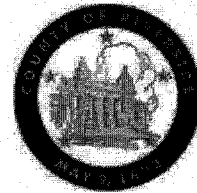


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM  
3.8  
(ID # 8086)

**MEETING DATE:**

Tuesday, October 23, 2018

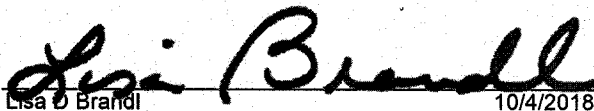
**FROM :** EXECUTIVE OFFICE:

**SUBJECT:** EXECUTIVE OFFICE: Board Policy Manual Update - Introduce and Adopt Ordinance 531.5; Rescind Board Policies A-17, A-18, A-29, A-41, D-6, and D-7; Approval of revised Board Policies A-2, A-3, A-23, A-30, A-35, and A-50; All Districts. [CEQA Exempt] [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Introduce and adopt on successive weeks Ordinance No. 531.5, an Ordinance amending Ordinance No. 531, Providing for Regular Meetings of the Board of Supervisors;
2. Find that the introduction and adoption of Ordinance 531.5 is exempt from CEQA pursuant to CEQA Guidelines 15061(b)(3) based on the findings set forth below;
3. Waive further reading of the ordinance;
4. Rescind Board Policy A-17: Printed Forms Control/Purchasing Use of Recycled Materials, A-18: Contracting for Professional or Personal Services, A-29: Agenda Items Submitted for Board Approval by the Executive Office, A-41: Use of Voicemail by County Departments, D-6: Travel Expenses, County, Parole Commission Lay Member, and D-7: Travel Authorization Agricultural Extension Staff; and,
5. Approve revisions to the following Board Policies: A-2: Board of Supervisors Meetings, A-3: Board of Supervisors Organization, A-23: Non-Smoking Policy, A-30: Coordination of Grants, A-35: Flying of Flags at County Buildings, and A-50: Electronic Media and Use Policy.

**ACTION:** Policy

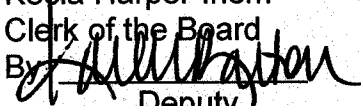
  
Lisa D Brandl 10/4/2018

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that the above Ordinance is approved as introduced with a waiver of reading.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: October 23, 2018  
xc: EO, Co.Co., COB

Kecia Harper-Ihem  
Clerk of the Board  
By   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	2018/19

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Executive Office and County Counsel are in the process of comprehensively reviewing and updating the Board of Supervisors Policy Manual. Staff has consulted with County Counsel for consistency of board policies with current laws, regulations and ordinances; and solicited input on the proposed revisions to policies from the Assistant County Executive Officers (ACEOs), Department Heads, Strategic Leadership Team, and the Chiefs of Staff of the Board of Supervisors.

During review of the Board Policy manual, staff discovered a need to update Ordinance 531, Providing for Regular Meetings of the Board of Supervisors, to reflect current business practices. The proposed Ordinance No. 531.5 is exempt from the California environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15601(b)(3) because it can be seen with certainty that there is no possibility that the ordinance amendment may have a significant effect on the environment. Approval of Riverside County Ordinance 531.5 makes the ordinance consistent with the frequency of regular meetings of the Board of Supervisors at an already constructed meeting location. The ordinance amendment will not individually or cumulatively result in the possibility of creating significant effects on the environment because it does not increase the frequency of meetings or involve any land disturbance.

For today's action, staff proposes that the Board repeal the policies shown below:

- Board Policy A-17: Printed Forms Control/Purchasing Use of Recycled Materials: the Printed Forms Control portion of the policy is no longer applicable to business practices and the Purchasing Use of Recycled Materials will be incorporated into the Purchasing Policy Manual;
- Board Policy A-18: Contracting for Professional or Personal Services: provisions from this policy will be incorporated into Ordinance 459;

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

- Board Policy A-29: Agenda Items Submitted for Board Approval by the Executive Office: incorporated into the newly adopted board policy A-5 (Item 3.4, 5/22/18);
- Board Policy A-41: Use of Voicemail by County Departments: no longer applicable to business practices;
- Board Policy D-6: Travel Expenses, County, Parole Commission Lay Member: Probation Department staff indicated that the policy is no longer applicable; and,
- Board Policy D-7: Travel Authorization, Agricultural Extension Staff: Agricultural Commissioner staff indicated that the policy is no longer applicable.

In addition, staff recommends acceptance of revisions to board policies A-2, A-3, A-23, A-30, A-35, and A-50. Redline versions showing the proposed changes and proposed versions are attached for reference.

Board policies A-2 and A-3 are being revised for consistency with current practices. Board policy A-23 was revised by Human Resources to reflect current regulations. Board policy A-30 was revised for clarity by the Executive Office. Board policy A-35 was revised by EDA/Facilities Management, and A-50 was revised by County Counsel.

The proposed revisions shown above are part of a comprehensive update to the Board Policy Manual. As review of the current policies proceeds, staff will periodically bring forward specific revisions to the Board for approval in order to align current County operations with the Board Policy Manual.

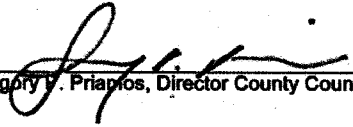
**SUPPLEMENTAL:**

**ATTACHMENTS:**

- Ordinance 531.5 Redline
- Ordinance 531.5 Final
- Board Policy A-2 Redline
- Board Policy A-2 Final
- Board Policy A-3 Redline
- Board Policy A-3 Final
- Board Policy A-23 Redline
- Board Policy A-23 Final
- Board Policy A-30 Redline
- Board Policy A-30 Final
- Board Policy A-35 Redline
- Board Policy A-35 Final

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

Board Policy A-50 Redline  
Board Policy A-50 Final

  
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Gregory V. Priaplos, Director County Counsel 9/19/2018









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weekend should such a meeting be required to conduct  
County business.

**Section 2.** Any regular meeting specified by Section 1 hereof may be dispensed with by order of the Board of Supervisors made at any preceding regular meeting or at the discretion of the Chairman. The Board may adjourn any regular meeting to a day and time certain, which may be either before or after the date for the next meeting of said Board.

**Section 3.** The business of the Board shall be scheduled in accordance with orders, policies or resolutions of said Board adopted from time to time or as required by law."

~~Section 4. REPEALED (Sec. 4) PER ORD. NO. 531.4~~

~~Section 5. Section 4 of 2. This Ordinance No. 531 is repealed on January 1, 1993 shall take effect thirty (30) days after its adoption.~~

BOARD OF SUPERVISORS OF THE COUNTY  
OF RIVERSIDE, STATE OF CALIFORNIA

By: \_\_\_\_\_  
Chairman

**ATTEST:**  
**CLERK OF THE BOARD:**

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

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**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**

**Policy**  
**Number**

**Page**

**BOARD OF SUPERVISORS' MEETINGS**

**A-2**

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**Policy:**

1. The Board of Supervisors of the County of Riverside, State of California, shall hold regular meetings at the County Administrative Center, 4080 Lemon Street, Riverside, California, pursuant to Ordinance 531.5, as follows:
  - (a) At 9:00 a.m. on Tuesday of each week, except as specified in paragraph 1(c) of this policy.
  - (b) Unless otherwise provided in the agenda, closed session matters shall be conducted at the end of the public agenda but may be taken out of order at the discretion of the Board of Supervisors.
  - (c) Board meetings will not be held on Tuesdays which would immediately follow Monday holidays. The Board retains the discretion to hold a Tuesday meeting following holiday weekends should such a meeting be required to conduct County business.
2. Any regular meeting of the Board may be dispensed with by order of the Board made at any preceding regular meeting or at the direction of the Chairman.
3. The Board may adjourn any regular meeting to a day and time certain, which may be either before or after the date of the next meeting of said Board.
4. When necessary, workshops with the Board are generally held the afternoon of a regularly scheduled Board date, or at the Chairman's discretion. Items submitted for workshops shall be submitted to the County Executive Office no later than noon on Thursday two week's prior to the scheduled workshop date.
5. The Board of Supervisors may choose in advance to alter the regular schedule during the summer months or when a quorum is not expected. The Board calendar should be monitored by departments when submitting time sensitive requests.
6. No action shall be taken by the Board on any item not appearing on the posted agenda at least 72 hours before a regular Board meeting except under the following conditions:
  - a. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code Section 54956.5 as follows:
    - (1) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
    - (2) Crippling disaster, which severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.
  - b. Upon a determination by a 2/3 vote of the Board (4 votes), or if less than 2/3 of the members are present, by unanimous vote of those members present (minimum 3 votes), that there is a need to take immediate action and that a need to take action arose after the agenda had been posted by the Clerk of the Board. (Gov. Code 54954.2)
  - c. The Board may hear any item that was posted on the agenda for a prior meeting of the Board occurring not more than five calendar days before, if at the prior meeting the item was continued to the meeting at which the Board acts on the item. (Gov. Code 54954.2)

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
<b>BOARD OF SUPERVISORS' MEETINGS</b>	<b>A-2</b>	<b>2 of 4</b>

7. Robert's Rule of Order may be used as a general guide for the conduct of the Board's meetings.
8. The reading of the minutes of previous Board meetings by the Clerk of the Board is not required.
9. Board members shall use their "recognition lights" as an indication to the Chairman that they desire to speak.
10. The Board may, on passage of a motion, take any matters set for hearing out of order as listed on the printed agenda.
11. The Clerk is to include the total acreage, number of lots, and zoning when listing tentative land division maps on the agenda.
12. The Chairman of the Board is responsible for the organization of Board agenda items and is to work with the Clerk of the Board and the Executive Officer in the preparation of the agenda.
13. Oral Communications From the Public:
  - a. Any member of the public desiring to speak to the Board on an Agenda Item prior to a vote of the Board on such item shall file with the Clerk of the Board, on a form provided by the Clerk, a request to speak on the item.
  - b. During the time designated on the printed Board Agenda for oral communications from the audience, members of the public may address the Board on items of interest to the public that are within the jurisdiction of the Board.
  - c. Members of the public desiring to address the Board shall fill out and file a form provided by the Clerk of the Board.
  - d. The time limits allowed to persons to address the Board under Sections 1 and 2 above shall be limited as follows:
    - a. Individual speakers are limited to a maximum of 3 minutes for their presentation.
    - b. Organized presentations shall be allowed under Section 1 above and be limited to 9 minutes.
    - c. At the sole discretion of the Board, the above time limits may be varied.
14. If the Board is unable to make a decision on any matter when first presented to the Board because of an abstention vote, consideration of the matter shall be adjourned until the next regular meeting of the Board. If at the next meeting the Board is again unable to make a decision because of an abstention vote, such vote shall then be counted as an affirmative vote. An abstention vote shall be counted, as an affirmative vote at the time the matter is first presented to the Board if the matter presented is any of the following:
  - a. An urgency ordinance for the immediate preservation of the public peace, health, or safety as provided in Government Code Section 25123(d).
  - b. Proclamation of a local emergency pursuant to Government Code Section 8630.

