# INDEX

### A

**ACCOUNTING**  
- Internal Controls 4-28

**ADMINISTRATION** 3-1

**ADMINISTRATIVE PROCEEDINGS**  
- Defending Pro Licensed Employees 3-114

**ADVISORY COMMITTEE**  
- Early Childhood Development 3-35  
- Informational Materials 3-55

**AFFIRMATIVE ACTION**  
- Discrimination, Harassment & Retaliation 3-6  
- Diversity Policy 3-4  
- Equal Employment 3-6

**AGENDA PACKETS**  
- Distribution to Public 3-3  
- Late Additions/Insertions 3-11  
- Obtaining Copies 3-57

**ALCOHOL**  
- Drinking Driver Program 3-22  
- Testing 3-12

**APPOINTMENTS**  
- Children and Families First 3-35

**APPROPRIATION**  
- FAF & SCVMC Capital Funds 4-41  
- Retiree Health Program 4-1

**ARCHIVE** 3-58

**ASSETS**  
- Information Technology 4-47

### B

**BOARD CHAIRPERSON**  
- Selection of 2-1

**BOARD OF SUPERVISORS**  
- Commendations and Proclamations 2-5  
- Contracting Authority 5-5  
- Disclosure of Calendars 2-4  
- Filling a Vacancy 2-1  
- Selection of 2-1  
- Sponsorship of County-Presented Events 3-80  
- Travel 2-4

**BOARD POLICY**  
- Adding 1-3  
- Amending 1-3  
- Deleting 1-3

**BOARD POLICY MANUAL**  
- Add/Amend/Delete Policy 1-3  
- Authorizing Distribution 1-7  
- Purchase of 1-6

**BOARD REFERRALS**  
- Report Backs 3-34

**BOARD VICE-CHAIRPERSON**  
- Selection of 2-1

**BOARDS AND COMMISSIONS**  
- Appointment to AA Board 3-112  
- Appointments 3-35  
- Budget 3-2  
- Children and Families First 3-35  
- Frequency of Meetings 3-148  
- Informational Materials 3-55  
- Legislative Activities 3-1  
- Legislative Committee 6-1  
- Off-Site Meetings 3-2  
- Sister County 3-52

**BUDGET**  
- Appropriation 4-1  
- Capital Outlay 4-35  
- Capital Projects 4-41  
- Children’s Budget 4-52  
- Commission Business 3-2  
- Contingency Reserve 4-1  
- Debt 4-3  
- FAF & SCVMC Capital Funds 4-41  
- Fiscal 4-1  
- Info Tech Assets 4-47  
- Inventory Items 4-52  
- Investments 4-1  
- One-Time Funds 4-2  
- Retiree Health Program 4-1  
- Revenue 4-1  
- Salary Savings 4-3  
- Unfunded Liability 4-1  
- Use of Fund Balance 4-3  
- Vacant Positions 4-52

**C**

**CALCULATION OF RETIREMENT LEVY** 4-40

**CAPITAL INVESTMENT**  
- Information Technology 4-49

**CAPITAL OUTLAY** 4-35

**CAPITAL PROJECTS**  
- Alteration Projects 4-39  
- Budgetary Control 4-41  
- Corrective Maintenance 4-38  
- Descriptions 4-38  
- Green Building 7-22  
- Life Cycle Replacement 4-39  
- New Construction 4-39  
- Planning, Reporting, Financing 4-36  
- Preventative Maintenance 4-38  
- Restroom Access 3-140  
- Special Program Projects 4-39  
- Sustainable Landscaping 8-6

**CEREMONIAL** 2-5

**CESAR CHAVEZ**  
- Farm Worker 3-9
# SANTA CLARA COUNTY BOARD OF SUPERVISORS POLICY MANUAL

## INDEX Revised 9-24-20

### CHILDREN AND FAMILIES
- Appointments 3-35
- Boards and Commissions 3-35
- Early Childhood Development 3-35
- Lactation Accommodation 3-133
- Policy to Protect Youth 3-84
- Prohibition on Bullying 3-143

### CLERK OF THE BOARD MINUTES
- See Minutes

### CLOSED SESSION
- Documents 3-29

### COMPLAINTS
- Improper Government Activity 3-80
- Reporting 3-83

### CONDUCT
- Ethical 3-39

### CONFIDENTIAL
- Closed Session 3-29
- Designation of Staff 3-30
- Documents 3-26
- Proposals 4-35

### CONFIDENTIALITY
- See Confidential

### CONFLICT OF INTEREST
- Distribution of Tickets or Passes 3-73
- Policy for Best Value Construction Policies and Procedures 5-37
- Policy for Design-Build Projects 5-36
- Soliciting and Contracting 5-2

