

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



ITEM
3.8
(ID # 9887)

MEETING DATE:

Tuesday, May 21, 2019

FROM : EXECUTIVE OFFICE:

SUBJECT: EXECUTIVE OFFICE: Board Policy Manual Update - Rescind Board Policies A-20, A-40, A-71, B-17, D-8 ; Approval of revised Board Policies A-27, A-43 B-23, B-34, & D-2; All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

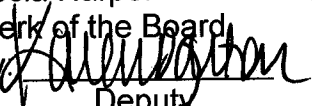
1. Rescind Board Policy A-20: Destruction of Records, A-40 Private Juvenile Facility, A-71 Veteran Incentive Purchasing Program, B-17 Disabled Veteran Local Business Enterprises, and D-8 County Vehicle Identification;
2. Approve revisions to the following Board Policies: A-27 Legislation Coordination, B-34 Procurement Preference Program (P3), B-23 Health Privacy Policy, A-43 County Records, & D-2 Use & Purchase of County Vehicles ;
3. Approve a pilot program to allow the waiver of the Procurement Preference Program (P3) for the purpose of multi-jurisdictional procurements through May 30 2021, and direct the Purchasing Director to report back quarterly to the Board on the results of multi-jurisdictional procurements; and,
4. Direct the Clerk of the Board to update the Board Policy website with the revised and rescinded Board policies.

ACTION: Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: May 21, 2019
xc: E.O., COB, Purchasing

Kecia Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	18/19

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

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, and the Chiefs of Staff of the Board of Supervisors.

Board Policy B-34 Procurement Preference Program (P3) combines Policy A-71 Veteran Incentive Purchasing Program and B-17 Disabled Veteran and Local Business Enterprises into one new policy. The policy provides a preference incentive to businesses owned by veterans, businesses that employ veterans, and other military designations. The policy also encourages local and small business to do business with the county. As part of the policy change for B-34 we recommend a pilot program to allow the waiving of the P3 for the purpose of multi-jurisdictional procurements for twenty-four months. Riverside County Purchasing and Fleet Services is coordinating efforts with neighboring counties to combine purchases in order to receive deeper discount. The 24-month period will allow enough time to sync with neighboring county's bidding activities. Neighboring county contracts expire at different times so this will allow time for coordinated efforts and will allow at least one cycle of a large purchase effort, such as vehicle purchases, in the pilot timeline. Purchasing will report back quarterly to the Board on any multi-jurisdictional bids released whereby the county's preference program was not applied for the purpose of achieving deeper discounts.

Board Policy A-27 Legislation Coordination was updated to reflect recommendations received from the Chiefs of Staffs in coordination with the Executive Office. This updated policy creates a method where departments can work in cooperation with the Executive Office to achieve the desired outcome. Departments are not allowed to take any action that would imply the County's support or opposition to any pending legislation and or regulation in the absence of or inconsistent with an adopted Board position. Excluded from this policy are the offices of elected officials.

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Board Policy D-2 Use & Purchase of County Vehicles was updated to clarify reporting requirements, reference the use of a central repository for vehicles, and include safety requirements for new vehicle purchases, which were reviewed and supported by Risk Management to help reduce the county's general liability related to vehicle incidents. This policy also incorporates text from policy D-8 which explains the recommendation to rescind D-8. Staff from Purchasing and Fleet Services, Transportation, Flood Control, and the Department of Waste Resources participated in the review and update to Policy D-2. For today's action, staff proposes that the Board rescind the policies shown below:

Board Policy A-20: Destruction of Records Printed:

- The department records retention schedule, codes DPH-MED100 and DPH-MED200, specifically address retention of medical records and X-rays within the Department of Public Health and authorize their destruction within specified timeframes pursuant to 22 CCR 70751; thus A-20 is redundant and can be rescinded.

Board Policy A-40: Private Juvenile Facility:

- Obsolete Policy that has not been in use for over 29 years.

Board Policy A-71 Veteran Incentive Purchasing Program & B-17 Disabled Veteran & Local Business Enterprises

- Incorporated into Board Policy B-34

Board Policy D-8 County Vehicle Identification

- Incorporated into revised D-2 Policy

In addition, staff recommends acceptance of revisions to board policies B-34, B-23, & A-43, and A-27 as shown on the attached Redline versions.

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 of Supervisors for approval in order to align current County operations with the Board Policy Manual.

ATTACHMENTS:

B-34 Final
B-34 Redline
B-23 Final
B-23 Redline
A-43 Final
A-43 Redline
A-27 Final

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A-27 Redline

D-2 Redline

D-2 Final


Douglas Ordóñez Jr. 5/15/2019

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Background

The Board of Supervisors finds that in order to safeguard rights and ensure accountability, it is in the best interest of the county and its residents, and essential for the administration of county government, to create, receive, maintain, and make available accurate and reliable county records; and that the most effective way to ensure this is to apply consistent standards for managing records and information across all county departments.

On April 16, 1991, the Board of Supervisors adopted the county's first Records Management Policy. On January 28, 2003, Board Policy A-43 established the county's records management program and formally created the county's archives under the management of the Assessor-County Clerk-Recorder's office. This program is known collectively as the County Records Management and Archives Program ("RMAP").

RMAP assists County Approved Records Storage Facilities used to store county records that are not immediately required to support day-to-day business. Records stored with Records Storage Facilities may be either temporary (those waiting for their destruction date) or permanent (those waiting to be transferred to an archive). Legal custody and control of records remain with the department that created or received the records, until such time as the records are legally destroyed or transferred to the Robert J. Fitch County Archives ("Archives"). The Archives is the repository of the permanently valuable records of the county. The Archives preserves and maintains these records and makes them available for research.

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Part A. County Records and Information Management Policy

Section A. General

Section A.1. Authority

This policy is adopted in consideration of the provisions of Government Code §6250 et seq. pertaining to public records; Government Code §§26202-26202.6 and §§26205-26205.8 pertaining to the Board of Supervisors' responsibilities regarding the retention and destruction of county records; Government Code §12168.7 pertaining to establishing standards for trusted systems; Government Code §26201 pertaining to destruction of duplicate records; and pursuant to County of Riverside Resolution 2016- 126 pertaining to management, retention, destruction, or disposition of county records.

Section A.2. Program Objectives

It is the purpose and intent of this policy to establish standards for managing county records and information in accordance with applicable laws; thus, the Board of Supervisors sets the following program objectives:

1. DEVELOP uniform standards for managing county records and information.
2. EDUCATE employees in the application of those standards.
3. FACILITATE the implementation of those standards.
4. COORDINATE the cost effective storage of county records.
5. MONITOR policy compliance.

Section A.3. Applicability

This policy and the standards developed by RMAP for managing county records and information apply to all county departments.

Section B. Program Responsibilities

Section B.1. Responsibilities – Records Management and Archives Program

The Assessor-County Clerk-Recorder's office manages and maintains RMAP on behalf of the Board of Supervisors. RMAP operates as a General Support Service (GSS) and establishes fees adequate to recover the full cost of maintaining the program. RMAP develops and maintains uniform standards for managing county records and information. RMAP provides training, advice, and assistance to departments on the application of those standards. In order for the Board of Supervisors to monitor compliance with this policy, RMAP conducts annual reviews of department record management practices and conformance with program standards, and recommends improvements where appropriate. The results of the annual review and follow-up actions will be reported to the Board of Supervisors as

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part of RMAP's annual report per Section B.5.

Section B.2. Responsibilities – County Approved Records Storage Facilities

County records are stored with county-approved storage facilities suitable for records storage at locations determined to be most efficient to serve the needs of departments. These facilities offer services for the proper storage, retrieval, delivery and disposal of county records. Records which are not in conformity with a Board-approved records retention schedule and program standards may not be accepted for storage at these facilities.

Any alternative records storage facilities used by departments to store county records, such as leased facilities or third party vendors, shall meet the standards for secure records storage developed by RMAP. County records shall only be stored in facilities with fire warning and suppression systems, and with adequate security to prevent unauthorized access to, or interference with, the records.

Section B.3. Responsibilities – Custody, Control of, and Access to Records

The rights of custody and control of departmental records remain with the department, including the granting of access to the records in accordance with applicable statutes, regulations, policies, and procedures. Any and all applicable legal restrictions regarding access to records must remain in effect while stored at County Approved Records Storage Facilities on behalf of departments.

Any county officer or employee, at the end of their term of office, appointment, or employment, will deliver to their successor, supervisor, or as directed by their department head, custody and control of all records kept or received by them. All records in the possession of any county department, upon termination of activities of such department, will be transferred to the successor department or to RMAP Administration, when directed by the department head, provided that such transfer of custody and control is consistent with the formal provisions of such termination.

Section B.4. Responsibilities – Departments

The management of departmental records is the responsibility of the department. The department head, or their designee, is responsible for implementing this policy and ensuring that their employees complete records management training offered or approved by RMAP. Departments develop their departmental guidelines, consistent with this policy and program standards, to govern the management and use of their records, regardless of the records' format, and to ensure adequate internal controls are in place to prevent the unauthorized use, removal, disposition or loss of records. Records in the possession of the department are governed by this policy and program standards, including the maintenance and adherence to record retention schedules, submission of the annual assessment report in the form prescribed by the program as specified under Section B.5, and the adoption of a trusted system as appropriate.

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Section B.5. Responsibilities – Annual Report

No later than 90 days following the close of each fiscal year, RMAP reports to the Board of Supervisors a compiled summary of the departmental annual assessment reports affecting records maintained by the departments. RMAP's financial activities will be reported twice annually. Once during the County's budget submission process and again during the Counties internal rate review process.

Section C. Standards

Section C.1. Standards – Development

With the approval by the County Executive Officer and County Counsel, RMAP develops program standards for managing county records and information that are consistent with applicable statutes and regulations and in consideration of recognized best practices.

Section C.2. Standards – Official Record

When any county record is held by more than one department, the departments concerned will clearly designate the copy that will serve as the official record in a Board approved retention schedule. The official record must meet or exceed all legal and evidentiary requirements and be maintained in accordance with this policy.

Section C.3. Standards – Reformatting

Where a record is reformatted to another medium, whether analog or electronic, in such a way that the reformatted record may act as a legal surrogate for the original, the reformatted record is considered to be the official record and is subject to the same requirements and restrictions applicable to the original.

Section C.4. Standards – Microfilm

Films used in the microphotography process will conform to quality standards approved by the National Institute for Standards and Technology and the American National Standards Institute, or other generally recognized standard setting organizations as applicable and relevant.

Section C.5. Standards – Electronic Format

It is the policy of the Board of Supervisors to ensure that official records maintained in electronic form are in conformance with applicable laws and regulations. To the extent existing laws require the County to utilize a trusted system, departments will comply with Government Code § 12168.7 and the California Code of Regulations, Title 2, §§ 22620.1 through 22620.8, entitled "Trustworthy Electronic Document or Record Preservation."

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Section D. Records Retention and Destruction

Section D.1. Records Retention Schedules – General

In order to efficiently and effectively implement the various provisions of the Government Code pertaining to Board of Supervisors approval of records retention and destruction, the county uses Board-approved general and departmental records retention schedules. These schedules specify the various record series, retention periods, and any particular restrictions or specifications regarding retention, disposition and destruction.

Section D.2. Records Retention Schedules – Responsibilities

RMAP, acting as a liaison between departments, coordinates the preparation of records retention schedules and verifies the destruction of records.

Section D.3. Records Retention Schedules – Responsibilities – Master File

RMAP maintains a master file of all records retention schedules approved by the Board of Supervisors with a copy of the Board minute order of approval attached to each. Reference copies of the approved records retention schedules are available upon request.

Section D.4. Records Retention Schedules – Standard – Official Record

Records retention schedules apply to the official record, unless explicitly stated otherwise.

Section D.5. Records Retention Schedules – Standard – Retention Periods

Records retention schedules apply to all records regardless of media or format. The implementation of Board-approved records retention schedules, including the prompt destruction of records upon expiration of the assigned retention period, is mandatory. The extension of a retention period due to litigation or audit will be submitted by the department head using the prescribed RMAP form. RMAP reports all extensions to the Board of Supervisors annually.

Some records series listed on the county's general records retention schedule may need to be retained by a department longer due to specific audit or legal requirements. Such series will be listed on a departmental records retention schedule as described in Section D.8 below.

No duplicates or other copies of any records are to be retained longer than the mandatory retention period for the official record. When records are disposed of by schedule, departments will ensure no duplicates or other copies are retained.

Section D.6. Records Retention Schedules – Approval

Pursuant to Government Code §26205.1 and Resolution 2016-126, records retention schedules must be approved by the Board of Supervisors to be in effect.

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RMAP coordinates the submission of records retention schedules to the Board of Supervisors for approval including the preparation of the Form 11. Prior to submittal, Departmental Record Retention Schedules (DRRS) are reviewed by an authorized designee from RMAP, the applicable Department Head or designee, and County Counsel. The county's general schedule will be approved by an authorized designee from RMAP and County Counsel.

Section D.7. Records Retention Schedules – General Schedule

In consultation with other county departments, RMAP develops and maintains a general records retention schedule for the county. The general records retention schedule provides the authority for the disposition of records commonly found in most county departments. Retention requirements for departments' specific program records are listed in their own departmental records retention schedules (per Section D.8).

Section D.8. Records Retention Schedules – Departmental Schedules

Each department develops department-specific records retention schedules to include records unique to their business. RMAP provides the forms and procedures for inventorying records and developing the retention schedule, and provides guidance and assistance to departmental personnel.

Section D.9. Records Retention – Records Destruction

Pursuant to Government Code §§26202-26202.6 and 26205-26205.8, county records will be destroyed in accordance with a Board of Supervisors approved records retention schedule, or after reformatting to required standards (per Section C.3), or with specific permission of the Board of Supervisors.

Records are to be destroyed in accordance with this policy at the end of the approved retention period. All approvals for destruction of records include certification by the department head, or their designee, that the records are not required in relation to active or likely litigation, public records request, subpoena, or for audit purposes. Records required in relation to litigation are to be retained until all litigation matters are resolved and both Risk Management and County Counsel approve the destruction. Records required for audit purposes are to be retained until the audit is complete and audit exceptions are resolved.

A representative of the department or County Approved Record Storage Facility will supervise the destruction of records and attest in writing that destruction was carried out according to required procedures.

Section D.10. Records Retention – Non-Records Destruction

Pursuant to Government Code §26201 and other provisions of state statutes, non-records, as defined in this policy, may be destroyed at any time. Departments may dispose of non-records when they are no longer needed to support business processes.

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Part B – County Archives Management Policy

When properly identified and preserved, the records of a local government provide essential information about its residents and historical events. Through the collection of vital records, such as birth, marriage and death certificates, the lives of county residents can be traced. By retaining county ordinances, resolutions, policies and minutes, the reasons behind significant governmental actions are preserved. By making available these and other records, such as land transactions and building activities, the changing prosperity and landscape of the county are better understood. Together, this information reflects the evolving values and culture of the County of Riverside and serves as a source of understanding for generations to come.

The Board of Supervisors established the Robert J. Fitch County Archives to identify, preserve, describe and make available records of enduring value relevant to the government of the County of Riverside. Serving as both a repository for these unique documents and as a public resource center, the County Archives provides not only access to its collections, in accordance with applicable laws, but also assists with locating other archival government records in the possession of the various county departments. In order to ensure their preservation and access, historical records of archival value in the custody of departments are to be transferred and accepted into the County Archives repository collections as may be allowed by law.

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Glossary

As used in this policy, the following definitions apply:

“Accession” means the process whereby the County Archives accepts transfer from a county department of records of permanent value which the department selects for preservation and which are brought within the County Archives’ systems of physical and intellectual control.

“Archival custody” means the state of records once accessioned by the County Archives, which includes planning and budgeting for their preservation, and for providing access in accordance with all applicable statutes, regulations, policies and procedures.

“Archives” means a facility for the collection, preservation, and use of records of historical value that is managed and operated to generally accepted standards of archival practice. Departments transfer legal custody of records as allowed by law to the County Archives, although legal, regulatory and procedural restrictions regarding access to those records remain in effect.

“CISA” means Certified Information Security Auditor.

“CISM” means Certified Information Security Manager.

“CISSP” means Certified Information Systems Security Professional.

“Department” means every county office, department, group of departments, division, agency, bureau, board, and commission that is not a separate public entity of the county.

“Duplicate” means any accurate and unabridged copy of a record or series of records.

“Non-records” means duplicates or other copies of records made solely for convenience or reference; working papers such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents; appointment logs; stocks of blank forms or publications; or library or museum material intended solely for reference or exhibit.

“Official record” means the copy of the record designated as the official copy.

“Permanent” as applied to records means there is no termination or end point to the value of maintaining the records, and that they or their appropriate surrogate are intended to be available indefinitely.

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"Records" means all papers, maps, plans, photographic films and prints, microfilm or other micro-formats, electronic data, audio and visual materials, and other documents, regardless of physical form or characteristics, which are produced, received, owned, used, or retained by a department in the regular course of transacting official county business.

"Reformatting" means to copy the content, structure, and context of records to another medium, whether analog or digital, in such a way that the copy may act as a satisfactory surrogate for the original. This requires meeting accepted national standards for particular processes and media and applicable laws and regulations.

"Retention period" means the length of time a record must be retained to fulfill its administrative, fiscal and/or legal function.

"Retention schedule" means a list of all categories of records produced or maintained by a department, and the required and Board of Supervisors approved actions to be taken with regard to those records, including establishing their retention period.

"Temporary" as applied to records means there is a termination or end point to the value of maintaining the records, and that they are intended to be disposed of at that point.

"Trusted system" means a combination of techniques, policies, and procedures within which there is no plausible scenario in which a document retrieved from or reproduced by that system could differ substantially from the document as originally stored.

Reference:

Minute Order 3.12 of 04/16/1991
Minute Order 3.4 of 01/28/2003
Minute Order 3.36 of 01/13/2004
Minute Order 3.8 of 06/8/2004
Minute Order 3.5 of 1/23/2007
Minute Order 3.8 of 2/5/2008
Minute Order 3.12 of 12/16/2008
Minute Order 3.6 of 7/21/2009
Minute Order 3.11 of 12/01/2009
Minute Order 3.19 of 4/20/2010
Minute Order 3.4 of 12/17/2010
Minute Order 3.2 of 11/08/2011
Minute Order 3.10 of 12/12/2011
Minute Order 3.10 of 1/10/2012
Minute Order 3.20 of 08/28/2012

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- Minute Order 3-18 of 02/26/2013
- Minute Order 3-12 of 07/14/2013
- Minute Order 3-18 of 08/20/2013
- Minute Order 3-15 of 11/05/2013
- Minute Order 3-9 of 12/10/2013
- Minute Order 3-19 of 09/09/2014
- Minute Order 3-8 of 06/30/2015
- Minute Order 3-3 of 05/24/2016
- Minute Order X-X of XX/XX/2019

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Background

The Board of Supervisors finds that in order to safeguard rights and ensure accountability, it is in the best interest of the county and its residents, and essential for the administration of county government, to create, receive, maintain, and make available accurate and reliable county records; and that the most effective way to ensure this is to apply consistent standards for managing records and information across all county departments.

