

Jump to:

[1.0 – Introduction](#)

[2.0 - Policies Relating To The Board Of Supervisors - Revised 11-10-15](#)

[3.0 - Policies Relating To Administration And General Government - Revised 3-15-19](#)

[4.0 - Fiscal And Budget Policies – Revised 7-29-19](#)

[5.0 - Policies On Soliciting And Contracting – Revised 7-29-19](#)

[6.0 - Legislative Policies – Revised 1-31-14](#)

[7.0 - Policies On Land Use And Environment – Revised 6-8-18](#)

[8.0 - Policies On Sustainability – Revised 4-6-16](#)

[Board Policy Manual Appendix A - Ethics and Lobbying Activities - Deleted 8-5-14](#)

[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 - Revised 11-10-15](#)

[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 - Revised 3-15-19

[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 - Statement Of Travel, Non-Travel Business Meal, And Procurement Card \(P-Card\) Policies \(Adopted 3-21-95; Amended 4-17-18\)](#)

[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](#)

[3.34.4 - Availability to the Public](#)

[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](#)

[3.35.6 - Management Auditor Evaluation](#)

[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](#)
- [3.50.5 - Reporting of Complaints and Investigations](#)

[3.51 - Policy To Protect Youth \(Adopted 5-11-10\)](#)

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

[3.52.1 - Policy Overview](#)

- [3.52.1.1 - Applicability](#)
- [3.52.1.2 - Definitions](#)
- [3.52.1.3 - Purpose](#)
- [3.52.1.4 - Other Policies/Procedures](#)
- [3.52.1.5 - Management Responsibilities](#)

[3.52.2 - Vehicle Acquisition/Replacement, Leases, Rentals, Outfitting, Modifications, And Disposal](#)

- [3.52.2.1 - Fleet Rightsizing, Acquisition, Outfitting, Disposal](#)
- [3.52.2.2 - Vehicle Leases](#)
- [3.52.2.3 - Month-to-Month Rentals](#)
- [3.52.2.4 - Short-Term Rentals](#)
- [3.52.2.5 - Other Sources of Motor Vehicles](#)
- [3.52.2.6 - Modification of Vehicles](#)
- [3.52.2.7 - Identification and Marking of Motor Vehicles](#)

[3.52.3 - Operations, Maintenance, Repair, and Fueling](#)

- [3.52.3.1 - General Operations Requirements](#)
- [3.52.3.2 - County Driver Requirements](#)

[3.52.3.3 - Driver Selection, Training, Driver Responsibility Statement](#)

[3.52.3.4 - Official Use of Vehicles](#)

[3.52.3.5 - Assigned Take-Home Vehicles](#)

[3.52.3.6 - On-Call County Employees](#)

[3.52.3.7 - Business Use of Private Vehicles](#)

[3.52.3.8 - Use of Vehicles by Other Agencies](#)

[3.52.3.9 - Contractor Operated Vehicles](#)

[3.52.3.10 - Maintenance and Repair](#)

[3.52.3.11 - Private Vehicles](#)

[3.52.3.12 - Fueling](#)

[3.52.3.13 - Anti-Idle](#)

[3.52.3.14 - Telematics](#)

[3.52.3.15 - Travel Authorization Requirements](#)

[3.52.3.16 - Safety, Accident Prevention, and Accident/Loss/Damage Reporting](#)

[3.52.3.17 - Citations](#)

[3.52.4 - Penalties for Misuse, Neglect, and At-Fault Accidents](#)

[3.52.5 - Cost Accounting and Management Reporting](#)

[3.52.6 - Appendix A - Annual Vehicle Plan](#)

[3.52.7 - Appendix B - Vehicle Review Criteria](#)

[3.52.8 - Appendix C - Anti-Idle Policy Purpose](#)

[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 - Civil Immigration Detainer Requests \(Adopted 10-18-11\)](#)

[3.55 - Defending Professionally Licensed Employees In Administrative Proceedings \(Adopted 10-25-11\)](#)

[3.55.1 - Policy](#)

[3.55.2 - Procedures](#)

