1.0 – Introduction

1.1 - Statement Of Purpose (Adopted 6-13-95)

1.2 - Process To Add, Amend Or Delete A Board Policy (Adopted 6-13-95; Amended 5-15-97)

  1.2.1 - Origination Of Policy
  1.2.2 - Amending Or Deleting Policies

1.3 - Purchase Of Board Policy Manual (Adopted 6-13-95)

2.0 - Policies Relating To The Board Of Supervisors

2.1 - Selection Of The Board Chairperson And Vice-Chairperson (Adopted 6-13-95; Amended 11-3-15)

2.2 - Policy Establishing The Board's Intended Process For Filling A Vacancy On Board Of Supervisors Or In Another County Elected Office (Amended 6-22-04; Amended 8-3-04)

  2.2.1 - Background And Purpose
  2.2.2 - Procedures When A Vacancy Occurs

2.3 - Travel Of The Board Of Supervisors (Revised July, 2003)
2.4 - Disclosure Of Public Officials’ Calendars (Adopted 8-13-13; Amended 9-10-13)

2.5 - Approval of Ceremonial Commendations and Proclamations (Adopted 8-26-14)

3.0 - Policies Relating To Administration And General Government

| 3.1 - Policies Governing Advisory Boards And Commissions Regarding Legislative Activities (Adopted 6-13-95; Amended 6-20-06; Amended 2-26-13; Amended 1-14-14) |
| 3.2 - Off-Site Meetings Of Advisory Boards And Commissions (Adopted 6-12-95) |
| 3.3 - Budgets For Commission Business (Amended 1-14-03; Amended 3-14-17) |
| 3.4 - Distribution Of Agenda Packets To The Public (Adopted 6-13-95; Amended 1-27-15) |
| 3.6 - Outside Employment Policy (Adopted 10-28-86) |
| 3.7 - Policy On Workforce Diversity (Adopted 1-12-93; Amended 3-14-17) |
| 3.8 - Policy Against Discrimination, Harassment, And Retaliation (Adopted 8-5-03) |
| 3.9 - Policy On Sexual Harassment (Adopted 8-20-91) |
| 3.10 - Policy On Farm Worker Exposure To Pesticides (Adopted 8-10-93; Revised 11-4-03) |
| 3.11 - Outreach to Diverse Business Enterprises (Adopted 12-11-94; Revised 11-15-16) |
| 3.12 - Policy On Purchase Of Recycled Products (Adopted 3-16-93; Deleted 10-8-13) |
3.13 - Procurement Policy On “Degradable” Plastic Products (Adopted 4-24-90; Deleted 10-8-13)

3.14 - Policy On Waste Reduction And Recycling In County Facilities (Adopted 5-9-95; Deleted 10-8-13)

3.15 - Subpoenas Of Information On Public Assistance Recipients (Adopted 5-1-79)

3.16 - Late Additions And Insertions - Board Agenda Packets (Adopted 9-29-98)

3.17 - Controlled Substance And Alcohol Testing Policy (Adopted 8-29-95)

3.18 - Workplace Violence Prevention Policy (Adopted 9-26-95)

  3.18.1 - Introduction
  3.18.2 - Types of Perpetrators
  3.18.3 - Roles and Responsibilities
  3.18.4 - Physical Security
  3.18.5 - Training and Information

3.19 - Policy Statement on Expense Reimbursement and Use of Public Resources (Adopted 3-21-95; Amended 4-17-18, Amended 8-13-19)

  3.19.1 - Introduction
  3.19.2 - Authorized Expenses In General
  3.19.3 - Travel Policy
  3.19.4 - Meal Policy (Non-Travel)
  3.19.5 - Procurement Card (P-Card) Policy
  3.19.6 - Family Care Expense Reimbursement Polity for Members of County Brown Act Bodies
  3.19.7 - Compliance with Laws
  3.19.8 - Violation of the Policies Highlighted In This Statement
3.19.9 - Local Government Officials' Ethics Training Requirement (AB 1234)

3.20 - Open Door Admission Policy At Valley Medical Center (Adopted 8-15-95)

3.21 - Santa Clara County Protocol For Family Notification (Adopted 2-11-97)

3.21.1 - Patient Identification
3.21.2 - Law Enforcement Investigations
3.21.3 - Family Notification
3.21.4 - Coroner Notification
3.21.5 - Law Enforcement Notification
3.21.6 - Patient or Employee Questioning by Law Enforcement Agencies

3.22 - Employment Support Policy On Entry-Level Work Opportunities (Adopted 12-16-97)

