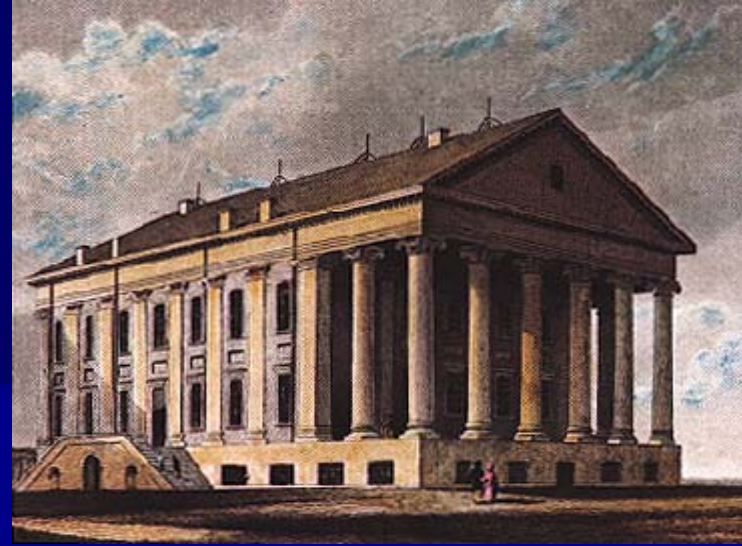


# Virginia State Crime Commission

## Staff Report



May 22, 2007

# Overview



- Employee Guidelines
- Records Management
- Website Modernization
- Office Relocation

# Employee Guidelines



- Virginia Personnel Act
- Ensures a system of personnel administration based on objective methods of appointment, promotion, transfer, layoff, removal, discipline, and other incidents of state employment
  - Comprehensive policies promulgated by DHRM
  - Does not apply to officers and employees of the General Assembly
- Legislative agencies develop their own policies specifically tailored for their unique nature
- Where a legislative agency's rules are silent, state personnel rules are often expressly incorporated

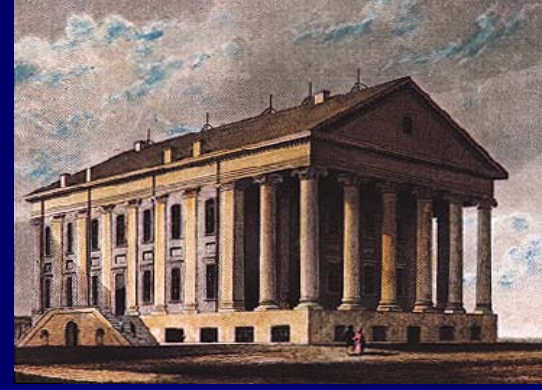
# Employee Guidelines



## ■ Virginia State Crime Commission

- Last update – appears to be 1999
- Last used?
- Clear policies, consistently applied, ensure clarity and fairness for all employees
- In need of revitalization & implementation
- Distributed to employees and signed

# Employee Guidelines



## ■ Proposed Guidelines

- Maintain many prior policies
- “When the guidelines contained herein are silent on a matter requiring resolution, the policies and procedures promulgated by the Department of Human Resource Management may be utilized in making a determination.”
- Designed for structured flexibility
- Emphasis on written forms/requests

# Employee Guidelines



- Hours / Flexible Work Schedules / Leave
- Professional Conduct
  - State & Local Government Conflict of Interest Act
  - Confidentiality
  - Nepotism (adopted 2006 - retained)
  - Outside employment
    - No employment or activity that negatively impacts performance or integrity of Commission
    - Outside employment for compensation requires prior written approval of the Director
  - Partisan political activities
    - Employees must maintain absolute objectivity at work

# Employee Guidelines



## ■ Media Relations

- Existing policy – 2006
- Restrictive in nature

## ■ Proposed

- Communication of background / foundation information with the media helps to ensure the accuracy and clarity of information provided to citizens
- All inquiries handled by the Director
- Employee with specific knowledge of a topic may be authorized to speak with the media only after the Director has reached an understanding with the media representative that the discussion is for background / foundation purposes only

