



**Contract Number**

**SAP Number**

## Real Estate Services Department

<b>Department Contract Representative</b>	Terry W. Thompson, Director
<b>Telephone Number</b>	(909) 387-5000
<b>Contractor</b>	<b>County of Riverside</b>
<b>Contractor Representative</b>	Ariana Guynes, Admin Services Manager
<b>Telephone Number</b>	<b>(951) 486-2756</b>
<b>Contract Term</b>	Event days during two years retroactive as of 7/23/2022 7/22/2024
<b>Original Contract Amount</b>	\$24,000
<b>Amendment Amount</b>	\$0.00
<b>Total Contract Amount</b>	\$24,000
<b>Cost Center</b>	4439201000
<b>GRC/PROJ/JOB No.</b>	<b>33004237</b>
<b>Internal Order No.</b>	

**Briefly describe the general nature of the contract:** This Use Permit is for the use of the EVOC training area for Permittee's (County of Riverside) emergency vehicle training course. The Use Permit is for day(s) of an Event pursuant to Paragraph 2 during a period of two years commencing and retroactive as of July 23, 2022 through July 22, 2024. The County will receive revenue in the amount of \$12,000.00 annually plus an EVOC track utility and maintenance fee at the rate of \$96.00 per Riverside County cadet or sworn personnel, and an EVOC personnel fee to reimburse County EVOC personnel time.

**FOR COUNTY USE ONLY**

Approved as to Legal Form

► Please See Signature Page

Agnes Cheng, Deputy County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

►

Date \_\_\_\_\_

Reviewed/Approved by Department

►

Lyle Ballard, Real Property Manager, RESD

Date \_\_\_\_\_

## USE PERMIT

1. **PARTIES AND TERM:** San Bernardino County, hereinafter referred to as COUNTY, hereby permits the County of Riverside, hereinafter referred to as PERMITTEE, to use on a revocable, non-exclusive basis certain portions of the paved roadway areas as described in Paragraph 2 of this Use Permit and shown on Exhibit "A" attached hereto and incorporated herein by this reference ("Use Area") situated at the COUNTY-owned and/or controlled Emergency Vehicle Operations Training Center ("EVOC") located at 18958 Institution Road, Devore, California . This Use Permit is effective for the day(s) of an Event pursuant to Paragraph 2 during the two year period retroactive to July 23, 2022 through July 22, 2024, provided that this Use Permit has not been sooner terminated as provided herein.

2. **USE:** Subject to Paragraph 1, PARTIES AND TERM, PERMITTEE shall use the Use Area for only the following purpose: conducting PERMITTEE's Emergency Vehicle Training Course (each class within the course shall be known as an "Event") with participation in said course limited to active, sworn Riverside County Deputy personnel and cadets currently enrolled in the Riverside County Sheriff's Department Academy program. The Events to be conducted in the Use Area shall include the following classes for the course: remedial driver training and a thirty-two hour regular basic class. Each Event to be conducted at the Use Area shall be in compliance with approved Peace Officers Standards and Training (POST) standards and PERMITTEE shall provide, in writing, a valid POST Control Number to COUNTY prior to PERMITTEE's execution of this Use Permit. PERMITTEE shall not use the Use Area for any other purpose. The Use Area to be used by PERMITTEE for an Event shall be strictly limited to those certain portions of the paved roadway areas within the Use Area that are known as the City Grid Area, Upper Track area, skid-pan and motorcycle pad. PERMITTEE is expressly prohibited from using any other areas within the Use Area or the EVOC for PERMITTEE Events, including but not limited to any classroom space. PERMITTEE shall submit a written request to COUNTY not less than sixty (60) days prior to each time that PERMITTEE desires to use the Use Area for an Event, which request shall include the following information: duration of use, including date(s) and time(s) of requested use; number of PERMITTEE sworn personnel and cadets attending the Event; name of the class(es) being held for the course; and any other information requested by COUNTY ("Reservation Request"). COUNTY shall, at its sole discretion, determine availability of the Use Area for PERMITTEE's requested use date(s) and inform PERMITTEE if the Use Area is available or not. PERMITTEE understands and acknowledges that COUNTY and County-related uses of the Use Area shall have priority over PERMITTEE's Events.

3. **CONSIDERATION:**

A. **Annual Fee:** PERMITTEE shall pay COUNTY an annual fee of \$12,000 for Events during each year during the two year term. The first annual fee shall be paid within five (5) days following the mutual execution of this Use Permit and the second annual fee shall be paid on or before July 23, 2023.

B. **EVOC Personnel Fee:** At least one (1) COUNTY EVOC personnel, who shall be a top-tier Training Specialist I or comparable personnel (as determined by the COUNTY in its sole discretion), must be present throughout each Event. As a result, in addition to the annual fee payable pursuant to Paragraph 3.A., PERMITTEE shall also pay to COUNTY an EVOC Personnel Fee for each Event during the two-year term. The EVOC Personnel Fee shall be calculated by multiplying the then current hourly pay rate of a COUNTY top-tier Training Specialist I or comparable personnel, including overtime rates, as applicable, by the number of total hours of each Event (with partial hours to be rounded up to whole hours). As of the execution of this Use Permit, the current hourly rate for a Training Specialist I is \$56.25 which includes salary and benefits. As of the execution of this Use Permit, the current hourly overtime rate is \$53.04 which includes salary without benefits and only a 3.6% worker's compensation and 1.45% FICA Medicare cost. Hourly pay rates and compensation

are subject to increase. COUNTY shall endeavor to notify PERMITTEE of any increases in hourly rates and compensation by written notice, but failure to do so shall not relieve PERMITTEE from paying any increases. If COUNTY personnel other than a top-tier Training Specialist I or comparable personnel are present for each Event, the EVOC Personnel Fee shall be increased to include the then current hourly pay rate of said other personnel, including overtime rates, as applicable, multiplied by the number of total hours of each Event (with partial hours to be rounded up to whole hours). The COUNTY shall endeavor to invoice the EVOC Personnel Fee within thirty (30) days after each Event and said fee shall be payable by PERMITTEE within forty (45) days after receipt of the invoice.

