

Standard Operating Procedure (SOP)

Calhoun County Emergency Communications Division Advisory Board

1. Purpose

To establish guidelines for the formation, operation, and duties of the Calhoun County Emergency Communications Division Advisory Board, ensuring effective oversight, coordination, and recommendations regarding the operations of the county's emergency dispatch services.

2. Scope

This SOP applies to all members of the Calhoun County Emergency Communications Division Advisory Board and covers meeting procedures, responsibilities, reporting, and communications.

3. Authority

The Calhoun County Emergency Communications Division Advisory Board operates under the authority granted by the Calhoun County Commissioners Court and is advisory in nature. Final decisions regarding dispatch operations rest with the Calhoun County Judge or Calhoun County Commissioners Court.

4. Board Composition

- **Voting Members:**
 - Representative from County Sheriff's Office
 - Representative from Municipal Police Departments
 - Representative from Municipal Fire Departments
 - Representative from County Fire Departments
 - Representative from Emergency Medical Services (EMS)
 - Representative from the County Emergency Management Office
 - Representative from County ISD Police Department
 - E-911 Emergency Communications District Director
- **Non-voting Members (Optional):**

- County IT or Communications Specialist
 - Legal or County Administration Representative
 - **Appointment & Terms:**
 - Departments whose offices hold a chair on the board are appointed by the County Judge and or Calhoun County Commissioners Court. The member who fills that chair is to be determined by the agency head of the applicable Departments.
 - Standard term: 2 years, renewable.
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5. Responsibilities

- Review and provide recommendations on:
 - Dispatch policies and procedures
 - Technology upgrades and implementation
 - Staffing levels and training needs
 - Inter-agency coordination
 - Public safety communication protocols
 - Serve as a liaison between user agencies and the dispatch center.
 - Promote transparency, effectiveness, and community trust in dispatch operations.
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6. Meetings

- **Frequency:** Monthly or as needed (minimum 4 times per year)
 - **Location:** County dispatch training center or designated public meeting space
 - **Quorum:** A majority of voting members must be present
 - **Minutes:** Detailed minutes must be recorded, approved at the following meeting, and posted publicly
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7. Officers

- **Chairperson:** Elected by the board annually (usually in October); presides over meetings and represents the board
 - **Vice-Chairperson:** Elected by the board annually (usually in October); Assumes duties of the Chair in their absence
 - **Secretary (Optional or Assigned):** Elected by the board annually (usually in October); manages agendas, minutes, and facilitates good communication among members
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8. Agenda and Documentation

- Meeting agenda to be distributed at least 3 business days in advance
 - Reports and materials requested to be placed on the agenda must be submitted 6 business days prior to meetings for review
 - Meeting minutes must be maintained and archived according to Calhoun County records policy
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9. Reporting

- The Board will issue a written report annually to the Calhoun County Commissioners Court summarizing:
 - Activities and recommendations
 - Operational concerns or achievements
 - Any strategic plans or proposed improvements
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10. Code of Conduct

- Board members shall conduct themselves with professionalism, confidentiality, and impartiality
 - Conflicts of interest must be disclosed and may require recusal from voting
 - All members must comply with applicable county ethics and conduct policies
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11. Amendments

This SOP may be amended by a majority vote of the Board, subject to approval by the County Judge or Calhoun County Commissioners Court.

Approved by:

Effective Date:

Review Date: