

INDEX

PALM BEACH COUNTY
COUNTYWIDE POLICIES AND PROCEDURES
CROSS-REFERENCE BY PPM NUMBER

PPM#	Effective Date	Scheduled Review Date
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OPERATIONS

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Surplus Asset Program - Rescinded	CW-O-025	8/31/2011	
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The Negotiation of Non-Standard Contracts/Agreements - Rescinded	CW-O-056	5/15/2009	
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Trenching and Shoring Procedures	CW-O-069	7/15/2016	7/15/2021
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Tree Memorial Program - Rescinded	CW-O-072	7/15/2004	
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Tags, Registrations and Titles for County Vehicles	CW-O-074	12/12/2011	12/12/2016
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Automated External Defibrillators (AEDS) in County Owned / Operated Building	CW-O-076	12/17/2012	12/17/2017
Confined Space Entry Procedures	CW-O-077	7/15/2016	7/15/2021
Standards for Departmental Intranet Web-Based Application, Design, Deployment and Maintenance	CW-O-078	2/1/2005	8/13/2015

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Privacy of Oral, Wire, and Wireless Communications	CW-O-081	6/15/2011	6/15/2016
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Political Activities of County Employees	CW-P-012	12/17/2012	12/17/2017
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Applicant Interviews - Rescinded/See PPM# CW-P-004	CW-P-014	7/1/1998	
County Suggestion Awards Program - Rescinded	CW-P-015	1/23/1991	
Sexual Harassment - Rescinded/See PPM# CW-P-029	CW-P-016	9/25/1997	
Employment of Qualified Persons With Disabilities & the Accommodation Process Rescinded/See PPM# CW-P-029	CW-P-017	6/13/2013	
Service Awards Program - Rescinded	CW-P-018	12/17/2012	
Employee Development Program - Rescinded	CW-P-019	4/25/1994	
Unemployment Compensation	CW-P-020	5/22/2015	5/22/2020
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Group Life and Health Insurance	CW-P-023	5/23/2017	5/23/2022
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Quality in Action - Rescinded	CW-P-025	2/25/1998	
Prohibition on Use or Possession of Alcoholic Beverages on County Property and in County Facilities	CW-P-026	10/1/2012	10/1/2017
Reasonable Accommodation of Religious Practices - Rescinded	CW-P-027	6/13/2013	
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FINANCE AND BUDGET

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Procedure and Policy Regarding Acceptance of Escrow Agreements	CW-F-040	4/8/2016	4/8/2021
Petty Cash, Change Funds and Imprest Checking Accounts	CW-F-041	10/1/2014	10/1/2019
Budgeted Reserves Reporting	CW-F-042	4/16/2013	4/16/2018
Accounting Policies for Interfund, Intrafund and External Transactions	CW-F-043	5/20/2015	5/20/2020
Interdepartmental Billings	CW-F-044	7/15/2016	7/15/2021
Warranty Claims	CW-F-045	1/21/2016	1/21/2021

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Revenue Forecasting and Monitoring	CW-F-046	7/15/2016	7/15/2021
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Contract Development and Contract Responsibility	CW-F-049	10/22/2012	10/22/2017
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Management Letter Responses/Status	CW-F-052	5/5/2014	5/5/2019
Establishment and Reporting of Trust Funds	CW-F-053	7/1/2013	7/1/2018
Capital Projects Management Oversight	CW-F-054	5/27/2016	5/27/2021
Policy For Accepting Letters of Credit	CW-F-055	4/8/2015	4/8/2020
Procedure and Policy Regarding Acceptance of Performance Bonds and Payment Bonds	CW-F-056	5/20/2015	5/20/2020
Reimbursement of Attorney's Fees and Costs In Defending Ethics Complaints	CW-F-057	9/25/2015	9/25/2020
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Disaster Preparation and Recovery-- Documentation of Disaster-Related Expenditures	CW-F-061	7/29/2011	7/29/2016
Construction (Work)-In Progress (CWIP) -- Accounting Policies	CW-F-062	5/20/2015	5/20/2020
Grant Application and Reporting for Non-Routine County Funded Grants - Rescinded	CW-F-063	4/25/2011	
Requirements for Construction and Construction Related Contracts with Values of less than \$200,000.00 by a Design Professional	CW-F-064	11/12/2014	11/12/2019
Industrial Development Development/Private Activity Bonds	CW-F-065	5/15/2013	5/15/2018
Architectural and Engineering Consultant Multipliers	CW-F-066	1/20/2012	1/20/2017
Evaluating, Recovering and Recording Errors/Omissions by a Design Professional	CW-F-067	5/1/2012	5/1/2017
Eminent Domain Settlements and Payment of Litigation Expenses for Right-of-way Acquisitions	CW-F-068	2/4/2016	2/4/2021
Impact Fee Escrow Agreements	CW-F-069	2/21/2014	2/21/2019
Eminent Domain Settlements and Payment of Expenses for Conservation Land Acquisitions	CW-F-070	10/16/2015	10/16/2020
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Acquisition of Artwork	CW-F-072	1/13/2017	1/13/2022
IRS Reporting Requirements for Real Estate Transactions	CW-F-073	8/17/2016	8/17/2021
Debt Management Policy	CW-F-074	8/17/2016	8/17/2021