# Employee Guidelines



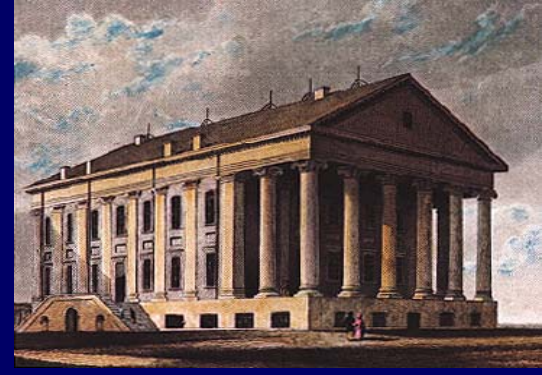
- Performance evaluations (retained)
- Employee training & development (retained)
- Grievance policy (adopted 2006 - retained)
- Resignation
  - Employee expected to work at least two weeks after notice of resignation
  - Failure to do so may result in waiver of right to utilize leave

# Records Management



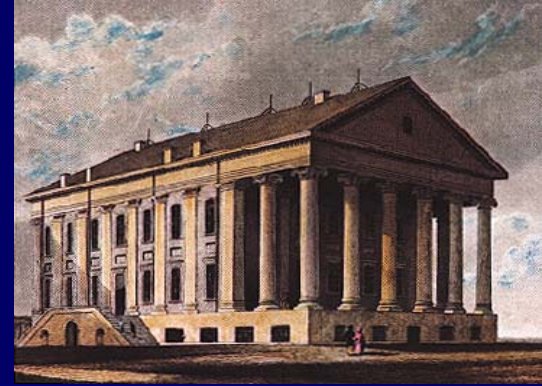
- Virginia Public Records Act
- “Public record” – recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business.

# Records Management



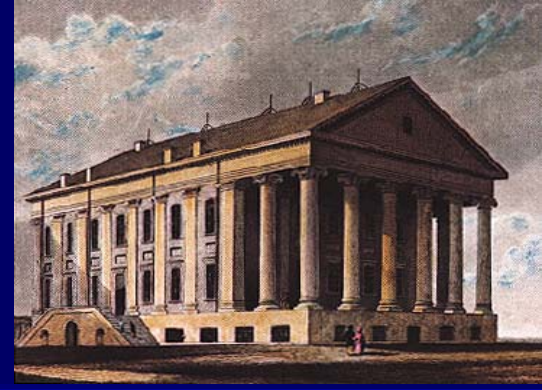
- Library of VA - archival and records management function
- Library - official custodian of public records that are transferred to it from any agency
- State Library Board - guidelines to facilitate the preservation, storage, filing, management, and destruction of public records
- Library administers a records management program for the management of public records pursuant to the Board's regulations and guidelines
- Each agency shall establish and maintain a program for the efficient management of its records.
- Each agency shall designate a "records officer" to act as a liaison to the Library, to implement a records management program, and to coordinate the legal disposition of records.

# Records Management



- **Records Retention & Disposition Schedules**
  - General Schedules
  - Agency Specific Schedules
- **General Schedules**
  - Establishes schedules for records common to all agencies.
  - Administrative records
    - Meeting agenda – retain 3 years, then destroy
    - Annual report – retain one copy permanently in agency; transfer one copy to archives; transfer 20 copies to Library's Document's Section.
    - Fiscal records
    - Personnel records
- **Agency Specific Schedules**
  - Retention and disposition dates for records unique to an agency.
- **Certificate of Records Destruction**

