

APPENDIX

PALM BEACH COUNTY
COUNTYWIDE POLICIES AND PROCEDURES
CROSS-REFERENCE BY DEPARTMENT

PPM#	Effective Date	Scheduled Review Date
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ADMINISTRATION

Auto Allowance	CW-F-008	11/7/2017	11/7/2022
Committee Appointments	CW-O-023	5/9/2016	5/9/2021
County Organization Chart - Rescinded	CW-O-003	10/16/1995	
Ethics Training for Officials - Rescinded See PPM# CW-P-079	CW-P-080	2/21/2014	
Funding and Audit Ability of the PBC Office of Inspector General - Rescinded	CW-F-081	7/24/2012	
Incentive Leave	CW-P-058	1/13/2017	1/13/2022
Items for Commission Action	CW-O-014	2/9/2018	2/9/2023
Long Distance Telephone Usage and Billing - Rescinded/ See PPM# CW-O-066	CW-O-013	1/15/1999	
One-Day Travel - Rescinded/See PPM# CW-F-009	CW-F-010	12/15/1991	
Ordinance No. 86-19: Authorized Expenditures for Awards, Refreshments and Commendation Breakfasts, Luncheons or Dinners	CW-F-019	4/4/2016	4/4/2021
Policies and Procedures Manuals - Rescinded	CW-O-002	10/16/1995	
Policies and Procedures Memoranda (PPMs)	CW-O-001	8/21/2018	8/21/2023
Selection of Professional Engineers, Architects, Landscape Architects, Land Surveyors and Mappers	CW-O-048	2/5/2016	2/5/2021

<u>PPM#</u>	<u>Effective Date</u>	<u>Scheduled Review Date</u>
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Submission of Annual Narrative Reports For Boards/Committees/Task Forces/Councils - **Rescinded**

[CW-O-060](#) 2/25/2015

DEPT. OF HOUSING & ECONOMIC SUSTAINABILITY

Economic and Fiscal Review of Ordinances

[CW-O-057](#) 9/6/2012 9/6/2017

Impact Fee Affordable Housing Assistance Program

[CW-F-036](#) 6/28/2018 6/28/2023

Industrial Development Revenue Bonds

[CW-F-065](#) 11/6/2018 11/6/2023

COUNTY ATTORNEY

Countywide Ordinances: Applicability; and Notification to Municipalities

[CW-O-041](#) 8/10/2018 8/10/2023

Document Control By Clerk of the Board of County Commissioners

[CW-O-029](#) 2/17/2017 2/17/2022

Documents Requiring Legal Review

[CW-O-016](#) 10/2/2012 10/2/2017

Eminent Domain Settlements and Payment of Litigation Expenses for Right-of-way Acquisitions

[CW-F-068](#) 2/4/2016 2/4/2021

Outside Counsel Conflicts of Interest

[CW-O-052](#) 1/4/2017 1/4/2021

Reimbursement of Attorney's Fees and Costs In Defending Ethics Complaints

[CW-F-057](#) 9/25/2015 9/25/2020

The Use, Retention, and Destruction of Electronic Mail (E-Mail)

[CW-R-006](#) 10/2/2012 10/2/2017

ENGINEERING AND PUBLIC WORKS

Acceptance of Special District Roads by the County - **Rescinded**

[CW-O-028](#) 3/12/2018

PPM#	Effective Date	Scheduled Review Date
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Annual Construction Contract Usage	CW-F-082	12/1/2015	12/1/2020
Architectural and Engineering Consultant Multipliers	CW-F-066	6/15/2017	6/15/2022
Development Order Conditions to Reserve Park-and-Ride Spaces Within Nonresidential Developments	CW-O-087	1/3/2013	1/3/2018
State Plane Coordinate Requirements for Surveys for Palm Beach County	CW-O-058	3/1/2018	3/1/2023

**ENVIRONMENTAL RESOURCES
MANAGEMENT**

Eminent Domain Settlements and Payment of Litigation Expenses for Conservation Land Acquisitions	CW-F-070	10/15/2015	10/16/2020
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**FACILITIES DEVELOPMENT AND
OPERATIONS**