On April 16, 1991, the Board of Supervisors adopted the county's first Records Management Policy. On January 28, 2003, Board Policy A-43 established the county's records management program and formally created the county's archives under the management of the Assessor-County Clerk-Recorder's office. This program is known collectively as the County Records Management and Archives Program ("RMAP").

RMAP, assists operates the County Approved Records Storage Facilities Centers used to store county records that are not immediately required to support day-to-day business. Records stored within the Records Storage Facilities Centers may be either temporary (those waiting for their destruction date) or permanent (those waiting to be transferred to an archive that will not be destroyed). Legal custody and control of records remain with the department that created or received the records, until such time as the records are legally destroyed or transferred to the Robert J. Fitch County Archives ("Archives"). The Archives is the repository of the permanently valuable records of the county. The Archives preserves and maintains these records and makes them available for research.

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Part A. County Records and Information Management Policy

Section A. General

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Section A.1. Authority

This policy is adopted in consideration of the provisions of Government Code §6250 et seq. pertaining to public records; Government Code §§26202-26202.6 and §§26205-26205.8 pertaining to the Board of Supervisors' responsibilities regarding the retention and destruction of county records; Government Code §12168.7, pertaining to establishing standards for trusted systems; Government Code §26201 pertaining to destruction of duplicate records; and pursuant to County of Riverside Resolution 2016-126 pertaining to management, retention, destruction, or disposition of county records.

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Section A.2. Program Objectives

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It is the purpose and intent of this policy to establish standards for managing county records and information in accordance with applicable laws; thus, the Board of Supervisors sets the following program objectives:

1. DEVELOP uniform standards for managing county records and information.
2. EDUCATE employees in the application of those standards.
3. FACILITATE the implementation of those standards.
4. COORDINATE the cost effective storage of county records.
5. MONITOR policy compliance.

Section A.3. Applicability

This policy and the standards developed by RMAP for managing county records and information apply to all county departments.

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Section B. Program Responsibilities

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Section B.1. Responsibilities – Records Management and Archives Program

The Assessor-County Clerk-Recorder's office manages and maintains RMAP on behalf of the Board of Supervisors. RMAP operates as an General Support Internal Service (GSS) fund and establishes fees adequate to recover the full cost of maintaining the program. RMAP develops and maintains uniform standards for managing county records and information. RMAP provides training, advice, and

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policy, RMAP conducts annual reviews of department record management practices and conformance with program standards, and recommends improvements where appropriate. The results of the annual review and follow-up actions will be reported to the Board of Supervisors as part of RMAP's annual report per Section B.5.

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Section B.2. Responsibilities – County Approved Records Storage Facilities

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County records administered by RMAP are stored/w/kept in county-approved storage facilities suitable for records storage at locations determined by RMAP to be most efficient to serve the needs of departments. These facilities offer services for the proper storage, retrieval, delivery and disposal of county records. Records which are not in conformity with a Board-approved records retention schedule and program standards may not be accepted for storage at these facilities.

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Any alternative records storage facilities used by departments to store county records, such as leased facilities or third party vendors, shall meet the standards for secure records storage developed by RMAP. County records shall only be stored in facilities with fire warning and suppression systems, and with adequate security to prevent unauthorized access to, or interference with, the records.

Section B.3. Responsibilities – Custody, Control of, and Access to Records

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The rights of custody and control of departmental records remain with the department, including the granting of access to the records in accordance with applicable statutes, regulations, policies, and procedures. Any and all applicable legal restrictions regarding access to records must remain in effect while stored at County Approved Records Storage Facilities on behalf of departments.

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Any county officer or employee, at the end of their term of office, appointment, or employment, will deliver to their successor, supervisor, or as directed by their department head, custody and control of all records kept or received by them. All records in the possession of any county department, upon termination of activities of such department, will be transferred to the successor department or to RMAP Administration when directed by the department head, provided that such transfer of custody and control is consistent with the formal provisions of such termination.

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Section B.4. Responsibilities – Departments

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The management of departmental records is the responsibility of the department. The department head, or their designee, is responsible for implementing this policy and ensuring that their employees complete records management.

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training offered or approved by RMAP. Departments develop their departmental guidelines, consistent with this policy and program standards, to govern the management and use of their records, regardless of the records' format, and to ensure adequate internal controls are in place to prevent the unauthorized use, removal, disposition or loss of records. Records in the possession of the department are governed by this policy and program standards, including the maintenance and adherence to record retention schedules, submission of the annual assessment report in the form prescribed by the program as specified under Section B.5, and the adoption of a trusted system as appropriate pursuant to Board of Supervisors Policy A-68, Trustworthy Official Electronic Records Preservation ("Board Policy A-68").

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Section B.5. Responsibilities – Annual Report

No later than 90 days following the close of each fiscal year, RMAP reports to the Board of Supervisors the program's financial activities, financial condition, and long-term business outlook. The report will include a compiled summary of the departmental annual assessment reports affecting records maintained by the departments. RMAP's financial activities will be reported twice annually, once during the County's budget submission process and again during the County's internal rate review process.

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Section C. Standards

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Section C.1. Standards – Development

With the approval by the County Executive Officer and County Counsel, RMAP develops program standards for managing county records and information that are consistent with applicable statutes and regulations and in consideration of recognized best practices.

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Section C.2. Standards – Official Record

When any county record is held by more than one department, the departments concerned will clearly designate the copy that will serve as the official record in a Board approved retention schedule. The official record must meet or exceed all legal and evidentiary requirements and be maintained in accordance with this policy.

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Section C.3. Standards – Reformatting

Where a record is reformatted to another medium, whether analog or electronic, in such a way that the reformatted record may act as a legal surrogate for the original, the reformatted record is considered to be the official record and is subject to the same requirements and restrictions applicable to the original.

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Section C.4. Standards – Microfilm

Films used in the microphotography process will conform to quality standards approved.

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by the National Institute for Standards and Technology and the American National Standards Institute, or other generally recognized standard setting organizations as applicable and relevant. ~~A true copy of the record is kept offsite for security purposes.~~

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Section C.5. Standards – Electronic Format

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It is the policy of the Board of Supervisors to ensure that official records maintained in electronic form are in conformance with applicable laws and regulations. To the extent existing laws require the County to utilize a trusted system, departments will comply with Government Code § 12168.7 and the California Code of Regulations, Title 2, §§ 22620.1 through 22620.8, entitled "Trustworthy Electronic Document or Record Preservation."

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~~Any new departmental Electronic Content Management System (ECMS) that stores official records electronically must be certified as a trusted system by an information security professional with designation of CISSP, CISA, CISM, or equivalent certifications and/or experience in ECMS assessments, based upon the standards of ANSI/ITIM 25:2012, "Assessing Trusted Systems for Compliance with Industry Standards and Best Practices," as may be updated from time to time. County standard requires that at least one of the two data storage devices of the ECMS is a device certified immutable storage such as "Write Once, Read Many" ("WORM"). Upon obtaining the requisite certification, the department must secure Board approval to deploy the ECMS as a trusted system. An existing Board-approved ECMS will not require recertification as a trusted system, unless the ECMS is significantly modified. For ECMS in existence before February 8, 2013, departments should secure trusted system certification and Board approval as soon as practicable.~~

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~~Whenever a Board-approved ECMS is significantly modified, it is subject to trusted system recertification and the new certificate must be submitted by the department to the Board within 180 days of the ECMS modification. If the Department Head and the department's Information Technology manager determine that the ECMS modification is not significant to require recertification, a report describing such modification and the rationale that recertification is not necessary must be submitted to the Board within 120 days of the ECMS modification.~~

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After official records are stored electronically in Board-approved ECMS, the County officer with custody of such official records may cause the original hardcopy to be destroyed if the following conditions are met: (1) the original hardcopy is not expressly required by law to be filed and preserved; (2) the County officer has obtained the Board of Supervisors'

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~~authorization by resolution; and (3) the County officer has ensured compliance with applicable laws and regulations, which may include but are not limited to Government Code §§ 26106, 26206, 26206.1, 26206.5, 26907, 27901 and 27322.2 and Welfare &~~

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Institutions-Code §-10851:

Section D. Records Retention and Destruction

Section D.1. Records Retention Schedules – General

In order to efficiently and effectively implement the various provisions of the Government Code pertaining to Board of Supervisors approval of records retention and destruction, the county uses Board-approved general and departmental records retention schedules. These schedules specify the various record series, retention periods, and any particular restrictions or specifications regarding retention, disposition and destruction.

Section D.2. Records Retention Schedules – Responsibilities

RMAP, acting as a liaison between departments, coordinates the preparation of records retention schedules and verifies the destruction of records.

Section D.3. Records Retention Schedules – Responsibilities – Master File

RMAP maintains a master file of all records retention schedules approved by the Board of Supervisors with a copy of the Board minute order of approval attached to each. Reference copies of the approved records retention schedules are available upon request.

Section D.4. Records Retention Schedules – Standard – Official Record

Records retention schedules apply to the official record, unless explicitly stated otherwise.

Section D.5. Records Retention Schedules – Standard – Retention Periods

Records retention schedules apply to all records regardless of media or format. The implementation of Board-approved records retention schedules, including the prompt destruction of records upon expiration of the assigned retention period, is mandatory. The extension of a retention period due to litigation or audit will be submitted by the department head using the prescribed RMAP form. RMAP reports all extensions to the Board of Supervisors annually.

Some records series listed on the county's general records retention schedule may need to be retained by a department longer due to specific audit or legal requirements. Such series will be listed on a departmental records retention schedule as described in Section

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No duplicates or other copies of any records are to be retained longer than the mandatory retention period for the official record. When records are disposed of by schedule, departments will ensure no duplicates or other copies are retained.

Section D.6. Records Retention Schedules – Approval

Pursuant to Government Code §26205.1 and Resolution 2016-126, records retention schedules must be approved by the Board of Supervisors to be in effect. RMAP coordinates the submission of records retention schedules to the Board of Supervisors for approval including the preparation of the Form 11. Prior to submittal, Departmental Record Retention Schedules (DRRS) are reviewed by an authorized designee from RMAP, the applicable Department Head or designee, Risk Management, County Auditor-Controller, and County Counsel. The county's general schedule will be approved by an authorized designee from RMAP and County Counsel. Departmental records retention schedules will be approved by the department head.

Section D.7. Records Retention Schedules – General Schedule

In consultation with other county departments, RMAP develops and maintains a general records retention schedule for the county. The general records retention schedule provides the authority for the disposition of records commonly found in most county departments. Retention requirements for departments' specific program records are listed in their own departmental records retention schedules (per Section D.8).

Section D.8. Records Retention Schedules – Departmental Schedules

Each department develops department-specific records retention schedules to include records unique to their business. RMAP provides the forms and procedures for inventorying records and developing the retention schedule, and provides guidance and assistance to departmental personnel.

Section D.9. Records Retention – Records Destruction

Pursuant to Government Code §§26202-26202.6 and 26205-26205.8, county records will be destroyed in accordance with a Board of Supervisors approved records retention schedule, or after reformatting to required standards (per Section C.3), or with specific permission of the Board of Supervisors.

Records are to be destroyed in accordance with this policy at the end of the approved retention period. All approvals for destruction of records include

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certification by the department head, or their designee, that the records are not required in relation to active

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or likely litigation, public records request, subpoena, or for audit purposes. Records required in relation to litigation are to be retained until all litigation matters are resolved and both Risk Management and County Counsel approve the destruction. Records required for audit purposes are to be retained until the audit is complete and audit exceptions are resolved.

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A representative of ~~RMAP~~ or the department or County Approved Record Storage Facility will supervise the destruction of records and attest in writing that destruction was carried out according to required procedures.

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Section D.10. Records Retention – Non-Records Destruction

Pursuant to Government Code §26201 and other provisions of state statutes, non-records, as defined in this policy, may be destroyed at any time. Departments may dispose of non-records when they are no longer needed to support business processes.

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Part B – County Archives Management Policy

When properly identified and preserved, the records of a local government provide essential information about its residents and historical events. Through the collection of vital records, such as birth, marriage and death certificates, the lives of county residents can be traced. By retaining county ordinances, resolutions, policies and minutes, the reasons behind significant governmental actions are preserved. By making available these and other records, such as land transactions and building activities, the changing prosperity and landscape of the county are better understood. Together, this information reflects the evolving values and culture of the County of Riverside and serves as a source of understanding for generations to come.

The Board of Supervisors established the Robert J. Fitch County Archives to identify, preserve, describe and make available records of enduring value relevant to the government of the County of Riverside. Serving as both a repository for these unique documents and as a public resource center, the County Archives provides not only access to its collections, in accordance with applicable laws, but also assists with locating other archival government records in the possession of the various county departments. In order to ensure their preservation and access, historical records of archival value in the custody of departments are to be transferred and accepted into the County Archives repository collections as may be allowed by law.

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Glossary

As used in this policy, the following definitions apply:

"Accession" means the process whereby the County Archives accepts transfer from a county department of records of permanent value which the department selects for preservation and which are brought within the County Archives' systems of physical and intellectual control.

"Archival custody" means the state of records once accessioned by the County Archives, which includes planning and budgeting for their preservation, and for providing access in accordance with all applicable statutes, regulations, policies and procedures.

"Archives" means a facility for the collection, preservation, and use of records of historical value that is managed and operated to generally accepted standards of archival practice. Departments transfer legal custody of records as allowed by law to the County Archives, although legal, regulatory and procedural restrictions regarding access to those records remain in effect.

"CISA" means Certified Information Security Auditor.

"CISM" means Certified Information Security Manager.

"CISSP" means Certified Information Systems Security Professional.

"Department" means every county office, department, group of departments, division, agency, bureau, board, and commission that is not a separate public entity of the county.

"Duplicate" means any accurate and unabridged copy of a record or series of records.

"Non-records" means duplicates or other copies of records made solely for convenience or reference; working papers such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents; appointment logs; stocks of blank forms or publications; or library or museum material intended solely for reference or exhibit.

"Official record" means the copy of the record designated as the official copy.

"Permanent" as applied to records means there is no termination or end point to the value of maintaining the records, and that they or their appropriate surrogate are intended to be available indefinitely.

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"Records" means all papers, maps, plans, photographic films and prints, microfilm or other micro-formats, electronic data, audio and visual materials, and other documents, regardless of physical form or characteristics, which are produced, received, owned, used, or retained by a department in the regular course of transacting official county business.

"Reformatting" means to copy the content, structure, and context of records to another medium, whether analog or digital, in such a way that the copy may act as a satisfactory surrogate for the original. This requires meeting accepted national standards for particular processes and media and applicable laws and regulations.

"Retention period" means the length of time a record must be retained to fulfill its administrative, fiscal and/or legal function.

"Retention schedule" means a list of all categories of records produced or maintained by a department, and the required and Board of Supervisors approved actions to be taken with regard to those records, including establishing their retention period.

"Temporary" as applied to records means there is a termination or end point to the value of maintaining the records, and that they are intended to be disposed of at that point.

"Trusted system" means a combination of techniques, policies, and procedures within which there is no plausible scenario in which a document retrieved from or reproduced by that system could differ substantially from the document as originally stored.

Reference:

Minute Order 3.12 of 04/16/1991
Minute Order 3.4 of 01/28/2003
Minute Order 3.36 of 01/13/2004
Minute Order 3.8 of 06/8/2004
Minute Order 3.5 of 1/23/2007
Minute Order 3.8 of 2/5/2008
Minute Order 3.12 of 12/16/2008
Minute Order 3.6 of 7/21/2009
Minute Order 3.11 of 12/01/2009
Minute Order 3.19 of 4/20/2010
Minute Order 3.4 of 12/17/2010
Minute Order 3.2 of 11/08/2011
Minute Order 3.10 of 12/12/2011
Minute Order 3.10 of 1/10/2012
Minute Order 3.20 of 08/28/2012

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Minute Order 3.2 of 11/27/2012
Minute Order 3-18 of 02/26/2013
Minute Order 3-12 of 07/14/2013
Minute Order 3-18 of 08/20/2013
Minute Order 3-15 of 11/05/2013
Minute Order 3-9 of 12/10/2013
Minute Order 3-19 of 09/09/2014
Minute Order 3-8 of 06/30/2015
Minute Order 3-3 of 05/24/2016

Minute Order X?-X? of
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I. POLICY

It is the goal of the County of Riverside to promote local and small business participation and help improve opportunities in all procurement activities with the County. It is also the goal of the County to recognize the sacrifices veterans have made in serving and defending our country and to encourage greater economic opportunities through County procurements. The County desires to explore and implement new means and methods to encourage and incentivize businesses which meet local and/or small business requirements, are owned by veterans, and/or employ veterans. To further these goals, the County has developed a Procurement Preference Program (P3) that incorporates various preference programs.

The Board also encourages equal opportunities for minority-owned and women-owned businesses to compete for contracts of all types entered into by entities governed directly or ex-officio by the Board of Supervisors.

This policy shall apply to all agreements, contracts, leases, and procurements for materials, services, or consultants paid for, in whole or in part, out of County funds or funds administered by the County. All bid documents will include a statement that the County may, where applicable, apply the preference programs in determining the award of a contract or purchase.

The preference programs shall not apply to the extent they conflict with any applicable state or federal law, regulation, or funding source requirements.

II. DEFINITIONS

Service-Disabled Veteran-Owned Business (SDVOB): Service-Disabled Veteran-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more service-disabled veteran(s).
2. For purpose of this policy, a service-disabled veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard, Federal Reservists, or National Guard and who possesses either a disability rating letter issued by VA establishing a service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense.
3. The ability to provide a valid DD Form 214 (long form) or NGB Form 22 along with a VA disability rating letter for each veteran owner(s) to establish confirmation of military service and discharge status.

