

DESCRIPTION OF CONTRACTUAL SERVICES TO BE PROVIDED FOR PHILLIPS COUNTY EMERGENCY MANAGEMENT

- Coordinate and direct the planning, organization, control, and implementation of local emergency management activities. Such activities may include but shall not be limited to the development of a severe storm spotter's network, designed to provide advanced/early warning of impending severe weather threats to the community. Work toward maintaining a County "Storm Ready" certification status.
- Coordinate with community officials and with the Colorado Department of Homeland Security and Emergency Management (DHSEM) and participate in the Northeast Colorado Emergency Managers (NCEM) group as necessary to ensure the effective administration of the emergency management program.
- Manage, operate and maintain the Emergency Operations Center (EOC). Establish and maintain agency policies and communication procedures for all jurisdictional employees and volunteers.
- Coordinate, develop, and implement the Emergency Operations Plan (EOP) for this jurisdiction. Review and update the EOP at least annually. Update the EOP Annex that pertains to the ESF activities, at least annually.
- Prepares and submits an annual budget proposal and manages the administration of the approved emergency management portion of the jurisdiction's budget. When the jurisdiction is awarded Federal finance assistance, as a sub-grant recipient of funds made available through DHSEM/Emergency Management Performance Grant (EMPG) program, the Emergency Management Director will ensure the proper completion of State/Federal funding documents and levied requirements as agreed upon between the State and this jurisdiction, in exchange for the receipt of such funds (including the submission of quarterly reports to DHSEM, required attendance at training classes, meetings and conferences/workshops). Participate in the Colorado Northeast All-Hazards Region (NEAHR) planning group in all planning, training, and grant application processes, as deemed appropriate for the jurisdiction.
- Prepare and distribute disaster preparedness material to the citizens of this jurisdiction, with the intent of offering an appropriate means of educating the community as to how they may prepare for and protect themselves from the consequences of such potentially dangerous disasters.
- Conduct public presentations and speeches at schools, special events, civic organizations, etc. (including television, radio and/or newspaper interviews or appearances) which would benefit the public's safety and enhance the community's awareness and preparedness for any potential emergency/disaster threat to this jurisdiction.
- Coordinate with all educational facilities to ensure that adequate disaster (tornado, thunderstorm, etc.) alerting, warning, and in-place sheltering procedures are developed, implemented and exercised.
- Coordinate a Training and Exercise Plan (TEP) of Disaster Preparedness for jurisdictional employees and volunteers, specifically for the purpose of educating each of their responsibilities during emergency and/or disaster operations.
- Coordinate development and implementation of a multi-discipline Local Emergency Planning Committee (LEPC), to participate in planning, training, and exercise activities for the responding/receiving agencies and partners in the jurisdiction.
- Coordinate the actions and uses of jurisdictional assets during exercises and actual occurrences.

DESCRIPTION OF CODE OF CONDUCT FOR THE

PHILLIPS COUNTY OFFICE OF EMERGENCY MANAGEMENT

All employees are expected to act responsibly and act within the laws of the county, local municipalities, the State of Colorado and the U.S. Government. The county will not be responsible for any violations or fines imposed upon an employee because of his/her failure to act within the law. An employee who is asked to do something which is illegal has the right to refuse the order on that basis.

It is the policy of Phillips County to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including consumption of alcoholic beverages, during duty hours or on county premises or other work sites where employees may be assigned. Further prohibited is the use, sale, possession, distribution, dispensation, manufacture or transfer of controlled substances during non-working time to the extent such use impairs an employee's ability to perform his job or where such use, sale, possession, distribution, manufacture or transfer effects the reputation of Phillips County to the general public or threatens its integrity. Marijuana, while legal for private use in Colorado, may affect an employee's job performance and is prohibited by Phillip County in the same manner as all other controlled substances. Sheriff's Office employees will be subject to Sheriff's policies regarding drug and alcohol.

Any employee found in violation of the above-stated policy will be subject to disciplinary action, up to and including termination for a first offense. The Elected Official or Department Head involved will determine the necessary action.

Excluded are prescribed drugs when used in the manner, combination and quantity intended, unless job performance could be affected. Employees who must use an over-the-counter or prescription drug that causes adverse side effects or may affect their ability to perform work in a safe and productive manner must notify his supervisor prior to starting work. The supervisor or manager, after proper inquiry, will decide if the employee can remain at work and what work restrictions, if any, are deemed necessary.

Compliance with the above-stated policy is a condition of employment for all employees of Phillips County. Further, any employee who is convicted under a criminal drug statute for a violation occurring in the workplace or who pleads guilty or nolo contendere to such charges must notify the county within (5) five days of such conviction or plea. Failure to do so will result in disciplinary action, including termination from employment for a first offense. Employees convicted or who plead guilty or nolo contendere to such drug related violations are subject to termination and/or mandatory attendance and successful completion of a drug abuse assistance or similar program as a condition of continued employment.

Every county employee should be aware that he/she is a public employee and it is his/her duty to serve citizens in a courteous and efficient manner. An employee must maintain a standard of conduct which is consistent with the best interests of Phillips County. Conduct which reflects unfavorably upon the county in the matter of public standards is grounds for dismissal. It is the policy of Phillips County that all county employees are employed at-will. Employment at-will signifies that an employment relationship can be ended by the employee or employer at any time for any legal reason or no reason at all. Nothing in this handbook shall be construed as limiting or changing the employee's at will status.

Examples of possible reasons for dismissal or disciplinary action are given below. This list only provides examples of inappropriate behavior on the job and is not inclusive.

