

APPENDIX

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

<u>PPM#</u>	<u>Effective Date</u>	<u>Scheduled Review Date</u>
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OPERATIONS

Policies and Procedures Memoranda	CW-O-001	2/1/2012	2/1/2017
Policies and Procedures Manuals - Rescinded	CW-O-002	10/16/1995	
County Organization Chart - Rescinded	CW-O-003	10/16/1995	
Vehicle Safety Program	CW-O-004	2/4/2016	2/4/2021
Safety Policy	CW-O-005	12/17/2012	12/17/2012
Hazardous Waste Management & Spill Cleanup	CW-O-006	7/17/2012	7/17/2017
Accident and Incident Reporting	CW-O-007	7/17/2012	7/17/2017
Temporary Field Disposition Known or Unknown Hazardous Substances - Rescinded	CW-O-008	10/1/2002	
Notary Public Commission	CW-O-009	11/1/2011	11/1/2016
Lease, Lease-Purchase, and Installment Purchase Contracts for Tangible Personal Property - Rescinded	CW-O-010	8/31/2011	
News Releases and Media Contact	CW-O-011	5/1/2013	5/1/2018
Citizens' Service Center Policy and Procedures - Rescinded	CW-O-012	6/14/2010	
Long Distance Telephone Usage and Billing - Rescinded/See PPM# CW-O-066	CW-O-013	1/15/1999	
Items for Commission Action	CW-O-014	3/15/2012	3/15/2017

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Main Courthouse Floor Loading - Rescinded	CW-O-015	5/1/2004	
Documents Requiring Legal Review	CW-O-016	10/2/2012	10/2/2017
Management by Objectives - Rescinded	CW-O-017	9/25/1997	
Contract Administration Procedures	CW-O-018	5/20/2015	5/20/2020
Sub-Pool Vehicle Assignments- Rescinded	CW-O-019	10/26/2007	
County Supplied Cell Phones & Smartphones, Satellite Phone, and Air Cards	CW-O-020	1/1/2013	12/1/2018
Twenty-Four Hour Vehicle Assignments	CW-O-021	3/26/2013	3/26/2018
Fire Safety and Emergency Evacuation Procedures	CW-O-022	4/24/2014	4/24/2019
Committee Appointments	CW-O-023	5/9/2016	5/9/2021
Use of County Owned Properties For Non-County Activities	CW-O-024	4/8/2016	4/8/2021
Surplus Asset Program - Rescinded	CW-O-025	8/31/2011	
Physical Identification and Management of County-Owned Fixed Assets	CW-O-026	4/18/2013	4/18/2018
Custody and Disposal of Surplus Assets	CW-O-027	10/2/2012	10/2/2017
Acceptance of Special District Roads by the County	CW-O-028	9/6/2012	9/6/2017
Document Control	CW-O-029	8/1/2011	8/1/2016
Vehicular Access to Governmental Center Courtyard - Rescinded	CW-O-030	9/25/1997	
Policies and Procedures for Film & Television Commission	CW-O-031	2/1/2010	2/1/2015

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Food Service and Retail Leases and Concessions in Palm Beach County Owned/Leased Buildings and Public Facilities	CW-O-032	12/1/2012	12/1/2017
Guidelines for Subsidization of Bus Transportation for Special Groups or Events - Rescinded	CW-O-033	2/7/2002	
Fire Suppression Equipment Maintenance	CW-O-034	5/13/2011	5/13/2016
Fleet Management	CW-O-035	10/23/2009	10/23/2014
Price Agreement - Rescinded/See PPM# CW-L-008	CW-O-036	9/25/1997	
Fixed Asset Management - Real Property Assets	CW-O-037	5/6/2014	5/6/2019
Boards, Commissions and Task Forces - Expense Payments	CW-O-038	4/6/2016	4/6/2021
Disposal of Scrap Metal	CW-O-039	5/13/2013	5/13/2018
Requests for Facilities-Related Services	CW-O-040	6/10/2011	6/10/2016
Countywide Ordinances: Applicability; and Notification to Municipalities	CW-O-041	5/13/2013	5/13/2018
Procedure Regarding Front-End Loading and Unbalanced Bids for Construction Contracts	CW-O-042	4/2/2012	4/2/2017
Small Business Enterprise Program	CW-O-043	1/1/2011	1/1/2016
Naming & Honoring Individuals or Groups in County Owned and Leased Facilities	CW-O-044	7/28/2015	7/28/2020
Pollutant Storage Tank Systems	CW-O-045	8/19/2013	8/19/2018
Proclamations and Certificates of Appreciation	CW-O-046	8/18/2015	8/18/2020

