

## **Santa Barbara County Sheriff's Office: Board Letter Guide** (a/o 02.01.19)

### **1. Before Docketing**

- Coordinate with chain of command.
- Choose a Board of Supervisors' (BOS) hearing date. Look at BOS calendar <https://www.countyofsb.org/bos/asset.c/437> and consider that you will need at least 2 to 3 week lead-time in order to prepare, route for review and docket board letter (docketing deadline is generally 12 days before the BOS meeting).
- Email County Counsel (Michelle Montez) and executive administration (Veronica Romo) notice of upcoming item and date for inclusion on SBSO staff meeting agenda.
- If your board letter appears to require budgetary action, please consult with CFO (Hope Vasquez). Please note if your board letter requires a budget revision, the board letter must be submitted to Auditor the Monday before the Thursday docketing date.
- Prepare board letter. Review prior BOS board letters and the BOS Agenda Procedures Manual: <http://sbchome.co.santa-barbara.ca.us/asset.c/373>. The most common types of SBSO board letters are:
  - Agreements, contracts, MOUs: Provide to County Counsel in advance. You will also need to complete a Board Contract Summary form: <http://sbchome.co.santa-barbara.ca.us/auditor/forms/BoardContractSummaryForm.pdf>
  - Sole Source: Contact Purchasing: <http://sbchome/gs/purchasing.sbc>
  - Grants: Is a resolution needed? Who will be signing grant documents?
  - Donations: Please see County Donation policy at: <http://sbchome.co.santa-barbara.ca.us/asset.c/818>.
- Route for internal SBSO review with routing slip.
- Obtain approval and concurrence from Risk Management (email or stop by) and Auditor-Controller: <http://sbchome.co.santa-barbara.ca.us/uploadedFiles/sbchome/Content/Auditor/Reports/AuditorDocumentReviewIntakeForm.pdf>.

### **2. Docket Day**

- Please review Clerk of the Board's "Day of Docketing Checklist" at: <http://sbchome.co.santa-barbara.ca.us/asset.c/374>.
- Docket.

### **3. Day of BOS Meeting**

- Attend BOS meeting.