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**BOARD OF SUPERVISORS' MEETINGS**

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- c. Any matter requiring a vote at an emergency meeting held pursuant to Government Code Section 54956.5.
  - d. Any matter which may not, pursuant to state or federal law, be continued to a future board meeting.
15. A Board member with a conflict of interest may not be counted as part of a quorum and may not make or participate in making a governmental decision as provided in the Political Reform Act.
16. Prior to each closed session agenda, the County Counsel shall publicly indicate with respect to each agenda item whether reportable action is anticipated and at the conclusion of the closed session agenda, the County Counsel shall announce the reportable action, if any.
17. Board Room Rules of Order:
- a. **Purpose:**  
In order to assure that business is conducted in an orderly fashion and that all have an equal opportunity to see and hear the proceedings, the following rules of conduct shall apply to all meetings held within the Board Room of the Riverside County Board of Supervisors.
  - b. **Signs.**  
Signs, placards or posters shall not be brought into the hearing chamber
  - c. **Seating.**  
Unless addressing the Board or entering or leaving the Board Room, all persons in the audience shall remain sitting in the seats provided. No person shall stand or sit in the aisles or along the walls nor shall the doorways be blocked.
  - d. **Disruptions.**  
All demonstrations, including cheering, yelling, whistling, hand clapping and foot stamping which disrupt, disturb, or impede the orderly conduct of the proceedings are prohibited.
  - e. **Smoking, Eating or Drinking.**  
Smoking, eating or drinking with the exception of bottled water is prohibited in the Board Room.
  - f. **Requests to address the Board of Supervisors on an agenda item & Non agenda Item**  
A person may request to be heard on an agenda item. Requests to be heard must be submitted to the Clerk of the Board before the agenda item is called.
  - g. **Addressing the Board**  
No persons shall address the Board until he/she has first been recognized by the Chairman. The decision of the Chairman to recognize or not recognize a person may be changed by order of the Board. All persons addressing the Board shall give their name for the purpose of the record. The Chairman may, in the interest of facilitating the business of the Board, limit the amount of time which a person may use in addressing the Board. Speakers are prohibited

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**BOARD OF SUPERVISORS' MEETINGS**

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from using coarse, crude, profane or vulgar language which disrupts, disturbs, or impedes the orderly conduct of the proceedings and personal attacks on Board members or staff may be called out of order.

h. Removal from the Board Room

The Chairman shall order removed from the Board Room any person who commits the following acts in respect to a regular or special meeting of the Board of Supervisors:

- a) Disorderly, contemptuous or insolent behavior toward the Board or any member thereof, which disrupts, disturbs, or impedes the orderly conduct of said meeting;
- b) A breach of the peace, boisterous conduct or violent disturbance, which disrupts, disturbs, or impedes the orderly conduct of said meeting;
- c) Disobedience of any lawful order of the Chairman, which shall include an order to be seated or to refrain from addressing the Board; and
- d) Any other unlawful interference with the orderly conduct of said meeting.

Any person so removed shall be excluded from further attendance at the meeting from which he or she has been removed unless permission to attend be granted upon motion adopted by a majority vote of the Board.

i. Public Hearings

An applicant or appellant may be allowed one ten (10) minute presentation and five (5) minutes for rebuttal. More time may be authorized by a majority of the Board of Supervisors.

**Reference:**

County Ordinance No. 531  
Minute Order of 03/27/1962  
Minute Order of 06/07/1972  
Minute Order of 02/20/1973  
County Ordinance 531.2  
Minute Order of 05/06/1975  
Minute Order 11.0a of 12/15/1986  
Minute Order 3.5 of 08/11/1992  
Minute Order 3.33 of 04/13/1993  
Minute Order 3.14a-b of 04/20/1993  
Minute Order 3.40 of 06/04/1996  
Minute Order 3.10 of 10/22/1996  
Minute Order 3.5 of 07/27/1999  
Minute Order 3.25 of 04/25/2000  
Minute Order 3.29 of 02/27/2007  
Minute Order X.XX of XX/XX/2018



**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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<b>BOARD OF SUPERVISORS' MEETINGS</b>	A-2	1 of 4

**Policy:**

1. The Board of Supervisors of the County of Riverside, State of California, shall hold regular meetings at the County Administrative Center, 4080 Lemon Street, Riverside, California, pursuant to Ordinance 531.5, as follows:
  - (a) At 9:00 a.m. on Tuesday of each week, except as specified in paragraph 1(c) of this policy.
  - (b) ~~At 8:30 a.m. on the third Monday of each month, except when said Monday is a legal holiday, said regular meeting shall not be held. Unless otherwise provided in the agenda, closed session matters shall be conducted from 8:30 a.m. to 9:30 a.m., and the public agenda shall commence at 9:30 a.m. at the end of the public agenda but may be taken out of order at the discretion of the Board of Supervisors.~~
  - (c) ~~Effective October 4, 1999, Board meetings will not be held on Tuesdays which would immediately follow Monday holidays. The Board retains the option of holding the discretion to hold a Tuesday meeting following holiday weekends should such a meeting be required to conduct County business.~~
2. Any regular meeting of the Board may be dispensed with by order of the Board made at any preceding regular meeting or at the direction of the Chairman.
3. The Board may adjourn any regular meeting to a day and time certain, which may be either before or after the date of the next meeting of said Board.
4. ~~When necessary, workshops with the Board are generally held the afternoon of a regularly scheduled Board date, or at the Chairman's discretion, third Monday of each month, except when the Monday is a county holiday. Items submitted for workshops shall be submitted to the County Executive Office no later than noon on Monday/Thursday two week's of the week prior to the scheduled Monday workshop date.~~
5. ~~The Board of Supervisors may choose in advance to alter the regular schedule during the summer months or when a quorum is not expected. The Board calendar should be monitored by departments when submitting time sensitive requests.~~
6. No action shall be taken by the Board on any item not appearing on the posted agenda at least 72 hours before a regular Board meeting except under the following conditions:
  - a. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code Section 54956.5 as follows:
    - (1) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
    - (2) Crippling disaster, which severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.
  - b. Upon a determination by a 2/3 vote of the Board (4 votes), or if less than 2/3 of the members are present, by unanimous vote of those members present (minimum 3 votes), that there is a need to take immediate action and that a need to take action arose after the agenda had been posted by the Clerk of the Board. (Gov. Code 54954.2)

**COUNTY OF RIVERSIDE, CALIFORNIA  
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c. The Board may hear any item that was posted on the agenda for a prior meeting of the Board occurring not more than five calendar days before, if at the prior meeting the item was continued to the meeting at which the Board acts on the item. (Gov. Code 54954.2)

- 74.** Robert's Rule of Order may be used as a general guide for the conduct of the Board's meetings.
- 85.** The reading of the minutes of previous Board meetings by the Clerk of the Board is not required.
- 96.** Board members shall use their "recognition lights" as an indication to the Chairman that they desire to speak.
- 107.** The Board may, on passage of a motion, take any matters set for hearing out of order as listed on the printed agenda.
- 118.** The Clerk is to include the total acreage, number of lots, and zoning when listing tentative land division maps on the agenda.
- 129.** The Chairman of the Board is responsible for the organization of Board agenda items and is to work with the Clerk of the Board and the Executive Officer in the preparation of the agenda.
- 130.** Oral Communications From the Public:
- a1.** Any member of the public desiring to speak to the Board on an Agenda Item prior to a vote of the Board on such item shall file with the Clerk of the Board, on a form provided by the Clerk, a request to speak on the item.
- b2.** During the time designated on the printed Board Agenda for oral communications from the audience, members of the public may address the Board on items of interest to the public that are within the jurisdiction of the Board.
- c3.** Members of the public desiring to address the Board shall fill out and file a form provided by the Clerk of the Board.
- d4.** The time limits allowed to persons to address the Board under Sections 1 and 2 above shall be limited as follows:
- a.** Individual speakers are limited to a maximum of 3 minutes for their presentation.
- b.** Organized presentations shall be allowed under Section 1 above and be limited to 9 minutes.
- c.** At the sole discretion of the Board, the above time limits may be varied.
- 141.** If the Board is unable to make a decision on any matter when first presented to the Board because of an abstention vote, consideration of the matter shall be adjourned until the next regular meeting of the Board. If at the next meeting the Board is again unable to make a decision because of an abstention vote, such vote shall then be counted as an affirmative vote. An abstention vote shall be counted, as an affirmative vote at the time the matter is first presented to the Board if the matter presented is any of the following:

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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- aA. An urgency ordinance for the immediate preservation of the public peace, health, or safety as provided in Government Code Section 25123(d).
- bB. Proclamation of a local emergency pursuant to Government Code Section 8630.
- cC. Any matter requiring a vote at an emergency meeting held pursuant to Government Code Section 54956.5.
- dD. Any matter which may not, pursuant to state or federal law, be continued to a future board meeting.

152. ~~A vote to abstain is not appropriate when a Board member has a conflict of interest pursuant to the Political Reform Act (Govt. Section 87100 et seq.).~~ A Board member with a conflict of interest may not be counted as part of a quorum and may not make or participate in making a governmental decision as provided in the Political Reform Act.

163. ~~Rule of Conduct for Public Sessions of the Board of Supervisors:~~  
Prior to At the conclusion of each closed session agenda, the County Counsel shall publicly indicate with respect to each agenda item whether reportable action is anticipated and at the conclusion of the closed session agenda, the County Counsel shall announce the reportable action, if any, was taken and, if so, the nature and extent of such action.

17. Board Room Rules of Order:

a. Purpose:

In order to assure that business is conducted in an orderly fashion and that all have an equal opportunity to see and hear the proceedings, the following rules of conduct shall apply to all meetings held within the Board Room of the Riverside County Board of Supervisors.

**BOARD ROOM RULES OF ORDER**

b. Signs.

Signs, placards or posters, ~~if shall not be brought into the hearing chamber, shall not be located or handled in a manner which prevents any member of the audience from observing or participating in the hearing, or in any way disrupts the hearing process.~~

c. Seating.

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BOARD OF SUPERVISORS POLICY**

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**BOARD OF SUPERVISORS' MEETINGS**

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Unless addressing the Board or entering or leaving the Board Room, all persons in the audience shall remain sitting in the seats provided. No person shall stand or sit in the aisles or along the walls nor shall the doorways be blocked.

**d. Disruptions.**

All demonstrations, including cheering, yelling, whistling, hand clapping and foot stamping which disrupt, disturb, or impede the orderly conduct of the proceedings are prohibited.

**e. Smoking, Eating or Drinking.**

Smoking, eating or drinking with the exception of bottled water is prohibited in the Board Room.

**f. Requests to address the Board of Supervisors on an agenda item & Non agenda Item REQUESTS TO ADDRESS BOARD ON AGENDA ITEM.**

A person may request to be heard on an agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time agenda item is called.

**g. Addressing the Board ADDRESSING THE BOARD.**

No persons shall address the Board until he/she has first been recognized by the Chairman. The decision of the Chairman to recognize or not recognize a person may be changed by order of the Board. All persons addressing the Board shall give their name for the purpose of the record. The Chairman may, in the interest of facilitating the business of the Board, limit the amount of time which a person may use in addressing the Board. Speakers are prohibited from using coarse, crude, profane or vulgar language in speaking to the Board which disrupts, disturbs, or impedes the orderly conduct of the proceedings and are prohibited from making personal attacks on Board members or staff may be called out of order.

**h. Removal from the Board Room REMOVAL FROM THE BOARD ROOM.**

The Chairman shall order removed from the Board Room any person who commits the following acts in respect to a regular or special meeting of the Board of Supervisors:

- a) Disorderly, contemptuous or insolent behavior toward the Board or any member thereof, which disrupts, disturbs, or impedes the orderly conduct ~~course~~ of said meeting;
- b) A breach of the peace, boisterous conduct or violent disturbance, which disrupts, disturbs, or impedes ~~tending to interrupt the due and orderly course~~ conduct of said meeting;
- c) Disobedience of any lawful order of the Chairman, which shall include an order to be seated or to refrain from addressing the Board; and
- d) Any other unlawful interference with the due and orderly course conduct of said meeting.

Any person so removed shall be excluded from further attendance at the meeting from which he or she has been removed unless permission to attend be granted upon motion adopted by a majority vote of the Board.

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
<b>BOARD OF SUPERVISORS' MEETINGS</b>	A-2	5 of 4

~~Public Comment - Non-Agenda Items~~ **PUBLIC COMMENT - NON-  
AGENDA ITEMS.**

~~Notwithstanding any other provision of these rules, members of the public shall have the right to address the Board during the oral communication portion of the agenda on items of interest which are within the subject matter jurisdiction of the Board. A person may make a presentation on a non-agenda item, but shall not exceed three minutes in length. Organized presentations with more than one speaker will be limited to 15 minutes. At the sole discretion of the Board, the above-mentioned time limits may be varied.~~

i. Public Hearings

An applicant or appellant may be allowed one ten (10) minute presentation and five (5) minutes for rebuttal. More time may be authorized by a majority of the Board of Supervisors.