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Standards for Address Records in Electronic Databases	CW-O-047	6/14/2011	6/14/2016
Selection of Professional Engineers, Architects, Landscape Architects, Land Surveyors and Mappers	CW-O-048	2/5/2016	2/5/2021
Procedure and Policy Regarding SBE Requirements Related to Construction and Professional Services Contracts	CW-O-049	7/3/2014	7/3/2019
General Policies and Guidelines for Channel 20	CW-O-050	1/16/2015	1/16/2020
Delegated Authority for Execution of County Contracts and Agreements	CW-O-051	5/20/2015	5/20/2020
Outside Counsel Conflicts of Interest	CW-O-052	10/5/1993	7/12/2016
Channel 20 Sponsorship Policy	CW-O-053	3/26/2013	3/26/2018
Channel 20 Program Selection Policy - Rescinded	CW-O-054	1/16/2015	
Channel 20 Programming Procedure	CW-O-055	1/16/2015	1/16/2020
The Negotiation of Non-Standard Contracts/Agreements - Rescinded	CW-O-056	5/15/2009	
Economic and Fiscal Review of Ordinances	CW-O-057	9/6/2012	9/6/2017
State Plane Coordinate Requirements for Surveys for Palm Beach County	CW-O-058	4/27/2012	4/27/2017
Information Technology Security Policies	CW-O-059	7/3/2014	7/3/2019
Submission of Annual Narrative Reports for Boards/Committees/Task Forces/Councils - Rescinded	CW-O-060	2/25/2015	
Access to the Palm Beach County Enterprise Network	CW-O-061	10/2/2012	10/2/2017

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Inserts in County Bills	CW-O-062	8/1/2011	8/1/2016
Server Standards - Number Retired	CW-O-063	4/25/2011	
Sale of Merchandise Displaying County Logo	CW-O-064	9/1/1996	6/21/2016
OFMB Review of Formal Contracts and Requests for Proposals	CW-O-065	5/29/2015	5/29/2020
County Supplies Landline Communications Voice Transmission	CW-O-066	2/1/2014	2/1/2019
Donation of County-Owned Surplus Tangible Personal Property	CW-O-067	4/8/2016	4/8/2021
Thrift Store Operation	CW-O-068	10/11/2013	10/11/2018
Trenching and Shoring Procedures	CW-O-069	10/26/1999	5/11/2016
Lockout/Tagout Policy	CW-O-070	3/24/2016	3/24/2020
Chain Saw Operation	CW-O-071	1/22/2004	5/11/2016
Tree Memorial Program - Rescinded	CW-O-072	7/15/2004	
Standards for Internet Web Page Design, Deployment and Maintenance	CW-O-073	10/16/2015	10/16/2020
Tags, Registrations and Titles for County Vehicles	CW-O-074	12/12/2011	12/12/2016
Animals/Pets in County Owned Buildings	CW-O-075	8/19/2002	8/31/2016
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	7/20/2004	5/11/2016
Standards for Departmental Intranet Web-Based Application, Design, Deployment and Maintenance	CW-O-078	2/1/2005	8/13/2015