Access Systems	CW-L-041	8/13/2014	8/13/2019
Acquisition of Artwork	CW-F-072	1/13/2017	1/13/2022
Animals/Pets in County Owned Buildings	CW-O-075	11/7/2016	11/7/2021
Bond Waiver Program	CW-F-016	4/3/2013	4/3/2018
Cable Television and Satellite Services in County Facilities	CW-O-088	3/30/2018	3/30/2023
Capital (Fixed) and Intangible Asset Capitalization Levels, Valuation Methods and Depreciable Lives	CW-F-014	5/20/2015	5/20/2020
Criminal History Record Checks	CW-L-044	2/25/2014	2/25/2019
Emergency Utilization of Public Safety Radio System Emergency Management Talk-Groups	CW-L-002	8/17/2016	8/17/2021

	<u>PPM#</u>	<u>Effective Date</u>	<u>Scheduled Review Date</u>
Encroachments on County Owned Real Estate (Non Right-of-Way) - Rescinded – See PPM# CW-L-023	CW-L-022	10/3/2012	
Energy Management & Conservation Program for County Owned, Maintained & Leased Facilities	CW-L-014	4/8/2016	4/8/2021
Evaluating, Recovering and Recording Errors/Omissions by a Design Professional	CW-F-067	6/15/2017	6/15/2022
Fire Alarm Reporting Procedures - Rescinded	CW-R-004	10/16/1998	
Fire Suppression Equipment Maintenance	CW-O-034	8/17/2016	8/17/2021
Fixed Asset Depreciation - Rescinded/See PPM# CW-F-014	CW-F-021	7/1/1998	
Fleet Management	CW-O-035	3/10/2015	3/10/2020
Food Service & Retail Leases & Concessions in Palm Beach County Owned and Leased Buildings and Public Facilities	CW-O-032	3/1/2018	3/1/2023
Main Courthouse Floor Loading - Rescinded	CW-O-015	5/1/2004	
Master Key Systems; Key Issuance - Rescinded	CW-L-047	8/13/2014	
Master Space Surveys & Strategic Facility Plans - Rescinded	CW-L-015	6/15/2011	
Master Space Survey - Rescinded	CW-L-018	10/16/1998	
Naming and Honoring Individuals or Groups in County Owned and Leased Facilities	CW-O-044	7/28/2015	7/28/2020
After-Hours Access to PBC Facilities with a Human Security Presence	CW-L-007	6/12/2015	6/12/2020
Physical Security Programs in County Owned & Leased Buildings	CW-L-033	11/6/2018	11/6/2023

	PPM#	Effective Date	Scheduled Review Date
Pollutant Storage Tank Systems	CW-O-045	8/19/2013	8/19/2018
P.U.D. - Planned Unit Development Civic Site Processing - Rescinded	CW-L-016	12/1/2011	
Procurement of Construction or Design Services Funded or Reimbursed with Federal Funds	CW-L-050	10/1/2018	10/1/2023
Prohibition of Weapons in the Palm Beach County Facilities	CW-L-042	2/25/2014	2/25/2019
Prohibition on Use, Possession and/or Sale of Alcohol Beverages on County Property and in County Facilities	CW-P-026	6/28/2018	6/28/2023
Real Property Acquisition (Non Right-of-Way) - Rescinded	CW-L-013	12/28/2012	
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 Dispositions (Non Right-of-Way) - Rescinded – See PPM# CW-L-023	CW-L-012	10/3/2012	
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	
Real Property Exchanges (Non Right-of-Way) - Rescinded – See PPM# CW-L-023	CW-L-026	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	
Refueling and Repair of County Vehicles, etc. - Rescinded/See PPM#CW-O-035	CW-F-015		9/10/2010