**Reference:**

County Ordinance No. 531  
Minute Order of 03/27/1962  
Minute Order of 06/07/1972  
Minute Order of 02/20/1973  
County Ordinance 531.2  
Minute Order of 05/06/1975  
Minute Order 11.0a of 12/15/1986  
Minute Order 3.5 of 08/11/1992  
Minute Order 3.33 of 04/13/1993  
Minute Order 3.14a-b of 04/20/1993  
Minute Order 3.40 of 06/04/1996  
Minute Order 3.10 of 10/22/1996  
Minute Order 3.5 of 07/27/1999  
Minute Order 3.25 of 04/25/2000  
Minute Order 3.29 of 02/27/2007

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**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy</u></b> <b><u>Number</u></b>	<b><u>Page</u></b>
<b>BOARD OF SUPERVISORS ORGANIZATION</b>	<b>A-3</b>	<b>1 of 2</b>

**Policy:**

At the first meeting in January of each year, the Board of Supervisors shall elect from among its members the following in the manner hereinafter specified:

- Chair and vice chair of the Board of Supervisors
- Chair and vice chair of the Flood Control and Water Conservation District
- Chair and vice chair of the Housing Authority
- Chair and vice chair of the Riverside County Regional Park and Open-Space District
- Chair and vice chair of the Waste Resources Management District

To limit the length of consecutive terms, an individual may serve as chair or vice chair of the Board of Supervisors and to establish a rotation system that allows for an orderly selection process with the most senior member of the Board of Supervisors shall be elected board chair for that calendar year. The next most senior member of the Board of Supervisors shall be elected vice chair for that calendar year. In each calendar year the vice chair for the previous year shall be elected chair and the next most senior Board member to the new chair shall be elected vice chair. If the vice chair for the previous year will not continue as a Board member, the next most senior Board member to the vice chair for the previous year shall be elected chair and the next most senior Board member to the new chair shall be elected vice chair. Should there be two or more Board members of equal seniority in line for chair or vice chair, the Board of Supervisors shall determine by majority vote who will be elected to the vacant office or offices.

Although this rotation system provides each Board member with an opportunity to ascend to the chair and vice chair, those elected serve at the pleasure of the remaining members and may be removed by majority vote if they do not exhibit the appropriate leadership qualities. Specifically, the chair and vice chair must execute their duties with dignity, honesty, and decorum; they must create a forum for healthy debate while maintaining the spirit of cooperation; and they must serve as spokespersons for any position officially adopted by a majority of the Board even if they personally disagree therewith.

The chair and vice chair of the Flood Control and Water Conservation District, the Housing Authority, the Riverside County Regional Park and Open-Space District and the Waste Resources Management District may be elected howsoever the Board of Supervisors may deem appropriate.

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>BOARD OF SUPERVISORS ORGANIZATION</b>	<b>A-3</b>	<b>2 of 2</b>

At the same meeting and/or at other appropriate times, the Board shall appoint from among its members representatives to the Board of Directors and/or various committees of such organizations as:

South Coast Air Quality Management District (SCAQMD)

California State Association of Counties (CSAC)

Southern California Association of Governments (SCAG)

**Reference:**

- Minute Order dated 01/28/1975
- Minute Order 6.11 of 11/21/1978
- Minute Order 3.6 of 01/21/1997
- Minute Order 3.7 of 11/07/2006
- Minute Order XXX of xx/xx/2018

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b>Subject:</b>	<b>Policy Number</b>	<b>Page</b>
<b>BOARD OF SUPERVISORS' MEETINGS</b>	<b>A-2</b>	<b>1 of 4</b>

**Policy:**

1. The Board of Supervisors of the County of Riverside, State of California, shall hold regular meetings at the County Administrative Center, 4080 Lemon Street, Riverside, California as follows:
  - (a) At 9:00 a.m. on Tuesday of each week, except as specified in paragraph 1(c) of this policy.
  - (b) ~~At 8:30 a.m. on the third Monday of each month, except when said Monday is a legal holiday, said regular meeting shall not be held. Unless otherwise provided in the agenda, closed session matters shall be conducted from 8:30 a.m. to 9:30 a.m., and the public agenda shall commence at 9:30 a.m. at the end of the public agenda but may be taken out of order at the discretion of the Board of Supervisors.~~
  - (c) ~~Effective October 1, 1999, Board meetings will not be held on Tuesdays which would immediately follow Monday holidays. The Board retains the option of holding the discretion to hold a Tuesday meeting following holiday weekends should such a meeting be required to conduct County business.~~
2. Any regular meeting of the Board may be dispensed with by order of the Board made at any preceding regular meeting or at the direction of the Chairman.
3. The Board may adjourn any regular meeting to a day and time certain, which may be either before or after the date of the next meeting of said Board.
4. ~~When necessary, workshops with the Board are generally held the afternoon of a regularly scheduled Board date, or at the Chairman's discretion, the third Monday of each month, except when the Monday is a county holiday. Items submitted for workshops shall be submitted to the County Executive Office no later than noon on Monday/Thursday two week's of the week prior to the scheduled Monday workshop date.~~
5. The Board of Supervisors may choose in advance to alter the regular schedule during the summer months or when a quorum is not expected. The Board calendar should be monitored by departments when submitting time sensitive requests.
6. No action shall be taken by the Board on any item not appearing on the posted agenda at least 72 hours before a regular Board meeting except under the following conditions:
  - a. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code Section 54956.5 as follows:
    - (1) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
    - (2) Crippling disaster, which severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.
  - b. Upon a determination by a 2/3 vote of the Board (4 votes), or if less than 2/3 of the members are present, by unanimous vote of those members present (minimum 3 votes), that there is a need to take immediate action and that a need to take action arose after the agenda had been posted by the Clerk of the Board. (Gov. Code 54954.2)



**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b>Subject:</b>	<b>Policy Number</b>	<b>Page</b>
<b>BOARD OF SUPERVISORS' MEETINGS</b>	<b>A-2</b>	<b>2 of 4</b>

c. The Board may hear any item that was posted on the agenda for a prior meeting of the Board occurring not more than five calendar days before, if at the prior meeting the item was continued to the meeting at which the Board acts on the item. (Gov. Code 54954.2)

- 74.** Robert's Rule of Order may be used as a general guide for the conduct of the Board's meetings.
- 85.** The reading of the minutes of previous Board meetings by the Clerk of the Board is not required.
- 96.** Board members shall use their "recognition lights" as an indication to the Chairman that they desire to speak.
- 107.** The Board may, on passage of a motion, take any matters set for hearing out of order as listed on the printed agenda.
- 118.** The Clerk is to include the total acreage, number of lots, and zoning when listing tentative land division maps on the agenda.
- 129.** The Chairman of the Board is responsible for the organization of Board agenda items and is to work with the Clerk of the Board and the Executive Officer in the preparation of the agenda.
- 130.** Oral Communications From the Public:
  - a1.** Any member of the public desiring to speak to the Board on an Agenda Item prior to a vote of the Board on such item shall file with the Clerk of the Board, on a form provided by the Clerk, a request to speak on the item.
  - b2.** During the time designated on the printed Board Agenda for oral communications from the audience, members of the public may address the Board on items of interest to the public that are within the jurisdiction of the Board.
  - c3.** Members of the public desiring to address the Board shall fill out and file a form provided by the Clerk of the Board.
  - d4.** The time limits allowed to persons to address the Board under Sections 1 and 2 above shall be limited as follows:
    - a.** Individual speakers are limited to a maximum of 3 minutes for their presentation.
    - b.** Organized presentations shall be allowed under Section 1 above and be limited to 9 minutes.
    - c.** At the sole discretion of the Board, the above time limits may be varied.
- 141.** If the Board is unable to make a decision on any matter when first presented to the Board because of an abstention vote, consideration of the matter shall be adjourned until the next regular meeting of the Board. If at the next meeting the Board is again unable to make a decision because of an abstention vote, such vote shall then be counted as an affirmative vote. An abstention vote shall be counted, as an affirmative vote at the time the matter is first presented to the Board if the matter presented is any of the following:

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COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Subject:**

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**BOARD OF SUPERVISORS' MEETINGS**

**A-2**      **3 of 4**

- aA. An urgency ordinance for the immediate preservation of the public peace, health, or safety as provided in Government Code Section 25123(d).
- bB. Proclamation of a local emergency pursuant to Government Code Section 8630.
- cC. Any matter requiring a vote at an emergency meeting held pursuant to Government Code Section 54956.5.
- dD. Any matter which may not, pursuant to state or federal law, be continued to a future board meeting.

~~152. A vote to abstain is not appropriate when a Board member has a conflict of interest pursuant to the Political Reform Act (Govt. Section 87100 et seq.). A Board member with a conflict of interest may not be counted as part of a quorum and may not make or participate in making a governmental decision as provided in the Political Reform Act.~~

~~163. Rule of Conduct for Public Sessions of the Board of Supervisors:  
Prior to At the conclusion of each closed session agenda, the County Counsel shall publicly indicate with respect to each agenda item whether reportable action is anticipated and at the conclusion of the closed session agenda, the County Counsel shall announce the reportable action, if any was taken and, if so, the nature and extent of such action.~~

17. Board Room Rules of Order:

a. Purpose:

In order to assure that business is conducted in an orderly fashion and that all have an equal opportunity to see and hear the proceedings, the following rules of conduct shall apply to all meetings held within the Board Room of the Riverside County Board of Supervisors.

**BOARD ROOM RULES OF ORDER**

b. Signs.

Signs, placards or posters, ~~if shall not be~~ brought into the hearing chamber, ~~shall not be located or handled in a manner which prevents any member of the audience from observing or participating in the hearing, or in any way disrupts the hearing process.~~

c. Seating.

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:**

**Policy  
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**BOARD OF SUPERVISORS' MEETINGS**

**A-2      4 of 4**

Unless addressing the Board or entering or leaving the Board Room, all persons in the audience shall remain sitting in the seats provided. No person shall stand or sit in the aisles or along the walls nor shall the doorways be blocked.

**d. Disruptions.**

All demonstrations, including cheering, yelling, whistling, hand clapping and foot stamping which disrupt, disturb, or impede the orderly conduct of the proceedings are prohibited.

**e. Smoking, Eating or Drinking.**

Smoking, eating or drinking with the exception of bottled water is prohibited in the Board Room.

**f. Requests to address the Board of Supervisors on an agenda item & Non agenda Item ~~REQUESTS TO ADDRESS BOARD ON AGENDA ITEM.~~**

A person may request to be heard on an agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time agenda item is called.

**g. Addressing the Board ~~ADDRESSING THE BOARD.~~**

No persons shall address the Board until he/she has first been recognized by the Chairman. The decision of the Chairman to recognize or not recognize a person may be changed by order of the Board. All persons addressing the Board shall give their name for the purpose of the record. The Chairman may, in the interest of facilitating the business of the Board, limit the amount of time which a person may use in addressing the Board. Speakers are prohibited from using coarse, crude, profane or vulgar language in speaking to the Board which disrupts, disturbs, or impedes the orderly conduct of the proceedings and are prohibited from making personal attacks on Board members or staff may be called out of order.

**h. Removal from the Board Room ~~REMOVAL FROM THE BOARD ROOM.~~**

The Chairman shall order removed from the Board Room any person who commits the following acts in respect to a regular or special meeting of the Board of Supervisors:

- a) Disorderly, contemptuous or insolent behavior toward the Board or any member thereof, which disrupts, disturbs, or impedes the orderly conduct course of said meeting;
- b) A breach of the peace, boisterous conduct or violent disturbance, which disrupts, disturbs, or impedes tending to interrupt the due and orderly course conduct of said meeting;
- c) Disobedience of any lawful order of the Chairman, which shall include an order to be seated or to refrain from addressing the Board; and
- d) Any other unlawful interference with the due and orderly course conduct of said meeting.

Any person so removed shall be excluded from further attendance at the meeting from which he or she has been removed unless permission to attend be granted upon motion adopted by a majority vote of the Board.

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
<b>BOARD OF SUPERVISORS' MEETINGS</b>	A-2	5 of 4

~~Public Comment - Non-Agenda Items~~ **PUBLIC COMMENT - NON-  
AGENDA ITEMS.**

~~Notwithstanding any other provision of these rules, members of the public shall have the right to address the Board during the oral communication portion of the agenda on items of interest which are within the subject matter jurisdiction of the Board. A person may make a presentation on a non-agenda item, but shall not exceed three minutes in length. Organized presentations with more than one speaker will be limited to 15 minutes. At the sole discretion of the Board, the above-mentioned time limits may be varied.~~

i. Public Hearings

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**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**NON-SMOKING POLICY**

<b>Policy Number</b>	<b>Page</b>
<b>A-23</b>	<b>1 of 2</b>

**DEFINITIONS:**

**Smoking** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation in any manner, or in any form. Smoking includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form. Smoking also includes the use of nicotine delivery systems or the use of any tobacco product.

**Electronic Nicotine Delivery Systems** produce an aerosolized mixture containing flavored liquids and nicotine that is inhaled by the user. These systems are also called e-cigarettes, personal vaporizers, vape pens, e-cigars, e-hookah, electronic pipes or vaping devices. Components of electronic nicotine delivery systems may include, for example, e-liquids, tanks, cartridges, pods, wicks, or atomizers.