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Veteran-Owned Business (VOB): Veteran-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more veteran(s).
2. For purpose of this policy, a veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.
3. The ability to provide a valid DD Form 214 (long form) or NGB Form 22 with proof of title 10 orders, or title 32 orders for each veteran owner(s) to establish confirmation of military service and discharge status.
4. National Guard members and Federal Reservists with twenty (20) years or more service shall provide a copy of retirement orders or Military identification card showing retired status from the reserves.

National Guard and Federal Reserve Veteran-Owned Business: National Guard or Federal Reservists Veteran-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more National Guard or Federal Reservist veteran(s).
2. For purpose of this policy, Federal Reservists or National Guard veteran is a member who served honorably in the Reserves or National Guard but has no active duty time other than for training purposes only.
3. The ability to provide a valid NGB Form 22 for each National Guard veteran owner(s) to establish confirmation of service.
4. The ability to provide a valid DD Form 214 (long form) and an honorable discharge certificate for each Federal Reservist veteran owner(s) to establish confirmation of service.

Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business: Active members of the U.S. Armed Forces, National Guard or Federal

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Reservist-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more active members of the U.S. Armed Forces, National Guard or Federal Reservist(s).
2. For purpose of this policy, active member is a person who is a current member of the U.S. Armed Forces serving on active duty or who is a current member of the National Guard or Federal Reserve forces serving on Title 10 or Title 32 active duty or current members of the National Guard and Reserve forces.
3. The ability to provide proof of service orders or military ID card showing active Reserve, National Guard or Active Duty status in the U.S. Armed Forces.

Veteran-Qualified Business (VQB): Veteran-Qualified Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Maintain a workforce in which no less than 10% of its total are veteran employees.
2. For purpose of this policy, a veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.
3. The ability to provide a valid DD Form 214 (long form) or NGB Form 22 along with a VA disability rating letter for each veteran employee(s) to establish confirmation of military service and discharge status.
4. National Guard members and Reservists with twenty (20) years or more service shall provide a copy of retirement orders or Military identification card showing retired status from the reserves.

Small Business: Small Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be independently owned and operated.

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2. Not be nationally dominant in its field of operation.
3. Operate primarily within the U.S. and make contributions to the U.S. economy through payment of applicable local, state, and federal taxes.
4. Meet size standards established by the U.S. Small Business Administration which specifies firm size by North American Industrial Classification System (NAICS) codes.

Local Business: Local business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Have fixed offices located within the geographical boundaries of Riverside County.
2. Be authorized to perform business within the County, and in doing so, credit all sales tax from sales generated within Riverside County to the County.
3. Have at least fifty-one percent (51%) of all employees physically located in and performing business out of said local office.
4. Have a Riverside County business street address, which shall be open with established business hours.
5. Establish proof that it has been located and doing business in Riverside County for at least six (6) months preceding its certification to the County as a local business.

III. PREFERENCE PROGRAMS

General Terms:

The preference programs shall be applied to all applicable bids. Bidders shall indicate their intent to claim preference by submitting all appropriate forms and certifications. In the event of multiple bidders qualifying for preferences on a single bid, match opportunities will be given in the following group order and at the matching percent identified:

1. Service-Disabled Veteran-Owned Business (SDVOB (5% preference)
2. Veteran-Owned Business (VOB) (5% preference)
3. National Guard and Reserve Veteran-Owned Business (5% preference)
4. Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business (5% Preference)

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5. Veteran-Qualified Business (VQB) (5% Preference)
6. Small Business (5% match)
7. Local Business (5% match)

In the event of multiple bidders on a single bid qualifying within the same preference designation, match opportunities will be given based on lowest to highest costs within said preference designation.

There will be a maximum cap of \$25,000 for the preference designations. The 5% preference cannot exceed a cost of more than \$25,000 from the lowest bid.

IV. PURCHASING DEPARTMENT ROLE

The Purchasing Department, through the County Compliance Contracts Officer, shall develop, manage, and implement the preference programs. The Compliance Contracts Officer shall:

1. Provide assistance and guidance to all departments, offices, agencies, and Board-governed special districts in matters related to the implementation, interpretation, and enforcement of this policy.
2. To the best of its ability, and dependent upon technology capabilities and resources, develop a systematic method for identifying and maintaining an inventory of small, local, veteran-owned, veteran-qualified, minority-owned, and/or woman-owned business organizations.
3. Participate in business opportunity-related meetings, conferences, seminars, etc., with small, local, veteran-owned, veteran-qualified, minority-owned, and/or woman-owned business organizations.
4. Have authority to request and receive information from County departments, agencies and special districts regarding compliance with this policy.

V. PURCHASING POLICY MANUAL

The Purchasing Policy Manual shall provide information and instructions on the application of the Procurement Preference Programs.

VI. RACE AND GENDER NEUTRALITY

Under no circumstances shall this policy be construed as requiring or permitting the County, or any office or agency to which this policy may apply, to award any agreement, contract, acquisition lease, lease, or purchase for supplies, equipment, materials, services, professional services, public works, professional consultants, or

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trainers to any person, company, firm, or other business organization or entity whatsoever on any basis other than the lowest responsive and responsible bidder, as set forth in the pertinent bid or proposal documents, without regard to race, sex, color, ethnicity, or national origin.

Reference:

Minute Order 3.16 of 03/08/94
Minute Order 3.32 of 06/01/99
Minute Order 3.3 of 04/10/07
Minute Order XXX of XX/XX/XX

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~~The County is a single legal entity comprised of multiple departments, some of which create, access, use, store, process or transmit identifiable health information about patients that is protected by state and federal laws. The County has designated certain departments and functions as a "hybrid entity" under the Health Insurance Portability and Accountability Act (HIPAA) regulations and established this policy to ensure that each component of the hybrid entity complies with the applicable Privacy and Information Security requirements of HIPAA and California privacy medical laws. Creates records of health care to provide quality care and comply with legal requirements. The County understands health information is personal and private, and commits to safeguarding it to the extent reasonably possible. The County shall operate in a manner consistent with federal regulations for safeguarding protected health information and more stringent state law.~~

~~The County's hybrid departments shall safeguard the privacy, security confidentiality and integrity of the both electronic and non-electronic protected health information they create, access, use, handle, store, process and/or transmit. The law requires the County, as a single covered entity, to: Each department will:~~

- ~~Keep individually identifiable health information private, secure and safe from accidental or malicious attempts to disclose or destroy it;~~
- ~~Provide notice of the County's legal duties and privacy practices with respect to health information;~~
- ~~Follow the terms of the County notice of Privacy Practices currently in effect; and,~~
- ~~With respect to any breach of unsecured protected health information, notify the affected individuals, the Secretary of the United States Department of Health and Human Services, the California Department of Public Health and prominent media outlets, as applicable.~~

~~This policy outlines the limits within which the County will handle individuals' health information. In accordance with federal law, the County will provide a copy of the notice in Attachment 1 outlining this policy to each individual receiving health care and related services from the County, and to participants in certain health plans administered or operated by the County. Where applicable, the County will make the best effort to obtain completed acknowledgements of receipt of this notice from each client, substantially in the form of Attachment 2 of this policy. This notice and acknowledgement may be amended as needed with the approval of the Chief Information Security Officer (CISO), County Counsel and the Executive Officer, and amended copies provided upon request.~~

A. ~~Privacy and Security Oversight Committee~~ HIPAA Compliance Council

~~County Departments designated as part of the hybrid shall assign a representative to the Privacy and Security Oversight Committee (PSOG) HIPAA Compliance Council (HCC) and require that representative to regularly attend and participate in PSOG HCC meetings. County Departments subject to California privacy laws shall be invited to participate in PSOG HCC and attend regularly scheduled meetings. The PSOG HCC is responsible for:~~

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1. *formal coordination of health information privacy and security activities among hybrid Departments;*
2. *reviewing and recommending to the Board of Supervisors County level policies and procedures regarding the privacy, security and integrity of protected health information; and*
3. *Implementation and oversight of compliance with County policies and procedures related to protected health information.*
4. *Reviewing and approving training methods and the content of Department specific Privacy and Health Information Security training.*

B. Hybrid and Key Role Designations

The Board of Supervisors may from time to time consider the particular Departments and functions included within the "hybrid" entity and change that designation as changes in the structure or activities of departments dictate. See Addendum. At least annually PSOG HCC will consider the current designation and recommend to the Board of Supervisors any changes it deems necessary.

The Assistant County Executive Officer of Health Systems shall designate a County HIPAA Privacy Official and a County Health Information Security Official.

Each Department in the hybrid shall appoint a Privacy Officer for that Department to fulfill for that Department the functions of a County-wide description of those responsibilities. The Department Privacy Officer shall serve as the Department's PSOG HCC representative.

C. Departmental Responsibility

Each Department in the hybrid entity shall ensure compliance with the applicable HIPAA Privacy and Security requirements and state medical privacy laws within its scope of operations. Each hybrid Department shall present periodic compliance reports at PSOG HCC.

D. Complaints and Inquiries

Any individual may direct inquiries and complaints regarding health privacy or security issues to the Privacy Officer within each hybrid department or to the County HIPAA Privacy Official.

Department Privacy Offices will coordinate responses to such inquiries and complaints with the County HIPAA Privacy Official.

[Under no circumstances will the County allow or enable retaliation or reprisal against Individuals who file such complaints.]

E. Workforce Training

Privacy and Information Security training shall be mandatory for workforce members of all Departments within the hybrid within 60 days of hire and annually thereafter. Evidence of training records must be retained for a minimum of six (6) years.

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F. Notice of Privacy Practices

[In accordance with federal law, the County will provide a copy of the notice in Attachment 1 outlining this policy to each individual receiving health care and related services from the County, and to participants in certain health plans administered or operated by the County. Where applicable, the County will make a *good faith effort* to obtain completed acknowledgements of receipt of this notice from each client ~~or patient~~ ~~electronically in the form of Attachment 2 of this policy and if not obtained, document its good faith efforts to obtain such acknowledgement and the reason why the acknowledgement was not obtained.~~ This notice and acknowledgement may be amended as needed with the approval of the Chief Information Security Officer (CISO), County Counsel and the Executive Officer, and amended copies provided *thereafter* upon request.]

G. Uses and Disclosures - General

Generally, except as otherwise specified below, the ~~County's~~ *County's hybrid departments* may use and disclose health information, as allowed under state and federal law:

1. For treatment;
2. For payment;
3. For health care operations;
4. For health plan administration, except for genetic information which by law the County health plan may not use or disclose for underwriting purposes; and,
5. For fundraising *for its own benefit*, provided that legal requirements are satisfied.

H. Uses and Disclosures Generally Requiring Authorization

Unless an exception applies under state and/or federal law, the County may use and disclose health information as follows only with a valid authorization:

1. From mental health records and psychotherapy notes;
2. From or pertaining to some substance abuse treatment programs;
3. For marketing; and,
4. ~~For sale of health information.~~

I. Uses and Disclosures Requiring an Opportunity to Agree or Object

In certain cases, the County may use and disclose health information as follows only if it informs individuals in advance and provides them the opportunity to agree or object, as allowed under state and federal law:

1. For facility directories;

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2. To individuals involved in the individual's health care or payment for health care; and,
3. To assist in disaster relief efforts.

J. Uses and Disclosures NOT Requiring Authorization or an Opportunity to Agree or Object

In specific cases, the County may be required to use and disclose health information without the individual's authorization and without providing an opportunity to agree or object:

1. As required by law;
2. For public health activities;
3. To report victims of abuse, neglect or domestic violence;
4. For health oversight activities;
5. To the minimum extent necessary to comply with judicial and administrative proceedings when compelled by an order of a court or administrative tribunal, or in response to a subpoena, discovery request or other lawful process as allowed by law;
6. For law enforcement purposes;
7. To coroners, medical examiners and funeral directors;
8. Regarding a deceased person for organ, eye or tissue donation and transplantation;
9. For research purposes in compliance with required conditions approved by an institutional review board;
10. To avert serious threats to health and safety;
11. On armed forces and foreign military personnel for activities deemed necessary by appropriate military command authorities to ensure proper execution of a military mission;
12. To determine eligibility for or entitlement to veterans benefits;
13. To authorized federal officials for the conduct of lawful intelligence, counter-intelligence, and other national security activities;
14. To authorized federal officials to provide protection to the President, other authorized persons, or foreign heads of state, or to investigate threats against the President or other authorized persons;
15. To correctional institutions and other law enforcement custodial situations;
16. To determine eligibility for or enrollment in a government health plan program, or to coordinate and improve administration of benefits for such government plans; and,
17. To the minimum extent necessary to comply with workers' compensation laws or similar

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programs providing benefits for work-related injuries or illnesses.

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The County will not disclose individuals' health information to outside parties for any other reasons not covered by this policy without prior written authorization.

K. Rights and Responsibilities

With regard to health information, the County recognizes and commits to safeguard each individual's:

1. Right to request restrictions on certain uses and disclosures, including respecting an individual's right to restrict disclosure to a health plan health information pertaining to a health care item or service paid in full by the individual, or a person other than the health plan on behalf of the individual;
2. Right to confidential communications;
3. *Right to limit communications by making prior payment arrangements;*
4. Right to request to inspect and copy records;
5. Right to *request amendments of their health records;*
6. Right to an accounting of certain disclosures;
7. Right to obtain a paper copy of the required notice of privacy practices upon request and,
8. Right to file complaints without fear of retaliation.

~~B. HIPAA Officers~~

~~The federal regulations pertaining to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) specifically require covered entities such as the County to establish HIPAA Privacy and Compliance Officers and HIPAA Security Officers. HIPAA specifies certain roles and responsibilities for each of these separate offices.~~

~~The County designates the CISO as the HIPAA Privacy Official and HIPAA Security Official of the County to develop and implement HIPAA policies and procedures for the County in consultation with the County Executive Office, County Counsel, and affected departments. Individuals may choose to direct inquiries or complaints regarding health privacy issues to designees within departments, to the County HIPAA Privacy Official, or to the Secretary of the Department of Health and Human Services. Under no circumstances will the County allow or enable retaliation or reprisal against individuals who file such complaints.~~

~~C. Organized Health Care Arrangements~~

~~The County engages and partners with doctors, nurses and other providers of health care services who participate with the County to provide health care. The County may share or disclose protected~~

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~~health care information to such parties for the purposes outlined above. In such instances, the County requires these entities to agree to abide by all applicable laws and regulations, this policy, and the terms of the County's privacy notice in Attachment 1 of this policy.~~

L. Business Associates

The County engages and partners with a variety of vendors who perform functions on behalf of the County. The County may share or disclose protected health care information to such parties for the purposes outlined above. In such instances, the County requires those entities to agree to abide by all applicable laws and regulations, this policy, and the terms of the County's business associate agreement substantially as shown in Attachment 2 3 of this policy. The terms of this *business associate* agreement may be amended from time to time with the approval of CISO, County Counsel and the Executive Officer. This policy authorizes the County Purchasing Agent to execute on behalf of the Board of Supervisors business associate agreements conforming to Attachment 2 3 of this policy as necessary to bring existing underlying agreements into compliance with this policy.

M. Effective Date

This policy took initial effect on April 14, 2003.

References:

Minute Order 3.26 of 03/18/03
Minute Order 3.4 of 05/03/05
Minute Order 3.4 of 04/10/07
Minute Order 3.4 of 12/14/10
Minute Order 3.98 of 09/10/13
Minute Order 3-59 of 6/21/16

Attachment 1.a – Notice of Privacy Practices - English
Attachment 1.b – Notice of Privacy Practices – Spanish
~~Attachment 2.a – Acknowledgment of Receipt of Notice of Privacy Practices – English~~
~~Attachment 2.b – Acknowledgment of Receipt of Notice of Privacy Practices – Spanish~~
Attachment 2 3 – Business Associate Agreement Template
Attachment 3 – Hybrid Entity Composition

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~~Addendum: Hybrid Entity Composition~~

~~The County of Riverside Hybrid Entity is comprised of the following Departments:~~

- ~~Riverside University Health System (RUHS)~~
 - ~~RUHS Medical Center~~
 - ~~Department of Behavioral Health~~
 - ~~Health Care Clinics~~
 - ~~Detention Health~~
 - ~~Department of Public Health~~
- ~~Riverside County Emergency Management Department~~
- ~~Riverside County Fire Department~~
- ~~Human Resources-Exclusive Care Health Plan~~
- ~~Departments providing business-associate services~~
 - ~~County Counsel~~
 - ~~Human Resources-Risk Management~~
 - ~~Human Resources-Employee Benefits and Services~~
 - ~~Riverside County Information Technology (RCIT)~~
 - ~~Office on Aging~~
 - ~~Sherriff~~

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Purpose:

The purpose of this policy is to define the responsibilities and rules for the purchase and use of county vehicles to conduct county business. This policy is applicable to all vehicles owned or leased by the county, its departments, agencies, or special districts regardless of funding source, except for heavy duty trucks and fire apparatuses. Additional policies regarding the overnight retention of vehicles are outlined in Board of Supervisors' Policy D-10, *Overnight Retention of County Vehicles*.

Policy:

County vehicles are valuable resources that enable county business to be carried out in accordance with county-wide principles and standards. It is the policy of the Board of Supervisors to provide, equip and maintain essential, safe, and presentable transportation equipment for the use of county officers, county employees, and authorized county volunteers to conduct county business.

It is also the policy of the Board to encourage the use of low or zero emissions vehicles in order to improve air quality in the county and meet local and federal air quality regulations.

Personal use of county vehicles by authorized employees or persons is prohibited unless for commuting as authorized in this policy, or personal de minimus use, pursuant to the Internal Revenue Service Code (IRC) and regulations.

Definition:

For the purpose of this policy a vehicle is defined as:

County vehicle includes every car, truck, four-wheel drive, sport utility vehicle, bus, van, minivan, off road two, three or four wheel motorcycle, motor, trailer, motor home/recreational vehicle purchased with County funds.

Except as noted for the requirement of tracking vehicles in a central data repository, this policy does not apply to heavy duty trucks of a gross vehicle weight rating (GVWR) of 26,000 or more or fire apparatuses (e.g., engines and trucks).

The following shall apply for the use and purchase of county vehicles:

1. Vehicle Use:

A. General Requirements

County owned vehicles shall be driven only by appropriately licensed and authorized employees or persons. Unauthorized persons shall not be permitted to operate a county vehicle. Authorized employees or persons will be required to drive the lowest emissions County vehicle available at the time and place usage is required.