	<u>PPM#</u>	<u>Effective Date</u>	<u>Scheduled Review Date</u>
Requests for Radios, Public Safety Radio System BDA (Bi-Directional RF Amplifier), Fire Systems, Security Systems, Audio/Visual Systems & Closed Circuit Television Systems	CW-L-030	8/17/2016	8/17/2021
Requests for Facilities-Related Services	CW-O-040	8/17/2016	8/17/2021
Requirements for Construction and Construction Related Contracts with Values of Less than \$200,000	CW-F-064	11/12/2014	11/12/2019
Requests for Work -- Facility Improvements - Rescinded	CW-L-017	9/10/2010	
Requirements for the Purchase, Sale and Lease of Real Property - Number Retired	CW-L-040		
Security Screening Program at the Palm Beach County Governmental Center - Rescinded/See PPM #CW-L-042	CW-L-043	5/13/2011	
Space Allocation Standards	CW-L-019	7/8/2011	7/8/2016
Sub-Pool Vehicle Assignments - Rescinded	CW-O-019	12/26/2007	
Use of the Convention Center for County Events	CW-O-089	3/30/2018	3/30/2023
Use of County Owned Properties for Non-County Activities	CW-O-024	4/8/2016	4/8/2021
Vehicular Access to Governmental Center Courtyard - Rescinded	CW-O-030	9/25/1997	
Vending Machines on County-Owned or Leased Property	CW-F-039	3/20/2017	3/20/2022

FINANCIAL MANAGEMENT AND BUDGET

	PPM#	Effective Date	Scheduled Review Date
Accounting Policies for Interfund, Intrafund and External Transactions	CW-F-043	5/20/2015	5/20/2020
Annual Budget Development Process	CW-F-004	7/20/2018	7/20/2023
Boards, Commissions and Task Forces - Expense Payments	CW-O-038	4/6/2016	4/6/2021
Budget Transfers and Amendments	CW-F-013	10/16/2015	10/16/2020
Budgeted Reserves Reporting	CW-F-042	6/28/2018	6/28/2023
Capital (Fixed) and Intangible Asset Capitalization Levels, Valuation Methods and Depreciable Lives	CW-F-014	6/18/2010	6/18/2015
Capital Project Fund Management for Impact Fee Funding of Capital Projects	CW-F-032	3/30/2018	3/30/2023
Capital Projects Management Oversight	CW-F-054	5/27/2016	5/27/2021
Cash Control of Impact Fees	CW-F-029	3/29/2016	3/29/2021
Change Funds		9/26/2018	9/26/2023
Collection of Impact Fees	CW-F-025	7/17/2017	7/17/2022
Competitive Selection of Bond Underwriters Policy	CW-F-078	11/7/2014	11/7/2019
For Negotiated Sales			
Computer Security for the County's Automated Financial System	CW-F-020	1/13/2017	1/13/2022
Construction (Work)-in-Progress (CWIP) Accounting Policies	CW-F-062	5/20/2015	5/20/2020
Contract Administration Procedures	CW-O-018	5/20/2015	5/20/2020
Change Order and Consultant Services Authorization Authority for Construction, Engineering and Architectural Contracts	CW-F-050	2/4/2016	2/4/2021

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Contract Development and Contract Responsibility	CW-F-049	11/7/2017	11/7/2022
Custody and Disposal of Surplus Assets	CW-O-027	3/1/2018	3/1/2023
Debt Management Policy	CW-F-074	8/17/2016	8/17/2021
Debt Service Administration and Arbitrage Reporting: Deletion of Responsibilities between OFMB and the Clerk And Comptroller's Office Finance Department	CW-F-080	4/25/2014	4/25/2019
Debt Service Administration: Delineation of Responsibilities between OFMB and the Clerk's Finance Department (Finance) - Rescinded/See PPM # CW-F-080	CW-F-058	9/14/2009	
Disposal of Scrap Metal	CW-O-039	7/16/2018	7/16/2023
Donations to the County	CW-F-037	4/24/2014	4/24/2019
Donations of County-Owned Surplus Tangible Personal Property	CW-O-067	4/8/2016	4/8/2021
Duties and Responsibilities of the Impact Fee Coordinator - Rescinded	CW-F-033	2/7/2002	
Electronic Records Management Systems	CW-R-005	8/17/2016	8/17/2021
Electronic Signatures-- Electronic Transactions	CW-R-010	7/3/2014	7/3/2019
Establishment and Reporting of Trust Funds	CW-F-053	10/1/2018	10/1/2023
Fees Associated with Public Records Requests	CW-F-002	12/20/2010	12/20/2015
Fixed Asset Depreciation - Rescinded/See CW-F-014	CW-F-021	7/1/1998	
Fixed Asset Management - Real Property Assets	CW-O-037	5/6/2014	5/6/2019