**Tobacco Product** means a product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.

**POLICY:**

The smoking of tobacco and/or the use of electronic nicotine delivery systems is a positive danger to health, a material annoyance, inconvenience, discomfort and a health hazard to all those who are in the vicinity of tobacco use and/or the aerosolization of nicotine. In order to serve public health, safety and welfare, this policy is intended to protect non-smokers to the maximum extent possible from second hand smoke from any tobacco product, nicotine and other unhealthy by-products in public places.

Smoking inside or in an outdoor area within 20 feet of a main exit, entrance, or operable window of facilities owned and occupied, or leased and occupied by the County of Riverside is prohibited by law. Smoking is prohibited in vehicles owned by the County of Riverside.

It is the responsibility of the department head and departmental supervisors to enforce the non-smoking policy of the County.

The County of Riverside Culture of Health offers information about smoking cessation classes and other resources. Free telephone smoking cessation counseling is available through the California Smokers' Helpline at 1-800-NO-BUTTS.

Employees who continue to smoke or use electronic nicotine delivery systems in non-designated areas may be subject to discipline under the County disciplinary procedure up to and including discharge.

COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Subject:**  
**NON-SMOKING POLICY**

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**A-23**

**Page**  
**2 of 2**

**Reference:**

Minute Order dated 12/3/1974  
Minute Order dated 10/21/1975  
Minute Order 3.13 of 11/21/1989  
Minute Order 3.62 of 10/01/1991  
Minute Order 3.15 of 08/29/2000  
Minute Order 3.3 of 10/31/2000  
Minute Order 3.7 of 11/07/2006  
Minute Order 3.65 of 8/28/12  
Minute Order x.xx of x/xx/xx

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>COORDINATION OF GRANTS PROTOCOL</b>	<b>A-30</b>	<b>1 of 2</b>

**BACKGROUND:**

It is the policy of the Board of Supervisors that the Coordination of Grants Protocol provide uniform guidelines for county departments currently administering or considering applying for grants.

Grants will not be sought just because funds are available, but rather because they meet identified needs of county departments, agencies, or constituents.

**POLICY:**

1. Authorization to pursue grant opportunities will be provided by the Board of Supervisors or the Department Head, depending on the conditions.
  - a. By the Board of Supervisors: Pre-application, grant letter of intent, grant renewal or grant amendment to any grantor agency which obligates county funds that are not specifically budgeted in the current fiscal year.
  - b. By the Department Head. Department heads may submit any pre-application, grant letter of intent, grant renewal or grant amendment to any grantor agency on behalf of the county provided that they meet the following requirements:
    - i. Obligated county funds are specifically budgeted in the current fiscal year or no county funds are obligated for the grant;
    - ii. The Executive Office is notified by the department head prior to submittal;
    - iii. The grant opportunity pertains to the function of the department;

Any awards or contracts resulting from an application will be brought to the Board of Supervisors for approval.

2. County Counsel will review and approve as to form all contracts, grant agreements and other legal documents prior to submission to the Board of Supervisors.

**STAFFING:**

When not specifically budgeted in the current fiscal year, grant or contract-funded positions shall be added and deleted through the Human Resources BPR (Budgeted Positions Reconciliation) Form as follows:

- The department shall indicate whether the position(s) is/are being added or deleted as a result of grant or contract funding;
- The department shall indicate the percentage of the position(s) funded through a grant or contract;
- The department shall maintain all Form 11's authorizing addition of grant or contract-funded positions for the duration of the grant or contract period;

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>COORDINATION OF GRANTS PROTOCOL</b>	<b>A-30</b>	<b>2 of 2</b>

Any staff positions funded through grants or contracts shall be deleted upon termination of external funding, unless the department can identify funding from other than new net county cost.

**Reference:**

Minute Order dated 05/09/1978  
Minute Order 3.9 of 12/19/1995  
Minute Order 3.4 of 12/08/1998  
Minute Order 3.7 of 11/07/2006  
Minute Order 3.16 of 10/27/09  
Minute Order x.xx of xx/xx/xxxx



COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

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COUNTY OF RIVERSIDE,  
CALIFORNIA BOARD OF  
SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy</u> <u>Number</u>	<u>Page</u>
<u>COORDINATION OF GRANTS</u>	A-30	1 of 2

Policy BACKGROUND:

It is the purpose of this policy to establish guidelines for county departments currently administering or considering application applying for state, federal and other grants. It is the policy of the Board of Supervisors that the Coordination of Grants Protocol provide uniform guidelines for county departments currently administering or considering applying for grants.

Grants will not be sought just because funds are available, but rather because they meet identified needs of county departments or agencies.

POLICY:

It shall be the policy of the Board of Supervisors that:

1. Authorization: to pursue grant opportunities will be provided by the Board of Supervisors or the Department Head, depending on the conditions.
  - a. By the Board of Supervisors: --Pre-application, grant letter of intent, grant renewal, or grant amendment to any grantor y federal, state, or other grantor agency which obligates county funds that are not y that obligates county funds for the grant, which is not already specifically budgeted in the current fiscal year.
  - b. By the Department Head. Department heads may submit any pre-application, grant letter of intent, grant renewal, or grant amendment to any grantor y federal, state, or other grantor agency on behalf of the county provided that that they meet the following requirements:
    - i. Obligated county funds are specifically budgeted in the current fiscal year or no county funds are obligated for the grant;
    - ii. The Executive Office is notified by the department head prior to submittal;
    - i. The grant opportunity pertains to the function of the department;
    - iii. The Executive Office is notified by the department head prior to

~~submittal. Obligated county funds are specifically budgeted in the current fiscal year, or there are no county funds are obligated county funds for the grant.~~

Any awards or contracts resulting from an application will be brought to the Board of Supervisors for approval.

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~~2. The County Counsel will review and form—approve as to form as to form all contracts, contracts, grant agreements and other legal documents prior to submission to the Board of Supervisors.~~

**STAFFING:**

~~It shall be the policy of the Board of Supervisors that aAny staff positions funded bythrough grants or contracts shall be deleted upon the termination of such external funding, unless the department can identify funding from other than new net county cost.~~

~~When not specifically budgeted in the current fiscal year, Ggrant or contract-funded positions shall be added and deleted through the Human Resources ABP (Adding/Deleting of Budgeted Positions)BPR (Budgeted Positions Reconciliation) Form as follows:-~~

- ~~a. The department shall indicate whether the position((s)) is/are being added or deleted by virtueas a result of grant or contract funding;~~
- ~~b. The department shall indicate the percentage of the position(s) funded bythrough a grant or contract;~~
- ~~• The department shall maintain all Form 11's Board authorizaauthorizing addition of grant or contract-funded g Form 11's for all A-30 positions added by virtue of grant or contract funding for the duration of the grant or contract period.~~

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b>Subject:</b>	<b>Policy Number</b>	<b>Page</b>
<b>COORDINATION OF GRANTS PROTOCOL</b>	<b>A-30</b>	<b>2 of 2</b>

~~1. Upon the termination of grant or contract funding, the position(s) shall be deleted unless the department can demonstrate that the position(s) can be funded from other than new net county cost.~~

~~2.~~

~~3.1. Authorization:~~

~~a. By the Board of Supervisors. Pre-application grant letter of intent, grant renewal, or grant amendment to any federal, state, or other grantor agency that obligates county funds for the grant, which is not already specifically budgeted in the~~

~~current fiscal year.~~

~~b.a. By the department head, Department heads may submit any pre-application, grant letter of intent, grant renewal, or grant amendment to any federal, state, or other grantor agency on behalf of the county provided that:~~

~~1. It pertains to the function of the department;~~

~~2.1. The Executive Office is notified by the department head prior to submittal;~~

~~3.1. Obligated county funds are specifically budgeted in the current fiscal year, or there are no obligated county funds for the grant;~~

~~4.1. Any awards or contracts resulting from an application will be brought to the Board of Supervisors for approval.~~

Any staff positions funded through grants or contracts shall be deleted upon termination of external funding, unless the department can identify funding from other than new net county cost.

~~4. It is further the policy of the Board of Supervisors that grants will not be sought just because funds are available, but rather, because they will be sought to meet the identified needs of the county departments or related agencies.~~

**Reference:**

Minute Order dated 05/09/1978  
Minute Order 3.9 of 12/19/1995  
Minute Order 3.4 of 12/08/1998  
Minute Order 3.7 of 11/07/2006  
Minute Order 3.16 of 10/27/09  
Minute Order x.xx of xx/xx/xxxx

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:**

**FLAG PROTOCOL**

**Policy  
Number**

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**A-35**

**1 of 4**

**Policy:**

It is the policy of the Board of Supervisors that the Flag Protocol provide uniform guidelines and proper etiquette for the display of and respect to all flags.

**United States and State Of California Flags**

The flags of the United States of America (U.S.) and of the State of California (State) shall be flown at all county facilities with flagpoles throughout the County of Riverside.

**County of Riverside Flag**

The County flag shall be displayed at all county facilities where the U.S. and California flags are flown, and in the manner prescribed for those flags. Whereby, one, single flagpole exists, the height of the flagpole must accommodate the additional flag.

**POW/MIA Flag**

The POW/MIA flag shall be flown at full-staff at all county facilities with flagpoles on the specified holidays as shown below, or such other times as directed by the Chairman of the Board of Supervisors or the Assistant County Executive Officer/Economic and Community Development. County facilities may fly this flag up to 365 days a year, but no less than the scheduled holidays listed below.

<b>SCHEDULED DATES TO FLY POW/MIA FLAG</b>	
<b>Third Saturday in May</b>	<b>Armed Forces Day</b>
<b>Last Monday in May</b>	<b>Memorial Day</b>
<b>June 14</b>	<b>Flag Day</b>
<b>July 4</b>	<b>Independence Day</b>
<b>Third Friday in September</b>	<b>National &amp; State POW/MIA Recognition</b>
<b>November 11</b>	<b>Veterans' Day</b>

**Half-Staff**

The United States flag and the State of California flag shall be flown at half-staff when directed by the President of the United States, the Governor of the State of California, the Chairman of the Board of Supervisors or the Assistant County Executive Officer/Economic and Community Development.

The Executive Assistant of the Economic Development Agency (EDA) is responsible for sending out the half-staff flag advisory. EDA Maintenance personnel are responsible for implementing the flag protocols at county facilities. The Fire Stations and Riverside University Health Services (RUHS) Hospital Campus are responsible for implementation of the flag protocol at their respective locations. When the United States Flag is lowered to half-staff position, all other flags should similarly be lowered. Additionally, the flags also fly at half-staff during the 6-holidays listed below.

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:**  
**FLAG PROTOCOL**

**Policy  
Number**      **Page**  
**A-35**          **2 of 4**

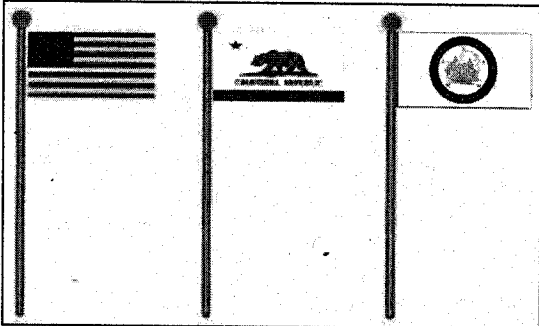

<b>SCHEDULED DATES WHERE ALL FLAGS FLY AT HALF-STAFF</b>		
<b>May 15</b>	<b>Peace Officers Memorial Day</b>	<b>(Sunrise to Sunset)</b>
<b>3rd Saturday in May</b>	<b>Armed Forces Day</b>	<b>(Sunrise to Sunset)</b>
<b>Last Monday in May</b>	<b>Memorial Day</b>	<b>(Sunrise to Noon)</b>
<b>September 11</b>	<b>Patriots Day</b>	<b>(Sunrise to Sunset)</b>
<b>October 7</b>	<b>National Firefighters Memorial Day</b>	<b>(Sunrise to Sunset)</b>
<b>December 7</b>	<b>Pearl Harbor Remembrance Day</b>	<b>(Sunrise to Sunset)</b>

**Guidelines & Proper Etiquette of Flags**

**ADJACENT FLAG POLES**

When flying from adjacent-flagpoles, the United States Flag should be hoisted first and lowered last. When facing the front of the building and flagpoles, the United States flag will be the positioned on the left and the other flags will follow.