3.23 - Drinking Driver Program Services (Adopted 12-9-97)

3.24 - County Fairgrounds Policy (Adopted 5-12-98)

3.24.1 - Good Neighbor Policy
3.24.2 - Entertainment Events At The County Fairgrounds (Adopted 2-6-01)

3.25 - Policy Relating To Confidentiality Of Documents (Adopted 3-9-99)

3.25.1 - Introduction
3.25.2 - Policy
3.25.3 - Confidential Documents - Definitions And Discussion
3.25.4 - Designation Of Staff Authorized To Receive Confidential Information

3.26 - Policy Specifying Criteria And Procedures For Processing Off-Cycle Funding Requests From Community-Based Organizations (CBOs) (Adopted 12-8-98; Amended 5-25-99)
3.26.1 - Criteria for Off-Cycle Funding
3.26.2 - Procedures for Use of the Criteria

3.27 - Policy Regarding County Counsel Review Of Documents And Transactions; Participation In Contested Matters (Adopted 1-12-99; Amended 8-27-02; Amended 12-13-11)

3.27.1 - Document Review
3.27.2 - Timing of Review
3.27.3 - Training
3.27.4 - Involvement in Negotiation of Contracts and other Transactions
3.27.5 - Involvement in Contested Matters
3.27.6 - Involvement in Written Responses to State and Federal Investigative Agencies

3.28 - Policy On Time Certain For Reports Back To The Board After Referral Has Been Made (Amended 12-17-02; Amended 3-23-04)

3.29 - Policy Relating To Use Of Double-Sided Copying In County (Adopted 4-6-99; Deleted 10-8-13)

3.30 - Early Childhood Development Collaborative Shall Be An Advisory Committee To The County Children And Families First Commission (Adopted 3-23-99)

3.31 - Use Of Specific Criteria To Make Appointments To The County Children And Families First Commission (Adopted 3-23-99)

3.32 - Code Of Ethical Conduct (Adopted 5-9-00)

3.33 - Guidelines For Considering Issues Which Have National And International Implications (Approved 1-25-00; Amended 6-20-06; Amended 2-26-13; Amended 1-14-14)

3.34 - Form And Content Of Minutes of County Legislative Bodies (Adopted 2-27-01; Amended 2-10-09; Amended 11-22-11; Amended 6-9-15; Amended 4-12-16)
3.34.1 - Content of Minutes
3.34.2 - Content of Other Legislative Body Meeting Minutes
3.34.3 - Form of Minutes
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3.35 - Management Auditor Policy (Adopted 6-26-01; Amended 4-5-05; Amended 5-25-10)

3.35.1 - Policy Statement
3.35.2 - Management Auditor Duties
3.35.3 - Management Auditor Performance Expectations
3.35.4 - Agency/Department Performance Expectations
3.35.5 - Monitoring Implementation
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3.36 - E-Mail Policy (Adopted 4-10-01)

3.36.1 - Appropriate Use of E-Mail
3.36.2 - Access to Messages
3.36.3 - Retention Policy
3.36.4 - Enforcement

3.37 - Internet Usage Policy (Adopted 4-10-01)

3.37.1 - Appropriate Internet Use
3.37.2 - Access to Usage Records
3.37.3 - Enforcement

3.38 - Recognizing The Consular Identification Issued By The Mexican And Other Foreign Governments As Official Identification (Adopted 8-6-02)

3.39 - Sister County Commissions (Adopted 1-14-03)

3.40 - General Policy Relating To The Health Insurance Portability And Accountability Act Of 1996 (HIPAA) (Adopted 2-25-03; Amended 8-31-04)
3.41 - Developing And Producing Information For The Public Regarding Boards And Commissions (Adopted 11-15-05; Amended 12-12-06)

3.42 - Subscription Service For Transmitting Requested County Information Via US Mail (Adopted 3-16-04)

3.43 - Archive Policy (Adopted 9-14-04)

3.44 - Use Of County Facilities (Adopted 3-1-05; Amended 3-26-13; Amended 5-14-13; Amended 1-10-17)

3.45 - Nutritional Policy Relating To Vending Machine Products And County-Sponsored Meetings And Events (Adopted 11-15-05)

   3.45.1 - Nutrition Standards Relating to Vending Machine Products
   3.45.2 - County Sponsored Meetings and Events

3.46 - Corporate Sponsorship, Marketing And Advertising Policy (Adopted 6-19-07; Amended 12-14-10)

3.47 - No Smoking Policy (Adopted 4-7-09; Amended 3-25-14)