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Grant Administration	CW-F-003	6/28/2018	6/28/2023
Grant Application and Reporting for Non-Routine County Funded Grants - Rescinded	CW-F-063	4/25/2011	
Impact Fee Compliance Reviews	CW-F-031	11/7/2017	11/7/2022
Impact Fee Collection by Municipalities - Rescinded/See CW-F-025	CW-F-023	2/7/2002	
Impact Fee Escrow Agreements	CW-F-069	2/21/2014	2/21/2019
Impact Fee Recording - Rescinded/See PPM #CW-F-023	CW-F-027	1/16/2001	
Interdepartmental Billings	CW-F-044	8/18/2011	8/18/2016
Inventory of Parts and Supplies	CW-F-059	6/12/2018	6/12/2023
IRS Reporting Requirements for Real Estate Transactions	CW-F-073	8/17/2016	8/17/2021
Lease, Lease-Purchase and Installment Purchase Contracts for Tangible Personable Property - Rescinded	CW-O-010	8/31/2011	
Management Letter Response/Status	CW-F-052	8/10/2018	8/10/2023
Microfilming and Quality Control Documentation	CW-R-002	7/3/2014	7/3/2019
Modifications to the County's Automated Financial System	CW-F-071	2/4/2016	2/4/2021
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	4/17/2018	4/17/2023
Selection of Bond Counsel and Disclosure Counsel	CW-F-079	2/4/2016	2/4/2021

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Municipal Recomputation and Refund of Impact Fees - Rescinded/See CW-F-026	CW-F-024	2/7/2002	
Notary Public Commission	CW-O-009	1/13/2017	1/13/2022
OFMB Review of Formal Contracts and Requests For Proposals	CW-O-065	5/29/2015	5/29/2020
Petty Cash	CW-F-041	9/26/2018	9/26/2023
Physical Identification and Management of County-Owned Fixed Assets	CW-O-026	6/28/2018	6/28/2023
Physical Identification of County Owned Fixed Assets - Rescinded	CW-L-011	1/12/2001	
Policy for Accepting Letters of Credit	CW-F-055	4/8/2015	4/8/2020
Procedure Regarding Front-End Loading and Unbalanced Bids for Construction Contracts	CW-O-042	7/17/2017	7/17/2022
Procedure and Policy Regarding Acceptance of Escrow Agreements	CW-F-040	4/8/2016	4/8/2021
Procedure and Policy Regarding Acceptance of Performance Bonds and Payment Bonds	CW-F-056	5/20/2015	5/20/2020
Delegated Authority for Execution of County Contracts and Agreements	CW-O-051	7/16/2018	7/16/2023
Procedure and Policy Regarding SBE Requirements Related to Construction and Professional Services Contracts	CW-O-049	7/3/2014	7/3/2019
Public Service Tax Compliance	CW-F-035	7/17/2017	7/17/2022
Impact Fee Refunds, Recalculations & Adjustments	CW-F-026	4/21/2015	4/21/2020
Receivables Collections and Write-Offs	CW-F-048	3/10/2015	3/10/2020

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Reconciliation of Departmental Accounting Records To The County's Financial System Records	CW-F-017	3/20/2017	3/20/2022
Records of the Board of County Commissioners Maintained by the Clerk & Comptroller	CW-R-012	11/7/2017	11/7/2022
Records Management Program	CW-R-001	12/1/2015	12/1/2020
Refund of Impact Fees by the County Finance Department - Rescinded	CW-F-028	1/16/2001	
Reporting Requirements for Impact Fee System - Rescinded	CW-F-030	11/1/2007	
Revenue Forecasting and Monitoring	CW-F-046	9/7/2011	9/7/2016
Revenue-Producing Contracts and Ordinances	CW-F-047	4/8/2016	4/8/2021
Review and Approval of Impact Fee Credits for Developments in Municipalities	CW-F-034	6/15/2017	6/15/2022
Sales Tax Collection and Reporting	CW-F-018	1/1/2015	1/1/2020
Stay of Records Destruction ("Records Hold")	CW-R-003	3/29/2016	3/29/2021
Surplus Asset Program - Rescinded	CW-O-025	8/31/2011	
Surplus Land Sales Proceeds Disposition - Rescinded	CW-F-038	8/1/2011	
Tags, Registrations and Titles for County Vehicles	CW-O-074	12/12/2011	12/12/2016
The Negotiation of Non-Standard Contracts/Agreements- Rescinded	CW-O-056	5/15/2009	
Thrift Store Operations	CW-O-068	10/11/2013	10/11/2018
Travel	CW-F-009	7/11/2014	7/11/2019
Warranty Claims	CW-F-045	1/21/2016	1/21/2021