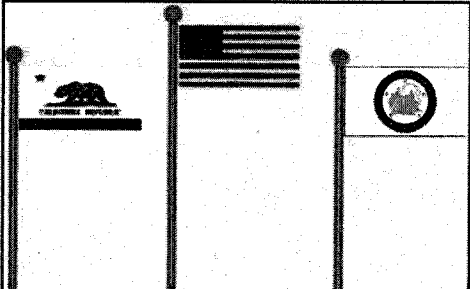
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<b>3 Adjacent Flagpoles (if applicable)</b>	<b>2 Adjacent Flagpoles (if applicable)</b>
	

**3 Adjacent Flagpoles When Center Pole Is Higher**

When displaying a group of flags, the United States Flag should be in the center and at the highest point.

***Please use image as a reference.***


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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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**FLAG PROTOCOL**

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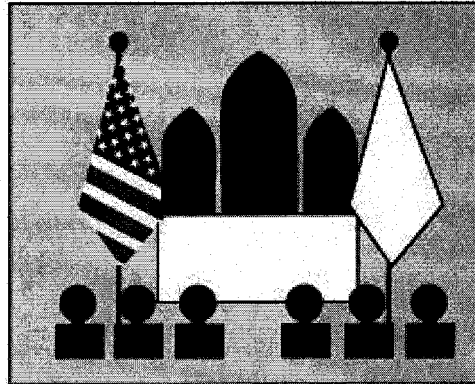
**A-35**

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***SPEAKER'S PLATFORM***

When flags on flagpoles are used on a speaker's platform, the flag of the United States of America should hold the position for superior prominence which is to be positioned to the speaker's right as he/she faces the audience. Any other flag so displayed, should be placed the left of the speaker.

***Please use image as a reference.***



***FLAGS ON ONE POLE***

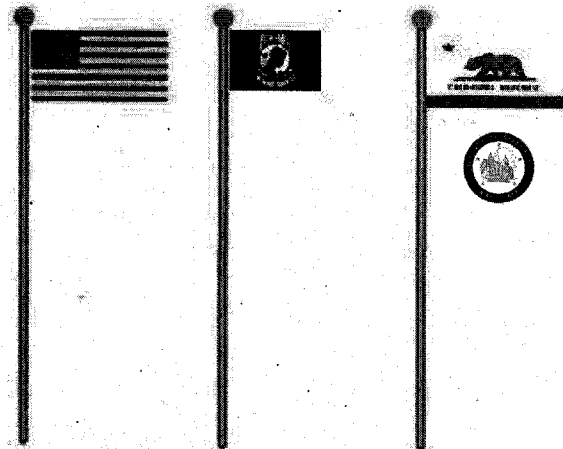
When flags of States, Counties, or pennants of societies, are flown on the same halyard with the flag of the United States, the United States flag should always be at the peak, or at the top.

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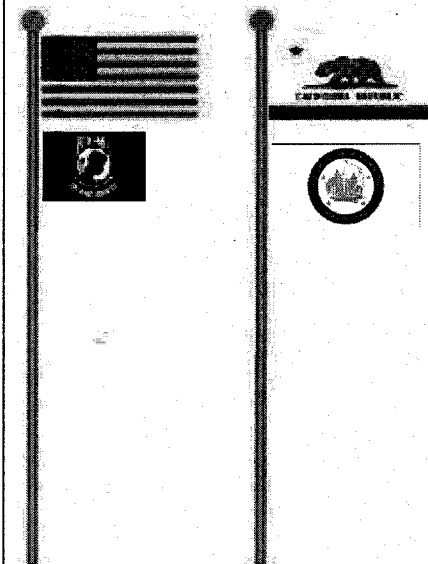


**HOW TO FLY POW/MIA FLAG**

***3 Adjacent Flagpoles***



***2 Adjacent Flagpoles***



***1 Flagpole***



**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:**

**FLAG PROTOCOL**

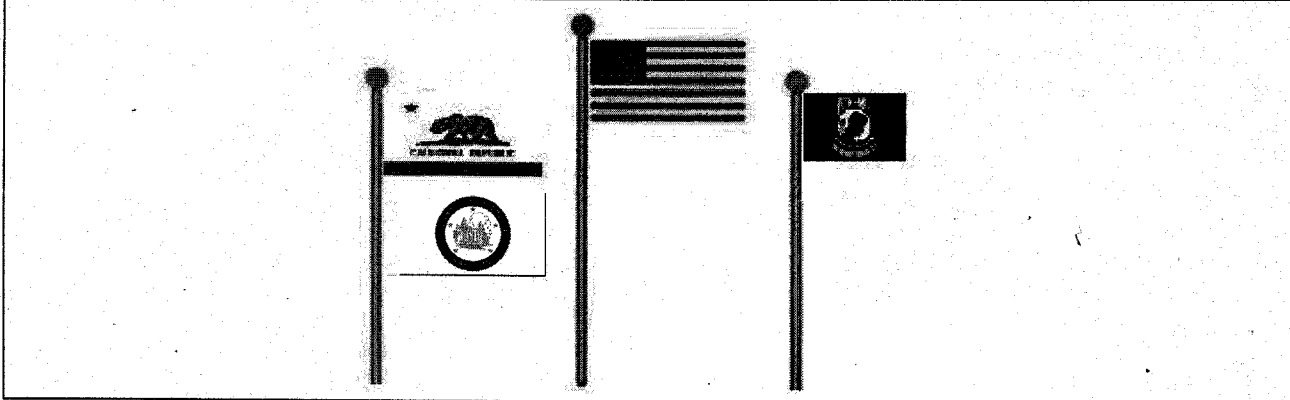
**Policy  
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***3 Adjacent Flagpoles When Center Pole Is Higher***



**ADDITIONAL INFORMATION**

- Flags should be properly illuminated at all times. Flags without a secondary light source cannot be flown after sunset and therefore must be removed accordingly on a daily basis.
- Flags should be kept clean and without signs of deterioration and therefore must be maintained and or replaced accordingly.
- Flags that are no longer fit to be flown will be retired in proper manner.

**Reference:**

Minute Order 3.18 of 06/02/1987  
Minute Order 3.35 of 03/12/1991  
Minute Order 3.1 of 11/24/1998  
Minute Order 3.7 of 11/07/2006  
Minute Order \_\_\_ of \_\_\_\_\_



**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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Number      Page**

**FLYING OF FLAGS AT COUNTY BUILDINGSFLAG  
PROTOCOL**

**A-35      1 of  
44**

It is the policy of the Board of Supervisors that the Flag Protocol provide uniform guidelines and proper etiquette for the display of and respect to all flags.

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1. It is the policy of the Board of Supervisors that the flags of the United States and of the State of California shall be flown at full mast, during all normal working hours, at all county buildings throughout Riverside County. Neither flag shall be flown at half mast, or at any position other than full mast, without the prior approval of the Chairman of the Board of Supervisors, or the approval of the Vice Chairman in the absence of the Chairman, except when otherwise directed by the Governor of the state or the President of the United States.

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**United States and State Of California Flags**

The flags of the United States of America (U.S.) and of the State of California (State) shall be flown at all county facilities with flagpoles throughout the County of Riverside.

**County of Riverside Flag**

The County flag shall be displayed at all county facilities where the U.S. and California flags are flown, and in the manner prescribed for those flags. Whereby, one, single flagpole exists, the height of the flagpole must accommodate the additional flag.

**POW/MIA Flag**

The POW/MIA flag shall be flown at full-staff at all county facilities with flagpoles on the specified holidays as shown below, or such other times as directed by the Chairman of the Board of Supervisors or the Assistant County Executive Officer/Economic and Community Development. County facilities may fly this flag up to 365 days a year, but no less than the scheduled holidays listed below.

<b><u>Third Saturday in May</u></b>	<b><u>Armed Forces Day</u></b>
<b><u>Last Monday in May</u></b>	<b><u>Memorial Day</u></b>
<b><u>June 14</u></b>	<b><u>Flag Day</u></b>
<b><u>July 4</u></b>	<b><u>Independence Day</u></b>
<b><u>Third Friday in September</u></b>	<b><u>National &amp; State POW/MIA Recognition</u></b>
<b><u>November 11</u></b>	<b><u>Veterans' Day</u></b>

2. It is the policy of the Board of Supervisors that the POW/MIA flag be flown as follows:

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a. At all county administrative centers whenever the United States flag is flown;

b. At all county departments with flagpoles on Memorial Day (last Monday in May), Veterans' Day (November 11 each year), National POW Day (April 9 each year), National POW/MIA Recognition Day and State POW/MIA Recognition Day (third

Friday each September), Flag Day (June 14 of each year), and Independence Day (July 4 of each year). Whenever one of the days listed above falls on a holiday or weekend, the flag will be flown on the last preceding workday in lieu of the holiday or weekend;

c. At such other times as directed by the Chairman of the Board of Supervisors.

3. It is the policy of the Board of Supervisors that the Riverside County flag be displayed at all major county facilities (county administrative centers) where the U.S. and California flags are flown, and in the manner prescribed for those flags.

#### **Half-Staff**

The United States flag and the State of California flag shall be flown at half-staff when directed by the President of the United States, the Governor of the State of California, the Chairman of the Board of Supervisors or the Assistant County Executive Officer/Economic and Community Development.

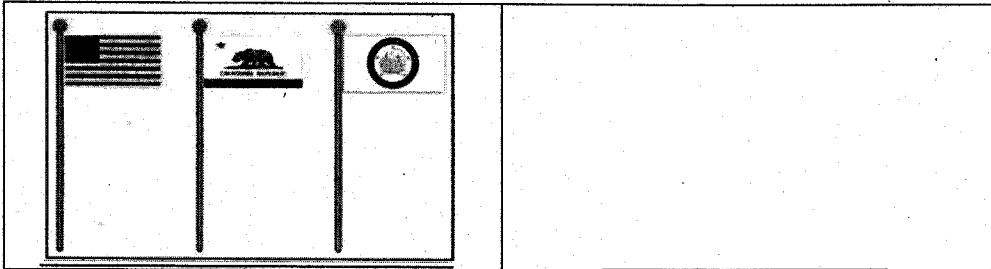
The Executive Assistant of the Economic Development Agency (EDA) is responsible for sending out the half-staff flag advisory. EDA Maintenance personnel are responsible for implementing the flag protocols at county facilities. The Fire Stations and Riverside University Health Services (RUHS) Hospital Campus are responsible for implementation of the flag protocol at their respective locations. When the United States Flag is lowered to half-staff position, all other flags should similarly be lowered. Additionally, the flags also fly at half-staff during the 6-holidays listed below.

<b><u>May 15</u></b>	<b><u>Peace Officers Memorial Day</u></b>	<b><u>(Sunrise to Sunset)</u></b>
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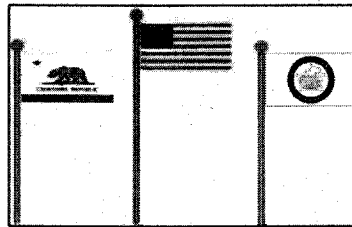
#### **Guidelines & Proper Etiquette of Flags**

When flying from adjacent flagpoles, the United States Flag should be hoisted first and lowered last. When facing the front of the building and flagpoles, the United States flag will be the positioned on the left and the other flags will follow.