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Authorized drivers should use county vehicles, other approved contracted transportation services or privately-owned vehicles to conduct county business in accordance with county/department policy. Reimbursement for use of a privately owned vehicle shall be provided at the current IRS reimbursement rate. Factors to be considered when deciding between using a county vehicle and other means of transportation include:

- * Economical use of employee time and operational efficiency,
- * Cost of a county vehicle versus IRS mileage reimbursement,
- * Availability of other approved transportation services,
- * Availability of a county vehicle,
- * Appropriateness of the vehicle for the required use

All of the factors listed above should be considered and the option that is most beneficial to the county as a whole should be selected.

B. Commuting

As a condition of employment, county employees are responsible for arranging their own transportation to their regular assigned job sites at county facilities by the appointed start time, regardless of how remote or distant from their home, or the travel time required.

Using a county vehicle for travel from home to a county work place or from a county work place to home is defined as commuting and is a taxable benefit to an employee. County vehicles may not be used for commuting purposes unless approved within the Board of Supervisors' management resolution regarding salaries and related matters, as part of the Rideshare program managed by the County of Riverside Human Resources Department, or as described in Board Policy D-10, *Overnight Retention of County Vehicles*.

Switching from a personal vehicle to a county vehicle (except an approved Human Resources Rideshare program vehicle) at an intermediate location for the purpose of commuting between the intermediate location and the employee's regular assigned county worksite is prohibited.

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C. Recordkeeping

Each department/agency head will be responsible for establishing a method for tracking county vehicle use within the respective department/agency and maintaining the appropriate records. Mileage records must be maintained for all county vehicles. Records shall include the name of employee utilizing a county vehicle, the date(s) the vehicle was utilized by the employee, the purpose of the trip, and the starting and ending mileage of the personal and business use of the vehicle.

It will be the responsibility of the employee to satisfy Internal Revenue Service requirements for substantiating any deductions for the business use of county vehicles. Without records detailing the business use of county vehicles by the employee, such use may be taxable in full to that employee.

Department heads are responsible for ensuring that an accurate report of personal use of vehicles, as defined by IRS regulations, is reported to the Auditor-Controller's Office on a regular basis. The procedures for providing this information shall be coordinated with the Auditor-Controller's office. Records shall be maintained pursuant to Board of Supervisors' Policy A-43, *County Records Management and Archives Policy*. All documentation is subject to audit and/or review. Departments/agencies are responsible for ensuring documentation for its vehicles are maintained to comply with the provisions of this policy. Failure to maintain mileage records on county vehicle use will result in the reporting of the fair market value of the use of the vehicle as taxable income to the employee.

2. Vehicle Purchase:

A. General Requirements

County departments, agencies, and special districts requesting to purchase vehicles must submit a Vehicle Request Form to Fleet Services and follow all procedures as referenced in the request form unless a department, agency or special district has been authorized to use an alternative process approved by the Fleet Services. The form is available on Fleet Services' intranet site. The form will require the department to identify vehicle purchase requests as net new vehicles (i.e., an increase to the department's vehicle count) or replacement for an older vehicle.

County departments, agencies, and special districts shall purchase the most cost-effective hybrid models or other fuel-efficient vehicles that are estimated by the Environmental Protection Agency (EPA) to achieve a minimum average fuel economy of 25 miles per gallon if available for the size, type and usage application for the vehicles(s) being purchased. Vehicle requests that preclude the use of vehicles that meet this standard must include adequate justification for deviating from the county standard. These requests will be reviewed by Fleet Services for approval. Departments may appeal Fleet Services' decision to deny an exemption from county vehicle standards to the Executive Office.

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Fleet Services shall hold title to all vehicles with the exception of vehicles over 26,000 GVW and/or those with specific grant requirements, special funding requirements and/or as approved by the Fleet Services Director. Departments may appeal Fleet's decision to deny exception to the Executive Office.

B. Safety Features. Mandatory Requirements:

All new vehicle ordering specifications must include safety features deemed appropriate for the size/type of vehicle. Vehicles should be equipped with the following, if available, is not cost prohibitive or requires an upgrade to premium models.

- Blind-spot warning (BSW):
 - Visual and/or audible notification of vehicle in blind spot. The system may provide an additional warning if you use your turn signal when there is a car next to you in another lane.
- Lane-departure warning (LDW):
 - Visual, audible, or haptic warning to alert the driver when they are crossing lane markings.
- Rear cross-traffic warning (back-up camera):
 - Visual, audible, or haptic notification of object or vehicle out of rear camera range.

C. Safety Features. Optional:

In addition to the minimum required safety features, all other available safety features should be considered when developing vehicle ordering specifications and/or confirming vehicle purchases including but not limited to:

- Automatic emergency braking (AEB):
 - Brakes are automatically applied to prevent a collision or reduce collision speed.
- Forward-collision warning (FCW):
 - Visual and/or audible warning intended alert the driver and prevent a collision.
- Rear automatic emergency braking (Rear AEB):
 - Brakes are automatically applied to prevent backing into something behind the vehicle. This could be triggered by the rear cross-traffic system, or other sensors.

D. Safety Features. Automatic Vehicle Location:

All vehicles purchased after FY2018-19 shall be equipped with an Automatic Vehicle Location (AVL) device that is approved/compatible with other county systems. Fleet shall be the single point of control for purchase and billing. Departments are responsible for the one-time installation cost (parts and labor) and monthly subscription costs of AVLs. Department heads may opt out of AVL usage for specific units, large groups of vehicles, or for the entire department with written approval by the County Executive Office.

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3. County Vehicle Identification

1. The words "County of Riverside" or an agency, department, or county emblem, shall be placed on every county vehicle.
2. Unmarked county vehicles are permitted for investigative work, collection work, children's' services, coroner services, the Bureau of Supervisors and their staff, and other specified services may be assigned by mutual agreement with the Purchasing and Fleet Services Department and approved by the Executive Office.

Fleet Services Reports:

Fleet reports are valuable resource documents that will be used by departments in developing budgets/fixed asset requests for vehicles and by analysts in the Executive Office when reviewing these requests.

A. Quarterly Vehicle Utilization Report

On a quarterly basis, Fleet Services shall distribute a *Vehicle Utilization Report* to all departments that utilized vehicles during the reporting period. The report shall include statistics about mileage and the overall utilization of vehicles. Departments must take steps to correct the underutilization of vehicles and address recommendations to retire a vehicle(s) within 30 days of the issuance of the report. Working in close collaboration with departments, Fleet Services will evaluate special circumstances on a case-by-case basis to determine if the department is exempt from taking corrective action for underutilized vehicles based on specific department operational needs. These exemption justifications will be clearly documented with an exemption expiration date noted and will be available for review upon request. Departments may appeal Fleet's decisions to deny exemption to the County Executive Office.

Upon the departments' completion of a utilization report response, Fleet Services will compile the results and submit the Quarterly Vehicle Utilization Report to the County Executive Office.

B. Quarterly Vehicle Retirement Report

Fleet Services shall prepare a *Vehicle Retirement Report* on a quarterly basis. The report shall include a list of vehicles that are retired during the quarter. A summary of this report will be submitted to the County Executive Office on a quarterly basis.

C. Annual Fuel Efficiency Report

Fleet Services will prepare a *Fuel Efficiency Report* to include, when appropriate, recommendations for increasing fuel efficiency standards, and shall submit the report to the County Executive Office on an annual basis.

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Fleet Management

While elected and appointed department heads have the primary responsibility for the monitoring, oversight, and enforcement of this policy within their respective departments, the County of Riverside Purchasing and Fleet Services Director is responsible for establishing an efficient fleet management program that includes, but is not limited to:

- * Policies and procedures that ensure Fleet controls the central data repository for all records of vehicles owned or leased by the county and its departments, agencies, or special districts regardless of funding source pursuant to Board of Supervisors' Policy A-46, *County Records Management and Archives Policy*. Records shall include vehicle acquisition, mileage, service and repairs, and retirement.
- * Vehicle replacement and utilization standards for every vehicle classification.
- * Best practices guidelines for the use of private vehicles, motor pool rentals, and leased vehicles, or other transportation options.
- * Scheduled and timely notification to departments of inefficient use of county vehicles.
- * Policies and procedures that will promote the operation of vehicles in a manner consistent with all applicable local, state, and federal laws.
- * Policies and procedures that will ensure the County of Riverside Purchasing Department issues and manages all county credit cards used to purchase fuel. These policies and procedures shall be consistent with Board of Supervisors' Policy A-62, *Credit Card Usage*.

Reference:

Minute Order 01/28/75
Minute Order 3.1 of 12/22/98
Minute Order 3.3 of 04/10/07
Minute Order 3.9 of 7/27/10
Minute Order 3.16 of 8/31/10

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
USE AND PURCHASE OF COUNTY VEHICLES

Policy
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Purpose:

The purpose of this policy is to define the responsibilities and rules for the purchase and use of county vehicles to conduct county business. This policy is applicable to all vehicles owned or leased by the county, its departments, agencies, or special districts regardless of funding source, except for heavy duty trucks and fire apparatuses. Additional policies regarding the overnight retention of vehicles are contained in Board of Supervisors' Policy D-10, *Overnight Retention of County Vehicles*.

Policy:

County vehicles are valuable resources that enable county business to be carried out in accordance with county-wide principles and standards. It is the policy of the Board of Supervisors to provide, equip and maintain essential, safe, and presentable transportation equipment for the use of county officers, county employees, and authorized county volunteers to conduct county business.

It is also the policy of the Board to encourage the use of low or zero emissions vehicles in order to improve air quality in the county and meet local and federal air quality regulations.

Personal use of county vehicles by authorized employees or persons is prohibited unless for commuting as authorized in this policy, or personal, de minimis use, pursuant to the Internal Revenue Service Code (IRS) and regulations.

Definition:

For the purpose of this policy a vehicle is defined as:

County vehicle includes every car, truck, four-wheel drive, sport utility vehicle, bus, van, minivan, off road two, three or quad unit, motorcycle, moped, trailer, motor home/recreational vehicle purchased with County funds.

Except as noted for the requirement of tracking vehicles in a central repository, the policy does not apply to heavy duty trucks of a gross vehicle weight rating (GVWR) of 26,000 or more or fire apparatuses (i.e., engines and trucks).

Commented [ST1]: Jason proposed reducing this to 9,000 however I believe the gross was OK with leaving this at 26,000 as a result of the possession of a central repository. Roger has provided additional text to help clarify. What do you all think?

The following shall apply for the use and purchase of all county vehicles:

1. Vehicle Use:

A. General Requirements

County owned vehicles shall be driven only by appropriately licensed and authorized employees or persons. Unauthorized persons shall not be permitted to operate county

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

vehicle. Authorized employees or persons are required to drive the lowest emissions county vehicle available at the time and place usage is required.

Authorized drivers should use county vehicles, other approved contracted transportation services or privately-owned vehicles to conduct county business in accordance with county/department policy. Reimbursement for use of a privately-owned vehicle shall be provided at the current IRS reimbursement rate. Factors to be considered when deciding between using a county vehicle and other means of transportation include:

- * Economical use of employee time and operational efficiency,
- * Cost of a county vehicle versus IRS mileage reimbursement
- * Availability of other approved transportation services,
- * Availability of a county vehicle,
- * Appropriateness of the vehicle for the required use.

Subject:
USE AND PURCHASE OF COUNTY VEHICLES

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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
USE AND PURCHASE OF COUNTY VEHICLES

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All of the factors listed above should be considered and the option that is most beneficial to the county as a whole should be selected.

B. Commuting

As a condition of employment, county employees are responsible for arranging their own transportation to their regular assigned job sites at county facilities by the appointed start time, regardless of how remote or distant from their home, or the travel time required.

Using a county vehicle for travel from home to a county work place or from a county work place to home is defined as commuting and is a taxable benefit to an employee. County vehicles may not be used for commuting purposes unless approved within the Board of Supervisors' management resolution regarding salaries and pension matters, as part of the Rideshare program managed by the County of Riverside Human Resources Department, or as described in Board Policy D-10, *Overnight Retention of County Vehicles*.

Switching from a personal vehicle to a county vehicle (except an approved Human Resources Rideshare program vehicle) at an intermediate location for the purpose of commuting between the intermediate location and the employee's regular assigned county worksite is prohibited.

Subject:
USE AND PURCHASE OF COUNTY VEHICLES

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C. Recordkeeping

Each department/agency head will be responsible for establishing a method for tracking county vehicle use within the respective department/agency and maintaining the appropriate records. Mileage records must be maintained for all county vehicles. Records shall include the name of employee utilizing a county vehicle, the date(s) the vehicle was utilized by the employee, the purpose of the trip, and the starting and ending mileage of the personal and business use of the vehicle.

It will be the responsibility of the employee to satisfy Internal Revenue Service requirements for substantiating any deductions for the business use of county vehicles. Without records detailing the business use of county vehicles by the employee, such

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

use may be taxable in full to their employer.

Department heads are responsible for ensuring that an accurate record of personal use of vehicles, as defined by IRS regulations, is reported to the Auditor-Controller's Office on a regular basis. The procedures for obtaining this information shall be coordinated with the Auditor-Controller's office. Records shall be maintained pursuant to Board of Supervisors' Policy A-43, *County Records Management and Retention Policy*. All documentation is subject to audit and/or review. Departments/agencies are responsible for ensuring documentation for its vehicles are maintained to comply with the provisions of this policy. Failure to maintain mileage records for county vehicle use will result in the reporting of the fair market value of the use of the vehicle as taxable income to the employee.

2. Vehicle Purchase:

A. General Requirements

County departments, agencies, and special districts requesting to purchase vehicles must submit a Vehicle Request Form to Fleet Services and follow all procedures as referenced in the request form. ~~Request forms are available on the County website. Request forms have been approved to use an alternate request form for departments/agencies.~~ The form is available on Fleet Services' intranet site. The form will require the department to identify vehicle purchase requests as new vehicles (i.e., an increase to the department's vehicle fleet) or replacement for an older vehicle.

County departments, agencies, and special districts shall purchase the most cost-effective hybrid models or other fuel-efficient vehicles that are estimated by the Environment Protection Agency (EPA) to achieve a minimum average fuel economy of 25 miles per gallon if available for the size, type and usage application for the vehicles(s) being purchased. Vehicle requests that preclude the use of vehicles that meet this standard must include adequate justification for deviating from the county standard. These requests will be reviewed by Fleet Services for approval. Departments may appeal Fleet's decision to deny an exemption from county vehicle standards to the Executive Office.

~~Fleet Services shall hold title to and include in the central data repository all vehicles purchased unless specifically exempted by the Board of Supervisors. Existing non-fleet county vehicles owned by a county department shall remain under the department until such time that the vehicle is no longer needed.~~

Subject: USE AND PURCHASE OF COUNTY VEHICLES

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B. Safety Features, Minimum Requirements

All new vehicle ordering specifications must include safety features deemed appropriate for the size/type of vehicle. Vehicles should be equipped with the following, if available, is not cost prohibitive or requires an upgrade to premium models.

Commented [ST2]: Jason's edits.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

- Blind-spot warning (BSW):
 - Visual and/or audible notification of vehicle in blind spot. The system may provide an additional warning if you use your turn signal when there is a car next to you in another lane.
- Lane-departure warning (LDW):
 - Visual, audible, or haptic warning to alert the driver when they are crossing lane markings.
- Rear cross-traffic warning (Back-up camera):
 - Visual, audible, or haptic notification of object or vehicle out of rear camera range.

C. Safety Features, Optional:

In addition to the minimum required safety features, all other available safety features should be considered when developing vehicle ordering specifications and/or confirming vehicle purchases including but not limited to:

- Automatic emergency braking (AEB):
 - Brakes are automatically applied to prevent a collision or reduce collision speed.
- Forward-collision warning (FCW):
 - Visual and/or audible warning intended alert the driver and prevent a collision.
- Rear automatic emergency braking (Rear AEB):
 - Brakes are automatically applied to prevent backing into something behind the vehicle. This could be triggered by the rear cross-traffic system, or other sensors.

D. Safety Features, Automatic Vehicle Location:

All vehicles purchased after FY2018-19 shall be equipped with an Automatic Vehicle Location (AVL) device that is approved/compatible with other county systems. Fleet shall be the single point of control for purchase, installation and billing, and data-access of AVLs for all vehicles within the county. Departments are responsible for the one-time installation cost (parts and labor) and monthly subscription costs of AVLs. Department heads may opt out of AVL usage for specific units, large groups of vehicles, or for the entire department with written approval by the County Executive Office.

3. County Vehicle Identification

1. The words "County of Riverside" or an agency, department, or county emblem, shall be placed on every county vehicle.
2. Unmarked county vehicles are permitted for investigative work, probation work, children's services, coroner services, the Board of Supervisors and their staff, and other specified services may be exempted by mutual agreement with the Purchasing and Fleet Services Department and as approved by the Executive Office.

Commented [ST4]: Jason's edit included the following: Fleet may delegate AVL responsibilities to departments with appropriate financial and technical capabilities. I believe the group agreed that if we shorten the one sentence to say "Fleet is the single point for purchase and billing, then that allows for departments to do their own install of the AVL equipment. And, all departments now direct access to monitor vehicles through the AVL system. Everyone good with this?"

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Fleet Services Reports:

Fleet reports are valuable resource documents that will be used by departments in developing budgets/fixed asset requests for vehicles and by analysts in the Executive Office when reviewing these requests.

1. Quarterly Vehicle Utilization Report

On a quarterly basis, Fleet Services shall distribute a *Vehicle Utilization Report* to all departments that utilized vehicles during the reporting period. The report shall include statistics about mileage and the overall utilization of vehicles. Departments must take steps to correct the underutilization of vehicles and address recommendations to retire a vehicle(s) within 30 days of the issuance of the report. Working in close collaboration with departments is, Fleet Services will evaluate special circumstances on a case-by-case basis to determine if the department is exempt from taking corrective action for underutilized vehicles based on specific department operational needs. These exemption justifications will be clearly documented with an expiration expiration review date noted and will be available for review upon request. Departments may appeal Fleet's decisions to their exemption to the County Executive Office.

Upon the departments' completion of the utilization reports, Fleet Services will compile the results and submit the Quarterly Vehicle Utilization Report to the County Executive Office.

2. Quarterly Vehicle Retirement Report

Fleet Services shall prepare a *Vehicle Retirement Report* on a quarterly basis. The report shall include a list of vehicles that were retired during the quarter. A summary of this report will be submitted to the County Executive Office on a quarterly basis.

3. Annual Fuel Efficiency Report

Fleet Services will prepare a Fuel Efficiency Report to include when appropriate, recommendations for increasing fuel efficiency standards, and shall submit the report to the County Executive Office on an annual basis.