### CONSTRUCTION PROJECT MANAGEMENT
- Authority 5-40
- Contracts 5-40
- Green Building 7-23
- Methods of Solicitation 5-41
- Restroom Access 3-140
- Sustainable Landscaping 8-6

### CONSULAR IDENTIFICATION 3-51

### CONTRACT EMPLOYEES
- Independent Contractor 5-56
- Living Wage 5-18
- Solicitation/Approval Process 5-57

### CONTRACTING AUTHORITY
- Agencies and Departments 5-9
- Board of Supervisors 5-5
- Director of Procurement 5-7

### CONTROLLED SUBSTANCE
- Testing 3-12

### COOPERATION 3-113

### COPYING
- Double-Sided 3-35
- Informational Materials 3-55

### CORPORATE SPONSORSHIP
- Marketing 3-64
- Sponsorship of County-Presented Events 3-80

### COUNTY CONTRACT
- Activities 5-9
- Administration of 5-14
- Definitions 5-10
- Diverse Business Enterprises 3-9
- Form 5-12
- Law Enforcement Monitoring 3-142
- Length of Term 5-12
- Local Preference 5-31
- Monitoring, Administration and Evaluation 5-14
- Payment Terms 5-14
- Procurement Process 5-22
- Types 5-12
- With Individuals 5-56

### COUNTY COUNSEL
- Contract Review 5-16
- Litigation Hold Liaison 3-120
- Negotiation of Contracts 3-33
- Review of Documents 3-32

### COUNTY FACILITIES
- Green Building 7-23
- Green Cleaning 8-3
- Lactation Accommodation 3-134
- Posting of Bail Agent 3-136
- Posting of Criminal Defense Attorney 3-136
- Recycling In 3-11
- Restroom Access 3-140
- Sustainable Landscaping 8-6
- Use Of 3-58
- Waste Reduction In 3-11
- Zero Waste 8-4
- Zero Waste Events 8-2

### COUNTY FAIRGROUNDS
- Alcoholic Beverages 3-24
- Entertainment Events 3-23
- Events Curfew 3-24
- Good Neighbor Policy 3-23
- Prohibition of Illegal Drug Use 3-23
- Safety and Security 3-24
- Traffic and Parking 3-24

### COUNTY JAILS 3-136
- Posting of Bail Agents 3-136
- Posting of Criminal Defense Attorney 3-136

### CREDIT STANDARDS
- Counterparty 4-12

### CUSTOMS
- Cooperation 3-113

### D

### DEBT
- Administration 4-9
- General Provisions 4-4
- Issuance 4-7
- Management 4-3
- Swap Policy 4-10
- Portfolio Distribution 4-13
- Purposes for Use 4-7
INDEX

DISCLOSURE REQUIREMENTS
- Distribution of Tickets or Passes 3-73
- Litigation Hold 3-120
- Public Officials’ Calendars 2-4
- Soliciting and Contracting 5-2

DIVERSITY 3-4
- Discrimination, Harassment, & Retaliation 3-6
- Diverse Business Enterprises 3-9
- Equal Employment 3-6
- Language Access 3-132
- Prohibition on Bullying 3-143

DOCUMENTS
- Closed Session 3-29
- Commendations and Proclamations 2-5
- Confidentiality of 3-26
- County Counsel Review of 3-32
- Destruction Policy 3-123
- Duplicates and Reproductions 3-130
- Electronically-Stored 3-124
- Litigation Hold 3-120
- Official Records 3-124
- Public Records Requests 3-150
- Record Retention 3-123

EACH OFFICE
- Appointments Process 2-3
- Filling a Vacancy 2-1
- Interview Process 2-3

ELECTIONS
- Automatic Recounts 3-141

ELECTRONIC WASTE
- Disposal 7-20
- Management 7-20
- Procurement 7-20

E-MAIL 3-48
- Access to Messages 3-49
- Appropriate Use 3-48
- Destruction of Records 3-131
- Enforcement 3-49
- Retention Policy 3-49

EMPLOYEE QUESTIONING
- Valley Medical Center 3-21

EMPLOYMENT
- Discrimination, Harassment, & Retaliation 3-6
- Entry-Level Work Opportunities 3-21
- Equal Employment 3-6
- Growth and Job Creation 4-32
- Living Wage 5-18
- Organizational Health and Well-being 3-144
- Outside Employment Policy 3-3