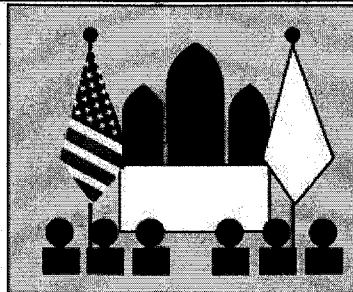
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When displaying a group of flags, the United States Flag should be in the center and at the highest point.  
***Please use image as a reference.***



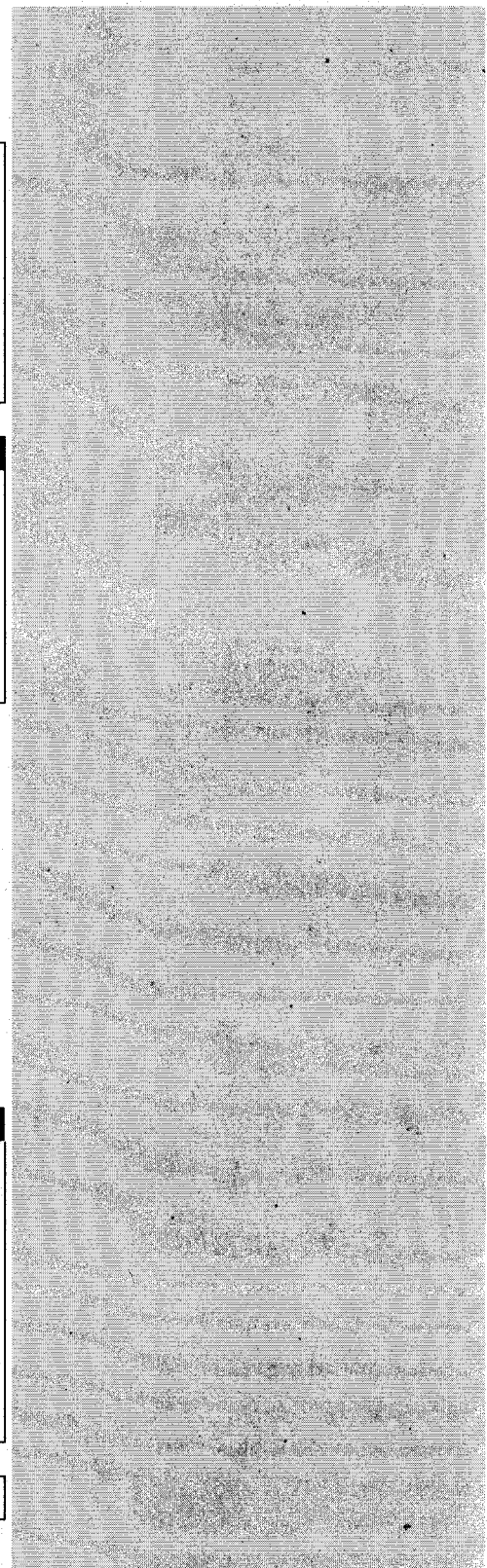
When flags on flagpoles are used on a speaker's platform, the flag of the United States of America should hold the position for superior prominence which is to be positioned to the speaker's right as he/she faces the audience. Any other flag so displayed, should be placed the left of the speaker.  
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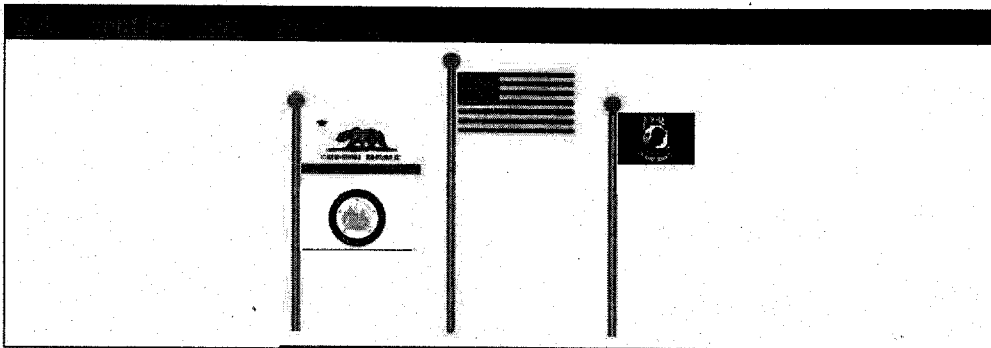
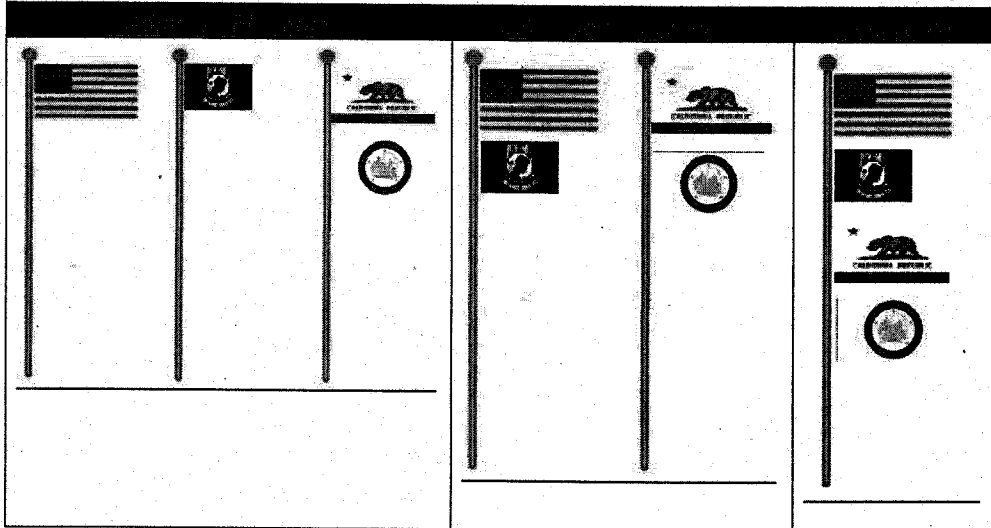


When flags of States, Counties, or pennants of societies, are flown on the same halyard with the flag of the United States, the United States flag should always be at the peak, or at the top.  
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**HOW TO FLY POW/MIA FLAG**





**ADDITIONAL INFORMATION**

- Flags should be properly illuminated at all times. Flags without a secondary light source cannot be flown after sunset and therefore must be removed accordingly on a daily basis.
- Flags should be kept clean and without signs of deterioration and therefore must be maintained and or replaced accordingly.
- Flags that are no longer fit to be flown will be retired in proper manner.

**Reference:**

- Minute Order 3.18 of 06/02/1987
- Minute Order 3.35 of 03/12/1991
- Minute Order 3.1 of 11/24/1998
- Minute Order 3.7 of 11/07/2006
- Minute Order of \_\_\_\_\_





**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>ELECTRONIC MEDIA AND USE POLICY</b>	<b>A-50</b>	<b>1 of 8</b>

**Purpose:**

The purpose of this policy is to establish guidelines for proper use of all forms of electronic media. As used in this policy, "*electronic media*" includes, but is not necessarily limited to, the following: e-mail (electronic-mail), photographs, text messages, Internet use, voice-mail, video teleconferencing, fax, storage media, bulletin boards, television, electronic subscription services, electronic documents, and any other forms of electronic communication. County officials and employees with access to electronic media are required to abide by this policy.

**Policy:**

1. **No Expectation of Personal Privacy for Use of County Systems**

Employee use of any county electronic media system is not private; and employees using these systems should not expect their communications to be private. Employees should not have an expectation of personal privacy when using any form electronic media.

Employees should also be aware that any electronic media communication might be considered a public record subject to disclosure under California law.

2. **No Use of Private Accounts for County Business**

Employee use of personal accounts to conduct county business is prohibited. This includes AOL, Google Mail, Yahoo, Facebook, Twitter, Instagram, and similar communications media. In the event that a County-related communication is sent to an employee's personal account, the communication shall be forwarded to an official county account. A "County-related communication" is one that relates in some substantive way to the conduct of the county's business rather than one that is primarily personal, containing no more than incidental mentions of county business.

3. **Appropriate Use**

County electronic media systems are made available to employees for the purpose of providing an effective method to communicate, increase productivity, perform research and obtain information that will assist in performing job related tasks.

Employees shall use good judgment at all times when using the Internet or other

**COUNTY OF RIVERSIDE, CALIFORNIA**  
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electronic media. Electronic media shall be used only to send courteous, professional and businesslike communications.

Certain electronic media (especially e-mail) may not be appropriate to transmit sensitive materials, which may be more appropriately communicated by written document or personal conversation.

Care must be exercised when staff communicates with elected or appointed members of legislative bodies (e.g., Board of Supervisors, Planning Commission, etc.) by email because of the ease of using the "Reply All" function may inadvertently result in a violation of the State's Open Meeting laws. The Brown Act prohibits any discussion or deliberation by a majority of the members outside of a noticed public meeting of a matter within the legislative body's subject-matter jurisdiction. Consequently, when staff sends an email to a majority of the members of a legislative body, staff shall send the email to themselves and blind-copy the members. The members will then receive the email but the use of the "Reply All" will only send a response to the sender and not to the other members of the legislative body. Similarly, the "Reply All" function shall not be used to respond to any email communication that includes a majority of the members of a legislative body as recipients of the email.

Employees should always remember that persons other than the sender and the recipient might read electronic media communications at a later date. Accordingly, electronic media communications (such as e-mail messages) should always be treated as written memos, which may remain on file in various locations.

Electronic media shall not be used in any manner in violation of the law or county rules, policies or procedures. Electronic media shall in no manner be used for any improper, illegal, offensive or harassing purpose.

Activities prohibited by this policy include, but are not necessarily limited to the following:

- a. Transmittal of any material or communication in violation of any federal, state or local law, ordinance or regulation;
- b. Transmittal of any material or communication, which includes potentially offensive material (such as; sexual, racial or ethnic comments, jokes or slurs);
- c. Misrepresentation under any circumstance of an employee's true identity;

**COUNTY OF RIVERSIDE, CALIFORNIA**  
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**ELECTRONIC MEDIA AND USE POLICY**

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- d. Unauthorized access to any computer system;
- e. Any action intended to accomplish or assist in unauthorized access to computer systems;
- f. Unauthorized or improper downloading, accessing or transmittal of copyrighted information, documents or software;
- g. Transmittal of unauthorized broadcast communications or solicitations (such as; mass email transmittals). All broadcast or solicitation messages must be approved in advance by the Chief Information Officer, Riverside County Information Technology;
- h. Any action that causes the county to incur a fee for which there has not been prior approval;
- i. Use of security code or password other than as authorized; or
- j. Disclosing your username and password to anyone for any purpose.

**4. Notice of County's Right and Ability to Store Communications**

Employees are notified that electronic media communication may not be deleted from the system; and that the county may save such communications even though it appears they have been deleted. For example, e-mail users should be aware that when they have deleted a message from their mailbox it may not have been deleted from the e-mail system and that every e-mail message might be saved by the county.

All electronic media communications are considered at all times to be county records. The county has the capability to access, monitor, review, copy, or disclose any electronic media communications; and the county reserves the right to do so for any proper county purpose. The use of security measures (such as individual passwords) or deletion of electronic media communications (such as deletion of e-mail messages by users) does not affect the county's ability or right to access, review, copy, or disclose such communications under appropriate circumstances. Employees' use of electronic media is consent to such action by the county.

This policy shall not be interpreted to limit the county's access to electronic

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**ELECTRONIC MEDIA AND USE POLICY**

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media communications under appropriate circumstances; and shall not in any way limit the county's control or ownership of its electronic media systems. However, this policy is in no way intended to permit unauthorized access to electronic media communications.

**5. Software**

Employees shall use software only in compliance with license agreements and copyright or other laws.

**6. Email**

Riverside County email systems contain different types of messages. It is up to each user to manage the retention of these messages based on the message type.

**a. Email Retention**

- 1) Transitory Messages – These are messages and attachments that are temporary and not required to be kept beyond their useful life. These emails should be deleted by the email user as soon as they have served their intended purpose.
- 2) Non-Transitory Messages - These messages and attachments are directly related to county business and/or projects and should be kept until the completion of their associated project and/or county business operations.
- 3) Automatic archival of email messages outside of the email systems (i.e. – PST file, 3<sup>rd</sup> party archiving software, etc.) is prohibited. Each department and its users must configure its email systems to prevent external auto-archiving of email messages.
- 4) The Deleted Items folder will be purged every night via an automated cleanup process invoked by each department's email administrator.

**7. Instant Communications**

Instant Messaging tools (a.k.a. – Skype, Jabber, etc.) are transitory systems and are not intended as mechanisms for storing records. These systems must be



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**ELECTRONIC MEDIA AND USE POLICY**

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configured to never automatically store audio, video, or text after their sessions have ended.

**8. Public Records**

- a. Notwithstanding Section 6.a. of this policy titled Email Retention, any information transmitted by email that meets the definition of "public record" under the California Public Records Act may not be deleted or otherwise disposed of except in accordance with the Public Records Act and in compliance with the Board of Supervisors Policy A-43 County Records Management and Archives Policy. General guidelines as to whether or not an email message contains information that constitutes a public record are provided in Attachment 1.
- b. Employees must be aware that an email message which constitutes a public record (whether or not it is exempt from disclosure) may be subject to the County's records retention schedules and/or statutory retention requirements. In that event, the email message may not be deleted without first being reduced to paper copy or stored in an electronic format in a location other than the department's email systems.

