

Attachment A

Applicable County Policy

County Policy Number	County Policy Title	County Policy Applicable to SBCFPD
01-00SP1	Policy Manual Introduction	Applicable
01-00SP2	New or Revised Policies	Applicable
01-00SP3	New or Revised Standard Practices	Applicable
01-03	Standard Practice Manual	Applicable
01-04SP	Correspondence Distribution	Applicable
02-01	County Government Objectives	Applicable
02-02	Selection of the Chairman of the Board of Supervisors	Applicable
02-03	Board of Supervisors - Office Transition	Applicable
02-04	Board Meeting Agendas	Applicable
02-05	Submitting Items for Board of Supervisors Action	Applicable
02-06	Board Referral of Matters to County Staff	Applicable
02-07	Board Meeting Procedures	Applicable
02-08	Documenting Board Decisions	Applicable
02-09	County Boards, Commissions and Committees	Not Applicable
02-09SP	Appointment to Commission Vacancies	Not Applicable
02-10	Board of Retirement Appointments	Not Applicable
02-11	Presentation of Awards	Applicable
02-11SP	Presentation of Awards	Applicable
02-12	Response to Information Request	Applicable
02-13	Communication Regarding Conduct of County Administrators	Applicable
03-01	County Organization	Applicable
03-02	County Seal and County Logo	Applicable
03-03	County Sponsored Public Functions	Applicable
03-04	County Trail System	Not Applicable
03-05SP	Requesting Formal Opinion From County Counsel	Applicable
03-06SP	Ordering Title Services From Private Title Companies	Applicable
03-10	Vehicle Policy	Applicable
03-10 SP1	Vehicle Usage Guidelines	Applicable
03-10 SP2	Vehicle Utilization Responsibilities	Applicable
03-10 SP3	Minimum Maintenance Standards	Applicable
03-10 SP4	Guidelines for Take Home Vehicles	Applicable
03-10 SP5	Vehicle Safety	Applicable
03-10 SP6	Vehicle Insurance and Accidents	Applicable
03-10 SP7	New and Replacement Vehicles	Not Applicable
04-01	Sponsoring Legislation	Applicable
04-01SP	Sponsoring Legislation	Applicable
04-02	Adopting Position on Pending Legislation	Applicable
04-02SP	Adopting Position on Pending Legislation	Applicable
04-03	Employee Legislative Activities	Applicable
05-01	Budgeting Policy	Applicable
05-02	Fund Balance and Reserve Policy	Applicable
05-03	Contingency Policy	Applicable
05-05	Capital Budget Policy	Applicable
05-06	Manpower Budget Control	Applicable
05-07	User Rates For All Internal Service Funds	Not Applicable
05-08	Debt Financing Policy Regarding Establishment of Assessment and Community Facilities Districts	Applicable
05-09	Loan of County Funds to Board-Governed Special Districts	Not Applicable
05-10	Board Discretionary Funding Allocations	Not Applicable
05-11	Sharing Property Tax Revenues with Cities	Not Applicable
05-11SP	Revenue Enhancement Zones	Not Applicable
05-12	Redevelopment Activities of Cities in San Bernardino County	Not Applicable
05-13	Grant Funding	Applicable
05-13 SP1	Grant Funding	Applicable
05-20	Internal Operational Auditing	Applicable
05-21	Exit Audit Interview - County Auditor Participation Required	Applicable
05-22	Accepting or Cashing Checks and Money Orders	Applicable
05-30	Refunds of Taxes, Penalties and Interest, and Payment of Interest on Refunded Amounts	Not Applicable
05-40	Formation of Special Government Services Districts	Applicable
05-50	Cancellation of Property Taxes, Penalties & Costs When Property Has Been Deeded/Foreclosed	Not Applicable
05-51	Sales of Tax Defaulted Land to Non-Profit Organizations	Not Applicable
05-52	Local Rules For Excess Proceeds Claim	Not Applicable
05-60	Discharge of Accountability for Collection of Sums Owed to the County	Applicable
06-01	Gifts and Donations Granted to the County	Applicable
06-01SP	Reviewing Gifts Prior to Acceptance by the County	Applicable
06-02	Annual Charity Drive	Applicable
06-02SP	Fund-Raising Activities	Applicable
07-01 SP1	Procedure for Distributing Policy Prohibiting Discrimination, Harassment and Retaliation	Applicable
07-01	Policy Prohibiting Discrimination, Harassment and Retaliation	Applicable