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Information Technology Governance Policies	CW-O-079	9/1/2005	8/13/2015
Electrical Safe Work Practices	CW-O-080	9/7/2011	9/7/2016
Privacy of Oral, Wire, and Wireless Communications	CW-O-081	6/15/2011	6/15/2016
Hot Work – Control of Fires and Explosions	CW-O-082	11/7/2013	11/7/2018
Off Road Vehicles, Powered Industrial Trucks and Watercraft (Equipment)	CW-O-083	11/7/2013	11/7/2018
Prescription Safety Glasses	CW-O-084	6/12/2013	6/12/2018
Cellular Telephone Stipends	CW-O-085	1/1/2013	1/1/2018
Employee Reporting of a Matter to the Office of Inspector General	CW-O-086	1/3/2013	1/3/2018
Development Order Conditions to Reserve Park-and-Ride Spaces Within Nonresidential Developments	CW-O-087	1/3/2013	1/3/2018
Cable Television and Satellite Service in County Facilities	CW-O-088	6/12/2013	6/12/2018
Use of the Convention Center for County Events	CW-O-089	5/6/2016	5/6/2021
<u>PERSONNEL</u>			
Medical Monitoring	CW-P-001	2/23/2011	2/23/2016
Workers Compensation Program	CW-P-002	8/29/2011	8/29/2016
Personnel Action Forms	CW-P-003	11/5/2015	11/5/2020
Hiring Process	CW-P-004	12/17/2012	12/17/2017
Emergency Service Agreement - Rescinded	CW-P-005	2/9/1998	

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Employment References - Rescinded/See PPM# CW-P-004	CW-P-006	7/1/1998	
Employment Categories Other Than Regular Employment	CW-P-007	4/24/2014	4/24/2019
Employee Tuition Reimbursement Program	CW-P-008	10/1/2014	10/1/2019
Personnel Records	CW-P-009	5/15/2013	5/15/2018
Employee Retirement - Rescinded	CW-P-010	11/24/1997	
Labor Relations Negotiating Team	CW-P-011	3/21/2013	3/21/2018
Political Activities of County Employees	CW-P-012	12/17/2012	12/17/2017
Minimum Hiring Age - Rescinded/See PPM# CW-P-004	CW-P-013	7/1/1998	
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
Employee Injury/Illness Reporting and Management	CW-P-021	6/25/2015	6/25/2020

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Rules Relating to Payment of Group Insurance Premiums	CW-P-022	12/1/2013	12/1/2018
Group Life and Health Insurance	CW-P-023	2/22/2012	2/22/2017
Assessor/Interviewer Travel Reimbursement - Rescinded	CW-P-024	8/1/2005	
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	
Affirmative Action Plan (AAP)	CW-P-028	6/13/2013	6/13/2018
Discrimination, Harassment and Reasonable Accommodation and Retaliation in the Workplace	CW-P-029	6/13/2013	6/13/2013
Supervisory Training	CW-P-030	7/8/2011	7/8/2016
Executive Certificate Program in Public Management - Rescinded	CW-P-031	6/25/1991	
Employee Development LPN Work-Study Program - Rescinded	CW-P-032	8/11/1997	
Deferred Compensation - Financial Hardship Review Committee - Rescinded	CW-P-033	5/11/2010	
Employee Development Steering Committee - Rescinded	CW-P-034	8/1/2005	
Special Salary Adjustments	CW-P-035	5/22/2015	5/22/2020
Smoking Policy	CW-P-036	2/1/2010	2/1/2015
Safety Footwear Policy	CW-P-037	5/26/2016	5/26/2021

