

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF YUBA**

**RESOLUTION AMENDING OR REPEALING)
POLICY NUMBER(S) B-9, C-2, D-3,)
E-1, E-2, E-3, E-4, E-6, H-1, H-3, I-1, J-1)
TO THE YUBA COUNTY ADMINISTRATIVE)
POLICY AND PROCEDURES MANUAL)**

Resolution No. 2026-07

WHEREAS, the purpose of an administrative manual is to provide guidelines for County staff and leadership in procedural matters affecting all County departments; and

WHEREAS, the current administrative policy and procedures manual should be updated periodically to reflect changes in Board policy and current administrative practice; and

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Yuba hereby adopts the reassignment of Policy Number B-9, Food Purchase Policy, to Policy Number B-10, adopts the revisions of C-2, Personnel Position Requests, Policy Number D-3, Automotive Transportation, Policy Number E-1, Facilities Management, Policy Number E-2, Vending Machines, Policy Number E-3, County Flags, Policy Number E-4, Waste Disposal, Policy Number E-6, Security Badges, Policy Number H-1, Information Technology, Policy Number I-1 Legislative Program, Policy Number J-1 County Counsel Services, and repeals Policy Number H-3, Information Security Governance Program of the Yuba County Administrative Policy and Procedures Manual as set forth in Exhibit A.

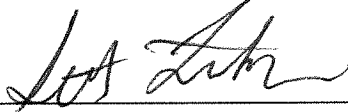
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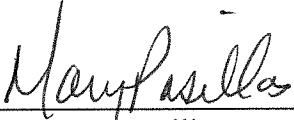
PASSED AND ADOPTED this 10 day of February, 2026, by the Board of Supervisors of the County of Yuba, by the following votes:

AYES: Supervisors Vasquez, House, Fuhrer, Bradford, Messick

NOES: None

ABSENT: None

By: 
Seth Fuhrer, Chairman


ATTEST: Mary Pasillas
Clerk of the Board of Supervisors

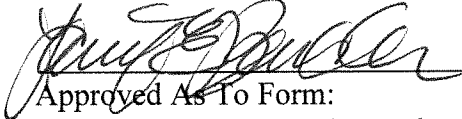

Approved As To Form:
Janet Bender, County Counsel

Exhibit A

Subject:

FOOD PURCHASE POLICY

Policy Number:

B-10

Page Number:

Page 1 of 4

Date Approved:

08/26/25

Revised Date:

PURPOSE:

The purpose of this policy is to establish clear and consistent guidelines for the purchase of food and beverages by County departments using County funds. Food and beverage purchases must directly support a County business purpose and comply with the criteria herein. Employee meals are generally considered personal expenses unless justified by an approved County business need. This policy does not apply to meals purchased during travel status. Please refer to the County Travel Policy for those guidelines.

This policy is applicable to any meeting, event, or gathering funded by the County where food or beverages are provided. Purchases must be reasonable, cost-effective, and aligned with the County's purpose and scope of services.

Department Heads and Elected Officials are responsible for ensuring their departments adhere to this policy.

POLICY:

The County has determined that, in certain circumstances, expenditures for food and drink may be advisable to further county business. Such purchases must serve a specific operational or strategic need. Departments may purchase food and drink (and related materials) according to the criteria outlined in this policy. Department Heads must determine that they are reasonable, cost-effective, aligned with the type of meeting conducted, and the expenses are within the parameters of this policy and within the appropriations approved by the Board of Supervisors in their department's budget.

DEFINITIONS:

Approval

Written authorization from a Department Head (Elected or Appointed) using the Food Purchase Documentation Form. Email approval is acceptable with proper documentation.

Food Purchase

Any expenditure made by the County for food, beverages, or related items including disposable plates, flatware, cups, condiments, etc.

Meal

Food and beverage consumed for breakfast, lunch, or dinner.

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If a meal is served, meal costs must not exceed the GSA per diem meal limits, as referenced in the County's Travel Policy, and the times below shall be used to determine the applicable meal rate. If a meal is not served, but snacks and/or beverages are, the costs must not exceed 50% of the breakfast per diem rate.

Breakfast per diem rate: Before and up to 10:30 a.m.

Lunch per diem rate: After 10:30 am and before 5:00 p.m.