County Policy Number	County Policy Title	County Policy Applicable to SBCFPD
07-02	Modified Duty Program	Applicable
07-03	Education	Applicable
07-05	Employment of Relatives	Applicable
07-06	Employees - Inspection of Personnel Records	Applicable
07-07	Employee Personal Property Loss Reimbursement	Applicable
07-08	Equal Employment Opportunity Policy	Applicable
07-09	Mid-Management and Supervisory Development	Applicable
07-10	Volunteer Workers	Applicable
07-11	Subpoenaing of Employees	Applicable
07-12	Employment of Contract, Temporary, Extra-Help and Recurrent Employees	Applicable
07-12SP	Public Service Employees	Applicable
07-13	Americans with Disabilities Act Title II - Public Access	Applicable
07-13 SP1	Americans with Disabilities Act Title II - Public Access	Applicable
07-14	Pre-Placement Drug Testing	Applicable
07-15	Employee Relations Leave (ERL)	Applicable
07-15SP	Employee Relations Leave (ERL)	Applicable
07-16	Standards of Dress and Grooming	Applicable
07-17	Substance Abuse/Reasonable Suspicion Drug and Alcohol Testing	Applicable
07-18	Background and Reference Checks	Applicable
07-18 SP1	Background and Reference Check Guidelines	Applicable
07-19	Classification of Positions	Applicable
07-20	Employment of Positions	Applicable
07-21	Distribution of Tickets/Passes Provided to County Employees	Applicable
07-22	Filing of Account of Collection of Monies Prior to Receipt of Salary Check	Not Applicable
08-01	Travel Restrictions for Continuity of Operations	Applicable
08-02	Travel Management	Applicable
08-02 SP1	Guidelines for Travel	Applicable
08-03	Modes of Transportation While Traveling on County Business	Applicable
08-03 SP1	Use of Private Vehicles for County Business	Applicable
08-03 SP2	Use of Rental Vehicles for County Business	Applicable
08-03 SP3	Use of County-Owned Aircraft for County Business	Not Applicable
08-04	Travel Outside of the United States	Applicable
09-01	Electronic Mail (E-Mail) Systems	Applicable
09-02	Electronic Mail (E-Mail) Retention and Destruction	Applicable
09-03	Use of County Telephone Systems	Applicable
09-04	Internet/Intranet Use Policy	Applicable
09-05	Operation of Computer Systems	Applicable
09-05SP1	Operation of Computer Systems - Computer Acquisition and Use	Applicable
09-05SP2	Operation of Computer Systems - Periodic Review of Software Assets	Applicable
09-06	Computer System Data Security	Applicable
09-06SP	County Central Computer System Data Security	Applicable
09-07	Communications and Electronic Equipment	Applicable
09-07SP1	Communications and Electronic Equipment	Applicable
09-07SP2	Requests for Wireless Communications Equipment	Applicable
10-01	Records Management Program	Not Applicable
10-01SP1	Records Management	Not Applicable
10-01SP2	Archives Management	Not Applicable
10-01SP3	Signature Legibility	Applicable
10-02	Risk Management Program	Applicable
10-02SP	Risk Management Program	Applicable
10-03	County Self-Insurance Coverage	Applicable
10-03SP	County Self-Insurance Losses, Reporting and Replacement	Applicable
10-04	Accident/Liability Investigation	Applicable
10-05	Service of Summons and Complaints, and Filing of Claims	Applicable
10-06	Federal and State False Claims Act	Applicable
10-10	Vehicle Safety Incentive Program	Applicable
11-01	Procurement	Applicable
11-02	Procurement Code of Ethics	Applicable
11-03	Use of Services Provided by County Internal Service Departments	Applicable
11-04	Procurement of Goods, Supplies, Equipment and Services	Applicable
11-04SP1	Procurement of Goods, Supplies, Equipment and Services - Best Value Evaluation Process	Applicable
11-04SP2	Procurement of Goods, Supplies, Equipment and Services - Fixed Assets	Applicable
11-04SP3	Procurement of Goods, Supplies, Equipment and Services - Procurement of Services	Applicable
11-04SP4	Procurement of Goods, Supplies, Equipment and Services - Protocol for Construction Emergencies	Applicable
11-06	Contract Standards	Applicable
11-06SP	Contract Preparation and Processing	Applicable
11-07	Insurance and Indemnification Policy	Applicable