C. EVOC Maintenance/Utility Fee: In addition to the annual fee payable pursuant to Paragraph 3.A and the EVOC Personnel Fee payable pursuant to Paragraph 3.B, PERMITTEE shall pay to COUNTY an EVOC track maintenance/utility fee ("EVOC Track Fee") for each Event during the two-year term calculated as follows: a non-refundable fee of \$96.00 per PERMITTEE sworn personnel or cadet per Emergency Vehicle Training Course enrollment period, regardless of actual track time or completion of the course. In the event any PERMITTEE sworn personnel or cadet re-enrolls in the Emergency Vehicle Training Course, a subsequent EVOC Track Fee shall be payable by PERMITTEE for each subsequent reenrollment. Prior to PERMITTEE's use of the Use Area, PERMITTEE shall submit to COUNTY a list of all PERMITTEE sworn personnel or cadets enrolled in the Emergency Vehicle Training Course along with a payment of \$96.00 for each PERMITTEE sworn personnel or cadet enrolled. Prior to the start of each successive enrollment period during the term of the Use Permit, PERMITTEE shall submit to COUNTY a list of all PERMITTEE sworn personnel or cadets and the corresponding EVOC Track Fee.

D. If any fees or other monetary sums are not paid when due and payable, PERMITTEE shall pay to COUNTY an additional amount of Fifty and 00/100 Dollars (\$50.00) for each overdue annual fee or other amount as an administrative processing charge. The parties agree that this administrative charge represents a fair and reasonable estimate of the costs that COUNTY will incur by reason of late payment by PERMITTEE. Acceptance of any administrative charge shall not constitute a waiver of PERMITTEE's default with respect to the overdue fees or other monetary amount or prevent COUNTY from exercising any of the other rights and remedies available to COUNTY. Fees and other monetary amounts not paid when due shall bear simple interest from the date due at the rate of one and one-half percent (1½%) per month until paid in full.

4. **PERMITTEE VEHICLES AND MAINTENANCE/REQUIRED EVOC PERSONNEL:**

A. PERMITTEE shall provide its own vehicles and safety equipment for any Events conducted in the Use Area, including but not limited to, emergency vehicles, safety equipment such as helmets, seat-belts, and/or fixed-base simulator. PERMITTEE shall be responsible, at its sole cost, for any and all vehicle and safety equipment maintenance required for PERMITTEE vehicles and safety equipment. COUNTY shall not provide any vehicles or safety equipment.

B. PERMITTEE may purchase fuel from COUNTY, as available, and purchased fuel shall be billed to PERMITTEE at the then current fuel cost to the COUNTY and payable by PERMITTEE upon demand.

C. PERMITTEE shall provide all of its own personnel, including but not limited to instructors and safety and administrative personnel, as PERMITTEE requires for all PERMITTEE Events. PERMITTEE consents to the presence of at least one COUNTY EVOC personnel throughout each PERMITTEE Event conducted at the Use Area solely for COUNTY administrative purposes, which EVOC personnel shall have no obligation with respect to PERMITTEE's Event.

5. **CONDITION OF USE AREA:**

A. Upon PERMITTEE's use of the Use Area, the same shall conclusively be deemed as acceptance by PERMITTEE that the Use Area is fit and proper for the purposes for which the same is hereby licensed and to be used. PERMITTEE acknowledges and understands that PERMITTEE accepts the Use Area as provided in "AS IS" condition without any representations or warranties by COUNTY. PERMITTEE expressly waives and releases the COUNTY, and their authorized agents, officers, volunteers and employees against any and all claims or actions, whether originating by subrogation or otherwise, for property damage and/or personal injury and/or death occurring in, on, and about any part of the property, including the Use Area or the entire real property of which the Use Area is a part, and for any costs or expenses incurred by the COUNTY and/or PERMITTEE and/or claims and/or actions arising therefrom. The PERMITTEE, notwithstanding the application of Section 1542 of the California Civil Code, which provides:

"A general release does not extend to claims which the creditor or releasing party does not know or suspect to exist in his or her favor at the time of the executed release which if known by him or her must have materially affected his or her settlement with the debtor or released party."

expressly waives and relinquishes all rights and benefits afforded them by said Section 1542, and any and all similar laws of any State or territory of the United States. This agreement shall act as a release of future claims that may arise from the above-mentioned damages, claims or actions, whether such claims are currently known, unknown, foreseen, or unforeseen. The PERMITTEE understands and acknowledges the significance and consequences of such specific waiver of Section 1542 and hereby assumes full responsibility for any injuries, damages, losses, or liability that they or their personnel may hereafter incur.

B. Prior to each Event, PERMITTEE shall deliver to the COUNTY a release in the form of Exhibit "D" – Release and Waiver of Liability and an acknowledgement in the form of Exhibit "E" Acknowledgement of Policy Prohibiting Discrimination, Harassment, and Retaliation, each attached hereto and incorporated herein by reference, executed by each of PERMITTEE's personnel and cadets participating in the Event. Any PERMITTEE personnel or cadet that does not execute said release and acknowledgement shall not be permitted to participate in the Event. An Event is subject to cancellation without refund of any fees paid if all executed release forms are not delivered to COUNTY prior to the day of the Event.

6. **INDEMNIFICATION:** The PERMITTEE agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless the COUNTY and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Use Permit from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the COUNTY on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. PERMITTEE's indemnification obligation applies to the COUNTY's "active" as well as "passive" negligence but does not apply to the COUNTY's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

7. **INSURANCE:**

A. The COUNTY and PERMITTEE are self-insured public entities for the purposes of professional liability, general liability and Workers' Compensation.

B. The PERMITTEE agrees to provide either proof of membership in an approved program of self-insurance sufficient to meet the requirements of Paragraph 7.B and Paragraph 8 or provide insurance set forth in accordance with the requirements herein. If the PERMITTEE uses existing coverage to comply with these requirements and that coverage does not meet the

specified requirements, the PERMITTEE agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the Use Permit hereunder.

Without in anyway affecting the indemnity herein provided and in addition thereto, the PERMITTEE shall secure and maintain throughout the Use Permit term the following types of insurance with limits as shown:

1. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the PERMITTEE and all risks to such persons under this Use Permit.

If PERMITTEE has no employees, it may certify or warrant to the COUNTY that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the COUNTY's Director of Risk Management.

If, PERMITTEE is a non-profit corporation, organized under California or Federal law, volunteers for PERMITTEE are required to be covered by Workers' Compensation insurance.

2. Commercial/General Liability Insurance – The PERMITTEE shall carry General Liability Insurance covering all operations performed by or on behalf of the PERMITTEE providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- (a) Premises operations and mobile equipment.
- (b) Products and completed operations.
- (c) Broad form property damage (including completed operations).
- (d) Explosion, collapse and underground hazards.
- (e) Personal injury
- (f) Contractual liability.
- (g) \$2,000,000 general aggregate limit.

3. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the PERMITTEE is transporting one or more non-employee passengers in the use of this Use Permit, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the PERMITTEE owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

4. Umbrella Liability Insurance - An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

8. **INSURANCE REQUIREMENTS:**

A. Additional Insured – All policies, except for the Workers' Compensation, shall contain endorsements naming the COUNTY and their officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the use under this Use Permit hereunder. The additional insured endorsements shall not limit the scope of coverage for the COUNTY to vicarious liability but shall allow coverage for the COUNTY to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

B. Waiver of Subrogation Rights – The PERMITTEE shall require the carriers of required coverages to waive all rights of subrogation against the COUNTY, their officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the PERMITTEE and PERMITTEE's employees or agents from waiving the right of subrogation prior to a loss or claim. The PERMITTEE hereby waives all rights of subrogation against the COUNTY.

C. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the COUNTY.

D. Severability of Interests – The PERMITTEE agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the PERMITTEE and the COUNTY or between the COUNTY and any other insured or additional insured under the policy.

E. Proof of Coverage – The PERMITTEE shall furnish Certificates of Insurance to the San Bernardino County Real Estate Services Department (RESO) administering the Use Permit evidencing the insurance coverage, including endorsements, as required, prior to the commencement of use hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to RESO, and PERMITTEE shall maintain such insurance from the time PERMITTEE commences use under the Use Permit hereunder until the end of the period of the Use Permit. Within fifteen (15) days of the commencement of this Use Permit, the PERMITTEE shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

F. Acceptability of Insurance Carrier – Unless otherwise approved by the County Department of Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

G. Insurance Review – Insurance requirements are subject to periodic review by the COUNTY. The COUNTY's Director of Risk Management, or designee, is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever the COUNTY's Department of Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the COUNTY. In addition, the COUNTY's Director of Risk Management, or designee, is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the COUNTY, inflation, or any other item reasonably related to the COUNTY's risk.

H. Deductibles and Self-Insurance Retention – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Use Permit. PERMITTEE agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of RESD or COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of RESD or the COUNTY.

I. Failure to Procure Insurance. All insurance required must be maintained in force at all times by PERMITTEE. Failure to maintain said insurance, due to expiration, cancellation, etc., shall be cause for the COUNTY to give notice to immediately suspend all PERMITTEE's business activities on the Use Area. Failure to reinstate said insurance within the (10) days of notice to do so shall be cause for termination and for forfeiture of this Use Permit, and/or COUNTY, at its discretion, may procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by COUNTY shall be repaid by PERMITTEE to COUNTY upon demand but only for the pro rata period of non-compliance.

J. COUNTY shall have no liability for any premiums charged for such coverage(s). The inclusion of COUNTY as additional named insured is not intended to and shall not make a partner or joint venturer with PERMITTEE in PERMITTEE's operations.

K. The PERMITTEE agrees to require all parties or subcontractors, or others it hires or contracts with related to the use of this Use Permit to provide insurance covering such use with the basic requirements and naming the COUNTY as additional insured. PERMITTEE agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided as required herein.

9. **DAMAGE PROVISIONS:** PERMITTEE shall not make any alterations to the Use Area. PERMITTEE must promptly repair any portion of the Use Area and/or Use Area improvements, to the satisfaction of the COUNTY, damaged by PERMITTEE, its employees, cadets, agents or invitees to the condition existing immediately prior to said damage.

10. **ATTORNEY'S FEES AND COSTS:** If any legal action is instituted to enforce or declare any party's rights hereunder, each party, regardless of which party is the prevailing party, must bear its own costs and attorneys' fees. This paragraph will not apply to those costs and attorneys' fees directly arising from any third party legal action against a party hereto and payable to the COUNTY under Paragraph 6, INDEMNIFICATION, Paragraph 7, INSURANCE, Paragraph 8, INSURANCE REQUIREMENTS, Paragraph 12, HAZARDOUS MATERIALS, and Paragraph 20, RELEASE OF INFORMATION.

11. **CONDUCT OF EMPLOYEES:** PERMITTEE is responsible for the conduct of its employees, cadets, agents, and invitees on the Use Area and the entire property of which the Use Area is part, provided the presence of such persons on the Use Area or the entire property of which the Use Area is part is related to PERMITTEE's use of the Use Area under this Use Permit. PERMITTEE shall comply with any and all operating procedures for the operation of its Events as provided by COUNTY. COUNTY shall have the right to expel any of PERMITTEE's employees, cadets, agents and invitees who are in violation of the above provision.

12. **HAZARDOUS MATERIALS:**

A. Definition. For purposes of this agreement, the term "Hazardous Substance" means any (a) substance, product, waste or other material of any nature whatsoever which is or becomes listed, regulated, or addressed pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601, et seq. ("CERCLA"); the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq.; the Resource

Conservation and Recovery Act, 42 U.S.C. Section 6901 et seq. ("RCRA"); Toxic Substances Control Act, 15 U.S.C. Sections 2601 et seq.; the Clean Water Act, 33 U.S.C. Sections 1251 et seq.; the California Hazardous Waste Control Act, Health and Safety Code Sections 25100 et seq.; the California Hazardous Substance Account Act, Health and Safety Code Sections 25330 et seq.; the California Safe Drinking Water and Toxic Enforcement Act, Health and Safety Code Sections 25249.5 et seq.; California Health and Safety Code Sections 25280 et seq. (Underground Storage of Hazardous Substances); the California Hazardous Waste Management Act, Health and Safety Code Sections 25170.1 et seq.; California Health and Safety Code Sections 25501 et seq. (Hazardous Materials Response Plans and Inventory); or the California Porter-Cologne Water Quality Control Act, Water Code Sections 1300 et seq., all as amended, (the above-cited California state statutes are hereinafter collectively referred to as "the State Toxic Substances Laws") or any other federal, state or local statute, law, ordinance, resolution, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect, (b) any substance, product, waste or other material of any nature whatsoever which may give rise to liability under any of the above statutes or under any statutory or common law theory based on negligence, trespass, intentional tort, nuisance or strict liability or under any reported decisions of a state or federal court, (c) petroleum or crude oil other than petroleum and petroleum products contained within regularly operated motor vehicles, and (d) asbestos.