ENERGY
- Efficiency Standards 7-18

ENTERTAINMENT EVENTS
- County Fairgrounds 3-23
- Distribution of Tickets or Passes 3-73
- Sponsorship of County-Presented Events 3-80

ENVIRONMENT 7-1
- Bond Preemption 7-14
- County Parks 7-11
- Documents for Private Projects 7-31
- Electronic Waste 7-20
- Eminent Domain 7-5
- Energy Efficiency Standards 7-18
- Green Building 7-22
- Green Cleaning 8-3
- Monuments 7-28
- Naming of Parks 7-8
- Naming of Streets 7-1
- Rubberized Asphalt Paving 7-18
- Surplus Land 7-15
- Sustainability 8-1
- Sustainable Landscaping 8-6
- Tree Preservation 7-1
- Zero Waste 8-4
- Zero Waste Events 8-2

ETHICS
- Code of Ethical Conduct 3-39
- Ethical Business Practices 5-2
- Ethics Training Requirement 3-18

EVENTS
- County Blood Donation Event 3-145

EXHIBITIONS
- Public Art 7-32
- Temporary Exhibition 7-33

EXTRA HELP
- Use of 4-49

FACILITIES AND FLEET
- Budgetary Control 4-41
- Capital Funds 4-41
- Vehicle Procurement 7-18

FAIRGROUNDS
- See County Fairgrounds

FARM WORKER
- Cesar Chavez 3-9
- Exposure to Pesticides 3-9

FISCAL AND BUDGET
- See Budget

FUND BALANCE USE 4-3

FUNDING
- Capital Projects 4-36
- General Capital 4-41
- Living Wage 5-18
- Off-Cycle 3-30
- Reporting Transfers 4-44
- Tax Loss Reserve 4-41

FUNDS
- One-Time 4-2
SANTA CLARA COUNTY BOARD OF SUPERVISORS POLICY MANUAL

INDEX Revised 9-24-20

G
GENERAL GOVERNMENT 3-1
GOOD NEIGHBOR POLICY
  County Fairgrounds 3-23

H
HEALTH INSURANCE
  Portability & Accountability Act 3-54

I
IDENTIFICATION
  Consular 3-51
  Official Foreign 3-51

IMMIGRATION
  Cooperation 3-113

INFORMATION TECHNOLOGY 4-47
  Capital Investment 4-49
  Methods of Solicitation 5-53
  Product and Service Contracts 5-51

INTEREST RATE
  Swap Policy 4-10

INTERNATIONAL
  National Implications 3-40

INTERNET USAGE 3-49
  Access to Usage Records 3-50
  Appropriate Use 3-50
  Enforcement 3-51

INVESTMENT
  Eligible, Authorized, Suitable 4-20
  Reporting 4-28
  Revenue 4-1
  Treasury 4-15

J
JUVENILE
  Policy to Protect Youth 3-84
  Prohibition on Bullying 3-143

L
LAND USE 7-1
  Bond Preemption 7-14
  County Parks 7-11
  Eminent Domain 7-5
  Monuments 7-28
  Park Lease Preparation/Monitoring 7-11
  Park Naming 7-8
  Rubberized Asphalt Paving 7-18
  Streets Naming 7-1
  Surplus Land 7-15
  Sustainable Landscaping 8-6
  Tree Preservation 7-1

LAW ENFORCEMENT INVESTIGATIONS
  Coroner’s Office 3-139
  Law Enforcement Monitoring 3-141
  Medical Examiner 3-139
  Office of Correction 3-141
  Valley Medical Center 3-20

LEGAL REQUIREMENTS
  Litigation Hold 3-120

LEGAL SERVICES
  Defending Pro Licensed Employees 3-114
  Pro Bono Policy 5-55
  Soliciting and Contracting 5-54

LEGISLATIVE ACTIVITIES
  Boards and Commissions 3-1
  Committee Procedures 6-1
  Current Year Policies 6-1

LIABILITY
  Unfunded 4-1

M
MANAGEMENT AUDITOR 3-45
  Duties 3-45
  Evaluation 3-47
  Monitoring Implementation 3-47
  Performance Expectations 3-46

MANUFACTURING PERSONAL PROPERTY TAX
  REBATE 4-32
    Accountability 4-35
    Application 4-33
    Approval 4-34
    Criteria 4-34
    Eligibility 4-32