Dinner per diem rate: 5:00 p.m. and later

Approval

Written approval of food purchases are granted at the department level by the Department Head for total purchases per event or meeting up to \$1,000. For purchase in excess of \$1,000 or for meals or snacks that exceed the limits set in the Cost Limits section of this policy, both the Department Head and County Administrator's approval are required. Such approval must be granted prior to making the expenditure. For email approvals, the Food Purchase Documentation Form must be completed and attached to the email accompanying the authorization.

The completed form and the approval must be submitted to Accounts Payable within the specified time limits.

PROCUREMENT AND VENDOR SELECTION

Requests for food purchases should prioritize businesses located within the County. Food purchases must comply with the County's Purchasing and Contract policy manual. Purchases above procurement thresholds required quotes or an RFP as defined by County Policy.

Accountability and Reporting

All expenses must be reported within 60 (sixty) days of the event. The County Administrator and Auditor-Controller may audit food purchases periodically.

Each Department Head shall provide an End-of-Fiscal Year annual report of food and beverage expenditures with appropriate documentation to the County Administrator's Office by July 30th. The report shall include, at a minimum, the following information:

- List of meetings or events where food purchases were authorized
- Description of the expenditures for each meeting or event, i.e. "breakfast, lunch, dinner, or snacks".
- Total amount of expenditure for each meeting or event

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- Copies of the Food Purchase Documentation Form for each approved event throughout the duration of the year

The County Administrator shall provide a consolidated report of Department expenditures under this policy to the Board of Supervisors annually.

Purchases of food and beverages in emergency situations are exempt from the reporting requirements of this policy.

Food Purchase Requirement List

Departments must complete the Food Purchase Documentation Form. Any food purchase requires the following for payment or reimbursement:

- Description and purpose of the meeting or event. If there is an agenda or supporting meeting materials that explain the purpose of the meeting, please attach to the form.
- Total food purchase expenses for the meeting or event.
- List of food purchases (e.g., catering, snacks, beverages)
- Number of attendees invited
- Cost per attendee
- Type of attendee (employees, volunteers, public)
- Start and end time
- Department Head or Department Elected Official approval

New Revised Policy

Subject: PERSONNEL POSITION REQUESTS	Policy Number: C-2	Page Number: Page 1 of 2
	Date Approved: 02/19/08	Revised Date:

PURPOSE:

To establish standardized procedures for requesting new positions, changes to existing positions, advanced step hires, extra help, and related staffing services within the County. This policy ensures that all personnel requests are properly reviewed, authorized, and aligned with budgetary constraints and organizational needs.

PROCEDURE:

1. General

Personnel requests for new position allocation and changes to existing position require Board of Supervisors authorization or Administrative authorization depending on department position allocations, available funding, and the following procedures.

Personnel requests for advance step hires above 1.10 index requires Board of Supervisors authorization.

2. New Position Requests

New position requests are typically made only during annual budget hearings or in times of emergency and will require approval of the Board of Supervisors, Human Resources, and County Administrator. New position requests made outside of annual budget hearings are subject to County Administrator and Human Resources approval.

- A. Requests shall be made on a Request for Position Allocation Change (PAC) Form provided for that purpose by Human Resources. Requests shall include the type of action to be requested (Add Position, Delete Position, Fund Position, etc.), proposed classification for the position sought, estimated hire date, hours to be worked, estimated salary and benefit costs, funding source(s), and a narrative justifying the need for the position.
- B. Completed request forms shall be submitted to the County Administrator and Human Resources for their review and recommendation.
- C. Requests received by the County Administrator and Human Resources shall be processed in one of the following manners:
 - C1. All new position requests received as part of the annual budget process shall be submitted to the Board of Supervisors during budget hearings, with a recommendation for funding.
 - C2. Critical needs position requests received during the remainder of the year shall be submitted to the County Administrator and Human Resources by the

New Revised Policy

Subject: PERSONNEL POSITION REQUESTS	Policy Number: C-2	Page Number: Page 2 of 2
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requesting department and if approved, to the Board of Supervisors for final approval.

C3. Position requests received outside of annual budget hearings shall be submitted to the County Administrator and Human Resources along with an organizational chart by the requesting department for review and approval. Board of Supervisors approval may be required.

