Washington Military Department Emergency Management Division	Effective Date: July 1, 2009 **E911 PUBLIC EDUCATION POLICY** **Cancels all previous E911 Public Education Policies** **See Also:** E911 County Contracts E911 County Regionalization Contract Policy E911 Training Policy E911 Washington State Patrol Policy

PUBLIC EDUCATION

This policy applies to those counties/WSP who have contracts with the State E911 Office. The State E911 Office may request additional documentation to support a county's public education reimbursement request.

1. Statewide Services (Coordinator Professional Development) Section of Contract

The Statewide Services section benefits all counties. The following is part of the Coordinator Professional Development series reimbursement through counties and WSP contracts:

a. Coordinator Forums: See Coordinator Forum Attendance Policy
b. Public Education Materials: Funding is not to exceed $2,000 per state fiscal year and should be claimed under line item CPD3. Prior to purchasing any items(s), county must submit a written request to the State Office for review and approval. Without prior written approval, the purchase may not be eligible for reimbursement. Request for purchase should include description, 911 message, quantity and cost.
c. Eligible Expenses may include, but are not limited to:
    1. Public education program development
    2. Professional graphic design development
    3. Printing costs associated educational materials
    4. Mailing and/or delivery costs of 911 promotional materials
    5. Lease or rental costs for display equipment used in 911 educational or promotional displays
    6. Fee(s) associated with obtaining vendor space and participation in/at a community event promoting 911 products and education.
    7. Banners and other booth/display identification
    8. 911 shirts and/or caps for booth participants at community events
    9. Portable, traveling display with carrying case
    10. Display table, table skirting, and up to two (2) portable, collapsible chairs
    11. Audio/visual equipment to include laptop computer and/or projector, digital camera, PowerPoint software, jump drive, memory card, carrying case
    12. 911 simulator
    13. 911 educational resources or promotional tools

14. Awards or prizes for winners of 911 promotions and contests at community events, fairs, or through county-sponsored contests, etc. (in accordance with local rules, policies and procedures.)
15. Framed 911 certificates, awards or service plaques from the County E911 Program recognizing community volunteers for their time and commitment to the education and promotion of 911 in the community

d. Ineligible Expenses:
   1. Products or materials promoting police, fire or medical services without an implicit 911 message.
   2. Promote, advertise, or recognize any elected government official
   3. Non-911 identifiable products (such as candies)
   4. Payment in any form for volunteer(s) time and/or travel

2. Operations Section of County Contract

Public Education Coordinator Salary should be claimed under line item S3.2

a. Each contract period, the 911 Coordinator shall designate a person to fill the Public Education Coordinator position. The Public Education Coordinator must be assigned to a person other than the 911 Coordinator.
b. The Public Education Coordinator Salary assistance may not exceed **$7,273.** Funds may be directed toward time (salary) for employee(s) performing public education tasks. Salary reimbursement can be for straight time and overtime. Backfill is not eligible under this line item.

Approved by: 9/22/09
Robert Oenning, State 911 Administrator