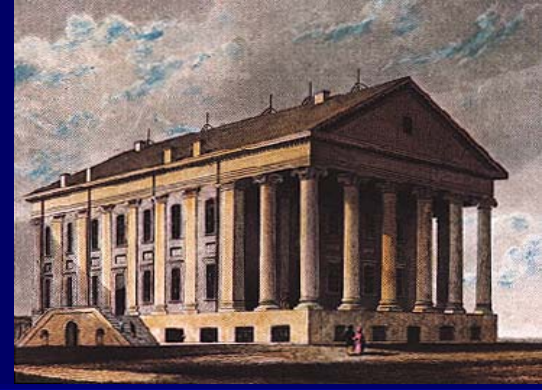
# Records Management



## ■ Records Issues

- Needed records officer
- Needed agency specific schedule
- Retention of non-public records
- Retention of duplicates
- Inadequate filing or labeling system
- Storage space

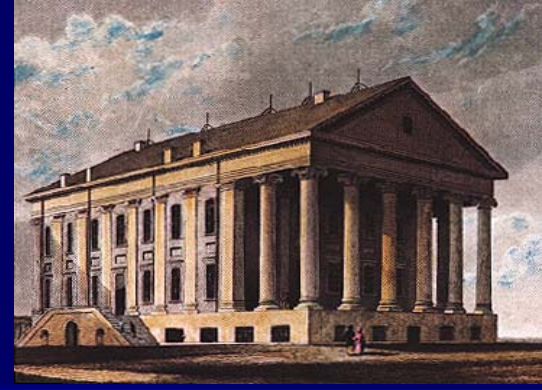
# Records Management



## ■ Actions Taken

- Records Officers have been properly designated
- Agency Specific Schedule being developed w/  
Library
- Unnecessary duplicates and non-record material  
have been discarded
- Records have been organized, consolidated, and  
labeled according to content and dates
- All records consolidated in 7<sup>th</sup> floor storage  
closet

# Records Management



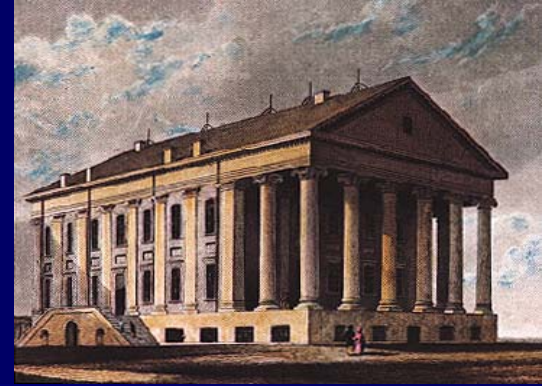
## ■ Actions Taken (cont.)

– Records management courses at State Library

- Basic Records Management
- Intermediate Records Management
- Electronic Records
- Managing Paper and Electronic Records
- Disaster Planning



# Website Modernization



- “What’s your website address?”
- [http://leg3.state.va.us/quickplace/crime/main.nsf/h\\_Toc/4df38292d748069d0525670800167212/OpenDocument](http://leg3.state.va.us/quickplace/crime/main.nsf/h_Toc/4df38292d748069d0525670800167212/OpenDocument)
- No link via VA Government homepage
- This summer, the website will be modernized and reconfigured into a useful and informative tool for Members, the media, and for all Virginia citizens.

# Office Relocation



# Office Relocation

- Current Office – 1,343 sq. ft.
  - Conference room – 495 sq. ft.
  - Storage closet – 36 sq. ft.
  - Actual Office – 812 sq. ft.
    - 8 employees and 1 intern
    - 90 sq. ft. / employee
    - Filing cabinets, furniture, photo copier, etc.
    - Rule of Thumb Standard ( 175-250 sq. ft. / person)
    - Norfolk Zoo – 800 sq. ft. = 5 spider monkeys