[3.56 - Litigation Hold Policy \(Adopted 2-28-12\)](#)

[3.56.1 - Purpose](#)

[3.56.2 - Background](#)

[3.56.3 - Scope](#)

[3.56.4 - Definitions](#)

[3.56.5 - Policy](#)

[3.57 – Santa Clara County Record Retention and Destruction Policy \(Adopted 2-10-15\)](#)

[3.57.1 - Purpose](#)

[3.57.2 - Definitions](#)

[3.57.3 - Background](#)

[3.57.4 – Scope of Policy](#)

[3.57.5 - Policy](#)

[3.58 – Language Access \(Adopted 3-24-15\)](#)

[3.59 – Lactation Accommodation \(Adopted 4-21-15\)](#)

[3.59\(A\) – Breaks](#)

[3.59\(B\) – Space](#)

[3.59\(C\) – Storage](#)

[3.59\(D\) – Notification/Education](#)

[3.59\(E\) – Atmosphere of Acceptance](#)

[3.59\(F\) – Children in the Workplace](#)

[3.60 – Posting of Bail Agent and Criminal Defense Attorney Information in County Jails \(Adopted 11-1-16\)](#)

[3.60\(A\) – Posting of Information](#)

[3.60\(B\) – Requests to Have Information Posted](#)

[3.60\(C\) – Requirement to Update Information](#)

[3.60\(D\) – Non-Compliance](#)

[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 \(Adopted 4/17/18\)](#)

[3.64.1 - Selection of the Monitor](#)

[3.64.2 - Contract Oversight](#)

[3.64.3 - Development of Work Plans; Mission Alignment](#)

[3.64.4 - Reporting to the Board and Public](#)

[3.64.5 - Measuring Effectiveness](#)

[3.65 – Prohibition on Bullying in Youth-Facing Departments and Programs \(Adopted 6-19-18\)](#)

[3.66 – Policy on Organizational Health and Well-being \(Adopted 11-6-18\)](#)

[3.66.1 - Purpose](#)

[3.66.2 - Practice](#)

[3.67 – County Blood Donation Event Services \(Adopted 12-18-18\)](#)

[3.68 – RESERVED](#)

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

4.0 - Fiscal And Budget Policies – Revised 7-29-19

[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 \(Amended 9-23-03; Amended 9-26-06; Amended 9-26-17\)](#)

[4.7.1 - Debt Management Policy \(Adopted 9-23-03; Amended 9-26-17\)](#)

[4.7.1.1 - Debt Management Objectives](#)

[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](#)

[4.7.2.2 - No Speculation](#)

[4.7.2.3 - Form of Swap Agreements](#)

[4.7.2.4 - Professional Assistance](#)

[4.7.2.5 - Method of Sale](#)

[4.7.2.6 - Aspects of Risk Exposure](#)

[4.7.2.7 - Counterparty Credit Standards](#)

[4.7.2.8 - Collateralization on Downgrade](#)

[4.7.2.9 - Refunding](#)

[4.7.2.10 - Debt Portfolio Distribution](#)

[4.7.2.11 - Termination](#)

[4.7.2.12 - Legality](#)

[4.7.2.13 - Responsibilities](#)

[4.7.2.14 - Monitoring and Reporting](#)

[4.8 - Treasury Investment Policy \(Adopted 3-17-98; Amended 12-14-99; Amended 12-12-00; Amended 2-6-01; Amended 1-29-02; Amended 1-11-11; Amended 4-10-12; Amended 12-17-13; Amended 1-13-15; Amended 6-21-16; Amended 4-17-18; Amended 5-7-19\)](#)

[4.8.1 - Statement of Intent](#)

[4.8.1 - Scope](#)

[4.8.3 - Objectives](#)

[4.8.4 - Standards of Care](#)

[4.8.5 - Authorized Financial Dealers and Institutions](#)

[4.8.6 - County Treasury Oversight Committee](#)

[4.8.7 - Eligible, Authorized and Suitable Investments](#)

[4.8.8 - Maximum Maturity](#)

[4.8.9 - Segregated Investments \(excludes Commingled Funds\)](#)