3.48 - County Distribution Of Tickets Or Passes (Adopted 10-6-09; Amended 4-5-11; Amended 4-10-12; Amended 4-12-16)

   3.48.1 - Definitions
   3.48.2 - Applicability
   3.48.3 - Public Purpose
   3.48.4 - Exemptions to Policy
   3.48.5 - Procedures for Distribution and Reporting

3.49 - Sponsorship Of County-Presented Events (Adopted 1-12-10)

3.50 - Reporting Of Improper Government Activity (Adopted 4-13-10; Amended 12-5-17)

   3.50.1 - Reporting Procedures
   3.50.2 - Receipt and Processing of Complaints
3.50.3 - Investigation of Complaints
3.50.4 - Disposition of Complaints
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3.51 - Policy To Protect Youth (Adopted 5-11-10)

3.52 - Comprehensive Vehicle Policy (Adopted 6-22-10; Amended 10-25-11; Amended 9-10-13; 10-7-14)

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3.52.1.2 - Definitions
3.52.1.3 - Purpose
3.52.1.4 - Other Policies/Procedures
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3.52.2 - Vehicle Acquisition/Replacement, Leases, Rentals, Outfitting, Modifications, And Disposal

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3.52.3.7 - Business Use of Private Vehicles
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3.53 - Desired Characteristics Of Candidates For Appointment To The Assessment Appeals Board And Value Hearing Officers (Adopted 1-11-11)

3.53.1 - Appointment of Members to the Assessment Appeals Board
3.53.2 - Appointment of Value Hearing Officers

3.54 – Cooperation with U.S. Immigration and Customs Enforcement (Adopted 10-18-11; Amended 6-4-19)

3.55 - Defending Professionally Licensed Employees In Administrative Proceedings (Adopted 10-25-11)

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3.56.3 - Scope
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3.57 – Santa Clara County Record Retention and Destruction Policy (Adopted 2-10-15)

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3.57.4 – Scope of Policy
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3.59 – Lactation Accommodation (Adopted 4-21-15)

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3.59(B) – Space
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3.61 – Medical Examiner-Coroner’s Officer Determinations of Manner and Cause of Death (Adopted 12-6-16)

3.62 – Restroom Access (Adopted 3-14-17)
3.63 – Automatic Recounts in Local Races (Adopted 2-27-18)

3.64 – Policy On The Office of Correction and Law Enforcement Monitoring (Adopted 4/17/18)
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   3.64.3 - Development of Work Plans; Mission Alignment
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3.66 – Policy on Organizational Health and Well-being (Adopted 11-6-18)
   3.66.1 - Purpose
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3.67 – County Blood Donation Event Services (Adopted 12-18-18)

3.68 – Donations and Sponsorships Using County Assets (Adopted 8-27-19)

3.69 – Requirements for Boards’ and Commissions’ Exemption Regarding Frequency of Meetings (Adopted 12-18-18)

4.0 - Fiscal And Budget Policies

4.1 - Appropriation Policy (Adopted January, 1982)
   4.1.1 - Retiree Health Program Unfunded Liability (Adopted 6-19-98)

4.2 - Revenue Policy
   4.2.1 - Revenue Policy Relating to Investments

4.3 - Contingency Reserve Policy (Adopted 1984; Amended FY 1991; Amended 6-19-98; Amended 5-25-99; Amended 1-11-00; Amended 2-10-04)
4.4 - Policy On Use Of One-Time Funds (Adopted 1982)

4.5 - Salary Savings Policy (Amended 3-11-03)

4.6 - Policies On Use Of Fund Balance

4.7 - Debt Policies (Amended 9-23-03; Amended 9-26-06; Amended 9-26-17)

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  4.7.1.2 - General Provisions
  4.7.1.3 - Purposes For Which Debt May Be Issued
  4.7.1.4 - Debt Issuance
  4.7.1.5 - Debt Administration
  4.7.1.6 - Compliance with Internal Control Procedures

4.7.2 - Interest Rate Swap Policy (Swap Policy) (Adopted 9-26-06)

  4.7.2.1 - Purposes for Interest Rate Risk Mitigation Products
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  4.7.2.3 - Form of Swap Agreements
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4.8.1 - Statement of Intent
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4.9 - Manufacturing Personal Property Tax Rebate Santa Clara County Growth and Job Creation Policy

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4.10 - Capital Outlay Policy (Adopted 9-23-97; Amended 12-5-06)
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4.10.5 - Board of Supervisors Review and Approval Phase (Amended 12-5-06)

4.11 - Policy For Planning, Reporting, And Financing Capital Projects (Adopted 3-10-98; Amended 2-26-08)