**9. Litigation Hold Procedure**

- a. This email deletion policy and all supporting departmental policies and procedures are subject to litigation holds. A "litigation hold" is the process used to notify County departments about pending or reasonably anticipated litigation involving the County of Riverside and the department's potential obligation to preserve relevant email information by suspending email deletion policies involving any potentially relevant information transmitted by email.
- b. The Office of Risk Management, or the Office of County Counsel, or the Human Resources Department are authorized to direct any County department to place a litigation hold whenever information transmitted by email is or may be relevant to pending or reasonably anticipated litigation involving the County of Riverside.
- c. When any County department is directed by the Office of Risk Management, or the Office of County Counsel, or the Human Resources Department to institute a litigation hold, the department must promptly contact and coordinate with personnel from Riverside County Information

**COUNTY OF RIVERSIDE, CALIFORNIA  
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<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>ELECTRONIC MEDIA AND USE POLICY</b>	<b>A-50</b>	<b>6 of 8</b>

Technology or internal information technology staff responsible for managing the department's email systems to implement the litigation hold.

d. Each department must establish and implement the litigation hold procedure with the following general guidelines:

- 1) Each department must designate "Litigation Hold / Public Records Act" personnel to serve as a liaison with outside legal counsel, the Office of County Counsel, the Office of Risk Management, the Human Resources Department, information technology personnel, and litigation hold personnel from other County departments.
- 2) The departmental "Litigation Hold / Public Records Act" personnel are responsible for the following:
  - I. Helping legal counsel place a litigation hold on emails that are or may be relevant to pending or reasonably anticipated litigation involving the County of Riverside.
  - II. Providing sufficient information regarding the subject of the pending or reasonably anticipated litigation to allow departmental employees to conduct a reasonable search for potentially relevant email information.
  - III. Coordinating with informational technology personnel to place a litigation hold on potentially relevant email information.
  - IV. Coordinating with litigation hold personnel from other County departments, if any, involved in the pending or reasonably anticipated litigation.

10. Auditing

- a. Each department must conduct audits to ensure that email messages are retained during the email retention period; that email messages are actually purged from the department's online email systems, and backed up, in compliance with the email deletion schedule; and that the litigation hold procedure is effectively implemented.

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- b. The first audit must be performed within two (2) years of establishing the individual department's policies and procedures on email retention, deletion and litigation holds. Department heads may at their discretion conduct subsequent audits when appropriate.

**11. Training and Education**

Human Resources and County Counsel will be responsible for providing concurrent and ongoing training and education to all County employees regarding applicable policies and procedures for email communication, retention, deletion, litigation holds, and the California Public Records Act, including any applicable retention requirements.

**Written Acknowledgment**

Department heads shall have all employees acknowledge in writing that they have received and read this policy. Such written acknowledgment shall be retained in the department's files. (Nevertheless, the failure to provide such written acknowledgement shall not in any way limit the county's ability to enforce this policy.) An Example form is attached.

**Reference:**

Minute Order 3.8 of 10/22/1996  
Minute Order 3.36 of 06/29/1999  
Minute Order 3.7 of 11/07/2006  
Minute Order 3.65 of 06/02/2009  
Minute Order 3-2 of 11/05/2013  
Minute Order 3-6 of 12/08/2015  
Minute Order X.X of XX/XX/XXXX

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**(FOLLOWING ARE: ATTACHMENTS 1 and 2)**

## ATTACHMENT 1

### GENERAL GUIDELINES ON PUBLIC RECORDS

- A. With respect to electronic media that is prepared, owned, used or retained by the County through its officials, employees, or certain agents or consultants, the content of the communication determines whether or not it is a public record.
1. A communication is generally considered to be a public record if it relates in some substantive way to the conduct of the public business, regardless of physical form or characteristics.
  2. A communication is generally not considered to be a public record if it is primarily personal, containing no more than incidental mentions of county business.
- B. Some guidelines for making the determination as to whether or not a communication is a public record or exempt from disclosure include:
1. Communications that are SPAM, or commercial solicitation, or are of a personal nature which have no relevance to the conduct of County business shall not be considered to be public records and do not need to be retained.
  2. Preliminary drafts, notes, or interagency memoranda or intra-agency memoranda that are not retained by the County in the ordinary course of business are exempt from disclosure if the public interest in withholding those records clearly outweighs the public interest in disclosure.
    - a. These may generally include email messages that are pre-decisional communications to the extent they contain advice, recommendations, opinions, and deliberation in the policy-making processes and are not customarily preserved or retained.
    - b. Insofar as the above-described email messages also contain purely factual information, such information is generally not considered exempt from disclosure.

**ATTACHMENT 2**

**ACKNOWLEDGEMENT OF  
COUNTY OF RIVERSIDE  
ELECTRONIC MEDIA AND USE POLICY**

I have received a copy of and am fully aware of the County of Riverside's electronic media and use policy; and I agree to abide by the terms of this policy. I also agree to remain apprised of future revisions to this policy and to abide by the terms of all such revisions.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

This form shall be retained in department files.

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**Purpose:**

The purpose of this policy is to establish guidelines for proper use of all forms of electronic media. As used in this policy, "electronic media" includes, but is not necessarily limited to, the following: e-mail (electronic-mail), photographs, text messages, Internet use, voice-mail, video teleconferencing, fax, diskettes, storage media, bulletin boards, television, electronic subscription services, electronic documents, and any other forms of electronic communication. County officials and employees with access to electronic media are required to abide by this policy.

**Policy:**

1. No Expectation of Personal Privacy for Use of County Systems

Employee use of any county electronic media system is not private; and employees using these systems should not expect their communications to be private. Employees should not have an expectation of personal privacy when using any form electronic media.

Employees should also be aware that any electronic media communication might be considered a public record subject to disclosure under California law.

2. No Use of Private Accounts for County Business

Employee use of personal accounts to conduct county business is prohibited. This includes AOL, Google Mail, Yahoo, Facebook, Twitter, Instagram, and similar communications media. —In the event that a County-related communication is sent to an employee's personal account, the communication shall be forwarded to an official county account. A "County-related communication" is one that relates in some substantive way to the conduct of the county's business rather than one that is primarily personal, containing no more than incidental mentions of county business.

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**3. Appropriate Use**

County electronic media systems are made available to employees for the purpose of providing an effective method to communicate, increase productivity, perform research and obtain information that will assist in performing job related tasks.

Employees shall use good judgment at all times when using the Internet or other electronic media. Electronic media shall be used only to send courteous, professional and businesslike communications.

Certain electronic media (especially e-mail) may not be appropriate to transmit sensitive materials, which may be more appropriately communicated by written document or personal conversation.

Care must be exercised when staff communicates with elected or appointed members of legislative bodies (e.g., Board of Supervisors, Planning Commission, etc.) by email because of the ease of using the "Reply All" function may inadvertently result in a violation of the State's Open Meeting laws. The Brown Act prohibits any discussion or deliberation by a majority of the members outside of a noticed public meeting of a matter within the legislative body's subject-matter jurisdiction. Consequently, when staff sends an email to a majority of the members of a legislative body, staff shall send the email to themselves and blind-copy the members. The members will then receive the email but the use of the "Reply All" will only send a response to the sender and not to the other members of the legislative body. Similarly, the "Reply All" function shall not be used to respond to any email communication that includes a majority of the members of a legislative body as recipients of the email.

Employees should always remember that persons other than the sender and the recipient might read electronic media communications at a later date. Accordingly, electronic media communications (such as e-mail messages) should always be treated as written memos, which may remain on file in various locations.



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Electronic media shall not be used in any manner in violation of the law or county rules, policies or procedures. Electronic media shall in no manner be used for any improper, illegal, offensive or harassing purpose.

Activities prohibited by this policy include, but are not necessarily limited to the following:

- a. Transmittal of any material or communication in violation of any federal, state or local law, ordinance or regulation;
- b. Transmittal of any material or communication, which includes potentially offensive material (such as; sexual, racial or ethnic comments, jokes or slurs);
- c. Misrepresentation under any circumstance of an employee's true identity;
- d. Unauthorized access to any computer system;
- e. Any action intended to accomplish or assist in unauthorized access to computer systems;
- f. Unauthorized or improper downloading, accessing or transmittal of copyrighted information, documents or software;
- g. Transmittal of unauthorized broadcast communications or solicitations (such as; mass email transmittals). All broadcast or solicitation messages must be approved in advance by the Chief Information Officer, Riverside County Information Technology;
- h. Any action that causes the county to incur a fee for which there has not been prior approval;
- i. Use of security code or password other than as authorized; or  
       Disclosing your username and password to anyone for any purpose.

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j.

**34. Notice of County's Right and Ability to Store Communications**

Employees are notified that electronic media communication may not be deleted from the system; and that the county may save such communications even though it appears they have been deleted. For example, e-mail users should be aware that when they have deleted a message from their mailbox it may not have been deleted from the e-mail system and that every e-mail message might be saved by the county.

All electronic media communications are considered at all times to be county records. The county has the capability to access, monitor, review, copy, or disclose any electronic media communications; and the county reserves the right to do so for any proper county purpose. The use of security measures (such as individual passwords) or deletion of electronic media communications (such as deletion of e-mail messages by users) does not affect the county's ability or right to access, review, copy, or disclose such communications under appropriate circumstances. Employees' use of electronic media is consent to such action by the county.

This policy shall not be interpreted to limit the county's access to electronic media communications under appropriate circumstances; and shall not in any way limit the county's control or ownership of its electronic media systems. However, this policy is in no way intended to permit unauthorized access to electronic media communications.

**5. Software**

Employees shall use software only in compliance with license agreements and copyright or other laws.

~~6.~~

~~6.~~

~~Riverside County email systems are transitory communications systems and are not intended as mechanisms for storing records.~~

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**6. Email Retention Period**

Riverside County email systems contain different types of messages. It is up to each user to manage the retention of these messages based on the message type.

**a. Email Retention**

- 1) Transitory Messages – These are messages and attachments that are temporary and not required to be kept beyond their useful life. These emails should be deleted by the email user as soon as they have served their intended purpose.
- 2) Non-Transitory Messages - These messages and attachments are directly related to county business and/or projects and should be kept until the completion of their associated project and/or county business operations.
- 3) Automatic archival of email messages outside of the email systems (i.e. – PST file, 3<sup>rd</sup> party archiving software, etc.) is prohibited. Each department and its users must configure its email systems to prevent external auto-archiving of email messages.
- 4) The Deleted Items folder will be purged every night via an automated cleanup process invoked by each department's email administrator.

**7. Instant Communications**

Instant Messaging tools (a.k.a. – Skype, Jabber, etc.) are transitory systems and are not intended as mechanisms for storing records. These systems must be configured to never automatically store audio, video, or text after their sessions have ended.

- 1) ~~Email messages must be retained in the departments' online email systems no longer than 90 days after they are created in or received into the email system.~~

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- 2) ~~Each department must implement an email retention period through automatic electronic means. Each user's email messages must be automatically saved in the department's online email systems during the email retention period.~~
- 3) ~~Automatic archival of email messages is prohibited on Riverside County email systems. Each department must configure its email systems to prevent auto-archiving of email messages and each user must not activate the auto-archiving features.~~

Email Deletion Schedule

- a. ~~Each user's email messages must be deleted from the department's online email systems after the email retention period has expired.~~
- b. ~~Each department must establish and implement the Email Deletion Schedule through automatic electronic means. Each user's email messages must be automatically deleted from the department's online email systems according to the following schedule:~~
  - i. ~~All items in the "Trash" will be purged every 14 days.~~
  - ii. ~~All "In" and "Out" box items (whether read, opened or unopened) will be purged after the 90 day email retention period has expired.~~

~~Email "Trash", "In" and "Out" box items will be backed up during routine server back-ups. Back-up tapes allow data recovery in the event of a systems crash but must be retained no longer than 30 days.~~

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**876. Public Records**

- a. ~~Notwithstanding Section 65.Ba.b. of this pPolicy titled Email Retention titled Email Deletion Schedule, any information transmitted by email that~~



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meets the definition of "public record" under the California Public Records Act may not be deleted or otherwise disposed of except in accordance with the Public Records Act and in compliance with the Board of Supervisors Policy A-43 County Records Management and Archives Policy. General guidelines as to whether or not an email message contains information that constitutes a public record are provided in Attachment 1.