D. Approved requests may proceed to recruitment once the requesting department submits a requisition electronically following receipt of all required approvals.

3. Extra Help Requests

Extra Help requests shall be submitted electronically to the County Administrator through a requisition in Human Resource's system. Extra Help employees may work no more than 960 hours in any fiscal year unless an exception has been approved by Human Resources. Retired PERS annuitants are limited to a maximum of 960 hours per fiscal year, with no exceptions permitted.

4. Vacant Positions

Requests to fill vacant positions shall be submitted to the County Administrator electronically through a requisition.

5. Request for Services

Occasionally, a department may request assistance from Human Resources where reviews are necessary to help determine the staffing needs of the department. Reviews can be performed for anticipated new positions, job classifications, job analysis, salaries, department structure, anticipated layoff calculations, title analysis, and turnover/retention issues. Requests will be made using the Request for Human Resources and Organizational Services Action Form prepared by the Human Resources Department. The Request for Human Resources and Organizational Services Action Form can be found on the Human Resources Intranet site.

Subject:

PERSONNEL POSITION REQUESTS

Policy Number:

C-2

Page Number:

Page 1 of 2

Date Approved:

02/19/08

Revised Date:PURPOSE:

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 - C2. Critical needs position requests received during the remainder of the year shall be submitted to the County Administrator and Human Resources by the

Subject:

PERSONNEL POSITION REQUESTS

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requesting department and if approved, to the Board of Supervisors for final approval.

- C3. Position requests received outside of annual budget hearings shall be submitted to the County Administrator and Human Resources along with an organizational chart by the requesting department for review and approval. Board of Supervisors approval may be required.

- D. Approved requests may proceed to recruitment once the requesting department submits a requisition in NeoGov following receipt of all required approvals.

3. Extra Help Requests

Extra Help requests shall be submitted to the County Administrator through a requisition in NeoGov. Extra Help employees may work no more than 960 hours in any fiscal year unless an exception has been approved by Human Resources. Retired PERS annuitants are limited to a maximum of 960 hours per fiscal year, with no exceptions permitted.

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Subject: AUTOMOTIVE TRANSPORTATION	Policy Number: D-3	Page Number: Page 1 of 8
	Date Approved: 02/19/08	Revised Date:

PURPOSE:

The purpose of the Automotive Transportation Policy is to establish clear guidelines for the use, management, and maintenance of County fleet. The County is to provide employees with safe, reliable, responsive, and cost-effective transportation for official County business. The rules and regulations established herein, pursuant to Government Code §25305, govern the use of County vehicles.

RESPONSIBILITY:

The Director of Administrative Services is responsible for ensuring essential County transportation in accordance with the policy and fiscal authority of the Board of Supervisors. The Director shall manage the operation and maintenance of the County vehicle fleet.

- A. All Department Heads are responsible for determining and budgeting their transportation needs and for utilizing the most efficient means of transportation available. When long-term vehicle assignments to County personnel that includes taking the vehicle home are justified and approved by the Board of Supervisors, Department Heads shall ensure efficient utilization and promptly scheduled maintenance and repairs.

- B. Department Heads who authorize the lease of a new vehicle for their department accept financial responsibility for that vehicle for the duration of the lease term. If the department requests to return a leased vehicle prior to the end of the lease, the department is responsible for any financial impact resulting from early return. Administrative Services will make every reasonable effort to reassign the vehicle to reduce or eliminate these costs. However, if alternative arrangements cannot be made, the original requesting department remains financially responsible for the vehicle.

PROCEDURE:

Where continuing assignments of vehicles are considered to be in the best interest of the County, authorization of assignment shall be made by the Board of Supervisors.

- A. Justification for continuing assignment of a specific vehicle to an individual or department shall be based on consideration of the following:
 - 1. Efficient operation of the department.
 - 2. Efficient use of the vehicle.
 - 3. Security of the vehicle and its contents.
 - 4. Cost.
 - 5. Benefit to the public.
 - 6. Emergency response.