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Management Assessment and Training Program - Rescinded	CW-P-038	9/25/1997	
Remedial Action for Discrimination Complaints - Rescinded	CW-P-039	2/29/2000	
Requests for Initial Salary Above Minimum Levels	CW-P-040	5/15/2013	5/15/2018
Submission of Interview Questions to Personnel Prior to Department Receipt of Referral List(s) Rescinded/See PPM# CW-P-004	CW-P-041	7/1/1998	
Alternative Work Schedules	CW-P-042	3/29/2016	3/29/2021
Deletion of Vacant Positions - Rescinded	CW-P-043	6/8/1994	
Classification Review Committees	CW-P-044	12/10/2015	12/10/2020
Employee Assistance Program	CW-P-045	5/27/2016	5/27/2021
Position Reclassifications and Upgrades - Rescinded	CW-P-046	8/16/2002	
Layoff Procedures	CW-P-047	4/22/2014	4/22/2019
Time and Attendance Records	CW-P-048	7/8/2011	7/8/2016
Compensatory Time - Rescinded/See Merit Rule 6.05	CW-P-049	9/10/2007	
Use of Temporary Agency Personnel - Rescinded	CW-P-050	6/8/1994	
American With Disabilities Act (ADA) of 1990 - Rescinded/See PPM #CW-P-029	CW-P-051	6/13/2013	
Return to Work After Non-Work Related Medical Absence – Rescinded/See Merit Rule 9	CW-P-052	5/22/2013	

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Medical Leave of Absence - Rescinded/See PPM # CW-P-077	CW-P-053	5/14/2012	
Employees Unable to Perform Assigned Duties Due to Illness/Injury/Disability	CW-P-054	1/28/2014	1/28/2019
Personnel Appeals Board	CW-P-055	5/15/2013	5/15/2018
Time and Attendance Records for Exempt Employees - Rescinded/See PPM# CW-P-049	CW-P-056	9/2/1998	
Transfer of Authorized Positions - Number Retired	CW-P-057	4/25/2011	
Incentive Leave	CW-P-058	5/13/2011	5/13/2016
Employee Donations of Vacation Leave To Other County Employees	CW-P-059	9/1/2015	9/1/2020
Controlled Substances Use and Testing Policy	CW-P-060	12/17/2012	12/17/2017
Payroll Deductions	CW-P-061	5/22/2015	5/22/2020
Supplemental Pay for Military Reservists Called to Active Duty	CW-P-062	4/25/2011	4/25/2016
Worker's Compensation Claims Payment	CW-P-063	6/10/2011	6/10/2016
Liability/Property Claim & Lawsuit Payments	CW-P-064	10/2/2012	10/2/2017
Deferred Retirement Option Program (DROP)	CW-P-065	5/22/5015	5/22/2020
Severance Payments, Release of - Rescinded	CW-P-066	3/21/2013	
Vehicle Safety - "How's My Driving?" Procedures	CW-P-067	6/12/2013	6/12/2018
Respiratory Protection Program (RPP)	CW-P-068	11/21/2011	11/21/2016

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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
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	9/23/2013	9/23/2018
Lobbyist Regulations - Number Retired	CW-P-073	6/10/2011	
Local Annuity Contribution Rate for Members Who Opt Out of the Senior Management Service Class - Rescinded	CW-P-074	5/22/2015	
Prevention of Sexual Abuse and Childcare Background Checks	CW-P-075	6/13/2013	6/13/2013
Emergency Compensation Policy	CW-P-076	12/18/2013	12/18/2018
Family and Medical Leave Act and Domestic Partner Leave	CW-P-077	5/14/2012	5/14/2017
Hearing Conservation Program	CW-P-078	5/20/2011	5/20/2016
Ethics Training For Employees and Officials	CW-P-079	8/5/2014	8/5/2019
Ethics Training for Officials - Rescinded/See PPM# CW-P-079	CW-P-080	2/21/2014	
Leadworker Pay	CW-P-081	1/7/2013	1/7/2018
Domestic Partner Tax Equity Policy	CW-P-082	10/1/2013	10/1/2018
<u>FINANCE AND BUDGET</u>			
Collection of Claims for Damage to County Property - Rescinded/See PPM# CW-F-075	CW-F-001	2/1/2008	