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HUMAN RESOURCES

Affirmative Action Plan (AAP)	CW-P-028	6/13/2013	6/13/2018
Alternative Work Schedules	CW-P-042	3/29/2016	3/29/2021
Americans With Disabilities Act (ADA) of 1990 - Rescinded/See PPM# CW-P-029	CW-P-051	6/13/2013	
Applicant Interviews - Rescinded/See PPM# CW-P-004	CW-P-014	7/1/1998	
Assessor/Interviewer Travel Reimbursement - Rescinded	CW-P-024	8/1/2005	
Classification Review Committee	CW-P-044	12/10/2015	12/10/2020
Compensatory Time - Rescinded	CW-P-049	9/10/2007	
Controlled Substances Use and Testing Policy	CW-P-060	12/17/2012	12/17/2017
County Suggestion Awards Program - Rescinded	CW-P-015	1/23/1991	
Deferred Compensation - Financial Hardship Review Committee - Rescinded	CW-P-033	5/11/2010	
Deferred Retirement Option Program (DROP)	CW-P-065	5/22/2015	5/22/2020
Deletion of Vacant Positions - Rescinded	CW-P-043	6/8/1994	
Discrimination, Harassment and Reasonable Accommodation and Retaliation in the Workplace	CW-P-029	6/13/2013	6/13/2013
Emergency Compensation Policy	CW-P-076	12/18/2013	12/18/2018
Emergency Service Agreement - Rescinded	CW-P-005	2/9/1998	
Employee Development LPN Work-Study Program - Rescinded	CW-P-032	8/11/1997	

	<u>PPM#</u>	<u>Effective Date</u>	<u>Scheduled Review Date</u>
Employee Development Program - Rescinded	CW-P-019	4/25/1994	
Employee Development Steering Committee - Rescinded	CW-P-034	8/1/2005	
Employee Donations of Vacation Leave To Other County Employees	CW-P-059	1/1/2017	1/1/2022
Employee Retirement - Rescinded	CW-P-010	11/24/1997	
Employment Categories Other Than Regular Employment	CW-P-007	3/20/2017	3/20/2022
Employee Tuition Reimbursement Program	CW-P-008	10/1/2014	10/1/2019
Employees Unable to Perform Assigned Duties Due to Illness/Injury/Disability	CW-P-054	1/28/2014	1/28/2019
Employment of Qualified Persons with Disabilities and the Accommodation Process	CW-P-017	6/13/2013	6/13/2013
Ethics Training For Employees and Officials	CW-P-079	8/5/2014	8/5/2019
Executive Certificate Program in Public Management - Rescinded	CW-P-031	6/25/1991	
Family and Medical Leave Act and Domestic Partner Leave	CW-P-077	5/14/2012	5/14/2017
Hiring Process	CW-P-004	2/9/2018	2/9/2023
Job Applicant Travel Expense Reimbursement (Executive, Administrative and Professional Positions)	CW-F-011	2/9/2018	2/9/2023
Labor Relations Negotiating Team	CW-P-011	3/21/2013	3/21/2018
Layoff Procedures	CW-P-047	4/22/2014	4/22/2019
Leadworker Pay	CW-P-081	4/2/2018	4/2/2023