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Loss or Damage to County Property	CW-F-075	5/13/2013	5/13/2018
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Monitoring the Private Use of Facilities Financed with Tax-Exempt Bonds to Comply with Federal Tax Regulations and Maintain the Tax-Exempt Status Of County Bonds	CW-F-077	12/17/2012	12/17/2017
Competitive Selection of Bond Underwriters Policy For Negotiated Sales	CW-F-078	11/7/2014	11/7/2019
Selection of Bond Counsel and Disclosure Counsel	CW-F-079	2/4/2016	2/4/2021
Debt Service Administration and Arbitrage Reporting:	CW-F-080	4/25/2014	4/25/2019
Funding and Audit Ability of the Palm Beach County Office of Inspector General - Rescinded	CW-F-081	7/24/2012	
Annual Construction Contract Usage	CW-F-082	12/1/2015	12/1/2020
Advantage Financial System Contract Identification Standards Number Retired	CW-F-083	6/10/2011	
<u>LOGISTICS</u>			
Disaster Preparation and Recovery -- Emergency Alerting and Protection of Public Property	CW-L-001	3/15/2012	3/15/2017
Emergency Utilization of Public Safety Radio System Emergency Management Talk-Groups	CW-L-002	8/17/2016	8/17/2021
Postage for County Departments located in the Governmental Center and the Judicial Center	CW-L-003	8/13/2014	8/13/2019

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Purchasing Supplies from Small Stores - Rescinded	CW-L-004	9/25/1997	
Printing and Publications of County Documents	CW-L-005	4/16/2013	4/16/2018
Request for Data Processing/Word Processing Equipment & Services - Rescinded	CW-L-006	10/1/1998	
After-Hour Access to PBC Facilities with a Human Security Presence	CW-L-007	6/12/2015	6/12/2020
Purchasing Policy & Procedures	CW-L-008	10/1/2016	10/1/2021
Standardization of County Stationery, Envelopes, Business Cards, Media Release Forms and Memo Pads	CW-L-009	4/14/2016	4/14/2021
Asbestos Management Program	CW-L-010	11/7/2013	11/7/2018
Physical Identification of County Owned Fixed Assets Rescinded	CW-L-011	1/12/2001	
Real Property Dispositions (Non Right-of-Way) Rescinded - See PPM# CW-L-023	CW-L-012	10/3/2012	
Real Property Acquisition (Non Right-of-Way) Rescinded	CW-L-013	12/27/2012	
Energy Management & Conservation Program for County Owned, Maintained & Leased Facilities	CW-L-014	4/8/2016	4/8/2021
Master Space Surveys & Strategic Facility Plans - Rescinded	CW-L-015	6/15/2011	
P.U.D. - Planned Unit Development Civic Site Processing - Rescinded - See PPM# CW-L-023	CW-L-016	12/1/2011	