[4.8.10 - Safekeeping and Custody](#)

[4.8.11 - Internal Controls and Accounting](#)

[4.8.12 - Reporting](#)

[4.8.13 - Investment Policy Adoption](#)

[4.8.14 - Voluntary Participants](#)

[4.8.14.1 - Temporary Loans to Pool Participants](#)

[4.8.15 - Withdrawal of Funds by Voluntary Participants](#)

[4.8.16 - Warranties](#)

[4.9 - Manufacturing Personal Property Tax Rebate Santa Clara County Growth and Job Creation Policy](#)

[4.9.1 - Eligibility](#)

[4.9.2 - Application](#)

[4.9.3 - Approval](#)

[4.9.4 - Manufacturing Personal Property Tax Rebate Criteria](#)

[4.9.5 - Accountability Criteria](#)

[4.10 - Capital Outlay Policy \(Adopted 9-23-97; Amended 12-5-06\)](#)

[4.10.1 - Capital Budget Concept Paper Phase](#)

[4.10.2 - Capital Budget Proposal \(CBP\)](#)

[4.10.3 - Capital Budget Proposal and 10-Year Plan \(Amended 12-5-06\)](#)

[4.10.4 - Preparation and Submission of County's 10-Year Plan and Budget Submission Phase \(Amended 12-5-06\)](#)

[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](#)

[4.11.2 - Capital Projects Descriptions](#)

[4.11.3 - Preventative / Corrective Maintenance Projects \(Amended 6-19-98\)](#)

[4.11.4 - Life Cycle Replacement / Major Maintenance Projects](#)

[4.11.5 - Special Program Projects](#)

[4.11.6 - New Construction / Alteration Projects \(Amended 9-10-13\)](#)

[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 \[Interim Policy Applicable For Fiscal Year 05\] \(Adopted 12-9-03\)](#)

[4.17.1 - Purpose](#)

[4.17.2 - General Requirements](#)

[4.17.3 - Replacement Criteria Applicable to Specific Equipment](#)

[4.18 - Use Of Extra Help And Overtime \(Adopted 2-10-04\)](#)

[4.19 - Information Technology \(IT\) Capital Investment Policy](#)

[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](#)

[4.19.4 - Board of Supervisors Review and Approval](#)

[4.19.5 - IT Capital Project Quarterly Status Report for Review and Acceptance by the Board of Supervisors](#)

[4.20 - Ten-Year Fleet Plan \(Adopted 1-23-07; Repealed 6-22-10\)](#)

[4.22 – Vacant Positions Policy \(Adopted 6-19-15\)](#)

5.0 - Policies On Soliciting And Contracting – Revised 7-29-19

[5.1 - Introduction](#)

[5.2 - Conflicts Of Interest, Disclosure And Disqualification Requirements And Ethical Business Practices](#)

[5.2.1 - Overview](#)

[5.2.2 - Policy](#)

[5.2.3 - Background](#)

[5.2.4 - Purpose](#)

[5.2.5 - Application of the Policy](#)

[5.2.5.1 - Conflicts of Interest, Disclosure and Disqualification Requirements](#)

[5.2.5.2 - Ethical and Best Business Practices](#)

[5.2.5.3 - Compliance with Policy](#)

[5.2.6 - Applicable Legal Authority](#)

[5.3 - Contracting Authority](#)

[5.3.1 - Overview](#)

[5.3.2 - Policy](#)

[5.3.3 - Background](#)

[5.3.4 - Purpose](#)

[5.3.5 - Application of the Policy](#)

[5.3.5.1 - Authority of the Board \(Amended 5-7-19\)](#)

[5.3.5.2 - Authority of Director of Procurement \(Amended 5-7-19\)](#)

[5.3.5.3 - Authority of Agencies/Departments](#)

[5.3.6 - Applicable Legal Authority](#)

[5.4 - County Contracting Activities \(Amended 5-19-15\)](#)

[5.4.1 - Overview](#)

[5.4.2 - Policy](#)

[5.4.3 - Background](#)