4. Fleet Management:

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
USE AND PURCHASE OF COUNTY VEHICLES

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While elected and appointed department heads have the primary responsibility for the monitoring, oversight, and enforcement of this policy within their respective departments, the County of Riverside Purchasing and Fleet Services Director is responsible for establishing an effective fleet management program that includes, but is not limited to:

- Policies and procedures that ensure Fleet controls the central data repository for all records of vehicles owned or leased by the county and its departments, agencies, or special districts regardless of funding source pursuant to Board of Supervisors' Policy A-43, *County Records Management and Archives Policy*. Records shall include vehicle acquisition, mileage, service and repairs, and retirement.
- Vehicle replacement and utilization standards for every vehicle classification.
- Best practices guidelines for the use of private vehicles, motor pool rentals, and leased vehicles, or other transportation options.
- Scheduled and timely notification to departments of inefficient use of county vehicles.
- Policies and procedures that will promote the operation of vehicles in a manner consistent with all applicable local, state, and federal laws.
-
- Policies and procedures that will ensure the County of Riverside Purchasing Department issues and manages all county credit cards used to purchase fuel. These policies and procedures shall be consistent with Board of Supervisors' Policy A-62, *Credit Card Use*.
-

Reference:

Minute Order 01/28/75
Minute Order 3.1 of 12/22/98
Minute Order 3.3 of 04/10/07
Minute Order 3.9 of 7/27/10
Minute Order 3.16 of 8/31/10

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

and local agencies for legislation to County sponsored, initiated, or approved legislation from all departments.

- After review, proposals the Executive Office will generate those that will which would improve or assist in County operations and government are included in the recommended legislative/regulatory platform.

In January of each year, the County Executive Office shall present the Legislative/Regulatory Platform to the Board of Supervisors for consideration. Once adopted, the Platform shall be the policy guide for the County for the next two years. The Platform serves as a tool for coordination and achievement of County's primary legislative goals as well as a reference for monitoring the legislation under consideration at the State and Federal levels.

PENDING PROCESS OF SUPPORTING & OPPOSING LEGISLATION
COUNTY DEPARTMENTS LEGISLATION

County Departments are responsible for monitoring legislation in their specific areas and bringing bills which have a potential major impact on the County to the attention of the County Executive Office. Staff shall advise the Board of Supervisors of pending legislation which may have a significant impact on the County. The process for obtaining a County position on pending legislation is as follows:

- County Departments are responsible for monitoring legislation in their specific areas and bringing bills which have a potential major impact on the County to the attention of the County Executive Office by submitting a Legislative Action request with an analysis is submitted to the Executive Office by a Department, Lobbyist, Legislator, Association, or the Board of Supervisors.
- The Executive Office will review the Department's analysis. If the Executive Office is not in concurrence with the Department recommendation, or if the bill potentially affects more than one department, the Executive Office will work to achieve a consensus position among the departments involved.

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**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS' MANUAL**

Policy

Subject:

LEGISLATION COORDINATION

Subject:

LEGISLATION COORDINATION

After reviewing the analysis of the legislation, the Executive Office shall make one of the following determinations:

a. A POLICY POSITION EXISTS AND IS REFERENCED IN THE CURRENT LEGISLATIVE/REGULATORY PLATFORM

- (i) The Executive Office will notify the Chair and Vice-Chair and send a letter of Support or Opposition of the legislation with the Chair and Vice-Chair.
- (ii) The Executive Office is then directed to prepare a copy of the letter to the next Board Meeting.
- (iii) The Executive Office will work with the Agency, the Board of Supervisors, and Department to achieve the desired outcome.

b. A POLICY POSITION DOES NOT EXIST AND THERE IS INSUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD; CHAIR ACTION

- (i) If the pending legislation is of a nature that requires immediate action which cannot be facilitated through the normal process because the Board is not in session, the Executive Office shall bring the item to the attention of the Chair and Vice-Chair for immediate discussion; therefore, it can be brought to the attention of the Chair and Vice-Chair for immediate action.
- (ii) After receiving approval from both the Chair & Vice-Chair, the Executive Office will then send a letter of approval to the Chair and Vice-Chair.
- (iii) The Executive Office is then directed to prepare a copy of the letter to the next Board Meeting.
- (iii) The Executive Office will work with the Agency, the Board of Supervisors, and Department to achieve the desired outcome.

c. A POLICY POSITION DOES NOT EXIST AND THERE IS SUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD; CHAIR ACTION

- (i) The Executive Office shall prepare a separate Form-11 for placement on the Board's agenda, which shall be prepared as a separate Form-11 and have the signature of the Chair and Vice-Chair of the Form-11.
- (ii) After approval from the Board, the Executive Office shall send a letter of support or opposition with the Chair and Vice-Chair.
- (iii) The Executive Office will work with the Agency, the Board of Supervisors, and Department to achieve the desired outcome.

Any written correspondence in opposition or support of any legislation or Federal legislators shall state the authority under which the same was adopted by the Legislative Platform. By Unanimous Support of the Board, or Unanimous Note, it shall also include the date version of the bill.

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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

LEGISLATIVE WEBSITE & RESOURCES

The County Executive Office shall maintain a Legislative & Governmental Affairs Website
<http://www.riversideca.gov/legis> and shall ensure that the Board of Supervisors Website is updated

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After review of the Departmental recommendations and the pending legislation, the Executive Office will make one of the following determinations:

A Policy Position Exists and is referenced as:

(-) The Legislative/Regulatory Position - The policy issue related to the pending legislation is included in our consistent with the current two-year term of the Legislative/Regulatory Cycle.

A Policy Position Does Not Exist, and the item is:

(-) Formal Board Action Item - A policy item requiring the pending legislation does not exist and requires formal action by the Board of Supervisors. The Executive Office will prepare a resolution (Form 14) for consideration by the Board of Supervisors.

(-) Action can be taken by the County Legislative Ad Hoc Committee. A consensus among affected departments is not reached, there is no recommended position, and the pending legislation is of critical importance and requires immediate action which cannot be facilitated through the formal action process because the Board is not in session or because there is insufficient time for the item to be brought to the attention of the full board for discussion, and, therefore, can be brought to the attention of the Legislative Ad Hoc Committee comprised of the Board Chair and Vice Chair for immediate action. The Ad Hoc Committee would act on legislation per the request of the Executive Office in the form of a letter of support or opposition agreed by the Chair and Vice Chair. The Executive Office is then directed to bring the item to the next Board meeting for Board consent.

The County Executive Office will maintain a file which tracks the progress of bills in which the Board of Supervisors has adopted a formal position.

LEGISLATIVE ADVOCACY

It is the primary responsibility of the Executive Office and the County's Legislative Advocates to work in cooperation with the Executive Office and Department/Agency Heads to advance the official County position as bills progress through the legislative process. Such advocacy, which may include direct interaction with members of the Legislature and their staff, committees, and local or regional governmental decision-making bodies (e.g., city councils, CSAC, WRCOG, SCAG, etc.).

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no Department shall take any action that would imply the County's support or

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COUNTY OF RIVERSIDE, CALIFORNIA

BOARD OF SUPERVISORS POLICY

opposition to any pending legislation and/or resolution by the presence of or inconsistent with an adopted Board position

The following procedures address appropriate advocacy activities:

1. Testimony

- a. Appropriate County staff shall be authorized by a grant from the Legislative and their staff, committees, and local or state or federal government decision-making bodies on policies consistent with the Board of Supervisors' action. Proposed testimony and related materials shall be filed as early as possible with the Executive Office.
- b. Advocacy efforts involving policy issues not primarily addressed by the Board of Supervisors shall receive prior authorization by the Board of Supervisors via the Legislation process in Attachment 1. In emergency circumstances, the Chairman of the Board and/or Executive Office shall be authorized to approve interim testimony which is crucial to the County. The priority of County shall be consistent with general County policy. Testimony and materials shall be coordinated with the Executive Office.
- c. Testimony of a non-policy nature (i.e., information of a technical or factual nature) may be presented without prior specific Board authorization.
- d. The Executive Office shall coordinate with the County Legislative Representatives the scheduling of testimony for County Legislators' staff members and Committees.

E. ~~Witnessing of Public Hearings~~

1. The County's Legislative Advocates and other staff shall be authorized to be the ~~Board Board, monthly, not less than quarterly~~ Board Board, monthly, not less than quarterly ~~presence of any~~ presence of any ~~the forefront of discussion of State/Federal legislation, policy, and operational impact on the County. Inquiries shall be made of the following formal positions of notable associations/organizations: Water, Sports, and other boards.~~

Reference:

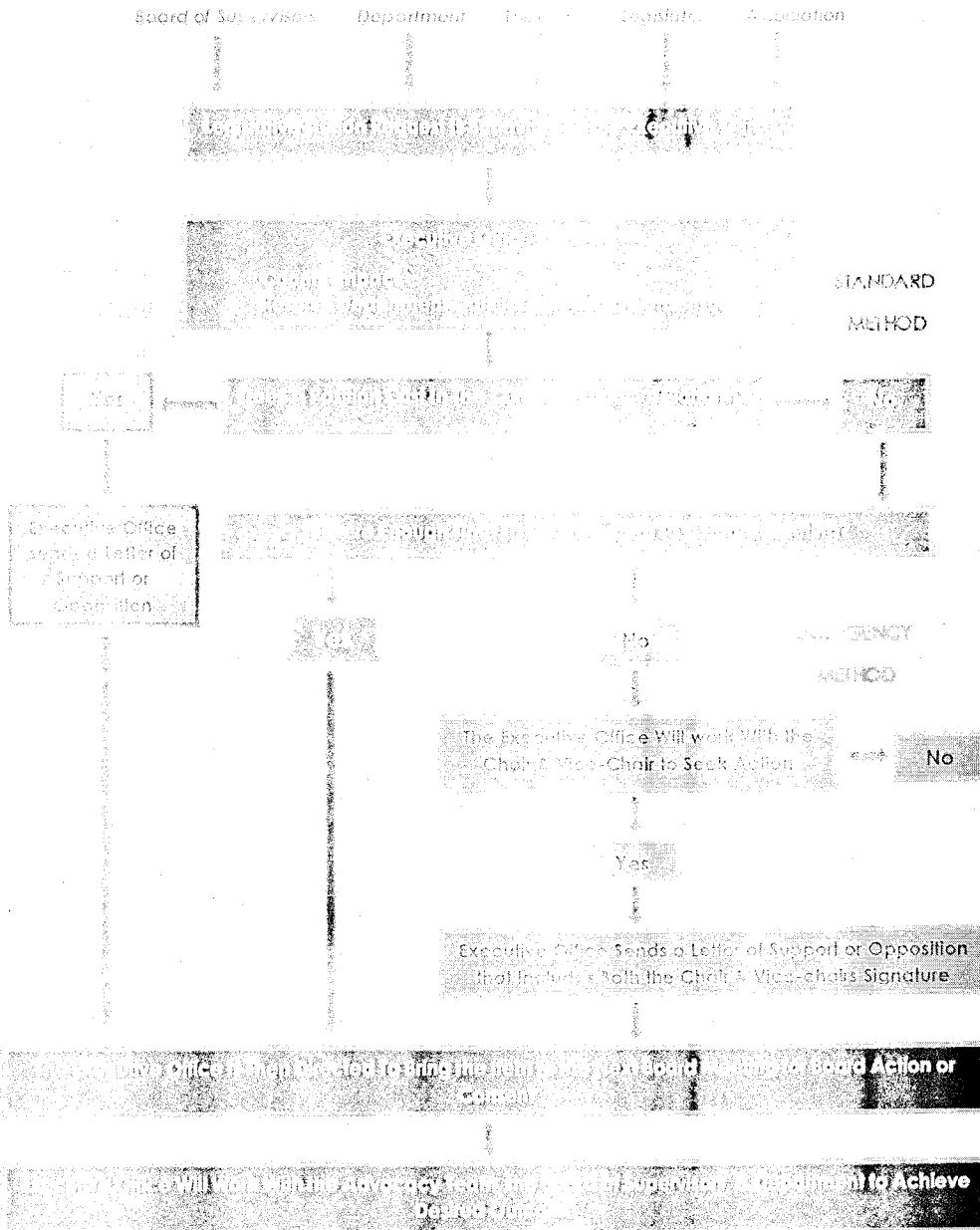
- Minute Order 11/23/1378 (Rescinded 08/12/1984)
- Minute Order 09/12/1664 (Rescinded 09/24/1984)
- Minute Order 09/24/1984 (Rescinded)
- Minute Order 3.12 of 12/19/1995 (Rescinded)
- Minute Order 3.4 of 01/05/1998
- Minute Order 3.7 of 11/07/2005
- Minute Order 3.28 of 04/13/2017
- Minute Order 3.11 of 09/23/2017
- Minute Order X.XZ of X/2/2019

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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS COUNTY

COUNTY'S PROCESS OF SUPPORTING OR OPPOSING LEGISLATION

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County of Riverside, California
Board of Supervisors Policy

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HEALTH INFORMATION PRIVACY AND SECURITY POLICY	8-23	1 of 5

Policy:

The County is a single legal entity comprised of multiple departments, some of which create, access, use, store, process or transmit identifiable medical information about patients that is protected by state and federal laws. The County has designated certain departments and functions as a "hybrid entity" under the Health Information Portability and Accountability Act (HIPAA) regulations and established this policy to ensure that each component of the hybrid entity complies with the applicable Privacy and Information Security requirements of HIPAA and California privacy medical laws.

The County's hybrid departments shall safeguard the privacy, security and integrity of both electronic and non-electronic protected health information they create, access, use, store, process and/or transmit. Each department will:

- Keep individually identifiable health information accurate, secure and safe from accidental or malicious attempts to disclose or destroy it;
- Provide notice of the County's legal duties and privacy practices with respect to health information;
- Follow the terms of the County notices of privacy practices currently in effect; and
- With respect to any breach of unsecured protected health information, notify the affected individuals, the Secretary of the United States Department of Health and Human Services, the California Department of Public Health and pertinent media outlets, as applicable.

A. HIPAA Compliance Council

County Departments designated as part of the hybrid shall assign a representative to the HIPAA Compliance Council (HCC) and require that representative to regularly attend and participate in HCC meetings. County Departments subject to Covered Privacy laws shall be invited to participate in HCC and attend approved scheduled meetings. The HCC is responsible for:

1. Formal coordination of health information privacy and security activities among hybrid Departments;
2. Reviewing and recommending to the Board of Supervisors County level policies and procedures regarding the privacy, security and integrity of protected health information;
3. Implementation and oversight of compliance with County policies and procedures related to protected health information; and
4. Reviewing and approving hybrid methods as a part of Department specific Privacy and Health Information Security training.

County of Riverside, California
Board of Supervisors Policy

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HEALTH INFORMATION PRIVACY AND SECURITY POLICY	B-23	2 of 5

D. Hybrid and Key Role Designation

The Board of Supervisors may determine to consider the particular Departments and functions included within the hybrid entity and change that designation as changes in the structure or activities of departments mandate. At least annually HCC will consider the current designation of the Board of Supervisors any changes it deems necessary.

The Assistant County Executive Director of Health Systems shall designate a County HIPAA Privacy Official and a County Health Information Security Official.

Each Department in the hybrid shall appoint a Privacy Officer for that Department to fulfill for that Department the functions of a County-wide description of those responsibilities. The Department Privacy Officer shall serve as the Department's PSOG HCC representative.

G. Departmental Responsibility

Each Department in the hybrid shall ensure compliance with the applicable HIPAA Privacy and Security requirements and state medical privacy laws within its scope of operations. Each hybrid Department shall provide periodic compliance reports at HCC.

H. Complaints and Inquiries

Any individual may direct inquiries and complaints regarding health privacy or security issues to the Privacy Officer within each hybrid department or to the County HIPAA Privacy Official.

Department Privacy Offices will coordinate response to such inquiries and complaints with the County HIPAA Privacy Official.

Under no circumstances will the County allow or enable retaliation or reprisal against individuals who file such complaints.

I. Workforce Training

Privacy and Information Security training shall be mandatory for workforce members of all Departments within the hybrid every 90 days or less and annually thereafter. Evidence of training records must be retained for a minimum of six (6) years.

J. Notice of Privacy Practices

In accordance with federal law, the County will provide a copy of the notice in Attachment 1 outlining this policy to each individual receiving health care and related services from the County, and to participants in certain health plans administered or operated by the County. Where applicable, the County will make a good faith effort to obtain completed

County of Riverside, California
Board of Supervisors Policy

Subject:

**HEALTH INFORMATION PRIVACY AND
SECURITY POLICY**

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acknowledgements of receipt of this notice from each patient or patient, and if not obtained, document its good faith efforts to obtain such acknowledgment and the reason why the acknowledgment was not obtained. This notice and acknowledgment may be amended as needed with the approval of the County Board and the Executive Officer, and amended copies provided thereafter upon request.

G. Uses and Disclosures - General

Generally, except as otherwise specified by law, the County's health departments may use and disclose health information, as allowed under state and federal law:

1. For treatment;
2. For payment;
3. For health care operations;
4. For health plan administration, except for uses disallowed by law the County health plan may not use or if it may it is for other purposes; and
5. For fundraising for its own benefit, provided that all individuals are satisfied.

H. Uses and Disclosures Generally Prohibited Activities

Unless an exception applies under state and/or federal law, the County may use and disclose health information as follows, only with a patient's authorization:

1. From mental health records and related information;
2. From or pertaining to some activities about prevention programs; and
3. For marketing.

I. Uses and Disclosures Requiring a patient's or an Object of Object

In certain cases, the County may use and disclose health information as follows, only if it informs individuals in advance and provides the individual with an opportunity to agree or object, as allowed under state and federal law:

1. For facility directories;
2. To individuals involved in the individual's health care or payment for health care; and
3. To assist in disaster relief efforts.