B. In connection with the use of the Use Area by PERMITTEE, (a) PERMITTEE agrees and acknowledges that it has had an opportunity to investigate all of the property identified on Exhibit "A", Use Area and their environs for the presence of any hazardous substance; (b) any and all reports, studies, analyses, estimates, maps, drawings, materials, etc., if any, delivered by COUNTY to PERMITTEE preceding execution of this Use Permit are delivered to PERMITTEE as an accommodation and not with the intent that such items be relied upon by PERMITTEE, except to the extent that PERMITTEE has independently confirmed the validity of such items; and (c) PERMITTEE's decision to enter into this Use Permit is based upon the investigation, study and analysis of all of the property identified on Exhibit "A", the Use Area and their environs made by PERMITTEE or its agents and/or independent contractors, and not upon oral or written statements or representations of COUNTY. It is expressly understood by PERMITTEE and COUNTY that all statements and representations made by COUNTY which are not included in this agreement (a) are intended by COUNTY to be made as an accommodation to PERMITTEE in COUNTY's investigation and not in lieu of PERMITTEE's investigation; and (b) are not to be relied and acted upon by PERMITTEE.

C. PERMITTEE shall not permit, authorize, or suffer at any time herein relevant the presence, use, manufacture, handling, generation, storage, treatment, discharge, release, burial or disposal on, under or about the Use Area (or any part of the entire real property of which the Use Area is a part) of any hazardous substance, or the transportation to or from the Use Area (or any part of the entire real property of which the Use Area is a part) of any hazardous substance except as set forth in Exhibit "B". Specifically, PERMITTEE shall not dispose nor allow the disposal of any materials, including, but not limited to, tires and hazardous waste, including motor oil and other automotive fluids on the Use Area or any part of the entire real property of which the Use Area is a part.

D. PERMITTEE agrees, in addition to those obligations imposed upon it pursuant to **Paragraph 6, INDEMNIFICATION**, herein, to indemnify, defend with counsel approved by COUNTY, protect and herein hold harmless COUNTY, its directors, officers, employees, agents, assigns, and any successor or successors to COUNTY's interest in the Use Area as it relates to Hazardous Substances as defined in **subparagraph A.** from and against all claims, actual damages (including but not limited to special and consequential damages), punitive damages, injuries, costs, response costs, losses, demands, debts, liens, liabilities, causes of action, suits, legal or administrative proceedings, interest, fines, charges, penalties and expenses of any kind



whatsoever paid, incurred or suffered by, or asserted against, the Use Area or any indemnified party directly or indirectly arising from or attributable to (a) any breach by the PERMITTEE of any of its agreements, warranties or representations set forth in this Use Permit, or (b) any repair, cleanup or detoxification, or preparation and implementation of any removal, remedial, response, closure or other plan concerning any hazardous substance on, under or about the Use Area caused by PERMITTEE's use of the Use Area, regardless of whether undertaken due to governmental action. To the fuller extent permitted by law, the foregoing indemnification shall apply regardless of the fault, active or passive negligence, breach of warranty or contract of PERMITTEE.

E. Without limiting the generality of this indemnity, this indemnity is intended to operate as an agreement pursuant to Section 107(e) of CERCLA, 42 U.S.C. Section 9607(e) and California Health and Safety Code Section 25364 to insure, protect, hold harmless and indemnify COUNTY for any liability arising out of PERMITTEE's use of the Use Area pursuant to such sections.

13. **DEFAULT AND RIGHT TO TERMINATE:**

A. If there should be any default by PERMITTEE of any monetary payments under this Use Permit, COUNTY shall give PERMITTEE written notice to correct such default. This Use Permit will not be terminated if within five (5) days after receipt of such written notice, the PERMITTEE shall cure the default.

B. If there should be any default by PERMITTEE of the terms, conditions or covenants as set forth in this Use Permit, other than monetary payments, COUNTY shall give PERMITTEE written notice to correct such default.

1. This Use Permit will not be terminated if within ten (10) days after receipt of such written notice, the PERMITTEE shall cure the default.

2. If such default should continue for ten (10) days or more after receipt of written notice of default, COUNTY may at its option elect to terminate this Use Permit. Such election to terminate shall not be construed as a waiver of any claim the COUNTY may have against PERMITTEE, consistent with such termination.

3. If, however, the nature of such default is such that more than ten (10) days is reasonably necessary to cure such default, and so long as PERMITTEE shall have commenced the correction of such default within ten (10) days after receipt of such notice and shall continuously and diligently proceed in good faith to eliminate such default, then the period for correction shall be extended for such length of time as is reasonably necessary to complete such correction.

C. If, however, notwithstanding Paragraphs 11A and 11B, in the sole discretion of COUNTY, the default represents a hazard or emergency, PERMITTEE shall perform its obligations immediately. If PERMITTEE fails to perform its obligations immediately, COUNTY may perform the obligations and shall be reimbursed by PERMITTEE for the sum it actually expends (including charges for COUNTY's equipment and personnel) in the performance of PERMITTEE's obligations.

D. Notwithstanding anything to the contrary in this Use Permit, either Party may terminate this Use Permit at any time and for any reason and at any time by giving the other party at least sixty days (60) prior written notice.

E. Upon any termination of this Use Permit, PERMITTEE shall return the Use Area to the COUNTY immediately upon any such termination and PERMITTEE shall have no right to

continue using said Use Area. In the event of the failure of PERMITTEE to remove personal property, if any, belonging to it from the Use Area immediately upon any termination of this Use Permit, COUNTY may remove such personal property and place the same in storage at the expense of PERMITTEE and without liability to COUNTY for loss thereof. PERMITTEE agrees to pay COUNTY on demand all expenses incurred in such removal, including court costs and attorney's fees and storage charges.

F. The receipt by the COUNTY of any monetary payments paid by PERMITTEE after any default and the termination of this Use Permit for any reason, or after the giving by COUNTY of any notice to effect such termination, shall not waive the default, reinstate, continue or extend the term of this Use Permit, or destroy, or in any manner impair the efficacy of any such notice of termination as may have been given hereunder by COUNTY to the PERMITTEE prior to the receipt of any such sum of money or other consideration, unless so agreed to be in writing and signed by COUNTY. Any act of the COUNTY or its agents or employees during the term of this Use Permit shall not be deemed to be an acceptance or a surrender of said Use Area, excepting an agreement in writing signed by the COUNTY agreeing to accept such surrender.

G. In the event that, pursuant to Paragraph 13.D., COUNTY terminates this Use Permit prior to its scheduled expiration date, the annual fee paid in advance by PERMITTEE for the year in which the effective termination date occurs shall be refunded by COUNTY to PERMITTEE on a pro-rata basis, which shall be calculated by dividing the subject annual fee by 12 months and then multiplying the monthly amount by the number of months remaining from the effective termination date through the scheduled expiration date.

