



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Sheriff
Department No.: 032
For Agenda Of: 2/16/2016
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths

TO: Board of Supervisors

FROM: Department Bill Brown, Sheriff, ext. 4290
Director(s)
Contact Info: Sgt. John McCammon, ext. 4292

SUBJECT: Destruction of Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors execute an application for the disposal of Office of Professional Standards files at least five (5) years old.

Summary Text: The Sheriff's Office disposes of all Office of Professional Standards files that are at least five (5) years old annually as prescribed by California Government Code Section 26202 and California Evidence Code Section 1045 (a)(1). California Penal Code Section 832.5(b) states: "*Complaints and any reports or findings relating to these complaints shall be retained for a period of at least five years.*"

Background: This recommendation is primarily aligned with actions required by law and routine business necessity.

Fiscal and Facilities Impacts:

Budgeted: Yes. The destruction of these records is immaterial and part of the budget.

Fiscal Analysis:

Narrative: The current adopted budget for the Sheriff's Office accounts for the cost of this action in line item #7650.

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Office, Attention: Office of Professional Standards.

Attachments:

Schedule of Records for Destruction

Application for Destruction of Records Certification of Approval

Authored by: Sergeant John McCammon, Phone 681-4292

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL

TO: Board of Supervisors
County of Santa Barbara, California

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule and to excuse said officer and his assistants, deputies and employees from further custody of said records.

Code and Section Number: Government Code Section 26202, Evidence Code Section 1045 (a)(1).

Reason for Destruction: Complaints made pursuant to Penal Code section 832.5 and any reports or findings relating thereto need not be retained in excess of five (5) years.

Executed at Santa Barbara, California, on January 11, 2016.

BILL BROWN
SHERIFF – CORONER

APPROVED:

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: _____

BY: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 20____, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

County Clerk and ex officio Clerk of the Board
Of Supervisors, County of Santa Barbara, State
Of California

By:_____

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>TYPE OF RECORD</u>	<u>ORIGINAL OR COPY</u>	<u>PERIOD COVERED</u>
Office of Professional Standards Files	Original	All files created prior to January 1, 2011