MARKETING
  Corporate Sponsorship 3-64
  Posting of Bail Agent 3-136
  Posting of Criminal Defense Attorney 3-136

MINORITY
  Diverse Business Enterprises 3-9
  Language Access 3-132

MINUTES
  Availability to the Public 3-45
  Clerk of the Board 3-41
  Content 3-42
  Form 3-44
  Obtaining Copies 3-57

N
NATIONAL
  International Implications 3-40

NUTRITION
  County Sponsored Meetings and Events 3-64
  Vending Machine Products 3-63

O
OFF-CYCLE FUNDING
  Criteria 3-30
  Procedures 3-30

ONE-TIME FUNDS 4-2

OPEN DOOR POLICY
  Valley Medical Center 3-19

OUTSIDE EMPLOYMENT
  Employment Policy 3-3
OVERTIME
  Use of 4-49

P

PARKS
  Contributions 7-27
  Donations 7-27
  Lease Preparation 7-11
  Naming 7-8
  Special Considerations 7-9
  Sustainable Landscaping 8-6

PATIENT IDENTIFICATION
  Coroner’s Office 3-139
  Medical Examiner 3-139
  Valley Medical Center 3-19

PATIENT QUESTIONING BY LAW ENFORCEMENT AGENCIES
  Valley Medical Center 3-21

PERFORMANCE EXPECTATIONS
  Agency/Department 3-46

PERSONAL PROPERTY
  Tax Rebate 4-32

PESTICIDES
  Exposure to 3-9
  Green Cleaning 8-3

PLASTIC PRODUCTS
  Procurement Policy 3-11

POLICY RESOLUTION 1-2

POSTING OF BAIL AGENT 3-136

PROCUREMENT
  Contracting Authority 5-7
  County Contracting 5-9
  Degradable Plastic Products 3-11
  Electronic Products 7-20
  Process 5-22
  Procurement Card 3-17
  Vehicle 7-18

PROCUREMENT CARD
  Policy 3-17
  Violation of Policies 3-18

PUBLIC WORKS CONTRACTS
  Authority 5-34
  Methods of Solicitation 5-34
  Prequalification 5-35
  Project Labor Agreements 5-35

PURCHASE OF
  Board Policy Manual 1-6
  Recycled Products 3-11

R

REAL PROPERTY
  Contracts 5-42
  Franchise or Concessions 5-46
  Leases or Rentals 5-43
  Methods of Solicitation 5-47
  Monuments 7-28
  Real Estate Brokers 5-47
  Sustainable Landscaping 8-6

RECYCLING
  Electronic Waste 7-20
  In County Facilities 3-11
  Purchase of Recycled Products 3-11
  Waste Reduction 3-11
  Zero Waste 8-4
  Zero Waste Events 8-2

REFUNDING
  Debt Policy 4-12
  Swap Policy 4-12

REPORT BACK
  Board Referral 3-34

REPORTING
  Complaints and Investigations 3-83
  Improper Government Activity 3-80
  Office of Correction and Law Enforcement Monitoring 3-143

RETIREMENT
  Calculation of Levy 4-40

REVENUE
  Investments 4-1
  Tobacco Settlement 4-46

REVIEW OF DOCUMENTS AND TRANSACTIONS 3-32

ROAD MAINTENANCE 7-19

S

SALARY SAVINGS 4-3

SELECTING
  Board Chairperson 2-1
  Board of Supervisors 2-1
  Board Vice-Chairperson 2-1