J. Uses and Disclosures NOT Requiring an individual's or an Opportunity to Agree or Object

In specific cases, the County may use and disclose health information without the individual's authorization and without providing an opportunity to agree or object:

1. As required by law;
2. For public health activities;

County of Riverside, California
District Supervisors Policy

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HEALTH INFORMATION PRIVACY AND SECURITY POLICY	B-23	4 of 5

3. To report victims of abuse, neglect or domestic violence;
4. For health oversight activities;
5. To the minimum extent necessary to comply with judicial and administrative proceedings when compelled by an order of a court or administrative tribunal, or in response to a subpoena, discovery request or other lawful process as allowed by law;
6. For law enforcement purposes;
 1. To coroners, medical examiners, and funeral directors;
 2. Regarding a deceased person's organ, eye, or tissue donation and transplantation;
 3. For research purposes in accordance with required conditions approved by an institutional review board;
 4. To avert serious threats to life and safety;
7. On armed forces and former military personnel for activities deemed necessary by appropriate military command authorities to assure proper execution of a military mission;
8. To determine eligibility for enrollment in veterans benefits;
9. To authorized federal officials for the conduct of lawful intelligence, counter-intelligence, and other national security activities;
10. To authorized federal officials to provide protection to the President, other authorized persons, or foreign heads of state, or to investigate threats against the President or other authorized persons;
11. To correctional institutions and other law enforcement custodial situations;
12. To determine eligibility for or enrollment in a government health plan program, or to coordinate and improve administration of benefits for such government plans; and
13. To the minimum extent necessary to comply with workers' compensation laws or similar programs providing benefits for work-related injuries or illnesses.

The County will not disclose individuals' health information to outside parties for any other reasons not covered by this policy without prior written authorization.

II. Rights and Responsibilities

With regard to health information, the County recognizes and commits to safeguard each individual's:

1. Right to request restrictions on certain uses and disclosures, including respecting an individual's right to restrict or disclose to a health plan health information pertaining to a health care item or service paid in full by the individual, or a person other than the health plan on behalf of the individual;
2. Right to confidential communications;
3. Right to limit communications by making prior payment arrangements;
4. Right to request to inspect and copy records;

County of Alameda
Board of Supervisors

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5. Right to request amendment of their health records;
6. Right to an accounting of certain disclosures;
7. Right to obtain a paper copy of the request notice of privacy practices upon request; and
8. Right to file complaints with the Department of Health Services.

L. Business Associates

The County engages and partners with various vendors who perform functions on behalf of the County. The County uses shared or otherwise obtained health care information to such parties for the purposes outlined above. In such instances, the County requires those entities to agree to abide by all applicable laws and regulations, this policy, and the terms of the County's business associate agreement substantially as shown in Attachment 2.3 of this policy. The terms of this business associate agreement may be amended from time to time with the approval of the Board of Supervisors and the Executive Officer. This policy authorizes the County Board of Supervisors to execute on behalf of the Board of Supervisors business associate agreement and to update Attachment 2 of this policy as necessary to bring existing agreements into compliance with this policy.

M. Effective Date

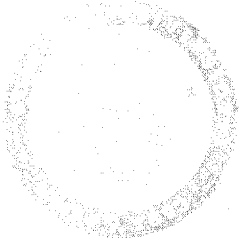
This policy took initial effect on 03/13/2003.

References:

- Minute Order 3.26 of 03/13/03
- Minute Order 3.4 of 05/03/05
- Minute Order 3.4 of 04/10/07
- Minute Order 3.4 of 12/14/10
- Minute Order 3.98 of 09/10/13
- Minute Order 3-59 of 6/21/16
- Minute Order X-XX of X/XX/19

Attachments:

- Attachment 1.A – Notice of Privacy Practices – English
- Attachment 1.B – Notice of Privacy Practices – Spanish
- Attachment 2 – Business Associate Agreement Template
- Attachment 3 – Hybrid Entity Compliance



COUNTY OF RIVERSIDE NOTICE OF PRIVACY PRACTICES

This Notice describes how we collect information about you, how we use and share it, and how you can obtain access to this information. Please review it carefully.

Your Rights

When it comes to your health information, you have the right to:

Get an electronic or paper copy of your medical record

- You can go to see or get copies of your medical record. Ask us how to do this.
- We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You can ask us to change health information about you if it is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but if we say no, we'll tell you why in writing within 60 days.
- You may also add a written explanation to your medical record about the substance you believe is incorrect or incomplete. Ask us how to do this.

Request confidential communications

- You have the right to receive confidential communications of protected health information as provided in 45 CFR §164.522(b), as applicable and can choose to communicate with you in a certain way (for example: home, or by mail, a phone call, or send mail to a certain address).

Ask us to limit what we share

- If you have not used an item of service in full, you can ask us not to share that information about that item of service **with a health plan**. We will say "yes" unless a law requires us to share that information.

Get a list of those with whom we've shared information

- You can ask us for a list (called an "accounting") of times we've shared your health information in the last six years before the date you ask, who we shared it with, and why.
- We will provide one (1) accounting a year for free but will charge a reasonable, cost-based fee if you ask for another accounting within 12 months.

File a complaint if you feel your rights are violated

- You can file a complaint by contacting us at (951) 486-4659 or complaints@riversidehealth.org.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by using the information on page 4.
- We will not retaliate against you for filing a complaint.

How we may use or disclose information about you

We use or share information to:

<p>Treat you and contact you</p>	<ul style="list-style-type: none"> We can use health information about you and share it with other people, such as those who are treating you. Health information about you may also be used by non-family members, such as healthcare providers, law enforcement, or common acquaintances, if they need to work to treat or contact you. We may use and share your health information if we believe it is necessary. 	<p><i>Examples:</i></p> <p>RUIHS providers, such as nurses, doctors, therapists, etc., may use your health information to treat you.</p> <p>For some RUIHS services, common medical records sharing with University Health, RUIHS providers can also share information collected by your Home Link monitors and applications, as described there.</p> <p>You may contact your doctor to have appointments and lab tests' results.</p>
<p>Run our organization</p>	<ul style="list-style-type: none"> We may use and share information to plan care and provide it to you, to improve our services, and to administer our services. 	<p><i>Example:</i> We use your health information to measure how well our staff is caring for patients.</p>
<p>Bill for your services</p>	<ul style="list-style-type: none"> We may use and share information to bill you or your insurance company. 	<p><i>Example:</i> We send bills and other information to your health insurance plan so it will pay for services you received.</p>
<p>Health care operations and plan administration</p>	<ul style="list-style-type: none"> As administrators of certain plans, such as Medicare, Medi-Cal, and Exclusive Care, the County may disclose limited information to plan sponsors. 	<p><i>Example:</i> For companies such as plan eligibility and enrollment, benefits administration, and payment of health care expenses.</p>

Work with public health and safety issues

We can share your health information about you for certain situations such as:

- Reporting health and safety
- Preventing or controlling disease, injury, or disability
- Helping with product recall
- Reporting adverse reactions to medications or problems with products
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing exposure to threat to anyone's health or safety

Comply with the law

We will share your health information as required by State or federal law.

Work with the medical examiner or funeral director

We can share your information with a coroner, medical examiner, or funeral director, as necessary.

Do research

We can use and share your health information for health research, if a special board permits us to.

Address workers' compensation, law enforcement, and other government requests

We can use or share your health information about you:

- For workers' compensation claims or similar programs
- For certain limited law enforcement purposes
- With your state agencies responsible for health oversight
- For state government functions such as national security and presidential investigative activities
- In response to a court order, administrative order, or a subpoena.
- If you are an inmate of the correctional institution or in custody of a law enforcement official, we may share with the correctional institution or other law enforcement for purposes such as protecting your safety or the safety of others.

How else may we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research efforts. We have to meet many conditions before we can share your information for those purposes. For more information, visit: <https://www.hhs.gov/hipaa/for-individuals/index.html>

Your Choices

For certain health information, you can choose not to share. Tell us what you want to do, and we will do our best to follow your instructions.

In these cases, you have the right to decide if we can:

- Share information with others involved in your health care or assisting with your care (e.g., your doctor).
- Share information with family members.
- Contact you to find out more about you.
- Share your name, location, facility, and general status (for example "well," "critical") with people who ask for you by name.
- Share your diagnosis, illness, or surgery.

In these cases we never share your information unless you give us written permission:

- Marketing purposes.
- Most studies of new drugs or medical treatments (except for

Our Responsibilities

- We are committed to maintaining the privacy and security of your protected health information.
- We will let you know of any breach of security that may compromise the privacy or security of your protected health information (PHI).
- We must follow the terms of this Notice. If you are not in an emergency or treatment situation, we will make a good faith effort to obtain your written acknowledgment and receipt of the Notice of Privacy Practices.
- If you tell us we can use or share your information, you may change your mind at any time. Let us know in writing if you change your mind.
- For additional information about this Notice, contact the County's Privacy Officer - single contact information on page 4 of this Notice.

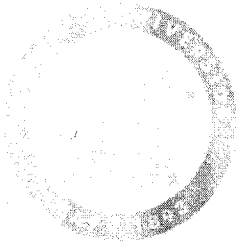
Changes to the Terms of this Notice - We may change the terms of this notice, and the changes will apply to all information we have about you. The new Notice will be available upon request, in our offices, and on our web site.

The effective date of this Notice is May 12, 2013.

Privacy Complaint Contact

County Privacy Office
Compliance and Privacy Officer
26520 Cactus Avenue
Moreno Valley, CA 92555
(951) 486-4659

U.S. Department of Health & Human Services
Office for Civil Rights
1915 Market Street, 2nd Floor, San Francisco, CA 94103
Phone: (800) 368-1011, TDD: (800) 634-7247
Fax: (415) 206-1938



GOBIERNO DEL CONDADO DE RIVERSIDE NOTIFICACIÓN SOBRE LAS NORMAS DE PRIVACIDAD

La privacidad de sus datos médicos puede ser utilizada y compartida de maneras que usted no sabe y como puede tener acceso a dichos datos de maneras que usted no sabe.



<p>En lo tocante a sus datos médicos, usted puede:</p>	
<p>Solicitar una copia electrónica o en papel de su expediente médico</p>	<ul style="list-style-type: none"> • Puede solicitar que lo envíen o entreguen copias de su expediente médico. Pregúntenos cómo hacerlo. • Es posible que le cobremos una tarifa razonable basada en los costos.
<p>Solicitar que cambiamos su expediente médico</p>	<ul style="list-style-type: none"> • Puede solicitar que cambiamos sus datos médicos si están incorrectos o incompletos. Pregúntenos cómo hacerlo. • Es posible que le digamos que "no", pero si denegamos su solicitud, le comunicaremos la razón, por escrito, dentro de los 60 días siguientes. • Usted puede agregar un anexo al expediente médico un anexo por escrito en el que describa la parte del expediente que usted considera incorrecta o incompleta. No le cobramos por hacerlo.
<p>Solicitar comunicaciones confidenciales</p>	<ul style="list-style-type: none"> • Usted tiene el derecho a que le envíen comunicaciones confidenciales de información de fin protegido, según lo que establece el artículo 164.522(b) del Código de Regulaciones Federales (CFR, por sus siglas en inglés), que responde a la ley. Solicitamos que nos comuniquemos con usted de cualquier manera que usted prefiera (por ejemplo: por el teléfono de su casa, su oficina, un proveedor, o que nos envíen una dirección postal específica).
<p>Solicitar que nos digamos lo que nos cobramos</p>	<ul style="list-style-type: none"> • Si usted solicita completamente algún artículo o servicio, puede solicitar que nos digamos lo que nos cobramos. Información sobre dicho artículo o servicio con precio. No le cobramos que "sí" a menos que, por ley, sea obligatorio pagar dicha atención.
<p>Solicitar una lista de las personas con que es hemos compartido sus datos</p>	<ul style="list-style-type: none"> • Puede solicitar una lista de personas "accounting", que significa "recuento" en inglés de las personas con las cuales hemos compartido sus datos médicos durante los seis años desde la fecha de su solicitud, con quién la hemos compartido, y por qué. • La información es un (1) artículo gratis por año, pero le cobraremos una tarifa razonable basada en los costos si nos solicita otro recuento dentro de los 12 meses siguientes.
<p>Presentar un reclamo si usted cree que ha sido vulnerado sus derechos</p>	<ul style="list-style-type: none"> • Para presentar un reclamo, puede comunicarse con nosotros por el (951) 486-4859 o enviar un email a compliance@ruhealth.org. • Puede presentar el reclamo con la Oficina de Derechos Civiles (en inglés: "Civil Rights Office") del Departamento de Salud y Servicios Humanos de EE.UU. (en inglés: "U.S. Department of Health and Human Services") según los datos que aparecen en la página 4. • No habrá sanciones en su contra por el hecho de haber presentado un reclamo.

Cómo podríamos utilizar o compartir sus datos

Nosotros utilizamos o compartimos sus datos para:

<p>Administrarle tratamientos y comunicarnos con usted</p>	<ul style="list-style-type: none"> Podemos utilizar sus datos de salud y compartirlos con otros proveedores de salud que estén tratando su salud. Es posible que algunos y algunos de los médicos de su proveedor de servicios médicos envíen información de la versión que compartimos con sus médicos a través de dispositivos electrónicos portátiles, por ejemplo, únicamente para el uso de su proveedor de salud. Podríamos utilizar o compartir sus datos médicos para mejorar nuestros servicios cuando sea necesario. 	<p><i>Por ejemplo:</i></p> <p>Podríamos proveerle con un historial de ECG, tales como electrocardiogramas, médicos, terapias, etc., podrían ver sus datos médicos.</p> <p>Podríamos que RUCRI podría proporcionar una plataforma que le permita exponer sus datos con Los Angeles University Health, los proveedores de EHR/EMR también pueden en los datos recolectados por los proveedores en su historia clínica como los datos de una larga programación de salud.</p> <p>Podríamos comunicarnos con usted en relación con futuras citas médicas y resultados de exámenes.</p>
<p>Hacer funcionar nuestra organización</p>	<ul style="list-style-type: none"> Podríamos utilizar sus datos para mejorar la atención y reducir los costos para mejorar el entorno de atención de los procesos relacionados. 	<p><i>Por ejemplo:</i> Utilizamos datos médicos para determinar qué información está aprendiendo nuestro personal a los pacientes.</p>
<p>Facturar los servicios que se le prestan</p>	<ul style="list-style-type: none"> Podríamos usar y compartir sus datos con el fin de facturar los servicios de atención de seguros. 	<p><i>Por ejemplo:</i> Le enviamos facturas y otros datos a su plan de seguro médico de modo que éste pueda recibir los servicios que se le prestan a usted.</p>
<p>Administrar actividades operativas y planes de seguro médico</p>	<ul style="list-style-type: none"> En su carácter de administrador de ciertos planes de seguro médico tales como Medicare, Medicaid, Excluded, etc., el Contrato de la División de Regulación Limitada de los Seguros de Salud. 	<p><i>Por ejemplo:</i> Con ciertos proveedores, tales como la elegibilidad e inscripción en el plan, la administración de los pagos y el pago de los gastos de la atención médica.</p>
<p>A efectos del reaseguro</p>	<ul style="list-style-type: none"> Si usted es un proveedor de servicios de salud, es posible que recibamos o compartamos ciertos datos de salud con el reaseguro. 	<p><i>Por ejemplo:</i> Utilizamos ciertos datos cuando utilizamos la función de reaseguro de los planes de seguros.</p>

¿Por qué? **Notificación de salud y seguridad públicas**

Podríamos compartir información médica para ciertas situaciones, tales como:

- Notificar enfermedades y lesiones
- Prevenir enfermedades, lesiones o discapacidades
- Asistir a la investigación de enfermedades
- Prevenir el uso de drogas, medicamentos o problemas relacionados con el alcoholismo
- Determinar aspectos de abuso, negligencia o violencia intrafamiliar
- Prevenir el suicidio, una amenaza grave a la salud o seguridad de alguien

¿Cómo la ley? Compulsamos con la ley cuando lo exigen las leyes estatales o federales.

¿Cómo se comparten los datos con el médico forense o el médico de la funeraria? En caso de un fallecimiento, si es necesario, podemos compartir sus datos con el médico forense o con directores de funerarias.

¿Por qué? **Investigaciones**

Si nos lo permiten, podemos utilizar y compartir sus datos médicos para investigaciones relativas a la salud.

¿Por qué? **Relaciones relativas a la investigación, actividades públicas y otras entidades gubernamentales**

Podemos compartir información con los médicos:

- A efectos de honorarios, compensación laboral o programas similares.
- Para cumplir con los requisitos relativos al orden público.
- Con los departamentos que fiscalizan la salud.
- Para atender emergencias especiales, tales como la seguridad nacional y servicios de protección presidencial.
- Para responder órdenes judiciales o administrativas, o citaciones judiciales.
- Si usted está en un centro hospitalario o está bajo la custodia de algún agente del orden público, podemos compartir sus datos con el correspondiente u otros miembros del orden público con ciertos propósitos tales como el diagnóstico de la salud y la de los demás.

¿Por qué? **¿Cómo podemos compartir sus datos con los médicos?** Tenemos la obligación legal de compartir sus datos con los médicos, especialmente aquellas que contribuyen al bien común, tales como las labores de salud pública y las investigaciones. Tenemos que cumplir con las obligaciones antes de poder compartir sus datos con otros fines. Para recibir información más detallada visite: <https://www.hhs.gov/health/privacy/>



En el caso de ciertos datos médicos, usted tiene la opción de elegir **lo que vamos a compartir**. Si usted prefiere que no compartamos y usted desea lo preferir por seguir sus instrucciones.

En los siguientes casos, usted tiene derecho a decidir si nosotros podemos:

- Compartir información con otros proveedores de atención médica o prestar servicios a otros pagadores de atención médica.
- Compartir información en sitios web de emergencia o desastrosos.
- Comunicarse con usted durante emergencias de salud pública de fondo.
- Compartir información con otros proveedores de atención médica o personal de salud general (por ejemplo: "¿cómo se está usted?" o "¿cómo se está usted?" o "¿cómo se está usted?" por usted).
- Compartir información con otros proveedores de atención médica.

En los siguientes casos, nunca compartiremos sus datos a menos que usted nos autorice por escrito:

- A efectos de marketing.
- La mayoría de los casos que involucran expedientes de salud mental y de tratamiento por abuso de sustancias.

Nuestras responsabilidades

- Nos comprometemos a preservar, proteger y velar por sus datos personales confidenciales.
- Le informaremos si ocurre alguna fuga de información que puede haber puesto en peligro la privacidad o seguridad de sus datos médicos protegidos (PHI, por sus siglas en inglés).
- Tenemos el deber de cumplir con los requisitos de la protección de información y protegerle una copia de la misma. Salvo que se trate de una denuncia o reclamación de un miembro de la comunidad, haremos esfuerzos de buena fe para obtener la información sobre la denuncia de la Comisión Self y las Normas de Privacidad.
- Si usted nos dice que podemos utilizar o compartir sus datos que le parecen parecer en cualquier momento. Infórmenos por escrito si cambia de parecer.
- Para recibir información adicional sobre cómo proteger la información, comuníquese con el funcionario del Condado a cargo de privacidad en privacy@co.riverside.ca.us o mediante los canales de contacto que aparecen en la página de la privacidad en www.co.riverside.ca.us.