Subject:

AUTOMOTIVE TRANSPORTATION

Policy Number:

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02/19/08

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1. Assignment

Vehicle assignment recommendations shall be reviewed and approved annually by the Board of Supervisors. Departments requesting vehicle assignments must submit a written request, including justification for the assignment, to Administrative Services Department on an annual basis. These requests will be reviewed by the County Administrator and the Director of Administrative Services in accordance with Section 2A to determine eligibility for continued assignment. Recommendations will then be submitted to the Board of Supervisors for final approval.

2. Temporary Vehicle Use:

A. Authorization:

The Department Head shall authorize the issuance of a County vehicle to employees who require its use in connection with their work. This authorization, along with a valid California driver's license, is required to check out a vehicle from the County motor pool. Overnight assignments or extended trips require written authorization from the Department Head and prior approval from the Administrative Services Department.

B. Vehicle Use and Return:

To ensure maximum utilization, employees shall only check out vehicles when needed. Vehicles must be returned to the motor pool immediately upon completion of use and shall not be kept overnight except as permitted under Section 4A. Drivers are responsible for ensuring that the vehicle is clean, free of trash, accident-free, and adequately fueled (at least half a tank). Shared vehicles should be used whenever feasible.

3. Vehicle Use:

A vehicle owned or leased by the County shall be used solely for County business or for the performance of duties by a County official or employee.

Employees operating a County vehicle on County business shall comply with all traffic laws, regulations, and courtesies at all times. Any fines or penalties resulting from traffic violations for which the driver is directly responsible shall be paid by the driver.

4. Driver's Licenses

All drivers of County vehicles must possess a valid California driver's license while operating the vehicle.

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02/19/08

Revised Date:

5. Seat Belts/Seating

All County vehicles used for County business shall be equipped with seat belts. All occupants of County vehicles are required to wear seat belts at all times. Passengers may not be transported in areas of a vehicle not designed for seating, such as the bed of a pickup truck.

6. No Unauthorized Persons

Employees are prohibited from transporting individuals not directly involved in County business in County vehicles, for transportation of non-County employees involved in County business authorization of the Department Head is required.

7. Abuse of Vehicles

County vehicles, except those specifically designated for such purposes, shall not be used for towing, pushing stalled vehicles, or any other activities that could cause damage to the vehicle.

8. Personal Liability

Employees may be held personally liable for damages to County equipment if, through negligence or unauthorized activities, they cause damage to a County vehicle. Employees may also be personally liable for damage to persons or property when operating a County vehicle outside the course and scope of their employment.

Additionally, employees using personal vehicles for County business must comply with County Ordinance 2.150, complete a Vehicle Affidavit (Attachment B), and submit proof of auto insurance annually to the Department Head.

9. Vehicle Keys

Keys must not be left in unattended vehicles, even when parked in secured areas. Each vehicle shall have a set of three keys: two assigned to the department and one maintained in a secured lockbox by Administrative Services.

10. Garaging of Vehicles

Vehicles may be garaged at private residences only with approval from the Board of Supervisors. Continuing authorization for residential garaging shall be granted and reviewed in accordance with the procedures set forth in this chapter. Temporary authorization may be obtained from the appropriate Department Head.

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02/19/08

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11. Reporting Obligations

It is the sole responsibility of the employee to immediately notify a supervisor or manager of any of the following occurrences:

- A. All accidents or incidents in a county vehicle, and/or
- B. All moving violations and/or convictions that occur on company time while in either a county or personal vehicle; and/or
- C. Any incident involving driving or operating a vehicle under the influence of alcohol or controlled substance, regardless of whether such event occurs on or off company time or in a county or personal vehicle; and/or
- D. Any suspension, revocation, or invalidation of driver's license; and/or
Damage of any kind, to the vehicle.

Drivers are required to perform regular inspections to ensure that vehicles are free of damage, fully functional, and equipped with all necessary equipment. Department Heads or supervisors shall determine the frequency of inspections (e.g., monthly, quarterly, semi-annually, or annually) based on the level of vehicle use. See Attachment C for inspection guidelines.

12. Vehicle Identification

All County vehicles must display, at a minimum, a visible identification number (numeric or alphanumeric) and the County logo. Exceptions for unmarked vehicles may be granted only with authorization from the Director of Administrative Services.

13. Driver Safety Program

In the event of any recent related claims the affected driver will be required to participate in a Driver Safety Training. Human Resources will issue and coordinate this training in collaboration with Administrative Services.