- Incompetence, lack of courtesy or inefficiency in the performance of job duties
 - Deliberate or careless conduct endangering the safety or well-being of self, fellow employees or the public
 - Negligent or willful damage to, or waste of, public property
 - Refusal to comply with lawful orders or regulations
 - Insubordination (failure to follow reasonable instructions issued by proper authority)
 - Deliberate, offensive language or conduct toward the public or fellow employees
 - Being under the influence of intoxicants or non-medically prescribed drugs or narcotics
 - Unexcused absence without being granted leave
 - Accepting bribes in the course of employment or allowing a conflict of interest to go unreported to one's supervisor
 - Deliberate misstatement or a material omission in the application for employment.
 - Falsifying sickness or any other cause of absence
 - Dishonesty
 - Giving illegal, preferential treatment to individuals or groups or discrimination against individuals or groups
 - Breach of confidentiality
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature which results in discrimination in employment. Cases of sexual harassment will be handled by strong disciplinary action up to and including termination. If an employee feels that sexual harassment has occurred, that employee is entitled to use the grievance procedures outlined in this handbook in policy XI-F. Any sexual harassment charge found not to be true may be grounds for disciplinary action, up to and including termination of the one bringing the charge.
 - No county officer, member of an appointed board, or employee shall have any interest in any enterprise or organization doing business with Phillips County which might interfere with the unbiased discharge of his duty to the public and the best interest of the county. This restriction shall not apply where the officer, member of an appointed board, or employee's department has no direct contact, authority, or business transaction with any such enterprise or organization. All county employees need to comply with the provisions of Section 18-8-308, C.R.S. 1973, as amended, regarding notice of a potential conflict of interest.
 - In the event a question arises as to possible conflict of interest between any county officer, member of an appointed board, or employee, and any enterprise or organization doing business with Phillips County, the question will be presented to the Department Head and/or the Board of County Commissioners for review, investigation, decision and resolution. The judgment and decision of the Department Head and/or the Board of County Commissioners shall be considered final and shall be made a matter of public record.
 - Effective immediately, all operators, drivers and passengers of Phillips County motorized equipment, Phillips County motor vehicles, and personal vehicles used for Phillips County business (mileage and expense reimbursement) shall use safety belts as equipped for the particular vehicle to the extent required by Colorado law.
 - This policy becomes necessary because of the Colorado State Seat Belt Law which became effective July 1, 1987 and requirements of the County Workers' Compensation Pool Board of Directors. If the county or its employees fail to adopt the policy and adhere to its intent, we can become subject to penalty assessments in Workers' Compensation claims in the future.
 - Smoking is prohibited in all buildings, equipment, and vehicles under the control of Phillips County, Colorado except in designated areas, as defined by the Board of County Commissioners, by resolution

adopted by the Board of County Commissioners. Smoking shall also be prohibited within a 15-foot radius of the entrance of any county owned buildings. Signs or the international no smoking symbol will be posted in all buildings, equipment, and vehicles which shall notify employees and visitors of the policy.

Electronic mail (e-mail) and on-line services are utilized to facilitate work and are intended for business-related communications, including users related to county-sponsored events and activities. E-mail is defined as an office communications tool whereby electronic messages are prepared, sent and retrieved on personal computers. On-line services (i.e., the internet) are defined as a communications tool whereby business information, reference material and messages are sent and retrieved electronically on personal computers.

Phillips County's e-mail and internet system is intended to be used for business purposes only, however, occasional use for personal communications is reasonable and expected and is specifically allowed. Employees are not to place personal copies of software or data on any company equipment. This specifically includes games or pornographic material. Information stored in or on company facilities is subject to inspection at any time without notice.

Blatant misuse is not acceptable and may result in suspension, loss of e-mail or internet access, and/or disciplinary action, up to and including dismissal.

Improper Use of E-mail

Improper use of e-mail includes but is not limited to:

- Any language that is offensive, obscene, or in poor taste, including jokes or messages which create an intimidating, hostile or offensive work environment; pornographic or other sexual harassing communications;
- Messages or information which conflicts with Phillips County's policies against discrimination or harassment in the workplace;
- Personal business advertisements or announcements;
- Messages or information which advertises or promotes a business, political candidate, political or religious cause;
- References or messages which give offense on the basis of race, color, religion, national origin, citizenship, ancestry, marital status, sex, disability, age, veteran's status or sexual orientation;
- Non-business frivolous use such as conducting private business, playing games, conducting betting pools, etc.;
- Any illegal use of the county's computer systems.

Employees are expected to comply with all County policies that may be applicable to the Internet. These include confidentiality, harassment, scanning for viruses, encryption of data sent across the Internet, and other applicable policies.

E-mail/On-line Privacy

Employees should not have an expectation of privacy when using e-mail or internet systems. All electronic communications are county property. Phillips County reserves the right to monitor, access, view, use, copy and disclose all e-mail messages of any employee for any purpose. E-mail users are responsible for safeguarding their passwords and should not disclose their passwords to others. Correspondence in the form of electronic mail (e-mail) may be a public record and may be subject to public inspection.

Cellular Phone Policy

This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Phillips County encourages employees to limit personal calls during work time. Employees are asked to make personal calls during non-work time where possible. Flexibility will be provided in circumstances demanding immediate attention.

Employees whose county job responsibilities include regular or occasional driving are prohibited from using cell phones or similar devices while driving. This prohibition includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, or checking for phone messages.

Additional Information

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.