

<h1>POLICY MANUAL</h1>	Date Adopted: November 12, 1996
Classification: PROGRAMS	Date Last Amended:
Subject: Technical Assistance	Approved By:

The District's staff and records represent a substantial technical resource concerning local hydrology, topography, storm water management, flood control systems design and operation, environmental resource protection, concurrent recreation and groundwater recharge. The District's resources have been created for the beneficial use of the lands and people of the District. Those utilizing the District's services include individuals, landowners, businesses, industries, and construction and development companies. On occasion, the District's expertise and resources are requested to provide assistance to non-District parties and entities. It is the policy of the District to respond to such requests for technical assistance in accordance with the following:

1. All requests for technical services and assistance from in-District sources shall be given priority over all requests for technical assistance from out-of-District sources.

2. Unless provided otherwise by the District Policy Manual, or the District's Ordinance Code, such technical assistance and services shall be provided to District residents, landowners and businesses at no cost beyond that paid through the District's general revenue sources and programs.

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- 3.a. The District will consider requests for technical assistance from out-of-District sources when it is determined that the provision of such assistance also generates benefit to the interests of the District.

- 3.b. Before such out-of-District technical assistance shall be provided by the District, those requesting such assistance shall submit a written request itemizing the types of assistance required of the District and acknowledging that the District shall be held harmless with respect to the assistance provided and as to use thereof by the requesting entity.

4. District employees shall not provide personal technical assistance to either in-District or out-of-District individuals, entities or organizations in exchange for personal compensation without the prior written approval of the General Manager, or in the case of the General Manager, approval of the Board of Directors.

5. Where it is determined appropriate, the District may elect to require the execution of a written contract document for the provision of technical services to in-District or out-of-District parties or entities, such decision relative to a contract document made on a case by case basis.