SEXUAL HARASSMENT 3-7

SISTER COUNTY
  Commission 3-52

SMOKING
  No Smoking Policy 3-71
## SANTA CLARA COUNTY BOARD OF SUPERVISORS POLICY MANUAL

### INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLICITING AND CONTRACTING</td>
<td>5-1</td>
</tr>
<tr>
<td>Administration</td>
<td>5-14</td>
</tr>
<tr>
<td>Architect-Engineers-Construction</td>
<td>5-40</td>
</tr>
<tr>
<td>Best Value Construction Policies and Procedures</td>
<td>5-37</td>
</tr>
<tr>
<td>California Public Records Act</td>
<td>5-33</td>
</tr>
<tr>
<td>Conflict of Interest Policy for Design-Build Projects</td>
<td>5-36</td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td>5-2</td>
</tr>
<tr>
<td>Contracting Authority</td>
<td>5-5</td>
</tr>
<tr>
<td>County Contracting Activities</td>
<td>5-9</td>
</tr>
<tr>
<td>Definitions</td>
<td>5-10</td>
</tr>
<tr>
<td>Disclosure</td>
<td>5-2</td>
</tr>
<tr>
<td>Disqualification</td>
<td>5-2</td>
</tr>
<tr>
<td>Diverse Business Enterprises</td>
<td>3-9</td>
</tr>
<tr>
<td>During an Emergency</td>
<td>5-57</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>5-16</td>
</tr>
<tr>
<td>Ethical and Best Business Practices</td>
<td>5-3</td>
</tr>
<tr>
<td>Evaluation</td>
<td>5-14</td>
</tr>
<tr>
<td>Franchise and Concession</td>
<td>5-42</td>
</tr>
<tr>
<td>General Policies</td>
<td>5-15</td>
</tr>
<tr>
<td>Information Technology</td>
<td>5-51</td>
</tr>
<tr>
<td>Leases or Rentals</td>
<td>5-43</td>
</tr>
<tr>
<td>Legal Review</td>
<td>5-15</td>
</tr>
<tr>
<td>Legal Services</td>
<td>5-54</td>
</tr>
<tr>
<td>Living Wage</td>
<td>5-18</td>
</tr>
<tr>
<td>Local Preference</td>
<td>5-31</td>
</tr>
<tr>
<td>Mandatory Provisions</td>
<td>5-16</td>
</tr>
<tr>
<td>Monitoring</td>
<td>5-14</td>
</tr>
<tr>
<td>Nondiscrimination</td>
<td>5-16</td>
</tr>
<tr>
<td>Nutritional Criteria</td>
<td>5-17</td>
</tr>
<tr>
<td>Other Related Contracts</td>
<td>5-40</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>5-14</td>
</tr>
<tr>
<td>Procurement Process</td>
<td>5-22</td>
</tr>
<tr>
<td>Protest Process</td>
<td>5-32</td>
</tr>
<tr>
<td>Public Works Contracts</td>
<td>5-33</td>
</tr>
<tr>
<td>Real Property</td>
<td>5-42</td>
</tr>
<tr>
<td>Solicitation Process</td>
<td>5-23</td>
</tr>
<tr>
<td>Types of Contracts</td>
<td>5-12</td>
</tr>
<tr>
<td>Wage Theft Prevention</td>
<td>5-18</td>
</tr>
<tr>
<td>With Individuals</td>
<td>5-56</td>
</tr>
<tr>
<td>SPONSORSHIPS</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>3-147</td>
</tr>
<tr>
<td>Using County Assets</td>
<td>3-147</td>
</tr>
<tr>
<td>STATEMENT OF PURPOSE FOR POLICY MANUAL</td>
<td>1-1</td>
</tr>
<tr>
<td>SUBPOENAS</td>
<td></td>
</tr>
<tr>
<td>Litigation Hold</td>
<td>3-120</td>
</tr>
<tr>
<td>Public Assistance Recipients</td>
<td>3-11</td>
</tr>
<tr>
<td>SUBSCRIPTION SERVICE</td>
<td></td>
</tr>
<tr>
<td>Transmitting Information</td>
<td>3-57</td>
</tr>
<tr>
<td>SUPERVISORIAL VACANCY</td>
<td></td>
</tr>
<tr>
<td>Filling a Vacancy</td>
<td>2-1</td>
</tr>
<tr>
<td>Notification of</td>
<td>2-1</td>
</tr>
<tr>
<td>SUSTAINABILITY</td>
<td></td>
</tr>
<tr>
<td>Policies</td>
<td>8-1</td>
</tr>
<tr>
<td>Sustainable Landscaping</td>
<td>8-6</td>
</tr>
<tr>
<td>Zero Waste</td>
<td>8-4</td>
</tr>