	<u>PPM#</u>	<u>Effective Date</u>	<u>Scheduled Review Date</u>
Local Annuity Contribution Rate for Members Who Opt Out of the Senior Management Service Class - Rescinded	CW-P-074	5/22/2015	
Management Assessment and Training Program - Rescinded	CW-P-038	9/25/1997	
Management by Objectives - Rescinded	CW-O-017	9/25/1997	
Minimum Hiring Age - Rescinded/See PPM# CW-P-004	CW-P-013	7/1/1998	
Moving Expense Reimbursement	CW-F-012	7/16/2018	7/16/2023
One-Day Travel - Rescinded/See PPM# CW-F-009	CW-F-010	12/15/1991	
Paid Parental Leave	CW-P-084	11/1/2017	11/1/2022
Payroll Deductions	CW-P-061	5/22/2015	5/22/2020
Personnel Action Forms	CW-P-003	11/5/2015	11/5/2020
Personnel Appeals Board	CW-P-055	2/14/2017	2/14/2022
Personnel Records	CW-P-009	5/15/2013	5/15/2018
Political Activities of County Employees	CW-P-012	7/25/2018	7/25/2023
Prevention of Sexual Abuse and Childcare Background Checks	CW-P-075	6/13/2013	6/13/2018
Procedures for Position Reclassifications and Upgrades - Rescinded	CW-P-046	8/16/2002	
Reasonable Accommodation of Religious Practices - Rescinded/See PPM# CW-P-029	CW-P-027	6/13/2013	
Requests for Initial Salary Above Minimum Levels	CW-P-040	5/15/2013	5/15/2018
Service Awards Program - Rescinded	CW-P-018	12/17/2012	

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Severance Payments, Release of- Rescinded	CW-P-066	3/21/2013	
Sexual Harassment - Rescinded/See PPM# CW-P-029	CW-P-016	9/25/1997	
Special Salary Adjustments	CW-P-035	5/22/2015	5/22/2020
Submission of Interview Questions to Personnel Prior to Department Receipt of Referral Lists(s) - Rescinded/See PPM# CW-P-004	CW-P-041	7/1/1998	
Supervisory Orientation	CW-P-030	1/13/2017	1/13/2022
Supplemental Pay for Military Reservists Called to Active Duty	CW-P-062	1/13/2017	1/13/2022
Time and Attendance Records	CW-P-048	1/13/2017	1/13/2022
Time and Attendance Records for Exempt Employees - Rescinded	CW-P-056	9/2/1998	
Unemployment Compensation	CW-P-020	5/22/2015	5/22/2020
Use of Temporary Agency Personnel - Rescinded	CW-P-050	6/8/1994	
<u>INFORMATION SYSTEMS SERVICES</u>			
Access to the Palm Beach County Enterprise Network	CW-O-061	10/2/2012	10/2/2017
Cellular Telephone Stipends	CW-O-085	1/1/2013	1/1/2018
County-Supplied Landline Communications-Voice Transmission	CW-O-066	2/1/2014	2/1/2019
County Supplied Cell Phones & Smartphones, Satellite Phones, and Air Cards	CW-O-020	1/1/2013	1/1/2018
Enterprise Geographic Information System Maintenance and Management	CW-R-009	2/9/2018	2/9/2023

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Geographic Information Maintenance, Management and Dissemination - Rescinded	CW-R-007	11/18/2003	
Information Technology Security Policies	CW-O-059	7/3/2014	7/3/2019
Information Technology Security Awareness Training for Employees and Officials	CW-P-085	3/8/2018	3/8/2023
Information Technology Governance Policies	CW-O-079	9/21/2016	9/21/2021
Internet Use Policy	CW-R-008	9/21/2016	9/21/2021
Micro Computer Guidelines for the Agencies Under the BCC - Rescinded	CW-L-028	10/1/1998	
Privacy of Oral, Wire, and Wireless Communications	CW-O-081	6/15/2011	6/15/2016
Request for Data Processing/Word Processing Equipment & Services - Rescinded	CW-L-006	10/1/1998	
Standards for Address Records in Electronic Databases	CW-O-047	9/19/2016	9/19/2021
Standards for Departmental Intranet Web-Based Application, Design, Deployment & Maintenance	CW-O-078	2/1/2005	8/13/2015
Standards for Web Page Design, Deployment and Maintenance	CW-O-073	2/9/2018	2/9/2023
<u>INTERNAL AUDIT</u>			
Notification to County Internal Auditor's Office of Outside Audits and Response and Corrective Action to Internal Audit Report Recommendations	CW-L-029	11/6/2018	11/6/2023

OFFICE OF INSPECTOR GENERAL

	PPM#	Effective Date	Scheduled Review Date
Employee Reporting of a Matter to the Office of Inspector General	CW-O-086	3/1/2018	3/1/2023