14. **DESIGNATION:** The Real Estate Services Department is designated to administer and enforce this Use Permit. Further, the Director, Real Estate Services is authorized to exercise all provisions of this Use Permit on behalf of COUNTY, including but not limited to termination for default provisions.

15. **PERMITS AND LICENSES:** PERMITTEE and its employees, cadets, agents, and invitees must conform to and abide by all rules and regulations relating to the use herein permitted and is subject at all times to applicable rules, regulations, resolutions, laws, ordinances, and statutes of San Bernardino County, State of California, the federal government, and all other governmental agencies having jurisdiction over the use and the Use Area. Where permits are required for such use, the same must first be had and obtained from the regulating body having jurisdiction thereof, before such use is undertaken. Failure to comply with this provision will constitute a default and right to terminate by COUNTY under **Paragraph 13, DEFAULT AND RIGHT TO TERMINATE**. The Use Area and the entire real property of which the Use Area is a part have not been inspected by a Certified Access Specialist.

16. **NO INTEREST OR ESTATE:** PERMITTEE agrees that it does not have and will not claim at any time any interest or estate of any kind or extend whatsoever in the Use Area and the entire property of which the Use Area is part, by virtue of this Use Permit or PERMITTEE's use hereunder.

17. **POSSESSORY INTEREST:** PERMITTEE recognizes and understands that this Use Permit may create a possessory interest subject to property taxation and that PERMITTEE may be subject to payment of property taxes levied on such interest.

18. **SURRENDER:** PERMITTEE agrees that it will, upon any termination of this Use Permit, promptly repair any portion of the Use Area and/or Use Area improvements, to the satisfaction of the COUNTY, damaged by PERMITTEE, its employees, cadets, agents or invitees to the condition existing immediately prior to said damage.

19. **ASSIGNMENT AND TRANSFER:** PERMITTEE is not allowed to assign or transfer this Use

Permit or sub-license all or any portion of the Use Area to any other person, group or organization.

20. **RELEASE OF INFORMATION:** Any information or other materials submitted by PERMITTEE in connection with this Use Permit are for the exclusive use of the COUNTY, but are subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. In the event a request for disclosure of any part or all of any information or other material is made to the COUNTY, the COUNTY will make good faith efforts to notify the PERMITTEE of the request and will thereafter disclose the requested information unless the PERMITTEE requests nondisclosure and agrees to indemnify, defend with counsel approved by COUNTY, and hold the COUNTY harmless in any/all actions brought to require disclosure. The PERMITTEE waives any and all claims for damages, lost profits, or other injuries of any and all kinds in the event COUNTY fails to notify PERMITTEE of any such disclosure request and/or releases any information received from the PERMITTEE.

21. **FORMER COUNTY OFFICIALS:**

A. PERMITTEE agrees to provide or has already provided information on former COUNTY administrative officials (as defined below) who are employed by or represent PERMITTEE. The information provided includes a list of former COUNTY administrative officials who terminated COUNTY employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of PERMITTEE. For purposes of this provision, "COUNTY administrative official" is defined as a member of the Board of Supervisors or such officer's staff, COUNTY Administrative Officer or member of such officer's staff, COUNTY department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit. (See Exhibit "C", List of Former County Officials.)

22. **MATERIAL MISREPRESENTATION:** If, during the course of the administration of this Use Permit, the COUNTY determines that the PERMITTEE has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the COUNTY, this Use Permit may be immediately terminated. If this Use Permit is terminated according to this provision, the COUNTY is entitled to pursue any available legal remedies.

23. **EVENT PLAN:** Not less than two weeks prior to the commencement of each Event for which a Reservation Request has been agreed by COUNTY in accordance with Paragraph 9, PERMITTEE shall submit an Event Plan ("Plan") to the San Bernardino County Sheriff's Department, outlining specific Event activities, set up and cleanup of trash and debris, and portable sanitation. The Plan shall name the Riverside County Sheriff's Department personnel responsible for the administration of the Event, the on-site PERMITTEE supervisor responsible for the operation of the Event and include all contact information for such PERMITTEE personnel including, but not limited to, cell phone information.

24. **SECURITY, DISCLAIMER OF LIABILITY:** PERMITTEE understands and agrees that COUNTY is not required to provide, nor shall COUNTY provide any security for the personal property and/or the person of PERMITTEE or anyone using the Use Area. PERMITTEE shall provide at its sole cost sufficient administration and security personnel to secure the Use Area during each Event. COUNTY is not liable for any claims, actions, loss, damages, liabilities, or injuries to the person or property of any person whomsoever at any time arising out of this Use Permit or any Event from any cause whatsoever, including (without limitation) any acts, errors, or omissions of PERMITTEE, anyone claiming or holding by, through or under PERMITTEE or any other person, from the use of the Use Area or the entire real property of which the Use Area is a part by, through, or under the PERMITTEE, or whether directly or indirectly from any state or condition of said Use Area and/or the entire real property of which the Use Area is a part during the term of this Use Permit, and PERMITTEE waives and releases COUNTY from any such claims, actions, loss damages, liabilities, or injuries however arising.

25. **NOTICES:** The PERMITTEE shall designate an on-site coordinator for contact purposes. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person under the provisions of this Use Permit shall be in writing and either served personally or delivered by United States mail, postage prepaid, certified, or registered, return receipt requested. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party, shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notices shall be deemed delivered and effective upon the earlier of (i) actual receipt or (ii) the date of delivery or refusal of the addressee to accept delivery if such notice is sent by United States mail, postage prepaid, certified or registered, return receipt requested.

Permittee: County of Riverside-Riverside County  
Sheriff's Department  
16791 Davis Ave.  
Riverside, CA. 92518

County: San Bernardino County  
Real Estate Services Department  
385 North Arrowhead Avenue  
San Bernardino, CA. 92415-0180

26. **LAW:** This Use Permit shall be construed and interpreted in accordance with the laws of the State of California.

27. **VENUE.** The parties acknowledge and agree that the Lease was entered into and intended to be performed in the County of San Bernardino, California. The parties agree that the venue for any action or claim brought by any party to the Lease will be the Superior Court of California, County of San Bernardino. Each party hereby waives any law, statute (including but not limited to Code of Civil Procedure section 394), or rule of court that would allow them to request or demand a change of venue. If any third party brings an action or claim concerning the Lease, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, County of San Bernardino.

28. **SEVERABILITY:** If any word, phrase, clause, sentence, paragraph, section, article, part or portion of this Use Permit is or shall be invalid for any reason, the same shall be deemed severable from the remainder hereof and shall in no way affect or impair the validity of this Use Permit or any other portion thereof.