Cambios a los términos de la presente notificación: Debido a los cambios de la presente notificación y dichos cambios serán pertinentes a todos los datos relativos a usted que poseemos. La nueva notificación estará disponible a solicitud en nuestros sitios y en nuestra página web.

La fecha de entrada en vigor de la presente notificación es el 1 de mayo de 2017.

Datos de contacto

County Privacy Office
Compliance and Privacy Officer
26520 Cactus Avenue
Moreno Valley, CA 92555
(951) 486-4659

County of Riverside Department of Health and Human Services
Health and Human Services
1000 University Ave., 2nd Floor, San Francisco, CA 94118
TEL: (415) 386-2000 FAX: (415) 386-7660
www.co.riverside.ca.us

HIPAA Business Associate Agreement

Article I

Between the County of Riverside and _____

This HIPAA Business Associate Agreement (hereinafter "Agreement") is made part of the _____ (the "Underlying Agreement") between the County of Riverside ("County") and _____ ("Contractor") and shall be enforceable as of the date the Underlying Agreement is approved by both parties to the "Underlying Agreement".

SECTION 1A

WHEREAS, County and Contractor entered into an agreement whereby Contractor provides services to County and in carrying out such a portion of such services certain protected health information ("PHI") and/or certain electronic protected health information ("ePHI") may be created by or made available to Contractor for the purpose of carrying out its obligations under the Underlying Agreement; and

WHEREAS, the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Public Law 104-191 enacted August 21, 1996, the Health Information Technology for Economic and Clinical Health Act ("HITECH") of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 enacted February 17, 2009, and the laws and regulations promulgated subsequent thereto, as may be amended from time to time, are applicable to the creation or disclosure of PHI and/or ePHI pursuant to the Underlying Agreement; and

WHEREAS, County is a covered entity as defined in the HIPAA regulations;

WHEREAS, to the extent County discloses PHI and/or ePHI to Contractor or Contractor creates, receives, maintains, transmits, or has access to PHI and/or ePHI of County, Contractor is a business associate, as defined in the Privacy Rule; and

WHEREAS, pursuant to 42 U.S.C. Title and 45 C.F.R. which governs the Security Rule and Privacy Rule apply to a business associate of a covered entity, whether or not that they apply to the covered entity, the additional security and privacy requirements of HIPAA are applicable to business associates and must be incorporated into the business associate Agreement, and a business associate is liable for civil and criminal penalties for failure to comply with the security and privacy provisions; and

WHEREAS, the parties mutually agree that any and all creation of PHI and/or ePHI shall be in compliance with the Privacy Rule, Security Rule, HIPAA, HITECH, and any other applicable law and

WHEREAS, the parties intend to ensure that Contractor will adhere to the requirements and obligations set forth in the Privacy Rule, Security Rule, HITECH, and HIPAA as they apply to Contractor as a business associate of County, including the creation, use, and receipt of copies and disclosures of PHI and/or ePHI only as required by Contractor in the course of performing functions, services and activities on behalf of County, and under the initial and/or conditions of such uses and disclosures;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. **Definitions.** Terms used herein shall have the same meaning as those terms in 45 CFR 164.402, County Code and the Privacy Rule, as may be amended from time to time.

A. "Breach" when used in connection with PHI means the acquisition, access, use or disclosure of PHI in a manner not permitted by the Privacy Rule which compromises the security of privacy of the PHI as defined by the meaning given such term in 45 CFR §164.402.

(1) Exceptions to the above paragraph (1) of this definition, acquisition, access, use, or disclosure of PHI in a manner not permitted by subpart E of the Privacy Rule is presumed to be a breach unless a covered entity demonstrates that there is a low probability that the PHI has been compromised based on the following four factors:

- (a) The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
- (b) The unauthorized person to whom the disclosure was made;
- (c) Whether the PHI is the subject of a lawsuit, breach and
- (d) The extent to which the risk to the PHI has been mitigated.

(2) Breach excluded:

- (a) Any unintentional disclosure, access or use of PHI by a workforce member or person acting under the authority of a covered entity or business associate, if such acquisition, access or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under subpart E of the Privacy Rule.
- (b) Any unintentional disclosure by a person who is authorized to access PHI at a covered office or business associate or another person authorized to access PHI at the same covered entity, business associate or organized health care arrangement in which County participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted by subpart E of the Privacy Rule.
- (c) A disclosure of PHI by a covered entity or business associate has a good faith belief that the individual(s) to whom the disclosure was made would not reasonably have been able to re-discuss information.

B. "Business associate" has the meaning given such term in 45 CFR §164.501, including but not limited to a contractor, subcontractor, receives, maintains, transmits or accesses PHI on behalf of the business associate.

C. "Data aggregation" has the meaning given such term in 45 CFR §164.501.

- 1 D. "Designated record set" as defined in 45 CFR § 164.501 means a group of records maintained
 2 or for a covered entity that relate to the individual words or terms relating to an individual
 3 individuals maintained by or for a provider of health care, including the payment, billing, or
 4 adjudication, and case or medical management, operations management by or for a health
 5 plan or, used, in whole or in part, to make decisions about the health care of
 6 individuals.
- 7 E. "Electronic protected health information" ("ePHI") is protected health information §164.501(a)(2) that is
 8 protected health information transmitted by a machine or electronic means.
- 9 F. "Electronic health record" means electronic representation of health care information on an
 10 individual that is created, gathered, analyzed, and controlled by agencies of health care, including
 11 and staff, and shall have the meaning given such term in 45 CFR § 164.501(a)(2)(ii).
- 12 G. "Health care operations" has the meaning given such term in 45 CFR § 164.501(a)(2)(iii).
- 13 H. "Individual" as defined in 45 CFR § 164.501(a)(1) means a human who is the subject of protected
 14 health information.
- 15 I. "Person" as defined in 45 CFR § 164.501(a)(2) means an individual, partnership, association,
 16 corporation, professional association or corporation, or other entity, public or private.
- 17 J. "Privacy Rule" means the HIPAA regulation codified in 45 CFR Parts 160 and 164, Subparts A
 18 and E.
- 19 K. "Protected health information" ("PHI") has the meaning given such term in 45 CFR § 164.501(a),
 20 which includes ePHI.
- 21 L. "Required by law" has the meaning given such term in 45 CFR § 164.501(a)(2)(iv).
- 22 M. "Secretary" means the Secretary of the U.S. Department of Health and Human Services
 23 ("HHS").
- 24 N. "Security incident" as defined in 45 CFR § 164.501(a)(2)(v) means the attempted or successful
 25 unauthorized access, use, disclosure, modification, or destruction of information or interference
 26 with system operations in an information system.
- 27 O. "Security Rule" means the HIPAA regulation codified in 45 CFR Parts 160 and 164, Subparts
 28 A and C.
- 29 P. "Subcontractor" as defined in 45 CFR § 164.501(a)(2)(vi) means a person to whom a business associate
 30 delegates a function, activity, or service that involves a use or disclosure of PHI on behalf of
 31 of such business associate.
- 32 Q. "Unsecured protected health information" and "secured protected health information" as defined in 45 CFR § 164.501(a)(2)(vii)
 33 means PHI not rendered unusable, unreadable, or inaccessible through unauthorized means
 34 through use of a technology or methodology specified by the Secretary in the guidance issued
 35 under 42 USC § 17932(h)(2).

10. PHI and/or ePHI.

11 A. Except as otherwise provided in this Addendum, Contractor may use, disclose, or access PHI
12 and/or ePHI as necessary to perform the obligations of Contractor under the Underlying
13 Agreement to the extent necessary to perform the contract, or on behalf of County as specified
14 in this Addendum of an individual's protected health information under HIPAA, HITECH, the Privacy Rule
15 and/or Security Rule.

16 B. Unless otherwise limited herein, in addition to other uses and/or disclosures permitted or
17 authorized by this Addendum, Contractor shall, in accordance with 45 CFR §164.504(e)(2),
18 Contractor shall:

19 (1) Use PHI and/or ePHI to ensure the delivery of a proper management and administration
20 and to ensure the appropriate use of resources;

21 (2) Disclose PHI and/or ePHI for the purpose of Contractor's proper management and
22 administration, or to carry out its contractual responsibilities, only if:

23 (a) The disclosure is necessary to:

24 (b) Contractor obtains written authorization in writing, from the person to whom
25 Contractor will disclose PHI and/or ePHI, that the person will:

26 (i) Not re-disclose PHI and/or ePHI, or permit one or further disclose it only for the
27 proper care which is the subject of the disclosure to that person, or as required by law; and,

28 (ii) Notify Contractor of any instance in which it becomes aware in which the
29 confidentiality of the information has been breached; and,

30 (3) Use PHI to provide data regarding the services relating to the health care operations of County
31 pursuant to the Underlying Agreement or as otherwise authorized by County; and,

32 (4) De-identify all PHI and/or ePHI that County receives by Contractor under this Addendum
33 provided that the de-identification meets the requirements of the Privacy Rule and/or
34 Security Rule and does not prevent timely payment and/or claims processing and receipt.

35 C. Notwithstanding to the foregoing, Contractor shall comply with any applicable state and/or federal laws and/or
36 regulations that may be more stringent than the provisions of HIPAA, including,
37 but not limited to, records retention requirements of mental health and/or substance abuse records, the
38 applicable state and/or federal laws and/or regulations that control the disclosure of records.

39 11. Prohibited Uses and Disclosures.

40 A. Contractor shall not use, disclose, or access PHI and/or ePHI in a manner not authorized by
41 the Underlying Agreement or this Addendum without patient authorization or de-identification
42 of the PHI and/or ePHI and as set forth in writing by County.

43 B. Contractor shall not use, disclose, or access PHI and/or ePHI it receives from County or
44 from another source as authorized herein, except as permitted or required by this Addendum, or
45 as required by law.

1 C. Contractor agrees not to make any use of the name or other name of County which is
2 prohibited from making.

3 D. Contractor shall not use or disclose PHI for purposes prohibited by the Privacy Rule, Security
4 Rule, HIPAA and/or HITECH, including but not limited to 42 USC § 17935 and 45 CFR
5 Contractor agrees:

6 (1) Not to use or disclose PHI for marketing purposes permitted by the Underlying Agreement and
7 only if permitted by and in compliance with the requirements of 45 CFR §164.501 and
8 CFR §164.508;

9 (2) Not to use or disclose PHI for marketing, as defined in 45 CFR §164.501, unless pursuant to
10 the Underlying Agreement and only if permitted by and in compliance with the requirements
11 of 45 CFR §164.508(a)(3);

12 (3) Not to disclose PHI, except as authorized in writing by the plan for a cash or
13 carrying out payment or health care operation, if the individual has requested this restriction
14 pursuant to 42 USC §17935(a) and 45 CFR §164.503, and has paid out of pocket in full for
15 the health care item or service to which the PHI pertains; and,

16 (4) Not to receive, directly or indirectly, remuneration or exchange for PHI or engage in any act
17 that would constitute a sale of PHI as defined in 45 CFR §164.501(d)(ii), unless permitted
18 by the Underlying Agreement and in compliance with the requirements of a valid
19 authorization under 45 CFR §164.508(a)(4). This prohibition shall not apply to payment by
20 County to Contractor for services provided pursuant to the Underlying Agreement.

21 **4. Obligations of County.**

22 A. County agrees to make its best efforts to notify Contractor promptly of any change or
23 on the use or disclosure of PHI as the result of any action by County that may affect County's
24 ability to perform its obligations under the Underlying Agreement, or this *Non-Disclosure*.

25 B. County agrees to make its best efforts to promptly notify Contractor in writing of any change or
26 or revocation of, permission or modification to use or disclosure of PHI and/or of any such
27 changes or revocation, may affect County's ability to perform its obligations under the
28 Underlying Agreement, or this *Non-Disclosure*.

29 C. County agrees to make its best efforts in a separate writing to Contractor, in writing of any known
30 limitation(s) in its notice of privacy practices to the extent that such limitation limits
31 Contractor's use or disclosure of PHI under this *Non-Disclosure*.

32 D. County agrees not to request Contractor to use or disclose PHI in any manner that
33 would not be permissible under HITECH, HIPAA, the Privacy Rule, or the Security Rule.

34 E. County agrees to obtain any authorization necessary for the use or disclosure of PHI, including
35 ePHI, so that Contractor can perform its obligations under this *Non-Disclosure* and/or Underlying
36 Agreement.

Contractor shall not disclose or otherwise use or disclose of PHI and/or ePHI, other than as follows:

- A. Use or disclosure of PHI and/or ePHI as required by the contract, in compliance with each applicable requirement of 45 CFR §164.504(a). Contractor shall also comply with the additional privacy requirements that are applicable to covered entities of PHI and/or ePHI as they are added from time to time.
- B. Disclosure of PHI and/or ePHI as required by this Addendum, or as permitted or required by this Addendum, except that Contractor shall promptly notify County if Contractor is required by law to disclose PHI and/or ePHI.
- C. Use appropriate safeguards, not less than those required by the Security Rule with respect to ePHI, to protect the confidentiality of PHI and/or ePHI other than as provided for by this Addendum.
- D. Investigate, to the extent practicable, any known or suspected use or disclosure of PHI and/or ePHI by Contractor in violation of this Addendum.
- E. Report to County any use or disclosure of PHI and/or ePHI not provided for by this Addendum or otherwise prohibited by the Security Rule, and/or Security Rule of which Contractor is aware, including any use or disclosure of PHI and/or ePHI as required by 45 CFR §164.510.
 - a. In accordance with 45 CFR §164.507(e)(1)(ii) require that any subcontractors that create, receive, maintain, transmit, or disseminate PHI on behalf of the Contractor agree through contract to the same confidentiality and privacy requirements as Contractor with respect to such PHI and/or ePHI, including the execution of a contract that complies with this Addendum.
- G. Make available to County, in the form and manner designated by County or Secretary, Contractor's internal policies, books, and records relating to the use, disclosure and privacy protection of PHI received from County, generated or received by Contractor on behalf of County, for purposes of conducting investigations, auditing Contractor's and/or County's compliance with applicable laws.
- H. To request, use or disclose only the minimum amount of PHI necessary to accomplish the intended purpose of the request, use or disclosure in accordance with 42 USC §17935(b) and 45 CFR §164.502(b)(1).
- I. Comply with requirements of voluntary assurance under 45 CFR §164.512 relating to notice of qualified consumer complaints, to a third party subpoena, discovery request, or other lawful procedure for the disclosure of PHI, which Contractor shall promptly notify County upon Contractor's receipt of such request from a third party.
- J. Not require individual or identifiable patient authorization for use or disclosure of PHI as a condition of enrollment, receipt of enrollment by any health plan (including the health plan administered by County) or eligibility or benefit, unless otherwise excepted under 45 CFR §164.508(b)(4), and authorized by the County.
- K. Use appropriate technical, administrative and physical safeguards to prevent inappropriate use, disclosure or release of PHI and/or ePHI.

- 1 L. Obtain and maintain knowledge of applicable laws, regulations, and standards related to HIPAA and
2 HIPAA, as may be amended from time to time.
- 3 M. Comply with the requirements of the Privacy Act and applicable County policies. The
4 Contractor is to carry out County policies as they apply to the Contractor.
- 5 N. Take reasonable steps to cure or cease any pattern of activity or practice of its subcontractor of
6 which Contractor becomes aware that constitutes a material breach or violation of the
7 subcontractor's obligations under the business associate agreement with Contractor, and if any
8 steps are unsuccessful, Contractor agrees to terminate the contract with the subcontractor,
9 if feasible.

10 **6. Access to PHI, Amendment and Disclosure Accessible Information Agreements:**

- 11 A. **Access to PHI, including ePHI.** Provide access to PHI, including ePHI if available,
12 electronically, in a designated record set to a duly authorized individual as directed by County within
13 five (5) days of request from County, in satisfaction of 42 USC §164.524.
- 14 B. **Amendment of PHI.** Make PHI accessible for amendment and/or amendment of PHI
15 in a designated record set County directs or agrees to at the request of an individual, within
16 fifteen (15) days of receiving a written request from County, in accordance with 45 CFR
17 §164.526.
- 18 C. **Accounting of disclosures of PHI.** If electronic, the Contractor shall be subject to
19 obligations to provide accounting of disclosures of PHI under 45 CFR §164.528, and, if not
20 applicable, electronic health records under 42 USC §179320(a) if a contractor uses or maintains
21 electronic health records. Contractor shall:
 - 22 (1) Document such disclosures of PHI and preserve the information on information related
23 to such disclosures, as would be required for the purposes and a request by an individual
24 for an accounting of disclosures of PHI and be available under and in accordance with 45
25 CFR §164.528.
 - 26 (2) Within fifteen (15) days of receiving a written request from County, provide the identity of
27 any individual as directed by County, for purposes of accounting with disclosure of PHI, to
28 permit County to respond to a request by an individual for production of a copy of PHI
29 and/or electronic health records.
 - 30 (3) Make available for County in a written report to the County for six (6) years
31 preceding the individual's request for access to PHI, and for a further
32 years preceding the individual's request for a copy of an accounting of disclosures of PHI
33 records.

34 **7. Security of ePHI.** In the event County discloses or releases any contractor name, address,
35 receive, maintain, transmit or deliver to County, shall be in accordance with 42 USC §17931 and
36 45 CFR §164.314(a)(2)(i), and §164.312. Contractor shall:

- 37 A. Comply with the applicable requirements of the Department of Health and Human Services
38 physical and technical safeguards to ensure confidentiality, integrity, and availability of
39 information, and availability of electronic information, and availability of information on
40 behalf of County in accordance with 45 CFR §164.312(a)(1)(ii) and §164.312:

- (c) Comply with all of the requirements of 45 CFR 164.161-166 relating to the implementation of policies, procedures, and administrative requirements with respect to ePHI;
- (d) Protect against any unauthorized access, use, disclosure, modification, destruction, or improper disposal of ePHI to the security or integrity of ePHI;
- (e) Protect against any unauthorized access, use, disclosure, modification, destruction, or improper disposal of ePHI that are not permitted or required under this contract;
- (f) Insure compliance with the security of ePHI by all of its workforce;
- (g) The recordation of ePHI shall be subject to review by any subcontractors that create, receive, maintain, transfer, or process ePHI. Contractor agrees through contract to the same restrictions and requirements that it in turn is obligated to and comply with the applicable requirements of the contract;
- (h) Report to County any security incident of which Contractor becomes aware, including breaches of unsecured PHI as provided in 45 CFR 164.409.
- (i) Comply with any additional regulatory requirements that are applicable to covered entities in Title 45 Public Health and Welfare, Code of Federal Regulations, Part 164, Subpart D, as may be amended from time to time, including but not limited to 45 CFR 164.409.