OFFICE OF SMALL BUSINESS ASSISTANCE

Small Business Enterprise Program Policies and Procedures Manual	CW-O-043	1/1/2011	1/1/2016
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PARKS & RECREATION

Tree Memorial Program - Rescinded	CW-O-072	7/15/2004	
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PLANNING, ZONING & BUILDING

Land Development Regulation Amendment Process	CW-L-038	2/10/2016	2/10/2021
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Municipal Boundary Changes - Rescinded	CW-L-031	9/10/2010	
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PUBLIC AFFAIRS

Channel 20 Sponsorship Policy	CW-O-053	3/26/2013	3/26/2018
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Channel 20 Program Selection Policy - Rescinded	CW-O-054	1/16/2015	
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Channel 20 Programming Procedure	CW-O-055	1/15/2015	1/16/2020
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Citizens' Service Center Policy and Procedures - Rescinded	CW-O-012	6/14/2010	
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Funding for Community Consensus-Building Events - Rescinded	CW-F-006	12/12/2011	
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General Policies and Guidelines for Channel 20	CW-O-050	1/16/2015	1/16/2020
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Hyperlinks from and to The Palm Beach County Web Site	CW-R-011	6/12/2015	6/12/2020
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Inserts in County Bills	CW-O-062	3/20/2017	3/20/2022
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	PPM#	Effective Date	Scheduled Review Date
News Releases and Media Contact	CW-O-011	5/1/2013	5/1/2018
Printing and Publication of County Documents	CW-L-005	4/16/2013	4/16/2018
Proclamations and Certificates of Appreciation	CW-O-046	8/18/2015	8/18/2020
Quality in Action - Rescinded	CW-P-025	2/25/1998	
Sale of Merchandise Displaying County Logo	CW-O-064	6/15/2017	6/15/2022
Social Media Policy	CW-R-013	6/12/2015	6/12/2020
Standardization of County Stationery, Envelopes, Business Cards, Media Release Forms and Memo Pads	CW-L-009	4/14/2016	4/14/2021
Standards for Web Page Design, Deployment and Maintenance	CW-O-073	10/14/2010	10/14/2015
Use of County Logo	CW-L-046	11/20/2018	11/20/2019
Video Duplicating Fees for Channel 20 - Rescinded	CW-F-022	8/1/1999	
<u>PUBLIC SAFETY</u>			
Disaster Preparation and Recovery - Documentation of Disaster -Related Expenditures	CW-F-061	7/29/2011	7/29/2016
Disaster Preparation and Recovery - Emergency Alerting and Protection of Public Property Rescinded See CEMP	CW-L-001	7/17/2017	
Employee Disaster Response Program (EDRP)	CW-P-083	6/1/2018	6/1/2023
<u>PURCHASING</u>			
Decentralized Purchase Orders (DPOs)	CW-L-048	3/12/2018	3/12/2023

	PPM#	Effective Date	Scheduled Review Date
Direct Payments for Goods and Services	CW-L-035	3/12/2018	3/12/2023
Dues, Memberships and Subscriptions	CW-F-007	11/7/2017	11/7/2022
Emergency Use Credit Card(s)	CW-L-045	2/10/2017	2/10/2022
Postage for County Departments located in the Governmental Center and the Judicial Center	CW-L-003	8/13/2014	8/13/2019
Price Agreement - Rescinded/See CW-L-008	CW-O-036	9/25/1997	
Procurement of All Non-Construction Related Good or Services Purchased or Reimbursed with Federal Funds	CW-L-049	3/12/2018	3/12/2023
Procurement Protest Hearings	CW-L-039	8/21/2018	8/21/2023
Purchasing Ordinance Exemptions Rescinded	CW-L-034	1/21/2015	
Purchasing Policy and Procedures	CW-L-008	6/1/2017	6/1/2022
Purchasing Supplies from Small Stores - Rescinded	CW-L-004	9/25/1997	