14. When a vehicle reaches the end of its useful life or is no longer needed, all build-out equipment must be removed by the department. This includes, but is not limited to, radios, lights, sirens, cages, racks, and specialized console equipment.

15. Gasoline Credit Cards

A gasoline credit card has been assigned to each fleet vehicle. The card, along with instructions for its use, is located in the vehicle's glove box or storage compartment.

Upon request by the appropriate Department Head, the Administrative Services Department will assign a Personal Identification Number (PIN) to each vehicle driver.

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Each driver must sign the PIN use statement and submit it to Administrative Services before being issued a PIN (see Attachment A).

Fueling Procedures: Vehicles may be fueled at any gasoline station that accepts the County gasoline credit card. Drivers must follow the fueling instructions provided with the credit card. Both the credit card and the driver's assigned PIN are required to obtain fuel. The lowest grade of fuel suitable for the vehicle should be used.

Authorized Use: The gasoline credit card is for fuel purchases only and may not be used for repairs, maintenance, car washes, parking fees, or other non-fuel expenses.

Vehicle Use Only: Fuel purchased with County gasoline credit cards shall be used solely for County-owned equipment and vehicles.

16. Maintenance and Repairs

A. Emergency Maintenance:

Each vehicle is assigned a service/identification number by the fleet services vendor, which is included in an information packet located in the vehicle's glove box. If emergency maintenance is required, the driver must call the fleet services vendor using the phone number on the service/identification card and follow the instructions provided. Emergency services may include roadside assistance and vehicle towing.

The driver must also notify the Administrative Services Fleet Services Coordinator to report the emergency.

B. Routine Maintenance:

It is the responsibility of the Department Head to ensure that all vehicles permanently assigned to the department receive preventative maintenance according to the vehicle maintenance schedule. Departments are encouraged to maintain a log of all maintenance activities for recordkeeping. Drivers are responsible for notifying their immediate supervisor or manager of any vehicle issues so they can be addressed promptly.

The Administrative Services will monitor preventative maintenance schedules for leased vehicles and notify the department when service is required. Failure to comply with maintenance schedules may result in the termination of the vehicle assignment. Departments are responsible for delivering and picking up vehicles from repair facilities designated by Administrative Services and must notify Administrative Services promptly of any issues with leased vehicles to ensure timely resolution.

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AUTOMOTIVE TRANSPORTATION

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02/19/08

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Attachment A

GAS CARD AND GAS CARD PIN

I agree to use the Gas Card and PIN (personal identification number) exclusively for fueling County vehicles and equipment being used for County business. I understand that any other use of the Gas Card and PIN may be subject to discipline action and/or referral for criminal prosecution.

Additionally, I understand that:

- the four-digit PIN issued to me is for my exclusive use while on County business and should be kept secure and for my own use; and
- each Gas Card has been issued for use in a specific vehicle or gas powered equipment and should only be used for the vehicle or equipment for which it was issued; and
- I am expected to accurately enter the odometer reading of the vehicle each time I fuel the vehicle and
- I have read and accept the Automotive Transportation Policy for the County of Yuba.

Name (Print): _____

Signature: _____

Date: _____

Subject:

AUTOMOTIVE TRANSPORTATION

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Attachment B

COUNTY OF YUBA

VEHICLE INSURANCE AFFIDAVIT

I certify, under penalty of perjury, that I am currently, and will continue to be, insured for the use of my private automobile, the coverage of which meets the minimum standards of the Financial Responsibility Law of the State Vehicle Code and other guidelines listed in Chapter 2.150 of Yuba County Ordinance Code. I will notify my Department Head immediately of any insurance coverage change, loss of insurance coverage, or restrictions upon my driver's license.

I am aware that I must be legally licensed to drive in the State of California and that, if I must use my private automobile to conduct County business on a regular basis, I must contact my insurance company to verify that I am covered under my insurance policy to do so.

I certify that I have read Chapter 2.150 of the Yuba County Ordinance Code and that I will faithfully abide thereby.

Signature

Name (print)

Date

Department

ATTACHED HERETO IS A COPY OF MY PROOF OF AUTO INSURANCE WHICH I AM REQUIRED TO SUBMIT ANNUALLY.