29. **SURVIVAL:** The obligations of the parties that, by their nature, continue beyond the term of this Use Permit, will survive the termination of this Use Permit.

30. **ENTIRE AGREEMENT:** This Use Permit constitutes the entire agreement between the parties. No modifications or waiver will be binding unless made in writing and signed by both parties.

**THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK**

31. **AUTHORIZED SIGNATORS:** Both parties to this Use Permit represent that the signators executing this document are fully authorized to enter into this agreement.

**SAN BERNARDINO COUNTY**

**COUNTY OF RIVERSIDE**

\_\_\_\_\_  
Curt Hagman, Chairman, Board of Supervisors

By: \_\_\_\_\_  
Jeff Hewitt

Date: \_\_\_\_\_

Title: Chair of the Board of Supervisors

SIGNED AND CERTIFIED THAT  
A COPY OF THIS DOCUMENT  
HAS BEEN DELIVERED TO THE  
CHAIR OF THE BOARD

Date: \_\_\_\_\_

LYNNA MONELL, Clerk of the Board of  
Supervisors

KECIA HARPER, Clerk of the Board of  
Supervisors

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_  
Deputy

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Legal Form:

**APPROVED AS TO LEGAL FORM:**

TOM BUNTON, County Counsel  
San Bernardino County, California

COUNTY COUNSEL  
Riverside County, California

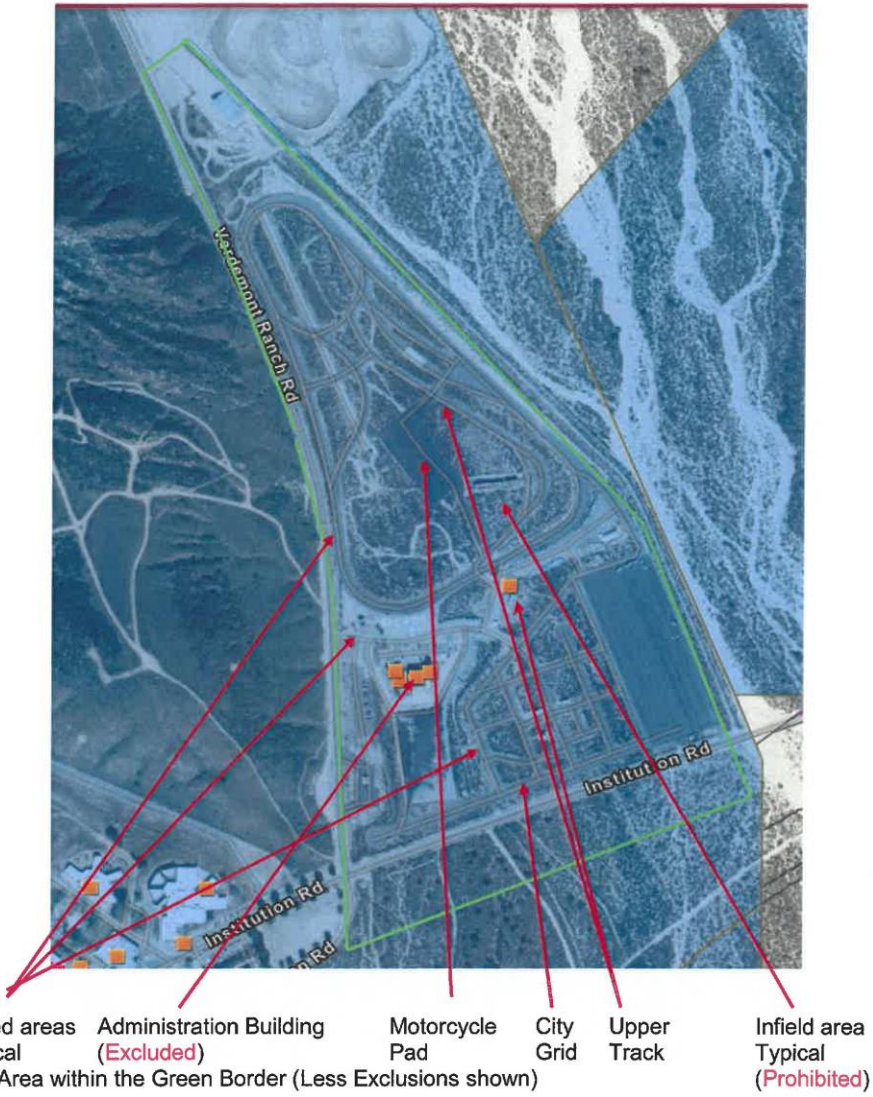
By: \_\_\_\_\_  
Agnes Cheng, Deputy County Counsel

By: \_\_\_\_\_  
Amrit P. Dhillon, Deputy County Counsel

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT "A"  
USE AREA



**EXHIBIT "B"**  
**HAZARDOUS SUBSTANCES ALLOWED ON THE USE AREA**

**NONE**

**EXHIBIT "C"**  
**LIST OF FORMER COUNTY OFFICIALS**

**INSTRUCTIONS:** List the full name of the former COUNTY Administrative Official, the title/description of the Official's last position with the COUNTY, the date the Official terminated COUNTY employment, the Official's current employment and/or representative capacity with the PERMITTEE, the date the Official entered PERMITTEE's employment and/or representation.

**OFFICIAL'S NAME:**

**REQUIRED INFORMATION**



**EXHIBIT "D"**

**Page 1**

**RELEASE AND WAIVER OF LIABILITY**

The undersigned acknowledges that there are risks, including severe injury and death to persons and damage to property inherent in the nature of participating in the County of Riverside's Vehicle Training Course, including, but not limited to any classes offered by the County of Riverside as part of said course (collectively, the "Riverside Training Event"), which Riverside Training Event is held on portions of the Emergency Vehicle Operations Training Center, known as the City Grid Area, Upper Track Area, and Motorcycle Pad ("Subject Use Area"), located on real property owned by San Bernardino County with an address of 18958 Institution Road, Devore, CA. The undersigned freely and knowingly assumes such risks, including but not limited to risk of equipment malfunction, crashes, explosions, and other potential catastrophic consequences as a result of participating in the Riverside Training Event.

The undersigned agrees that San Bernardino County, and its officers, employees, members, agents and volunteers shall not be responsible or liable for any and all claims, actions, loss, damages, liabilities, injuries, or death to the person or the property of the undersigned at any time arising whether directly or indirectly out of the undersigned's participation in the Riverside Training Event at the Subject Use Area or the use or condition of the Subject Use Area from any cause whatsoever or however arising and the undersigned, on behalf of himself/herself and his/her heirs, representatives, successors, assigns, agents, or designees, hereby fully waives and completely and forever releases San Bernardino County and its officers, employees, members, agents and volunteers from any and all such claims, actions, loss, damages, liabilities, injuries, or death however arising that may be incurred or suffered by the undersigned.

