

# THE BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, KANSAS

## RESOLUTION 11-34

A RESOLUTION ESTABLISHING A DESIGNEE FOR INFORMATION REQUESTS BETWEEN COUNTY DEPARTMENTS

WHEREAS, Franklin County is a duly organized and empowered municipal government having home rule powers under K.S.A. 19-101., and;

WHEREAS, the Franklin County Board of County Commissioners has adopted Personnel Rules and Pay Plan for the administration of personnel matters relating to County employees; and

WHEREAS, the Franklin County Board of County Commissioners have retained counsel to investigate a personnel matter subject to the Franklin County Personnel Rules and Pay Plan, and;

WHEREAS, the Franklin County Board of County Commissioners finds that pursuant to the investigation it is necessary to establish administrative guidelines for communication between the Franklin County Clerk and the Franklin County Ambulance Department, and;

WHEREAS, the Board of County Commissioners of Franklin County finds that all business related communications between the Clerk and the Ambulance Department shall be made in writing to the County Administrator; and

WHEREAS, the Board of Franklin County Commissioners directs that the County Administrator, as the official designee for information requests, shall respond to all requests for information as required by law or within a reasonable period of time.

WHEREAS, the Board of Franklin County Commissioners finds that this policy shall not apply to 911 calls and request for emergency services.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, KANSAS**

All business related requests for information or communication between the Franklin County Clerk and the Franklin County Ambulance Department shall be made in writing to the Franklin County Administrator. The Franklin County Administrator shall respond to such requests as required by law or within a reasonable period of time. This policy is not applicable to 911 calls or calls for emergency services.

This resolution shall be effective upon its adoption by the Board of County Commissioners.

Passed and adopted in regular session this 28th day of September 2011.

/s/ John E Taylor  
John E. Taylor – Chairman

Attested and Recorded, this 28th day of September 2011.

/s/ Shari Perry

Shari Perry

# County Clerk