	PPM#	Effective Date	Scheduled Review Date
Requests for Work - Facility Improvements - Rescinded	CW-L-017	9/10/2010	
Master Space Survey - Rescinded	CW-L-018	10/16/1998	
Space Allocation Standards	CW-L-019	7/8/2011	6/8/2016
Real Property Donations/Charitable Lease to Not- for-Profit Palm Beach County Organizations - Rescinded - See PPM# CW-L-023	CW-L-020	10/3/2012	
Appraiser Pre-Qualification, Selection, and Award - Number Retired	CW-L-021	4/25/2011	
Encroachments on County Owned Real Estate (Non Right-of-Way) - Rescinded - See PPM# CW-L- 023	CW-L-022	10/3/2012	
Requirements for the Acquisition, Disposition, Lease and Exchange of Real Property	CW-L-023	7/3/2014	7/3/2019
Real Property Out-Leases (Non Right-of-Way) - Rescinded - See PPM# CW-L-023	CW-L-024	10/3/2012	
Real Property Acquisition/Disposition/Exchange/Lease/Request for Proposals Process (Non Right-of-Way) - Rescinded - See PPM# CW-L-023	CW-L-025	10/3/2012	
Real Property Exchanges (Non Right-of-Way) - Rescinded - See PPM# CW-L-023	CW-L-026	10/3/2012	
Annexation of County Owned Real Estate - Number Retired	CW-L-027	4/25/2011	
Micro Computer Guidelines for the Agencies Under the BCC - Rescinded	CW-L-028	10/1/1998	

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Notification to County Internal Auditor's Office of Outside Audits and Response and Corrective Action to Internal Audit Report Recommendations	CW-L-029	6/12/2013	6/12/2018
Requests for Radios, Public Safety Radio System BDA (Bi-Directional FR Amplifier), Fire Systems, Security Systems, Audio/Visual Systems & Closed Circuit Television Systems	CW-L-030	8/17/2016	8/17/2021
Municipal Boundary Changes - Rescinded	CW-L-031	9/10/2010	
Revenue Lease Payment Delinquency - Number Retired	CW-L-032	4/25/2011	
Physical Security Programs in County Owned & Leased Buildings	CW-L-033	9/16/2013	9/16/2018
Purchasing Ordinance Exemptions - Rescinded	CW-L-034	1/21/2015	
Direct Payments For Goods and Services	CW-L-035	2/10/2017	2/10/2022
Computer Hardware, Software and Maintenance Service Procurement - Number Retired/See PPM# CW-O-047	CW-L-036	4/25/2011	
Indoor Air Quality (IAQ) Program	CW-L-037	1/13/2017	1/13/2022
Land Development Regulation Amendment Process	CW-L-038	2/10/2016	2/10/2021
Procurement Protest Hearings	CW-L-039	2/1/2015	2/1/2020
Requirements for the Purchase, Sale and Lease of Real Property - Number Retired	CW-L-040		
Access Systems	CW-L-041	8/13/2014	8/13/2019
Prohibition of Weapons in the Palm Beach County Facilities	CW-L-042	2/25/2014	2/25/2019

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Security Screening Program at the Palm Beach County Governmental Center - Rescinded See PPM CW-L-042	CW-L-043	5/13/2011	
Criminal History Record Checks	CW-L-044	2/25/2014	2/25/2019
Emergency Use Credit Card(s)	CW-L-045	2/10/2017	2/10/2022
Use of the County Logo	CW-L-046	11/22/2016	11/22/2021
Master Key Systems; Key Issuance - Rescinded See PPM CW-L-041	CW-L-047	8/13/2014	
Decentralized Purchase Orders (DPOs)	CW-L-048	3/20/2017	3/20/2022
<u>REPORTS, RECORDS AND FILES</u>			
Records Management Program	CW-R-001	12/1/2015	12/1/2020
Microfilming and Electronic Recording Quality Control Documentation	CW-R-002	7/3/2014	7/3/2019
Stay of Records Destruction ("Records Hold")	CW-R-003	3/29/2016	3/29/2021
Fire Alarm Reporting Procedures - Rescinded	CW-R-004	10/16/1998	
Electronic Records Management Systems	CW-R-005	8/17/2016	8/17/2021
The Use, Retention, and Destruction of Electronic Mail (E-Mail)	CW-R-006	10/2/2012	10/2/2017
Geographic Information Maintenance, Management and Dissemination - Rescinded	CW-R-007	11/18/2003	
Internet Use Policy	CW-R-008	9/21/2016	9/21/2021
Enterprise Geographic Information System Maintenance and Management	CW-R-009	8/25/2011	8/25/2016
Electronic Signatures - Electronic Transactions	CW-R-010	7/3/2014	7/3/2019

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Hyperlinks from and to The Palm Beach County Web Site	CW-R-011	6/12/2015	6/12/2020
Records of the Board of County Commissioners' Maintained by the Clerk & Comptroller	CW-R-012	9/6/2012	9/6/2017
Social Media Policy	CW-R-013	6/12/2015	6/12/2020