Notwithstanding the application of Section 1542 of the California Civil Code, which provides:

"A general release does not extend to claims which the creditor or releasing party does not know or suspect to exist in his or her favor at the time of the executed release which if known by him or her must have materially affected his or her settlement with the debtor or released party."

The undersigned expressly waives and fully and completely relinquishes all rights and benefits afforded them by said Section 1542, and any and all similar laws of any State or territory of the United States. This agreement shall act as a complete release of any and all future claims that may arise from the above-mentioned claims, actions, losses, damages, liabilities, and injuries whether currently known, unknown, foreseen, or unforeseen while on the Subject Use Area. The undersigned understands and acknowledges the significance and consequences of such specific waiver of Section 1542 and hereby assumes full responsibility for any claims, actions, losses, damages, liabilities, and injuries that it or its employees, contractors, agents, and volunteers may hereafter incur at the Subject Use Area.

The undersigned represents that it has carefully read this document and understands its contents and that the undersigned is executing it of its own free will. The terms and conditions of this Release and Waiver of Liability shall survive the Riverside Training Event.

---

(Signature)

---

Print Name

---

Date

**EXHIBIT "E"**  
**Acknowledgement of Policy Prohibiting Discrimination, Harassment, and Retaliation**  
**Page 1**



SHANNON D. DICUS, SHERIFF-CORONER



**RELEASE AND HOLD HARMLESS AGREEMENT  
FOR SAN BERNARDINO COUNTY**

**AGENCY/DEPARTMENT:** \_\_\_\_\_

I, \_\_\_\_\_ (last, first middle) fully understand that my participation at the **EVOC DRIVER TRAINING FACILITY** (hereafter referred to as "EVENT") exposes me to the risk of personal injury, death, or property damage. I hereby acknowledge that I am voluntarily participating in this event and expressly agree to assume any such risks.

In consideration for being permitted to participate in the event, I hereby release and forever discharge San Bernardino County, its officers, employees, agents and volunteers for any injury, death, or damage to or loss of personal property arising out of or in connection with my participation in the event from whatever cause, including the active or passive negligence of San Bernardino County, its officers, employees, agents and volunteers, or any other participants in the event.

In further consideration for being allowed to participate in the event, I hereby agree; for myself, my heirs, administrators, executors, and assigns; that I shall indemnify and hold harmless, San Bernardino County, its officers, employees, agents and volunteers from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event brought by any third party.

**I HAVE CAREFULLY READ THIS RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL**


**Date:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

\_\_\_\_\_  
**Parent or Guardian if under 18**

**Sign:** \_\_\_\_\_

**EXHIBIT "E"**  
**Policy Prohibiting Discrimination**  
**Page 2**

	<b>COUNTY OF SAN BERNARDINO</b> <b>POLICY MANUAL</b>	<b>No. 07-01</b> <b>PAGE 1 OF 4</b> <b>EFFECTIVE DATE</b> March 20, 2018
<b>POLICY PROHIBITING DISCRIMINATION,          HARASSMENT AND RETALIATION</b>		<b>APPROVED</b> <b>ROBERT LOVINGOOD</b> Chair, Board of Supervisors
<p><b><u>POLICY STATEMENT AND PURPOSE</u></b>          The County of San Bernardino (County) is committed to providing an environment free of discrimination, harassment, including sexual harassment, and retaliation.</p> <p><b><u>DEPARTMENTS AFFECTED</u></b>          Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts, and Board-Governed Entities.</p> <p><b><u>POLICY</u></b>          The County prohibits discrimination, harassment and retaliation by all persons involved in or related to the County's business or operations, which includes, but is not limited to: any County elected official; any employee of the County, including supervisors, managers, and co-workers; applicants; contract employees; temporary agency employees; interns; volunteers; contractors; all persons providing services pursuant to a contract, including suppliers and customers; and all other persons with whom individuals come into contact while working. Conduct does not need to rise to the level of a violation of law in order to violate this Policy.</p> <p>The County prohibits and will not tolerate discrimination, harassment and/or retaliation on the basis of:</p> <ul style="list-style-type: none"> <li>• Race</li> <li>• Religion (includes religious dress and grooming practices)</li> <li>• Color</li> <li>• National Origin (includes language use restrictions and possession of a driver's license issued pursuant to California Vehicle Code section 12801.9 [authorizing the DMV to issue a driver's license to a person who is unable to prove that their presence in the United States is authorized under federal law])</li> <li>• Ancestry</li> <li>• Disability (mental and physical, including HIV and AIDS, cancer and genetic characteristics)</li> <li>• Medical Condition (genetic characteristics, cancer or a record or history of cancer)</li> <li>• Genetic Information</li> <li>• Marital Status/Registered Domestic Partner Status</li> <li>• Sex/Gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)</li> <li>• Gender Identity/Gender Expression/Sex Stereotype/Transgender (includes persons who are transitioning, have transitioned, or are perceived to be transitioning)</li> <li>• Sexual Orientation</li> <li>• Age (40 and above)</li> <li>• Military and Veteran Status</li> <li>• Any other basis protected by applicable federal, state or local law or ordinance or regulation.</li> </ul> <p>These classes and/or categories are the "Protected Class(es)" covered under this Policy. For more information, visit <a href="http://www.sanbernardino.org/2018/03/20/policy-prohibiting-discrimination-harassment-and-retaliation/">www.sanbernardino.org/2018/03/20/policy-prohibiting-discrimination-harassment-and-retaliation/</a></p> <p>The County also prohibits and will not tolerate discrimination, harassment and retaliation based on the perception that an individual is a member of one or more of the Protected Classes, or is associated with a person who is or is perceived to be a member of one or more of the Protected Classes.</p>		

# EXHIBIT "E"

## Page 3

### COUNTY OF SAN BERNARDINO POLICY MANUAL

No. 07-01

PAGE 2 OF 4

EFFECTIVE DATE March 20, 2018

The County also prohibits and will not tolerate retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations, hearings, or other proceedings regarding a complaint under this Policy.

#### 1. DISCRIMINATION PROHIBITED

The County prohibits discrimination against any employee, job applicant or unpaid intern in hiring, training, promotions, assignments, termination, or any other term, condition, or privilege of employment on the basis of a Protected Class.