County Policy Number	County Policy Title	County Policy Applicable to SBCFPD
11-07SP	Insurance and Indemnification Standard Practice	Applicable
11-08	Environmentally Preferable Purchasing	Applicable
11-08SP1	Environmental Factors and Service Labels	Applicable
11-08SP2	Product, Service and Program Standards	Applicable
11-09	Bidding or Purchase by County Employees at Sales and Auctions of Property	Applicable
11-10	Local Preference Policy	Applicable
11-10 SP1	How to Calculate Local Vendor Preference	Applicable
11-11	Emerging Small Business Enterprise	Applicable
11-12	Disadvantaged Business Enterprise Program for Contracts Involving Federal Funds	Applicable
11-12SP	Disadvantaged Business Enterprise Program Standard Practice Manual	Applicable
11-13	Conflict of Interest Policy for Design-Build Projects	Applicable
11-13 SP1	Design-Build Conflict of Interest Package	Applicable
11-14	Subcontractor Substitution Hearings	Applicable
11-14SP1	Procedures for Subcontractor Substitution Hearings	Applicable
12-01	County Building Coordination	Applicable
12-01SP1	County Safety Coordinators	Applicable
12-01SP2	Circulating of Petitions on County Property	Applicable
12-02	Leasing Privately Owned Real Property for County Use	Applicable
12-02SP	Leasing Privately Owned Real Property For County Use	Applicable
12-03	Conduct of Business on County Airports	Not Applicable
12-04	Leasing County Airport Real Property	Not Applicable
12-04 SP1	Leasing County Airport Real Property	Not Applicable
12-05	Leasing County Regional Park Real Property	Not Applicable
12-05SP	Leasing County Regional Park Real Property	Not Applicable
12-06	Use of County Facilities by Non-County Organizations	Applicable
12-07	Political Advertising	Applicable
12-08	Free Use of County Refuse Disposal Sites	Not Applicable
12-09	Notice for the Observance of County-Recognized Holidays	Applicable
12-10	Flying the United States Flag at "Half-Staff/Half-Mast"	Applicable
12-11	Facility Improvements	Applicable
12-11SP	County Facility Planning	Applicable
12-12	Floor and Window Coverings	Applicable
12-13	Relocation of County Offices	Applicable
12-14	Security Centralization	Applicable
12-15	Tree and Shrubbery Removal from County Rights-of-Way	Applicable
12-16	Naming of Facilities and Functions	Applicable
12-16 SP1	Procedure for Naming/Renaming Facilities	Applicable
12-17	Surplus Real Property	Applicable
12-17SP	Review and Disposal of Surplus Real Property	Applicable
12-18	Surplus Personal Property	Applicable
12-18SP1	Surplus Personal Property	Applicable
12-18SP2	Surplus Information Technology Equipment	Applicable
12-20	County Acquisition & Relocation Policy - PWA Property Division	Applicable
12-21	Condemnation Resolutions	Not Applicable
12-30	Parking and Traffic Matters	Not Applicable
12-32	Removing Roads from the County Maintained Road System	Not Applicable
12-32 SP1	Procedure for Removing Roads from the County Maintained Road System	Not Applicable
13-01	Department Emergency Operations Plan	Applicable
13-03	Driver Training	Applicable
13-03SP	Driver Training Program	Applicable
13-04	Reserve Supply of Sandbags for Emergency Use	Applicable
13-04SP1	Reserve Emergency Sandbag Procedures	Applicable
13-05	Driver Improvement Plan	Applicable
13-06	County Occupational Illness/Injury Prevention Program	Applicable
13-07	Violence and Threats in the Workplace - Zero Tolerance	Applicable
13-08	Employee Emergency Notification System	Applicable
13-08SP1	Employee Emergency Notification System Procedures	Applicable
14-02	Non-Public Personally Identifiable Information	Applicable
14-02SP1	Information Breach	Applicable
14-02SP2	Identify Theft Prevention	Applicable
14-03	Health Insurance Portability and Accountability (HIPAA) Policy	Applicable
14-03SP01	Health Care Component Designation	Applicable
14-03SP02	Privacy Officer and Security Officer	Applicable
14-03SP03	Administrative, Technical and Physical Safeguards	Applicable
14-03SP04	Workforce Training	Applicable
14-03SP05	Risk Analysis and Management	Applicable
14-03SP06	Uses and Disclosures of Protected Health Information	Applicable

County Policy Number	County Policy Title	County Policy Applicable to SBCFPD
14-03SP07	Patient Privacy Rights	Applicable
14-03SP08	Business Associate Agreements	Applicable
14-03SP09	Breach Reporting and Notification	Applicable
14-03SP10	HIPAA Complaint Process	Applicable
15-01	Debt Management	Applicable
15-02	Debt Issuance	Applicable
15-03	Debt Structure	Applicable
15-04	Debt Advisory Committee	Applicable
15-05	Continuing Disclosure	Applicable
15-05SP1	Continuing Disclosure for Debt Issued by County Related Entities	Applicable

Notes: The following notes shall apply to all "Applicable" policies:

- 1) All references to "County" or "County of San Bernardino" shall also mean the San Bernardino County Fire Protection District.
- 2) All references to "Board of Supervisors" or "Board" shall also mean the Board of Directors of the San Bernardino County Fire Protection District.
- 3) All references to "countywide" shall also mean the area within the San Bernardino County Fire Protection District.
- 4) All references to "Department" shall also mean the San Bernardino County Fire Protection District.
- 5) All references to "Department Heads" or "Agency Heads" shall also mean the Fire Chief/Fire Warden.
- 6) All references to the "Clerk of the Board of Supervisors" or "Clerk of the Board" shall also mean the Secretary of the Board of Directors for the San Bernardino County Fire Protection District.
- 7) All references to "County Fire" shall mean the San Bernardino County Fire Protection District.
- 8) All references to the San Bernardino County Code provisions or County ordinances shall mean ordinance adopted by the San Bernardino County Fire Protection District.
- 9) In the event of a conflict between the Applicable policies and State or Federal Law, State or Federal Law shall control.