RISK MANAGEMENT

Accident and Incident Reporting	CW-O-007	11/7/2017	11/7/2022
Asbestos Management Program	CW-L-010	11/7/2013	11/7/2018
Automated External Defibrillators (AEDS) in County Owned / Operated Buildings	CW-O-076	12/17/2012	12/17/2017
Certificates of Insurance	CW-F-076	4/8/2015	4/8/2020
Chain Saw Operation	CW-O-071	1/22/2004	5/11/2016
Collection of Claims for Damage to County Property - Rescinded	CW-F-001	2/1/2008	

	PPM#	Effective Date	Scheduled Review Date
Confined Space Entry Procedures	CW-O-077	7/20/2004	5/11/2016
Domestic Partner Tax Equity Policy	CW-P-082	10/1/2013	10/1/2018
Electrical Safe Work Practices	CW-O-080	9/7/2011	9/7/2016
Employee Assistance Program	CW-P-045	5/27/2015	5/27/2021
Exposure Control Plan for the Prevention of Tuberculosis - Rescinded	CW-P-069	6/10/2011	
Fall Protection Policy	CW-P-070	7/10/2000	5/11/2016
Fire Safety & Emergency Evacuation Procedures	CW-O-022	4/24/2014	4/24/2019
Group Life and Health Insurance	CW-P-023	5/23/2017	5/23/2022
Hazardous Waste Management	CW-O-006	2/9/2018	2/9/2023
Hazard Communication	CW-P-071	3/29/2016	3/29/2021
Health Insurance Portability and Accountability Act of 1996, as amended by the Hitech Act of the American Recovery and Reinvestment Act of 2009 (HIPAA)	CW-P-072	6/13/2016	6/13/2021
Hearing Conservation Program	CW-P-078	5/20/2011	5/20/2016
Hot Work – Control of Fires and Explosions	CW-O-082	11/7/2013	11/7/2018
Indoor Air Quality (IAQ) Program	CW-L-037	1/13/2017	1/13/2022
Liability/Property Claim and Lawsuit Payments	CW-P-064	3/7/2018	3/7/2023
Lockout/Tagout Policy	CW-O-070	3/24/2016	3/24/2021
Loss or Damage to County Property	CW-F-075	6/28/2018	6/28/2023
Medical Leave of Absence - Rescinded	CW-P-053	5/14/2012	

	PPM#	Effective Date	Scheduled Review Date
Medical Monitoring	CW-P-001	2/9/2017	2/9/2022
Mileage Reimbursement Policy - Rescinded	CW-F-005	12/15/1991	
Off Road Vehicles, Powered Industrial Trucks and Watercraft (Equipment)	CW-O-083	11/7/2013	11/7/2018
Prescription Safety Glasses	CW-O-084	8/10/2018	8/10/2023
Respiratory Protection Program (RPP)	CW-P-068	11/21/2011	11/21/2016
Return to Work After Non-Work Related Medical Absence - Rescinded/See Merit Rule 9	CW-P-052	5/22/2013	
Rules Relating to Payment of Group Insurance Premiums	CW-P-022	12/1/2013	12/1/2018
Safety Footwear Policy	CW-P-037	5/26/2016	5/26/2021
Safety Policy	CW-O-005	2/6/2018	2/6/2023
Smoking Policy	CW-P-036	2/9/2015	2/9/2020
Employee Injury/Illness Reporting & Management	CW-P-021	6/25/2015	6/25/2020
Temporary Field Disposition Known or Unknown Hazardous Substances - Rescinded	CW-O-008	10/1/2002	
Trenching and Shoring Procedures	CW-O-069	10/26/1999	5/11/2016
Twenty-Four Hour Vehicle Assignments	CW-O-021	3/26/2013	3/26/2018
Vehicle Safety Program	CW-O-004	2/4/2016	2/4/2021
Vehicle Safety How's My Driving?	CW-P-067	6/12/2013	6/12/2018
Workers Compensation Claims Payment	CW-P-063	1/13/2017	1/13/2022
Workers Compensation Program	CW-P-002	1/13/2017	1/13/2022

TOURIST DEVELOPMENT COUNCIL

PPM#	Effective Date	Scheduled Review Date
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Policies and Procedures for Film & Television
Commission

[CW-O-031](#) 3/10/2015 3/10/2020

WATER UTILITIES

Inserts in County Bills

[CW-O-062](#) 3/20/2017 3/20/2022