- b. Employees must be aware that an email message which constitutes a public record (whether or not it is exempt from disclosure) may be subject to the County's records retention schedules and/or statutory retention requirements. In that event, the email message may not be deleted without first being reduced to paper copy or stored in an electronic format in a location other than the department's email systems.

**987. Litigation Hold Procedure**

- a. This email deletion policy and all supporting departmental policies and procedures are subject to litigation holds. A "litigation hold" is the process used to notify County departments about pending or reasonably anticipated litigation involving the County of Riverside and the department's potential obligation to preserve relevant email information by suspending email deletion policies involving any potentially relevant information transmitted by email.
- b. The Office of Risk Management, or the Office of County Counsel, or the Human Resources Department are authorized to direct any County department to place a litigation hold whenever information transmitted by email is or may be relevant to pending or reasonably anticipated litigation involving the County of Riverside.
- c. When any County department is directed by the Office of Risk Management, or the Office of County Counsel, or the Human Resources Department to institute a litigation hold, the department must promptly contact and coordinate with personnel from Riverside County Information Technology or internal information technology staff responsible for managing the department's email systems to implement the litigation hold.

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d. Each department must establish and implement the litigation hold procedure with the following general guidelines:

- 1) Each department must designate "Litigation Hold / Public Records Act" personnel to serve as a liaison with outside legal counsel, the Office of County Counsel, the Office of Risk Management, the Human Resources Department, information technology personnel, and litigation hold personnel from other County departments.
- 2) The departmental "Litigation Hold / Public Records Act" personnel are responsible for the following:
  - I.        Helping legal counsel place a litigation hold on emails that are or may be relevant to pending or reasonably anticipated litigation involving the County of Riverside.
  - II.        Providing sufficient information regarding the subject of the pending or reasonably anticipated litigation to allow departmental employees to conduct a reasonable search for potentially relevant email information.
  - III.        Coordinating with informational technology personnel to place a litigation hold on potentially relevant email information.
  - IV.        Coordinating with litigation hold personnel from other County departments, if any, involved in the pending or reasonably anticipated litigation.

**1098. Auditing**

- a. Each department must conduct audits to ensure that email messages are retained during the email retention period; that email messages are actually purged from the department's online email systems, and backed up, in compliance with the email deletion schedule; and that the litigation hold procedure is effectively implemented.

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- b. The first audit must be performed within two (2) years of establishing the individual department's policies and procedures on email retention, deletion and litigation holds. Department heads may at their discretion conduct subsequent audits when appropriate.

**1109. Training and Education**

Human Resources and County Counsel will be responsible for providing concurrent and ongoing training and education to all County employees regarding applicable policies and procedures for email communication, retention, deletion, litigation holds, and the California Public Records Act, including any applicable retention requirements.

**Written Acknowledgment**

Department heads shall have all employees acknowledge in writing that they have received and read this policy. Such written acknowledgment shall be retained in the department's files. (Nevertheless, the failure to provide such written acknowledgement shall not in any way limit the county's ability to enforce this policy.) An Example form is attached.

**Reference:**

- Minute Order 3.8 of 10/22/1996
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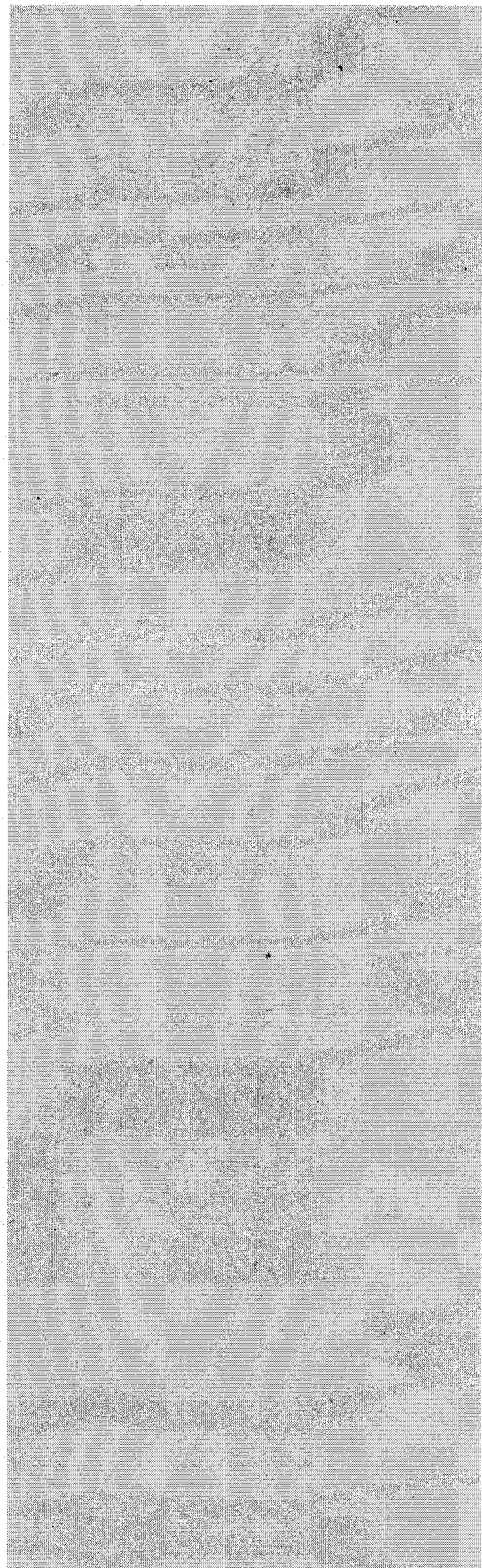
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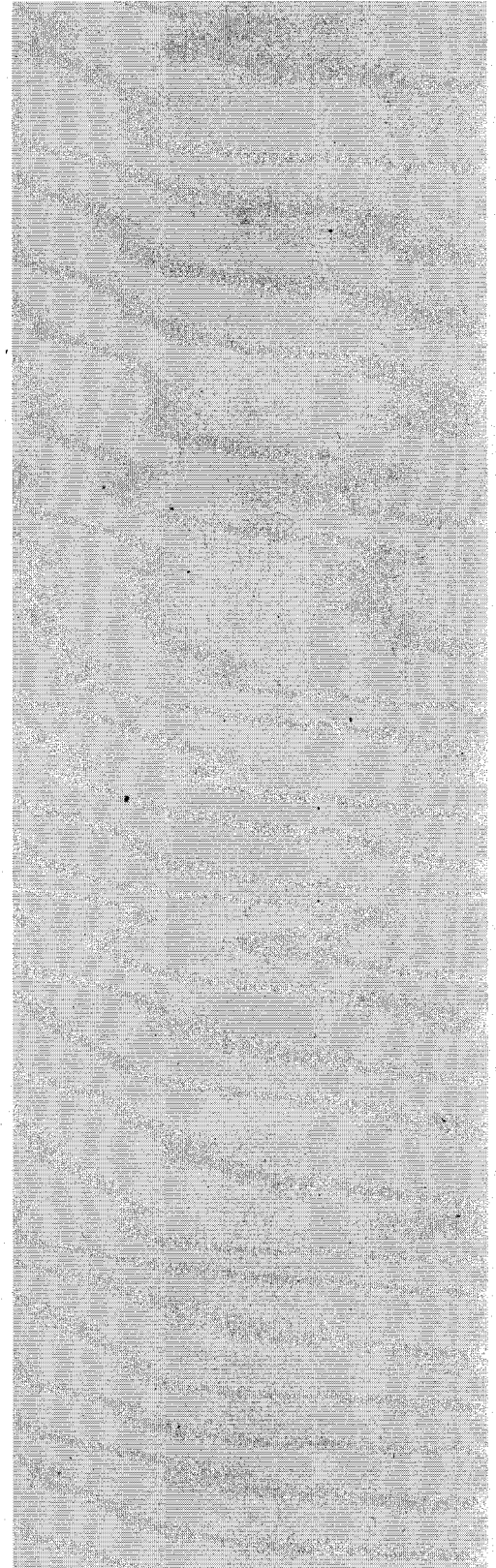
**(FOLLOWING ARE: ATTACHMENTS 1 and 2)**





**ATTACHMENT 1**

**GENERAL GUIDELINES ON PUBLIC RECORDS**



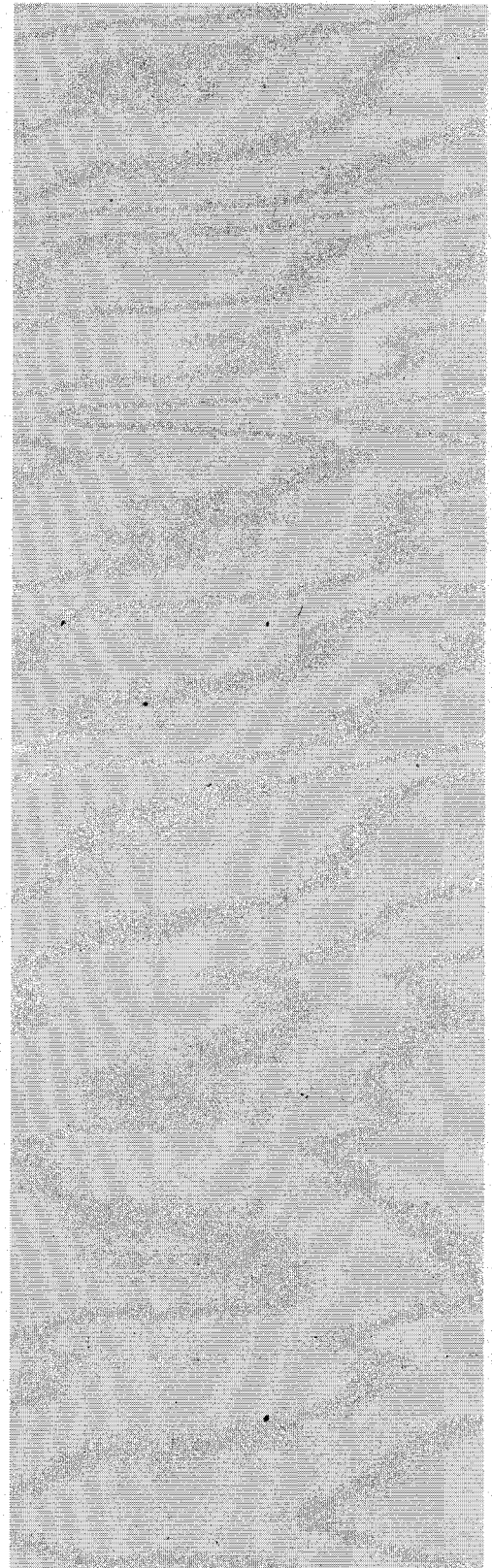
**ATTACHMENT 1**

**GENERAL GUIDELINES ON PUBLIC RECORDS**

**ATTATTACHMENT 1**

**GENERAL GUIDELINES ON PUBLIC RECORDS**

- A. With respect to electronic media ~~an email message~~ that is prepared, owned, used or retained by the County through its officials, employees, or certain agents or consultants, ~~the content of such email message of the communication~~ determines whether or not it is a public record.



## ATTACHMENT 1

### GENERAL GUIDELINES ON PUBLIC RECORDS

1. A communication n-email message is generally considered to be a public record if it relates in some substantive way contains information relating to the conduct of the public's business, regardless of physical form or characteristics.
  2. A communication n-email message is generally not considered to be a public record if it is primarily personal, containing no more than incidental mentions of county contains only purely personal information unrelated to the conduct of the public's business.
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1. CommunicationsEmail messages that are SPAM, or commercial solicitation, or are of a personal nature which have no relevance to the conduct of County business shall not be considered to be public records and do not need to be retained.
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    - a. These may generally include email messages that are pre-decisional communications to the extent they contain advice, recommendations, opinions, and deliberation in the policy-making processes and are not customarily preserved or retained.
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**ATTACHMENT 2**

**ACKNOWLEDGEMENT OF  
COUNTY OF RIVERSIDE  
ELECTRONIC MEDIA AND USE POLICY**

**ATTACHMENT 2**

**ACKNOWLEDGEMENT OF  
COUNTY OF RIVERSIDE  
ELECTRONIC MEDIA AND USE POLICY**

I have received a copy of and am fully aware of the County of Riverside's electronic media and use policy; and I agree to abide by the terms of this policy. I also agree to remain apprised of future revisions to this policy and to abide by the terms of all such revisions.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

This form shall be retained in department files.

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