# Office Relocation



- Two options in Old City Hall



# Office Relocation



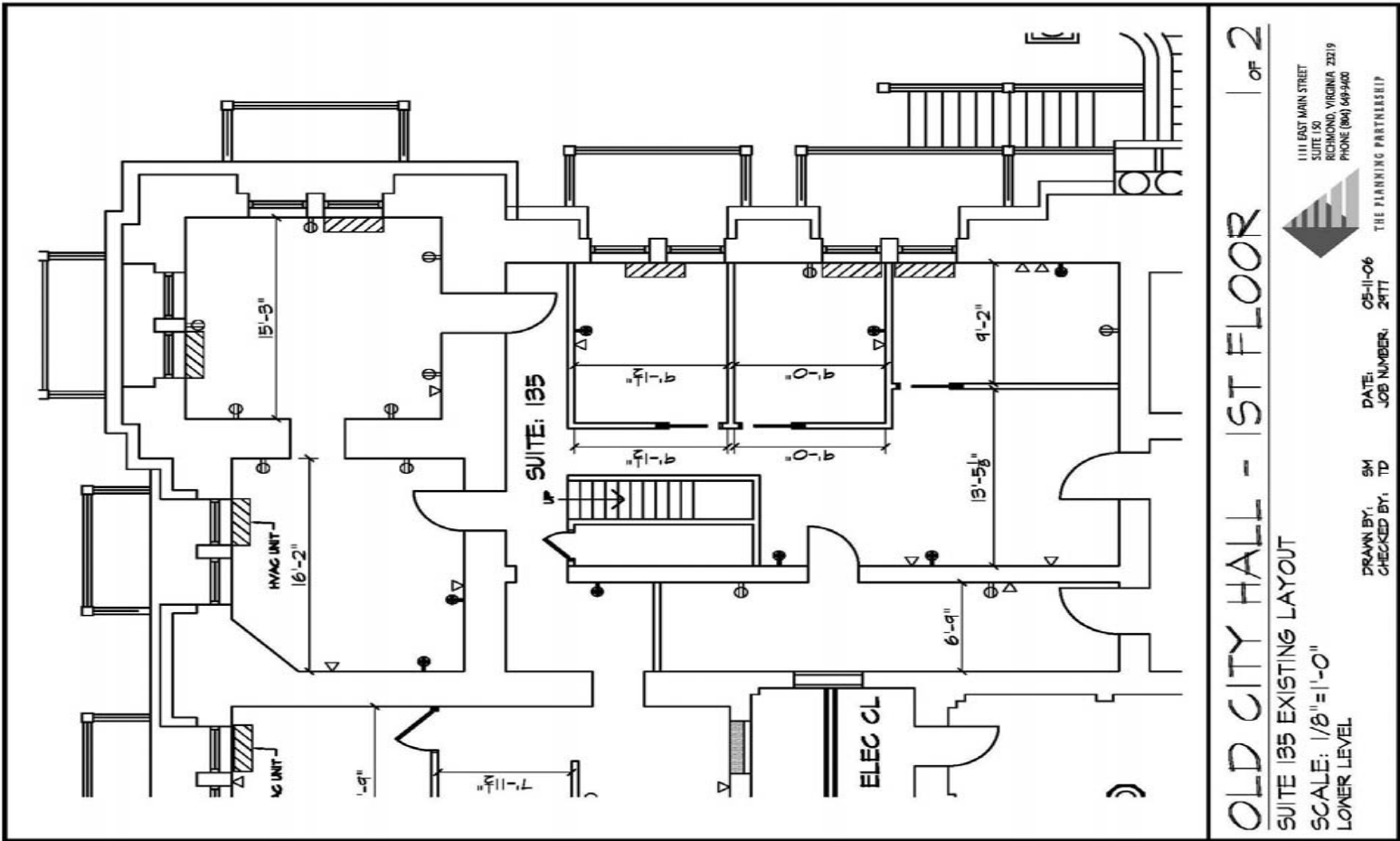
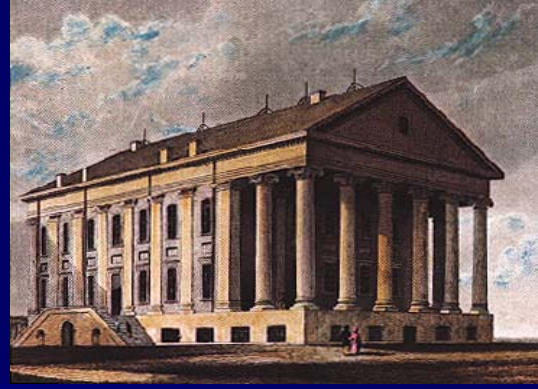
## ■ Option 1:

- Suites 445 & 450 (currently joined)
- 4,144 square feet
- DGS willing to partition combined suites

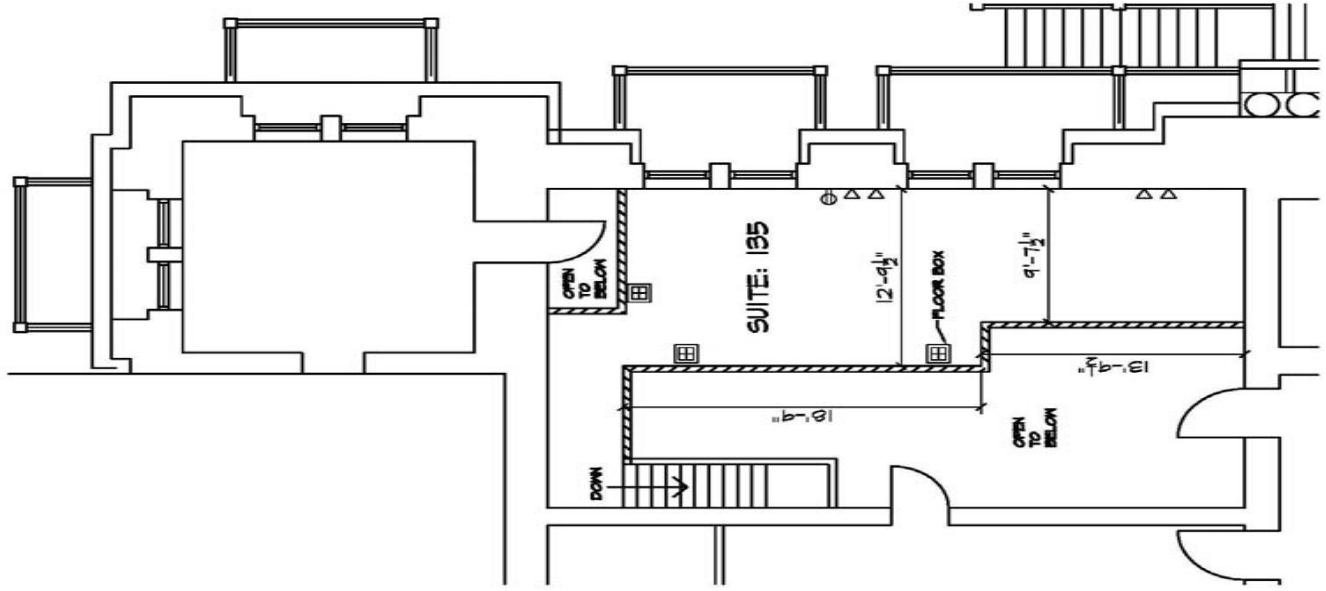
## ■ Option 2:

- Suite 135
- 2,211 square feet
- Current occupant needs more space and may opt to take combined suites 445 and 450
- Decision from occupant expected this week

# Office Relocation



# Office Relocation



OLD CITY HALL - 1ST FLOOR 2 of 2

SUITE 135 EXISTING LAYOUT  
SCALE: 1/8" = 1'-0"  
UPPER LEVEL

111 EAST MAIN STREET  
SUITE 130  
RICHMOND, VIRGINIA 23119  
PHONE (804) 649-9400



THE PLANNING PARTNERSHIP

DATE: 05-11-06  
JOB NUMBER: 26771  
DRAWN BY: SM  
CHECKED BY: TD

# Office Relocation



Expected Relocation – July, 2007



# Julia



# Anne Caitrin



