Policy Type: Board

Category: Administrative Practices

Policy Name: Policies Relating to Administration and General Government - Board Policy 3.0

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 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 - Policy On Utilizing Minority-Owned Business Enterprises (Adopted 12-11-94)

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 12-18-12; 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 Policy 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)

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3.36 - E-Mail Policy (Adopted 4-10-01)

  3.36.1 - Appropriate Use of E-Mail
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3.36.3 - Retention Policy
3.36.4 - Enforcement

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

3.37.1 - Appropriate Internet Use
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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
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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)

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

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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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    3.52.1.1 - Applicability
    3.52.1.2 - Definitions
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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)

Related Policies
None.

Related Forms and Information
None.

History

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