[5.4.4 - Purpose](#)

[5.4.5 - Application of the Policy](#)

[5.4.5.1 - Definitions](#)

[5.4.5.2 - Types of County Contracts](#)

[5.4.5.3 - Form of County Contracts](#)

[5.4.5.4 - Length of Term of Contracts](#)

[5.4.5.5 - Monitoring, Administration, and Evaluation of Contracts](#)

[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 \(Amended 11-4-14; Amended 12-16-14; Amended 12-13-16\)](#)

[5.5.1 - Overview](#)

[5.5.2 - Policy](#)

[5.5.3 - Background](#)

[5.5.4 - Purpose](#)

[5.5.5 - Application of the Policy](#)

[5.5.5.1 - Legal Review by County Counsel](#)

[5.5.5.2 - Contract Review](#)

[5.5.5.3 - Mandatory Contract Provisions](#)

[5.5.5.4 - Mandatory Policy Provisions](#)

[5.5.5.5 - Living Wage Provisions in County Contracts \(Adopted 12-16-14; Amended 12-13-16\)](#)

[5.5.5.6 – Contract Execution](#)

[5.5.6 - Applicable Legal Authority](#)

[5.6 - Procurement Process \(Amended 5-19-15, 3-19-19\)](#)

[5.6.1 - Overview](#)

[5.6.2 - Policy](#)

[5.6.3 - Background](#)

[5.6.4 - Purpose](#)

[5.6.5 - Application of the Policy](#)

[5.6.5.1 - Solicitation Process \(Amended 5-7-19\)](#)

[5.6.5.2 - Local Preference Policy](#)

[5.6.5.3 - Protest Process](#)

[5.6.5.4 - California Public Records Act](#)

[5.6.6 - Applicable Legal Authority](#)

[5.7 - Public Works Contracts \(Amended 4-26-16\)](#)

[5.7.1 - Overview](#)

[5.7.2 - Policy](#)

[5.7.3 - Background](#)

[5.7.4 - Purpose](#)

[5.7.5 - Application of the Policy](#)

[5.7.5.1 - Authority](#)

[5.7.5.2 - Method\(s\) of Solicitation](#)

[5.7.5.3 - Contractor Prequalification](#)

[5.7.5.4 - Project Labor Agreements](#)

[5.7.6 - Applicable Legal Authority](#)

[5.8 - Architect-Engineers-Construction Project Management And Other Related Contracts](#)

[5.8.1 - Overview](#)

[5.8.2 - Policy](#)

[5.8.3 - Background](#)

[5.8.4 - Purpose](#)

[5.8.5 - Application of the Policy](#)

[5.8.5.1 - Authority](#)

[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)

5.9.1 - Overview

5.9.2 - Policy

5.9.3 - Background

5.9.4 - Purpose

5.9.5 - Application of the Policy

5.9.5.1 - Leases or Rentals

5.9.5.2 - Franchise or Concessions

5.9.5.3 - Authority

5.9.5.4 - Method(s) of Solicitation

5.9.5.5 - Use of Commercially Licensed Real Estate Brokers and Agents

5.9.5.5.1 - Payment of Commission by County to Buyer's Agent

5.9.5.5.2 - Payment of Commission by County to County's Agent

5.9.5.5.3 - Payment of Commission by Third Party

5.9.5.5.4 - Real Estate Broker Selection

5.9.5.6 - Below Fair Market Value (Amended 12-8-15)

5.9.5.7 - Uses of Property Not Belonging to County (Adopted 12-8-15)

5.9.6 - Guidelines/Procedures

5.9.7 - Applicable Legal Authority

5.11 - Information Technology (IT) Product And Service Contracts

5.11.1 - Overview

5.11.2 - Policy

5.11.3 - Background

5.11.4 - Purpose

5.11.5 - Application of the Policy

[5.11.5.1 - Administration](#)

[5.11.5.2 - Method\(s\) of Solicitation](#)

[5.11.6 - Applicable Legal Authority](#)

[5.12 - Legal Services Contract](#)

[5.12.1 - Overview](#)

[5.12.2 - Policy](#)