Discrimination can also include failing to reasonably accommodate qualified individuals with disabilities or an individual's religious beliefs and practices (including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs) where the accommodation does not pose an undue hardship. Individuals needing an accommodation should contact their immediate supervisor or Human Resources Officer and discuss their need(s). The County will engage in an interactive process to identify possible accommodations. Absent undue hardship, the County will reasonably accommodate employees and applicants with disabilities to enable them to perform the essential functions of a job and will reasonably accommodate the religious beliefs and practices of an employee, applicant and unpaid intern.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is also prohibited. Pay differentials, however, may be valid in certain situations as defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

#### 2. PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT

The County prohibits harassment against any employee, job applicant, unpaid intern, volunteer, contractor and any other person providing services to the County pursuant to a contract.

Prohibited harassment is not just sexual harassment but harassment based on any Protected Class.

Prohibited harassment may be made in general or directed to an individual, or a group of people. Prohibited harassment may occur regardless of whether the behavior was intended to harass. Harassing behavior is unacceptable in the workplace as in all other work-related settings, such as business trips and business-related social events.

Forms of prohibited harassment include, but are not limited to, the following:

**Verbal Harassment** - derogatory jokes or comments, epithets or slurs; unwanted sexual advances, invitations, comments, posts or messages; derogatory or graphic comments; sexually degrading words; suggestive or obscene messages, notes or invitations; repeated romantic overtures, sexual jokes and comments or prying into one's personal affairs.

**Physical Harassment** - assault; impeding or blocking movement; following/stalking; unwelcome touching or any physical interference with normal work or movement when directed at an individual.

**Visual Harassment** - derogatory, prejudicial, stereotypical, sexually-oriented or suggestive or otherwise offensive text or email messages, web pages, screen savers and other computer images, online communications, social media tags and postings, posters, photographs, pictures, cartoons, notes, notices, bulletins or drawings and gestures; displaying sexually suggestive objects; staring or leering; or communication via electronic media of any type that includes any conduct that is prohibited by any state and/or federal law or by County Policy.

**Sexual Harassment** - Sexual harassment is a form of discrimination based on sex/gender (including

## EXHIBIT "E"

### Page 4

#### COUNTY OF SAN BERNARDINO POLICY MANUAL

No. 07-01

PAGE 3 OF 4

EFFECTIVE DATE March 20, 2018

pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Sexual harassment includes verbal, physical and visual harassment, as well as unwanted sexual advances. Individuals of any gender can be the target of sexual harassment. Sexual harassment does not have to be motivated by sexual desire to be unlawful or to violate this Policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

There are two types of Sexual Harassment:

*"Quid Pro Quo"* sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.

*"Hostile Work Environment"* sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

### 3. COMPLAINT PROCESS AND REMEDIAL ACTION

Anyone who believes they have been the subject of, becomes aware of, or observed discrimination, harassment, retaliation or other prohibited conduct, should report or make a complaint (either orally or in writing) to their supervisor, the supervisor of the offending party, a representative from the County's Equal Employment Opportunity (EEO) Office or to a Human Resources Officer as soon as possible after the incident. Individuals may bring their report or complaint to any of these individuals. Employees are not required to confront or approach the person who is discriminating against, harassing or retaliating against them. The County's EEO Office can be reached at 1-909-387-5582 (or, TDD 7-1-1). Human Resources Officers can be reached by calling the County's Employee Relations Division at 1-909-387-5584 (or, TDD 7-1-1). For more information, visit [www.sanbernardino.org](#).

Individuals who believe they have been discriminated against or harassed, have been retaliated against for resisting or complaining about discrimination or harassment or for participating in an investigation may also file a complaint with the Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH). The EEOC and DFEH investigate and prosecute complaints of prohibited discrimination, harassment, and retaliation in employment. The nearest EEOC office can be found by calling 1-800-669-4000 (or, TTY, 1-800-669-6820). For more information about the EEOC, visit [www.eeoc.gov](#). The nearest DFEH office can be found by calling 1-800-884-1684 (or, TTY, 1-800-700-2320). For more information about the DFEH, visit [www.dfeh.ca.gov](#).

When the County receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations that provides all parties appropriate due process. The County will reach reasonable conclusions based on the evidence collected.

The County will maintain confidentiality to the extent possible and consistent with the rights of employees under the County's Personnel Rules and relevant laws. However, the County cannot promise complete confidentiality. The County's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;

## EXHIBIT "E"

### Page 5

#### COUNTY OF SAN BERNARDINO POLICY MANUAL

No. 07-01  
PAGE 4 OF 4  
EFFECTIVE DATE March 20, 2018

- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner

The County prohibits behavior that is or may be perceived as discriminatory, harassing and/or retaliatory. If the County determines that harassment, discrimination or retaliation or other prohibited conduct occurred, appropriate and effective correction and remedial action will be taken. The County will also take appropriate action to deter future misconduct.

Any employee determined by the County to be responsible for discrimination, harassment, retaliation or other prohibited misconduct will be subject to appropriate disciplinary action, up to, and including termination of employment. Employees who engage in unlawful harassment can be held personally liable for the misconduct.

#### **4. SUPERVISOR/MANAGER RESPONSIBILITY**

Supervisors and managers who are aware of or receive complaints of discrimination, harassment, and/or retaliation, even if the occurrence is not directly within their line of supervision or responsibility, must immediately report such conduct or complaint to the Human Resources Officer assigned to their department or any representative of the County's EEO Office so the County can try to resolve the complaint.

#### **5. TRAINING OF SUPERVISORS/MANAGERS AND ELECTED OFFICIALS**

All supervisors, managers, elected officials or other persons with supervisory authority will receive and must complete mandatory harassment prevention training as required by California law.

#### **6. RETALIATION PROHIBITED**

The County will not retaliate against anyone who reports an alleged violation of this Policy, files or assists another with a complaint under this Policy, causes information to be provided, participates (as witnesses or the accused) in an investigation, hearing or other proceeding regarding a complaint under this Policy or otherwise opposes discrimination, harassment or retaliation. The County will not retaliate against anyone who requests a reasonable accommodation and will not knowingly tolerate or permit retaliation by elected officials, management, employees or co-workers.

#### **LEAD DEPARTMENT** Human Resources

#### **APPROVAL HISTORY**

**Adopted** June 7, 1994 (Item Number 71);

**Amended** January 26, 1999 (Item Number 11); December 16, 2003 (Item Number 104); August 30, 2005 (Item Number 113); March 20, 2018 (Item Number 22)

#### **REVIEW DATES** MARCH 2023