

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
BOARD GOVERNED COUNTY SERVICE AREAS
SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE BIG BEAR VALLEY RECREATION AND PARK DISTRICT
BLOOMINGTON RECREATION AND PARK DISTRICT
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
INLAND COUNTIES EMERGENCY MEDICAL AGENCY
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
AND RECORD OF ACTION**

January 27, 2026

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Updates to County Policy Manual

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County, Board Governed County Service Areas, San Bernardino County Flood Control District, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, approve amended County Policy Manual, Policy 07-14 Pre-Placement Drug Testing.
2. Acting as the governing body of San Bernardino County, Board Governed County Service Areas, San Bernardino County Flood Control District, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, approve amended County Policy Manual, New Policy 11-18 Delegated Authority – Non-Financial Student Internship and Affiliation Programs.

(Presenter: Luther Snoke, Chief Executive Officer, 387-4811)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as this item is non-financial in nature.

**Updates to County Policy Manual
January 27, 2026**

BACKGROUND INFORMATION

The County Policy Manual documents policy direction from the Board of Supervisors and Board of Directors (collectively Board) to departments and Board-governed entities on a broad array of topics.

In order to facilitate the review of County policies, the County has established a Policy Review Committee (Committee) to evaluate requests for new policies and conduct ongoing review and update of existing policies. The Committee includes representation from various departments as follows:

| COMMITTEE | |
|--|-----------------------------------|
| Auditor-Controller/Treasurer/Tax Collector | Clerk of the Board of Supervisors |
| County Administrative Office | County Counsel |
| Finance and Administration | Human Resources |
| Human Services | Innovation and Technology |
| Law & Justice Group Administration | Project and Facilities Management |
| Public Works | Purchasing |
| Real Estate Services | Risk Management |
| San Bernardino County Fire Protection District | |

The Committee, which met on December 9, 2025, has approved and recommends the updates to Section 07 Personnel Matters, and Section 11 Procurement and Contracting, of the County Policy Manual as follows:

| Policy | Title | Action | Description of Action |
|---------------|---|---------------|--|
| 07-14 | Pre-Placement Drug Testing | Amend | Updates to this policy are appropriate to align with updated processes. |
| 11-18 | Delegated Authority – Non-Financial Student Internship and Affiliation Programs | New | The addition of this policy helps streamline operations and delegates authority to the County Chief Executive Officer to approve non-financial agreements, affiliation agreements, or revenue affiliation agreements with accredited educational institutions for student internship programs, educational experiences, or clinical training. This policy also delegates authority to the Arrowhead Regional Medical Center (ARMC) Chief Executive Officer to approve similar types of agreements related to ARMC. |

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on January 13, 2026; and County Finance and Administration (Jessica Trillo, Principal Administrative Analyst, 387-4222) on December 23, 2025.

**Updates to County Policy Manual
January 27, 2026**

Record of Action of the Board of Supervisors
San Bernardino County
Board Governed County Service Areas
San Bernardino County Flood Control District

Record of Action of the Board of Directors
Big Bear Valley Recreation and Park District
Bloomington Recreation and Park District
In-Home Supportive Services Public Authority
Inland Counties Emergency Medical Agency (ICEMA)
San Bernardino County Fire Protection District

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: January 27, 2026



cc: File - Administrative Office w/attach
CCM 01/30/2026