Not Breach of Unsecured PHI. A breach of unsecured PHI. Contractor shall comply with any applicable policies, procedures, and administrative requirements, Part 164, Subpart D, including but not limited to 45 CFR 164.409.

A. Upon discovery and notification of a breach of unsecured PHI, Contractor shall notify County in writing of such breach in writing as soon as possible and in no case later than 60 calendar days after the date of the breach as provided in 45 CFR §164.412.

(a) **Breach:** A breach of unsecured PHI shall be defined as discovered by Contractor as of the first day on which such breach is known to Contractor or, by exercising reasonable diligence, would have been known to Contractor, which includes any person, other than the person committing the breach, who is an employee, officer, or other agent of Contractor (determined in accordance with the applicable common law of the state).

(b) **Content of notification:** The written notification to County relating to breach of unsecured PHI shall include, as the extent possible, the following information if known (or can be reasonably determined) by Contractor:

- (a) The identification of each individual whose unsecured PHI has been, or is reasonably believed to have, been accessed, acquired, used or disclosed during the breach;
- (b) A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known;
- (c) A description of the types of unsecured PHI involved in the breach, such as whether full name, social security number, state of birth, home address, account number, diagnosis, identifiable code, or other types of information were involved;

- (d) Any steps individuals should take to protect themselves from the breach;
- (e) A brief description of what Contractor is doing to mitigate the breach, to minimize harm to individuals, and to protect against any future breaches;
- (f) Contact procedures for individuals to ask questions or get additional information. Such shall include a toll-free telephone number, e-mail address, web site, or postal address.

B. Cooperation. With respect to any breach of unsecured PHI committed by Contractor, Contractor shall cooperate with County and shall provide County with any information requested by County to enable County to fulfill in a timely manner its duties under the law. Such information shall include but not be limited to providing notice to the public, news media, and to the Secretary in accordance with 42 CFR 164.1793 and 45 CFR 164.404, 164.406 and 164.408.

C. Breach log. To the extent breach of unsecured PHI involves more than 500 individuals, Contractor shall maintain a log of such documentation and shall provide a copy of such other documentation on an annual basis to County within 30 days after the end of each calendar year for submission to the Secretary.

D. Delay of notification authorized by law. If Contractor delays notification of breach of unsecured PHI pursuant to a law enforcement official's statement that required notification, notice or posting would be detrimental to the investigation or the national security, Contractor shall maintain the information confidential to the extent permitted by the requirements of 45 CFR § 164.117.

E. Payment of costs. With respect to any breach of unsecured PHI caused solely by the Contractor's failure to comply with one or more of the obligations under this Addendum and/or the provisions of HITECH, HIPAA, or the Privacy Rule, the Secretary and Contractor shall pay any and all costs associated with providing notice to affected individuals, media outlets, and the Secretary. Such costs shall include but not be limited to the Contractor's obligations to indemnify, defend and hold harmless County under the terms of this Addendum.

F. Documentation. Pursuant to 45 CFR 164.1142, Contractor shall document the use or disclosure of PHI and/or ePHI that violates the Privacy Rule. Contractor shall document and maintain data to demonstrate that all notifications were made in accordance with 45 CFR 164.1142, 164.1143, Subpart D, or that such use or disclosure did not constitute a breach of the Privacy Rule, as well as completed risk assessment and mitigation plans, if any.

G. Additional State Reporting Requirements. The provisions of this Section 8.0 apply only if and/or when County, in its capacity as a health care provider, health care organization, or hospital, is required to report certain information to the Secretary under the most stringent applicable provisions of the Health and Safety Code. For purposes of this Section 8.0, Contractor shall use the applicable provisions of the Health and Safety Code § 1730.153.

(I) Contractor agrees to assist County to fulfill its obligations as required by the California Department of Public Health and the California Health & Safety Code § 1730.153.

Contractor agrees to report any unauthorized access, use, or disclosure of patient information to the County, without undue delay and no later than two (2) business days after the discovery of such information. Contractor further agrees such report shall be made in writing and shall include, at a minimum, the same types of information listed above in section 8.A.1, as well as any other information as applicable to the unlawful or unauthorized access, use, or disclosure as set forth above in this section, understanding and acknowledging that the provisions of section 8.A.2 does not apply to California Health & Safety Code § 17141.

8.A.3. Indemnification

Contractor agrees to defend, hold harmless, indemnify, and hold County, all Agencies, Districts, Special Agents and representatives of their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, and representatives from any liability or damage, including reasonable attorney's fees, incurred by Contractor, its officers, employees, subcontractors, agents, representatives, or any other person in any way relating to this Addendum, including but not limited to, injury, death, or any other element of any tort or nature whatsoever, arising from the negligence of Contractor, its officers, agents, employees, subcontractors, agents, or representatives from this Addendum. Contractor shall defend, at its sole expense, all claims, demands, suits, actions, or proceedings, but not limited to attorney fees, cost of investigation, and other reasonable expenses, incurred by County, all Agencies, Districts, Special Agents and representatives of their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, and representatives in any claim or action based upon such allegations or claims.

With respect to any claim or action for which Contractor is obligated to defend, hold harmless, indemnify, and hold County, all Agencies, Districts, Special Agents and representatives of their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, and representatives from any liability or damage, including reasonable attorney's fees, cost of investigation, and other reasonable expenses, incurred by County, all Agencies, Districts, Special Agents and representatives of their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, and representatives in any claim or action based upon such allegations or claims, Contractor shall have the right to adjust, settle, or compromise the claim or action, without the prior consent of County; provided, however, that any such adjustment, settlement, or compromise be in no manner whatsoever limits or encumbers Contractor's obligation to defend, hold harmless, indemnify, and hold County as set forth herein. Contractor's obligation to defend, indemnify, and hold harmless County shall be subject to County having a written Contract, covering the claim or action, in effect during the period of time of the claim or of the commencement of the action, and the Contractor may be, and information and reasonable assistance, at the Contractor's expense, in the settlement thereof. Contractor's obligation to defend shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the claim or action involved.

The specified language in this section of the Underlying Agreement of this Addendum shall in no way limit or encumber Contractor's obligations to indemnify and hold harmless County from from third party claims or actions issued under this Addendum.

In the event there is conflict between this clause and California Civil Code §2782, this clause shall be interpreted to comply with Civil Code §2782. Such interpretation shall not relieve the Contractor from the obligation to agree to the full amount allowed by law.

In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Addendum, this indemnification shall only apply to the subject matter included within this Addendum.

1 **10. Term.** This Addendum shall commence upon the date of execution and shall terminate when the PHI
2 and/or ePHI provided by County to Contractor, or any other information created by Contractor on behalf of
3 County, is destroyed or returned to County, or, if it is not possible to return or destroy PHI, such PHI
4 protections are extended to such information, in accordance with restrictions of this Addendum.

5 **11. Termination.**

6 **A. Termination for Breach of Contract.** A breach of any provision of this Addendum or other
7 party shall constitute a material breach of the Underlying Agreement and will provide grounds
8 for terminating this Addendum and the Underlying Agreement with or without an opportunity to
9 cure the breach, notwithstanding any provision in the Underlying Agreement to the contrary.
10 Either party, upon written notice to the other party, may, if a breach has been taken, take the
11 following actions:

- 12 (1) Terminate the Underlying Agreement and this Addendum, effective immediately, if the other
13 party breaches a material provision of the Underlying Agreement.
- 14 (2) Provide the other party with an opportunity to cure the breach. If the other party fails to
15 cure the breach in a timely manner, the non-breaching party may, at its discretion, terminate the
16 Underlying Agreement and this Addendum.
- 17 (3) If termination of the Underlying Agreement is not feasible, the non-breaching party, upon the
18 request of the non-breaching party, shall inspect, at its own expense, a plan to cure the
19 breach and report regularly on its compliance with the plan to the non-breaching party.

21 **B. Effect of Termination.**

- 22 (1) Upon termination of this Addendum, for any reason, Contractor shall, upon written notice
23 by County, destroy a true and correct copy of PHI and/or ePHI created, received, stored, or
24 transmitted by the Contractor on behalf of County, and shall certify such destruction, in writing, to County. The destruction shall apply to all PHI and/or
25 ePHI which are in the possession of subcontractors of Contractor. Contractor shall
26 retain no copies of PHI and/or ePHI, except for a hard copy of a graph, photograph, or
27 similar image.
28
- 29 (2) In the event that Contractor determines that it is not feasible to destroy PHI and/or ePHI,
30 Contractor shall provide written notice to County of the determination and
31 make such return or destruction not feasible. If such return or destruction of PHI and/or ePHI
32 is not feasible, Contractor shall extend the provisions of this Addendum to such PHI and/or ePHI and
33 limit further uses and disclosures of such PHI and/or ePHI to those purposes which make the return or
34 destruction not feasible, for so long as Contractor maintains such PHI and/or ePHI.
35

36 **12. General Provisions.**

37 **A. Retention Period.** Whenever Contractor is required to maintain documentation pursuant to the terms of this Addendum, Contractor shall retain such documentation for 6 years
38 from the date of its creation or as otherwise prescribed by law, whichever is later.
39

12. Amend to Addendum: The parties agree that such action as is necessary to amend this Addendum shall be taken to conform to the following sections of the Underlying Agreement: HITECH, the Privacy Rule, Security Rule and HIPAA.

13. Amend to Addendum: The obligations of the Contractor under Sections 3, 5, 6, 7, 8, 9, 11.B and 12.A of this Addendum shall survive the termination or expiration of the Underlying Agreement.

14. Amend to Addendum: The Contractor shall refer to this Addendum to a section in HITECH, the Privacy Rule, Security Rule, HIPAA and HITECH, and to a section(s) as in effect or as amended.

15. Amend to Addendum: The provisions of this Addendum shall prevail over any provisions in the Underlying Agreement that conflict or are inconsistent with any provision in this Addendum.

16. Amend to Addendum: The Contractor shall:

(a) This Addendum shall be part of the Underlying Agreement as one document. The purpose of this Addendum is to supplement the Underlying Agreement to include the requirements of the Privacy Rule, Security Rule, HIPAA, and HITECH.

(b) Any ambiguity, defect, or discrepancy in and between the Underlying Agreement and this Addendum shall be resolved to conform to the Privacy Rule, Security Rule, HIPAA and HITECH generally.

17. Amend to Addendum: All notices required to be provided by Contractor to County pursuant to the terms of this Addendum shall be in writing and delivered to the County both by fax and by certified mail return receipt requested to the address set forth below. If the Contractor requires a copy of this Addendum to be provided to a third party, the Contractor shall provide a copy of this Addendum to the County for distribution to the third party.

County HIPAA Privacy Officer: Privacy Officer
County HIPAA Security Officer: 2600 Pacheco Ave.
County HIPAA Privacy Officer: Member Valley, CA 92555
County HIPAA Privacy Officer: (951) 250-6471

----- TO BE COMPLETED BY COUNTY PERSONNEL ONLY -----

County Department of Health: _____
County Department of Health: _____
County Department Address: _____
County Department Phone: _____

Attachment 2: Hybrid System Installation
TIPS HARD POLICY PLAN

The County of Riverside Hybrid Entity is composed of the following departments:

- Riverside University Health System (RUHS)
 - RUHS Medical Center
 - Department of Behavioral Health
 - Health Care Clinics
 - Detention Health
 - Department of Public Health
- Riverside County Emergency Management Department
- Riverside County Finance Department
- Human Resources Exclusive Care Health Plan
- Departments providing business services to the County
 - County Council
 - Human Resources – Risk Management
 - Human Resources – Employee Benefits Administration
 - Riverside County Information Technology Center
 - Office of Aging
 - Sheriff Department

Subject:

LEGISLATION COORDINATION

Policy:

The purpose of Riverside County's legislation coordination policy is to guide legislation which benefits the County, while avoiding legislation which might adversely affect the County.

No Department shall take any action that would imply the County's support or opposition to any pending legislation and/or regulation while the absence of an inconsistent with an adopted Board position. Excluded from this policy are all members of the Board, the Attorney, County Controller, Treasurer, Tax Collector, and Assessor. The following advisory procedures are instituted to facilitate the coordination of departments, and the Executive Office to act as a central clearinghouse for legislative proposals, and to ensure that all advocacy efforts are conducted in a coordinated manner.

A. LEGISLATIVE/REGULATORY PLATFORM

The County's Annual Legislative/Regulatory Platform is developed as a result of the County's advocacy efforts led through the Executive Office, and coordinated with the various Departments and Legislative Advocates.

The Legislative/Regulatory Platform is developed every year and a semi-annual review and evaluation will be done during the next term for any necessary updates, and or changes. The Platform can be amended through a Board Action and the Executive Office. The Platform will be developed in a way that addresses the County's primary legislative goals, as well as the needs of the various departments and legislative advocates, for consideration at the Board level.

The following process will develop the County's Annual Legislative/Regulatory Platform:

1. Every Fall, the Executive Office will coordinate with all departments and agencies for legislative and regulatory proposals.
2. The Executive Office will review and coordinate all proposals and will implement or assist county operations with the plan.
3. In January of each year, the County Executive Office will present the Legislative/Regulatory Platform to the Board for consideration.

B. PROCESS OF SUBMITTING PROPOSALS

- County Department proposals for legislative and regulatory proposals will be submitted to the Executive Office. The Executive Office will coordinate with the various departments and legislative advocates, for consideration at the Board level.
1. Legislative Action proposals will be submitted to the Executive Office by the Department, Letter of Intent, and a copy to the Board of Directors.
 2. The Executive Office will coordinate with the various departments and legislative advocates, for consideration at the Board level.

LEGISLATIVE AFFAIRS DIVISION
COUNTY OF SAN DIEGO

Policy
Number Page

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For review of bills and resolutions for legislation sent to State or Federal Legislatures, the County Executive Office will make one of the following decisions:

a. A FACSIMILE SIGNATURE WILL BE USED IF RECOMMENDED IN THE CURRENT LEGISLATIVE SESSION:

(i) The Executive Office will prepare the bill or resolution and send it to the County Executive Office and then send a letter of support or opposition with the Chair's signature.
(ii) If the bill or resolution is a consent item a copy of the letter of support or opposition will be provided to the County Executive Office.
(iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and the Department to achieve the desired outcome.

b. A FACSIMILE SIGNATURE WILL BE USED IF THERE IS INSUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD MEETING:

(i) The bill or resolution is of great importance and requires immediate action. Although the formal action process has not been completed, there is insufficient time for the full board for discussion; therefore, the bill or resolution will be presented to the Chair and Vice-Chair of the Board.
(ii) The Executive Office will prepare the bill or resolution and send it to the Chair and Vice-Chair, The Executive Office will work with the Advocacy Team, the Board of Supervisors, and the Department to achieve the desired outcome.
(iii) The Executive Office will then direct the Chair and Vice-Chair to sign the letter of support or opposition with the signatures of the Chair and Vice-Chair.
(iv) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and the Department to achieve the desired outcome.

c. A FACSIMILE SIGNATURE WILL NOT BE USED IF THERE IS SUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD MEETING:

(i) The Executive Office will prepare the policy item (Form-11) for placement on the Board agenda. Each Bill will be submitted as a separate Form-11 and have the County Executive Office as the Sponsor of the Form-11.
(ii) After approval by the Board, The Executive Office will send a letter of support or opposition with the Chair's Signature.
(iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and the Department to achieve the desired outcome.

Facsimile signatures and resolutions or support for legislation sent to State or Federal Legislatures will be made in accordance with the letter was written (Per Legislative Policy, By Unanimous Approval of the Board, or Majority Vote). It should also include the date version of the bill. When using the Facsimile signature, the Executive Office must present to the Clerk of the Board confirmation from the Chair's Office through the form of an email.

LEGISLATIVE WEBSITE & SERVICES

The County Executive Office will maintain the Legislative & Governmental Affairs Website related website for legislative and resolution.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS' OFFICE

Subject:

Friday
November

LEGISLATION COORDINATION

2:17

D. LEGISLATIVE ADVOCACY

It is the primary responsibility of the Executive Director and the County's Legislative Advocates to work in cooperation with the County Agency Board to administer official County positions and procedures in the legislative process. Legislative advocacy may include direct interaction with members of the Legislature and staff, Committees, and local regional government and inter-agency bodies (such as councils, CSAC, WRCO, etc.).

No Department shall take any action that would be in direct support or opposition to any pending legislative action pending in the absence of a resolution inconsistent with an adopted board position.

The following procedures shall apply to legislative advocacy:

1. Testimony

- a. Appropriate County staff shall be authorized to represent the Legislature and their staff concerning local issues before the Legislature and its committees and bodies on public policy issues with the following exceptions formal County Proposed testimony and other materials shall be prepared in advance when consistent with the Executive Director's instructions.
- b. Advocacy efforts shall be primarily assigned to management personnel by the County Supervisors shall coordinate their testimony with the County Supervisors during the Legislation process. In preparation of testimony, County staff shall be advised by the Chairman of the Board of Supervisors of the County's position on the proposed testimony where the County is the primary stakeholder. Testimony and other materials shall be coordinated with the Executive Director.
- c. Testimony of a County staff member (testimony on a matter of fact or factually based) may be presented by a County staff member on behalf of the County.
- d. The Executive Director shall coordinate with the County's Legislative Representatives of the County Board of Supervisors, County staff, and County members, and County Board.

E. LEGISLATIVE REPORTING REQUIREMENTS

- 1. The County's Legislative Reporting and Information Committee shall provide a report, filed, monthly report to the County Board of Supervisors on the County's legislative and operational impact on the County, including information on the County's positions of notable issues and legislative actions, and the County's legislative and operational impact on the County.

References:

- Minute Order 11/20/1976 (Resolution 1976-1)
- Minute Order 11/20/1984 (Resolution 1984-1)
- Minute Order 11/20/1984 (Resolution 1984-1)
- Minute Order 3.17 of 12/20/1994 (Resolution 1994-1)
- Minute Order 3.17 of 11/07/2004
- Minute Order 3.28 of 04/19/2011
- Minute Order 3.11 of 05/23/2011
- Minute Order x.xx of xx/xx/2019

COUNTY'S PROCESS FOR REPORTING AND OPPOSING LEGISLATION

