



County of Santa Cruz

SHERIFF - CORONER

701 OCEAN STREET, SUITE 340, SANTA CRUZ, CA 95060

(831) 454-2985 FAX: (831) 454-2353

MARK TRACY
SHERIFF - CORONER

April 23, 2001

Agenda: May 8, 2001

Board of Supervisors
County of Santa Cruz
701 Ocean Street, Room 510
Santa Cruz, CA 95060

RE: RAN Committee Bylaws

Dear Board Members:

This letter is to request your approval of the Remote Access Network (RAN) Committee Bylaws.

The RAN Committee is a **uniform**, state-wide network of equipment and procedures that allow local law enforcement agencies direct access to the California Identification System (CAL-ID). The CAL-ID is an automated system maintained by the Department of Justice for retaining fingerprint files and identifying latent fingerprints.

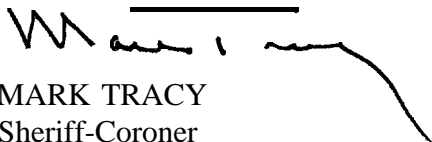
The RAN Committee is responsible for making recommendations to your Board regarding the purchase of equipment which is compatible with the Department of Justice CAL-ID master plan with SB720 funds. (A membership listing is attached for your information.)

RAN Committee members, County Counsel and County Administrative Office have reviewed and provided input to the Sheriff's Office in the development of these bylaws. On March 12, 2001, the RAN Committee voted unanimously to approve these bylaws.

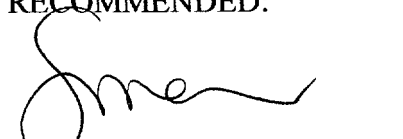
Board of Supervisors
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It is, therefore, recommended that your Board approve the FUN Committee Bylaws.

Sincerely,


MARK TRACY
Sheriff-Coroner

RECOMMENDED:


SUSAN A. MAURIELLO
County Administrative Officer

c: Sheriff-Coroner, Detention Bureau
County Administrative Office
County Counsel
RAN Committee

Attachments: Recommended Bylaws
Membership Listing

SANTA CRUZ COUNTY
REMOTE ACCESS NETWORK BOARD (RAN)
Penal Code Section 11112.4

BY-LAWS

I. Committee

- A. The purpose of the RAN Committee is to provide a means for high level user agency involvement in recommending CAL-ID policy and fiscal matters to the Board of Supervisors.
- B. The RAN Committee shall be composed of seven (7) members. This board consists of a member of the Board of Supervisors, the Sheriff, the District Attorney, the Chief of Police of the city having the largest number of sworn personnel within the county, a second Chief selected by all other police chiefs within the county, a Mayor elected by the Mayor Selection Committee established pursuant to Section 50270 of the Government Code, and a Member at Large chosen by the other members. (Authority Section 11112.4)
- C. The RAN Committee shall:
 - 1. Annually review the proposed plans for SB720 Trust Fund usage and make recommendations to the Board of Supervisors prior to April 15th of each year.
 - 2. Recommend to the Board of Supervisors those kind of CAL-ID operational and policy matters requiring approval of the Board of Supervisors.
 - 3. Review revenue expense records to ensure that funds are spent in accordance with SB720 requirements, mainly for CAL I.D. fingerprinting and related systems.
- D. Each member shall be empowered to cast one vote.
- E. The Committee shall establish by-laws to include provisions for a Chair and a Vice-Chair.

- F. The RAN Committee shall meet biannually or as necessary at the call of the Chair.
- G. The Chair will be responsible for the recording of minutes of all Committee meetings. After each meeting, the Chair shall send copies of the minutes to members of the Committee and any related Sub-committees. Minutes will be approved by the Committee at the subsequent Committee meeting.

II. Meetings

- A. Notification of meeting time and place must be prepared and sent out in a timely manner.
- B. At least 72 hours prior to each regular and special meeting, an agenda for the meeting shall be mailed to each member, and to each other person who has submitted a written request to RAN for notification of meetings, and shall be posted at least 72 hours prior to the regular or special meeting at a location that is freely accessible to the public.
- C. Four (4) or more Committee members shall constitute a quorum for the transaction of business. **Affirmative** vote of a majority of Committee members is required for approval of any matter.
- D. Special meetings shall be called by the Chair or a majority of the RAN Committee.

III. Membership

- A. If at any time, a member of the RAN ceases to retain the status which qualified the person for membership to RAN, that person's membership shall automatically terminate and the vacancy shall be filled by qualification and selection as set forth in Penal Code Section 11112.4.

IV. Officers

- A. The officers of the RAN are the Chair and the Vice Chair.
- B. The duties of the Chair are to preside over meetings, prepare agendas, represent the RAN and be responsible for communication with local public entities and the State of California. The Vice Chair will assume these same duties in the absence of the Chair.
- C. Election of officers shall be held every two years during the **first** meeting of the calendar year or at such other intervals as determined by the RAN.

V. Agendas

- A. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members may briefly respond to statement made or questions posed by person exercising their public testimony rights. Notwithstanding the foregoing, action may be taken on an item not on the agenda upon a determination of two-thirds vote of the membership of RAN providing there is a need to take immediate action and that the need for action came to the attention of RAN subsequent to the agenda being posted.
- B. RAN members shall request items to be placed on the agenda through the Chair at least five days prior to a meeting.
- C. The agenda will include oral communications limited to non-agenda items, with any citizen limited to approximately five minutes. If further discussion is needed, RAN may vote to allot time for the item on the agenda of a following meeting.
- D. RAN meetings shall be conducted in accordance with Roberts Rules of Order unless RAN decides to proceed otherwise.
- E. All official acts of RAN shall be taken either by resolution or a motion duly made, seconded and adopted by majority vote of committee members constituting a quorum.

VI. Amendments to By-laws

- A. Amendments to the By-laws shall be determined by a majority vote.

RAN Committee Approval: March 12, 2001

RAN COMMITTEE MEMBERS

BOARD OF SUPERVISORS MEMBER:

Jeff Almquist, Supervisor
Board of Supervisors
701 Ocean Street, Room 340
Santa Cruz, CA 95060

COUNTY SHERIFF:

Mark Tracy, Sheriff-Coroner
Sheriff-Coroner's Office
701 Ocean Street, Room 340
Santa Cruz, CA 95060

COUNTY DISTRICT ATTORNEY:

Kate Canlis, District Attorney
District Attorney's Office
701 Ocean Street, Room 200
Santa Cruz, CA 95060

CHIEF OF POLICE OF LARGEST CITY
LAW ENFORCEMENT AGENCY IN COUNTY:

Steve **Belcher**, Chief
Santa Cruz Police Department
809 Center Street
Santa Cruz, CA 95060

2nd CHIEF SELECTED BY ALL OTHER CHIEFS
IN COUNTY:

Stephen Walpole, Chief
Scotts Valley Police Department
One Civic Center Drive
Scotts Valley, CA 95066

MAYOR ELECTED BY CITY SELECTION
COMMITTEE:

Vacant (To be Determined)

MEMBER AT LARGE:

Raquel Mariscal, Exec. Director
Criminal Justice Council
1523 Pacific Avenue, Suite 100
Santa Cruz, CA 95060

April 23, 2001