<tr>
<td>Zero Waste Events</td>
<td>8-2</td>
</tr>
<tr>
<td>T</td>
<td></td>
</tr>
<tr>
<td>TAX</td>
<td></td>
</tr>
<tr>
<td>Loss Reserve Fund</td>
<td>4-41</td>
</tr>
<tr>
<td>Personal Property Rebate</td>
<td>4-32</td>
</tr>
<tr>
<td>TAX LOSS RESERVE FUND</td>
<td>4-41</td>
</tr>
<tr>
<td>TOBACCO SETTLEMENT REVENUES</td>
<td>4-46</td>
</tr>
<tr>
<td>TRAINING</td>
<td></td>
</tr>
<tr>
<td>Workplace Violence</td>
<td>3-14</td>
</tr>
<tr>
<td>TRANSMITTING INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Language Access</td>
<td>3-132</td>
</tr>
<tr>
<td>Subscription Service</td>
<td>3-57</td>
</tr>
<tr>
<td>Via US Mail</td>
<td>3-57</td>
</tr>
<tr>
<td>TRAVEL</td>
<td></td>
</tr>
<tr>
<td>Board of Supervisors</td>
<td>2-4</td>
</tr>
<tr>
<td>Non-Travel Business Meal</td>
<td>3-17</td>
</tr>
<tr>
<td>Procurement Card</td>
<td>3-17</td>
</tr>
<tr>
<td>Statement of</td>
<td>3-15</td>
</tr>
<tr>
<td>TREASURY INVESTMENT</td>
<td>4-15</td>
</tr>
<tr>
<td>Accounting</td>
<td>4-28</td>
</tr>
<tr>
<td>Custody</td>
<td>4-26</td>
</tr>
<tr>
<td>Eligible/Authorized/Suitable</td>
<td>4-20</td>
</tr>
<tr>
<td>Internal Controls</td>
<td>4-28</td>
</tr>
<tr>
<td>Objectives</td>
<td>4-15</td>
</tr>
<tr>
<td>Policy Adoption</td>
<td>4-30</td>
</tr>
<tr>
<td>Safekeeping</td>
<td>4-26</td>
</tr>
<tr>
<td>Segregated Investments</td>
<td>4-26</td>
</tr>
<tr>
<td>Treasury Oversight Committee</td>
<td>4-19</td>
</tr>
<tr>
<td>Voluntary Participants</td>
<td>4-30</td>
</tr>
<tr>
<td>Withdrawal of Voluntary Participants</td>
<td>4-31</td>
</tr>
<tr>
<td>V</td>
<td></td>
</tr>
<tr>
<td>VALLEY MEDICAL CENTER</td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>3-19</td>
</tr>
<tr>
<td>Budgetary Control</td>
<td>4-41</td>
</tr>
<tr>
<td>Capital Funds</td>
<td>4-41</td>
</tr>
<tr>
<td>Coroner Notification</td>
<td>3-20</td>
</tr>
<tr>
<td>Coroner’s Office</td>
<td>3-139</td>
</tr>
<tr>
<td>Employee Questioning</td>
<td>3-21</td>
</tr>
<tr>
<td>Family Notification</td>
<td>3-19, 3-20</td>
</tr>
<tr>
<td>Law Enforcement Investigations</td>
<td>3-20</td>
</tr>
<tr>
<td>Medical Examiner</td>
<td>3-139</td>
</tr>
<tr>
<td>Open Door Policy</td>
<td>3-19</td>
</tr>
<tr>
<td>Patient Questioning</td>
<td>3-21</td>
</tr>
<tr>
<td>VEHICLE</td>
<td></td>
</tr>
<tr>
<td>Anti-Idle</td>
<td>3-110</td>
</tr>
<tr>
<td>Comprehensive Policy</td>
<td>3-84</td>
</tr>
<tr>
<td>County Driver Requirements</td>
<td>3-94</td>
</tr>
<tr>
<td>Procurement</td>
<td>7-18</td>
</tr>
<tr>
<td>Safety</td>
<td>3-104</td>
</tr>
<tr>
<td>VENDING MACHINES</td>
<td></td>
</tr>
<tr>
<td>Nutritional Policy</td>
<td>3-63</td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
<tr>
<td>WASTE REDUCTION IN COUNTY FACILITIES</td>
<td>3-11</td>
</tr>
<tr>
<td>Electronic Waste</td>
<td>7-20</td>
</tr>
<tr>
<td>Zero Waste</td>
<td>8-4</td>
</tr>
<tr>
<td>WORK OPPORTUNITIES</td>
<td></td>
</tr>
<tr>
<td>Entry-Level</td>
<td>3-21</td>
</tr>
<tr>
<td>WORKER’S COMPENSATION AND LIABILITY</td>
<td></td>
</tr>
<tr>
<td>Insurance Funding</td>
<td>4-46</td>
</tr>
</tbody>
</table>

Index - 6
WORKPLACE VIOLENCE PREVENTION 3-12
   Perpetrators 3-12
   Physical Security 3-14
   Roles and Responsibilities 3-13
   Training 3-14