[5.12.3 - Background](#)

[5.12.4 - Purpose](#)

[5.12.5 - Application of Policy](#)

[5.12.5.1 - Approval Process](#)

[5.12.5.2 - Pro Bono Authority](#)

[5.12.6 - Applicable Legal Authority](#)

[5.13 - Contracting With Individuals \(Amended 5-19-15\)](#)

[5.13.1 - Overview](#)

[5.13.2 - Policy](#)

[5.13.3 - Background](#)

[5.13.4 - Purpose](#)

[5.13.5 - Application of Policy](#)

[5.13.5.1 - Contract Employee vs. Independent Contractor](#)

[5.13.5.2 - Solicitation/Approval Process](#)

[5.13.6 - Applicable Legal Authority](#)

[5.14 - Contracting During An Emergency](#)

[5.14.1 - Overview](#)

[5.14.2 - Policy](#)

[5.14.3 - Background](#)

[5.14.4 - Purpose](#)

- [5.14.5 - Application of Policy](#)
- [5.14.6 - Applicable Legal Authority](#)

6.0 - Legislative Policies – Revised 1-31-14

[6.1 - Current Year Legislative Policies](#)

[6.2 - Legislative Committee Procedures \(Adopted May, 1997; Amended 2-26-13; Amended 1-14-14\)](#)

7.0 - Policies On Land Use And Environment – Revised 6-8-18

[7.1 - Tree Preservation Policies](#)

[7.2 - Policies On The Naming Of Streets \(Adopted 5-1-84; Amended 4-19-05\)](#)

[7.3 - Eminent Domain Policy \(Adopted 3-6-90\)](#)

[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](#)

[7.4.4 - Special Considerations](#)

[7.5 - Policy On The Naming Or Re-Naming Of County-Owned Facilities \(Adopted 10-31-95\)](#)

[7.6 - Lease Preparation And Monitoring Policy For County Parks \(Adopted 9-23-97; Amended 12-9-08; Amended 7-30-12; Amended 5-14-13\)](#)

[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 \(Adopted 4-25-06; Amended 9-29-09\)](#)

[7.14.1 - Background](#)

[7.14.2 - Policy](#)

[7.14.3 - Specific Requirements \(Amended 5-13-14\)](#)

[7.14.4 - Operation and Maintenance](#)

[7.14.5 - Commercial Interiors](#)

[7.14.6 - Education](#)

[7.15 - Recognition Of Park Donations Or Significant Contribution Of Park Service \(Adopted 12-6-11\)](#)

[7.15.1 - Acceptance of Contributions](#)

[7.16 - Monuments On County Property \(Adopted 6-19-12\)](#)

[7.17 - Procedures For Consultants To Prepare Environmental Documents For Private Projects In Santa Clara County \(Adopted 12-15-15\)](#)

[7.18 – Public Art \(Adopted 5-1-18\)](#)

[7.18.1 - Purpose](#)

[7.18.2 - Public Art Policy](#)

[7.18.3 - Exclusions](#)

[7.18.4 - Selection of Artwork](#)

[7.19 – Temporary Exhibition of Artworks at County Facilities \(Adopted 5-1-18\)](#)

[7.19.1 - Purpose](#)

[7.19.2 - Temporary Exhibition of Artworks at County Facilities](#)

[7.19.3 - Criteria for Temporary Exhibitions at County Facilities](#)

8.0 - Policies On Sustainability – Revised 4-6-16

[8.1 - Sustainability](#)

[8.2 - Zero Waste Events \(Adopted 5-24-11\)](#)

[8.3 - Green Cleaning Policy \(Adopted 9-10-13\)](#)

[8.4 - Zero Waste Policy For County Facilities And Operations \(Adopted 10-8-13\)](#)

[8.5 - Sustainable Landscaping Policy \(Adopted 3-22-16\)](#)

Board Policy Manual Appendix A - Ethics and Lobbying Activities - Deleted 8-5-14

History

| Date | Changes Made |
|-----------|------------------------|
| 7/29/2019 | Revised. (Kyle Larson) |