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Fees Associated with Public Records Requests	CW-F-002	12/20/2010	12/20/2015
Grant Administration	CW-F-003	4/19/2013	4/19/2018
Annual Budget Preparation Procedures - Rescinded	CW-F-004	4/1/1998	
Mileage Reimbursement Policy - Rescinded/See PPM# CW-F-009	CW-F-005	12/15/1991	
Funding for Community Consensus-Building Events - Rescinded	CW-F-006	12/12/2011	
Dues, Memberships and Subscriptions	CW-F-007	8/13/2012	8/13/2017
Auto Allowance	CW-F-008	9/16/2011	9/16/2016
Travel	CW-F-009	7/11/2014	7/11/2019
One-Day Travel - Rescinded/See PPM# CW-F-009	CW-F-010	12/15/1991	
Job Applicant Travel Expense Reimbursement (Executive, Administrative and Professional Positions)	CW-F-011	12/17/2012	12/17/2017
Moving Expense Reimbursement	CW-F-012	12/17/2012	12/17/2017
Budget Transfers and Amendments	CW-F-013	10/16/2015	10/16/2020
Capital (Fixed) and Intangible Asset Capitalization Levels, Valuation Methods and Depreciable Lives	CW-F-014	5/20/2015	5/20/2020
Refueling and Repair of County Vehicles, etc. - Rescinded/See PPM# CW-O-035	CW-F-015	9/10/2010	
Bond Waiver Program	CW-F-016	4/3/2013	4/3/2018

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Reconciliation of Departmental Accounting Records to the County's Financial System Records	CW-F-017	4/24/2012	4/24/2017
Sales Tax Collection and Reporting	CW-F-018	11/1/2010	11/1/2015
Ordinance No. 86-19: Authorized Expenditures for Awards, Refreshments and Commendation Breakfasts, Luncheons or Dinners	CW-F-019	4/4/2016	4/4/2021
Computer Security for the County's Automated Financial System	CW-F-020	11/23/2011	11/23/2016
Fixed Asset Depreciation Rescinded/See PPM# CW-F-014	CW-F-021	7/1/1998	
Video Duplicating Fees for Channel 20 - Rescinded	CW-F-022	8/1/1999	
Impact Fee Collection by Municipalities - Rescinded See PPM# CW-F-025	CW-F-023	2/7/2002	
Municipal Recomputation and Refund of Impact Fees - Rescinded/See PPM# CW-F-026	CW-F-024	2/7/2002	
Collection of Impact Fees	CW-F-025	7/3/2014	7/3/2019
Recalculations and Adjustments of Impact Fees	CW-F-026	12/20/2010	12/20/2015
Impact Fee Recording - Rescinded/See PPM# CW-F-023	CW-F-027	1/16/2001	
Refund of Impact Fees by the County's Finance Department - Rescinded/See PPM# CW-F-026	CW-F-028	1/16/2001	
Cash Control of Impact Fees	CW-F-029	3/29/2016	3/29/2021

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Reporting Requirements for Impact Fee System - Rescinded	CW-F-030	11/1/2007	
Impact Fee Compliance Review	CW-F-031	7/19/2012	7/19/2017
Capital Project Fund Management for Impact Fee Funding of Capital Projects	CW-F-032	4/16/2013	4/16/2018
Duties of the Impact Fee Coordinator - Rescinded	CW-F-033	2/7/2002	
Review and Approval of Impact Fee Credits from Developments in Municipalities	CW-F-034	7/17/2012	7/17/2017
Public Service Tax Compliance	CW-F-035	7/17/2012	7/17/2017
Impact Fee Affordable Housing Assistance Program	CW-F-036	12/20/2012	12/20/2017
Donations to the County	CW-F-037	4/24/2014	4/24/2019
Surplus Land Sales Proceeds Disposition Policy - Rescinded	CW-F-038	8/1/2011	
Vending Machines on County-Owned or Leased Property	CW-F-039	2/22/2012	2/22/2017
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	8/18/2011	8/18/2016
Warranty Claims	CW-F-045	1/21/2016	1/21/2021