4.11.1 - Reporting Capital Projects in the 10-Year Capital Improvement Plan
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4.12 - Policy Regarding Calculation Of The Retirement Levy (Adopted 6-14-99)

4.13 - Tax Loss Reserve Fund (Adopted 11-9-99; Amended 10-28-03)

4.14 - Budgetary Control Of Capital Projects (Adopted 1-14-03; Amended 1-13-04; Amended 12-6-05; Amended 12-5-06; Amended 2-26-08)

4.14.1 - General Capital Funding Guidelines
4.14.2 - Budgetary Control and Reporting of the Facilities and Fleet (FAF) and Santa Clara Valley Medical Center (SCVMC) Capital Funds (Amended 12-7-04)
4.15 – Self-Insurance Funding Policies (Adopted 3-11-03; Amended 6-19-15)

4.16 - Tobacco Settlement Revenues (Adopted 11-18-03)

4.17 - Fiscal Controls On Replacement And Purchase Of Information Technology Assets [Interim Policy Applicable For Fiscal Year 05] (Adopted 12-9-03)

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4.17.2 - General Requirements
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4.19.1 - Biennial Three-Year IT Plan Submission for Board Review and Acceptance
4.19.2 - IT Governance Structure
4.19.3 - IT Capital Funding Review of General Funded IT Projects and Agencies
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4.20 - Ten-Year Fleet Plan (Adopted 1-23-07; Repealed 6-22-10)

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5.2 - Conflicts Of Interest, Disclosure And Disqualification Requirements And Ethical Business Practices
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5.2.5 - Application of the Policy

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5.2.6 - Applicable Legal Authority

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5.3.3 - Background
5.3.4 - Purpose
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5.3.5.1 - Authority of the Board (Amended 5-7-19)
5.3.5.2 - Authority of Director of Procurement (Amended 5-7-19)
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5.4 - County Contracting Activities (Amended 5-19-15)

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5.4.5.6 - Contract Payment Terms
5.4.5.7 - Contract Coordination

5.4.6 - Applicable Legal Authority

5.5 - General Contract Policies And Provisions (Amended 11-4-14; Amended 12-16-14; Amended 12-13-16)

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5.6 - Procurement Process (Amended 5-19-15, 3-19-19, 5-7-19, 8-27-19)

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5.7 - Public Works Contracts (Amended 4-26-16)

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5.7.5.2 - Method(s) of Solicitation
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5.8 - Architect-Engineers-Construction Project Management And Other Related Contracts

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5.8.5.2 - Method(s) of Solicitation

5.8.6 - Applicable Legal Authority

5.9 - Real Property, Franchise And Concession Contracts (Adopted 2-28-12; Amended 3-16-12; Amended 9-10-13; Amended 6-24-14; Amended 8-5-14)
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5.11.4 - Purpose
5.11.5 - Application of the Policy

5.11.5.1 - Administration
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7.4 - Naming Of Parks (Adopted 10-31-95; Amended 12-6-11)

   7.4.1 - Naming Parklands Policy
   7.4.2 - Process for Total Park Naming
   7.4.3 - Process of Trail and Special Feature Naming
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   7.6.1 - Administration and Monitoring Procedures

7.7 - Bond Preemption Policy - Also Known As Request To Allow Construction Of Subdivision Lakes And Lot Grading Before Recordation Of Final Map (Adopted 6-23-80)

7.8 - Surplus Land Policy - Also Known As Leasing Or Selling County-Owned Lands (Adopted 10-20-98; Amended 3-30-99; Amended 9-28-04; Amended 6-24-08; Amended 7-30-12; Amended 5-14-13)
7.9 - Rubberized Asphalt Paving Policy (Adopted On Interim 9-29-98; Amended 8-31-99; Deleted 10-8-13)

7.10 - Energy Efficiency Standards For New Building Designs, Facility Leases, Equipment, And Exploration Of Solar Energy And Other Renewable Resources (Adopted 12-10-02)

7.11 - Vehicle Procurement - Low Emission Vehicles (Adopted 2-10-04; Amended 3-27-07)

7.12 - Road Maintenance Districts (RMD) (Adopted 9-26-06)

7.13 - Procurement, Management And Disposal Of Electronic Products (Adopted 2-28-06)

7.14 - Green Building Policy For County Government Buildings (Adopted 4-25-06; Amended 9-29-09)
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Board Policy Manual Appendix A - Ethics and Lobbying Activities - Deleted 8-5-14

**History**

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<td>9/23/19</td>
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<td>7/29/2019</td>
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