/09/19	11/13/19
3040	Expense Authorization Appendix A	09/12/16	12/09/19	11/13/19
3050	Easement Abandonment	11/25/02	07/08/08	05/13/20
3060	Easement Acceptance	11/25/02	07/08/08	05/13/20
3070	Enroachment Permits - Rescinded? Wasn't on old policy index		07/12/04	
3080	Purchasing	11/25/02	06/08/20	05/13/20
3085	Disposal of Surplus Equipment or Property	10/28/02	03/23/20	03/11/20
3090	Records Retention	03/24/03	03/23/20	03/11/20
3091	Retention of Electronic Mail	02/23/04	05/11/20	03/11/20
3092	Public Records Request	11/28/16	03/09/20	02/12/20
3095	District Facility Keys	05/08/00	03/09/20	02/12/20
3100	Garbage and Refuse Collection	01/25/99	06/22/20	05/27/20

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3150	Community Events Refuse Collection	09/10/01	06/22/20	05/27/20
3200	Snow Removal	11/22/99	02/27/17	05/08/19
3250	Volunteer Fire Department Operations	04/12/99	01/27/14	05/08/19
3260	Emergency Transportation Services	04/12/99	06/10/19	05/08/19
3260A	Emergency Transportation Charges	10/2006	06/10/19	05/08/19
3270	Compensation for Fire and Ambulance Personnel	04/12/99	12/12/22	12/12/22
3280	Door Yard Burns	04/12/99	03/22/21	05/08/19
3300	Emergency Response	06/14/10	08/27/18	07/19/18
3320	Automatic Payment of District Fees	12/27/10	03/09/20	02/12/20
3400	Sewer System management Plan (SSMP)	05/23/11	11/26/18	05/13/20
3401	Sewer System Management Plan (SSMP)	05/23/11	06/08/20	05/13/20
3410	Shared Outwide Water Line Connection	02/24/14	01/28/19	01/09/19
3420	Social Media Use	03/28/16	02/10/20	01/21/20
3425	Customer Water Shut Off	05/11/20		12/10/19
3430	Classification of Users	05/11/20		02/27/20
3435	Debt Management	09/13/21		
3436	Interfund Loan Policy	08/08/22		08/10/22
3440	Monthly Account Reconciliation Policy	12/12/2022	12/12/22	
4000 - BOARD OF DIRECTORS				
4000	Director Guidelines for Providing/Accepting Gifts/Entertainment/Service	03/14/05		02/09/23
4010	Code of Ethics	12/09/02	03/13/23	02/09/23
4020	Attendance at Meetings	12/09/02		02/09/23
4030	Remuneration and Reimbursement	12/09/02	01/12/04	09/08/21
4040	Board President	12/09/02		02/09/23
4050	Members of the Board of Directors	12/09/02	08/12/19	02/09/23
4060	Committees of the Board of Directors	09/23/02	02/13/23	01/11/23
4070	Basis of Authority	09/23/02		02/09/23
4080	Membership in Associations	12/09/02		02/09/23
4090	Training, Education and Conferences	12/09/02	05/22/23	05/02/23
4100	Director Electronic Device Policy	07/10/17	03/13/23	02/09/23
5000 - BOARD MEETINGS				
5020	Board Meetings	12/09/02	05/22/23	05/02/23
6000 - FACILITIES DEVELOPMENT				
6010	Development Improvement Standards	10/28/02	05/22/23	05/02/23
6040	Project Approval	10/28/02	05/22/23	05/02/23
6050	Development Agreements	10/28/02	05/22/23	05/02/23
7000 - FIRE DEPARTMENT				
7000	Fire Department Membership	09/28/09	09/13/21	08/05/21
7010	Dept.-Issued Personal Equipment	09/28/09	09/28/20	09/03/20
7020	Substance Abuse	09/28/09	04/10/17	08/05/21
7030	Vehicle Operations	09/28/09	10/07/21	11/08/21
7035	Guidelines for use of Department resources	03/28/11	10/14/19	09/12/19
7040	Officer Weekend Duty	09/28/09	04/28/14	09/12/19

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7050	Ambulance Duty	09/28/09		09/12/19
7060	Leave of Absence	12/13/10	10/07/21	11/08/21
7070	Training Policy	12/13/10	04/28/14	09/03/20
7080	Responding to Calls	12/13/10	10/07/21	11/08/21
7090	Fire Department Disciplinary Action	04/10/17	10/26/20	10/01/20
7100	Explorer Fire Fighter Program	04/10/17	04/12/21	03/10/21
7100	Explorer Fire Fighter Program Appendix I	04/10/17	04/12/21	03/10/21
- STANDARD OPERATING PROCEDURES				