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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
Receivables Collections and Write-Offs	CW-F-048	4/30/2010	4/30/2015
Contract Development and Contract Responsibility	CW-F-049	10/22/2012	10/22/2017
Change Order and Consultant Services Authorization Authority for Construction, Engineering and Architectural Contracts	CW-F-050	2/4/2016	2/4/2021
Grants Number Retired/See PPM# CW-F-003	CW-F-051	4/25/2011	
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
Debt Service Administration: Delineation of Responsibilities Between OFMB and the Clerk and Comptroller's Finance Department (Finance) - Rescinded/See PPM# CW-F-080	CW-F-058	9/14/2009	
Inventory of Parts and Supplies	CW-F-059	12/1/2013	12/1/2018
Cost Justification Using the Information Economics Model - Number Retired	CW-F-060	4/25/2011	

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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
Eminent Domain Settlements and Payment of Litigation Expenses for Right-of-way Acquisitions	CW-F-068	2/4/2016	2/4/2021
Architectural and Engineering Consultant Multipliers	CW-F-066	1/20/2012	1/20/2017
Impact Fee Escrow Agreements	CW-F-069	2/21/2014	2/21/2019
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 Expenses for Conservation Land Acquisitions	CW-F-070	10/16/2015	10/16/2020
Modifications to the County's Automated Financial System	CW-F-071	2/4/2016	2/4/2021
Acquisition of Artwork	CW-F-072	12/20/2005	5/11/2016
IRS Form 1099-S Requirements (Real Estate Transactions)	CW-F-073	9/1/2011	9/1/2016
Debt Management Policy	CW-F-074	6/27/2011	6/27/2016
Loss or Damage to County Property	CW-F-075	5/13/2013	5/13/2018
Certificates of Insurance	CW-F-076	5/10/2010	5/10/2015

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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 800 MHZ Emergency Management Talk-Groups	CW-L-002	5/1/2003	5/11/2016
Postage for County Departments located in the Governmental Center and the Judicial Center	CW-L-003	8/13/2014	8/13/2019
Purchasing Supplies from Small Stores - Rescinded	CW-L-004	9/25/1997	

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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	4/23/2012	4/23/2017
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	10/3/2010	
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	
Requests for Work - Facility Improvements - Rescinded	CW-L-017	9/10/2010	
Master Space Survey - Rescinded	CW-L-018	10/16/1998	

	<u>PPM#</u>	<u>Effective Date</u>	<u>Scheduled Review Date</u>
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	
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

	PPM#	Effective Date	Scheduled Review Date
Requests for Radios, Pagers, Fire/Security Alarm Systems, Audio/Visual Systems & Closed Circuit Cable and Satellite Television Systems	CW-L-030	6/10/2011	6/10/2016
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	CW-L-034	5/1/2008	5/1/2013
Direct Payments For Goods and Services	CW-L-035	3/24/2016	3/24/2020
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	2/9/2012	2/9/2017
Land Development Regulation Amendment Process	CW-L-038	2/10/2016	2/10/2021
Procurement Protest Hearings	CW-L-039	8/1/2008	8/1/2013
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
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

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Emergency Use Credit Card(s)	CW-L-045	9/1/2011	9/1/2016
Use of the County Logo	CW-L-046	11/17/2015	11/17/2020
Master Key Systems; Key Issuance - Rescinded See PPM CW-L-041	CW-L-047	8/13/2014	

REPORTS, RECORDS AND FILES

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 & Public Access	CW-R-005	9/1/2011	9/1/2016
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	8/2/2010	8/2/2015
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
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

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Social Media Policy

[CW-R-013](#)

6/12/2015

6/12/2020

Revised: May 26, 2016