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AUTOMOTIVE TRANSPORTATION

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02/19/08

Revised Date:

Attachment C

VEHICLE INSPECTION CHECKLIST

Vehicle Number: _____

Department: _____

(circle one)

- | | | |
|--|-----|----|
| Is the vehicle equipped with first aid kit (not expired)? | Yes | No |
| Is the vehicle equipped with fire extinguisher | Yes | No |
| Is the vehicle equipped with working seat belts, pursuant with California state law? | Yes | No |
| Are decals located in the designated area(s) of the vehicle? | Yes | No |

Place a check mark next to each item that is satisfactory; report unsatisfactory items to your immediate supervisor.

- Check all tires for proper tread and signs of nails, screws, cracks, etc.
- Check parking brake
- Check seat belts
- Check windshield wipers/washers
- Check lighting devices, reflectors, headlights, brakes, and turn signals
- Check rear-vision and side mirrors
- Check steering for alignment
- Check for maintenance service card, insurance card, and folder for accident information

Date of last oil change: _____

To complete this vehicle inspection, please sign and date below:

Signature

Date: _____

Print

Subject:

FACILITIES MANAGEMENT

Policy Number:

E-1

Page Number:

Page 1 of 5

Date Approved:

02/19/08

Revised Date:

PURPOSE:

The purpose of this Facilities Management Policy is to establish guidelines and procedures for the effective operation, maintenance, and utilization of county facilities. This policy ensures that all facilities are safe, functional, and compliant with applicable regulations, while supporting the county's mission and optimizing resources. It provides a framework for managing repairs, upgrades, space allocation, and preventive maintenance to promote efficiency, sustainability, and a positive working environment.

RESPONSIBILITY:

The Administrative Services Director, through the Buildings and Grounds and Custodial Divisions of the Administrative Services Department is responsible for maintenance of all County facilities. The Director of Administrative Services shall also be responsible for approving all building and facility alterations. This responsibility includes routine and non-routine maintenance, custodial services, preventive maintenance programs, emergency repairs, coordination of contracted services, compliance with applicable safety and regulatory requirements, and support services necessary to maintain County facilities in a safe, functional, and presentable condition.

PROCEDURE:

1. **Maintenance**

- A. Maintenance is work required to keep facilities at the level of condition which permits efficient utilization of the function assigned. It includes housekeeping and custodial functions, operations and servicing of mechanical support equipment, and recurring repair and preservation work, such as structural repairs, roofing, painting, plumbing, heating and air conditioning, and electrical services
- B. Maintenance also includes, but is not limited to, preventive maintenance, emergency response, system monitoring, inspections, minor construction support, coordination with contractors, regulatory compliance activities, facility assessments, and other services necessary to ensure the safe, efficient, and continuous operation of County facilities.
- C. All maintenance work must adhere to the Yuba County Asbestos Management Plan (plan is located in Administrative Services). Departments who wish to provide minor maintenance work (i.e., hanging pictures, installing wall mounted TV's, etc.) on their own must contact the Facilities Manager to obtain clearance to ensure that the work area does not contain any hazardous materials (lead, asbestos, etc.) prior to starting the work.

Subject:

FACILITIES MANAGEMENT

Policy Number:

E-1

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2. Custodial

- A. Custodial services are an integral component of County facility maintenance and are necessary to ensure a safe, sanitary, and professional environment for employees and the public.
- B. Custodial services include, but are not limited to, routine and specialized cleaning of County facilities; floor care; restroom sanitation; waste and recycling management; cleaning associated with events, meetings, and after-hours use; response to spills and health or safety concerns; and support services required to maintain cleanliness standards across County facilities.

Custodial staff may also assist with facility preparation, inspections, special projects, emergency response activities, and other duties related to the upkeep, safety, and operational readiness of County buildings as assigned by the Administrative Services Director.

3. Service Requests

All building and facility related issues, including but not limited to maintenance, repairs, custodial concerns, furniture moves, space adjustments, and other facilities-related services, must be submitted through the Buildings and Grounds (B&G) Service Request Program.

This centralized request process ensures proper tracking, prioritization, coordination of resources, and timely resolution of facility issues across County facilities.

4. Emergency Requests

- A. Issues that pose an immediate risk to safety, security, or critical operations (e.g., flooding, loss of power, HVAC failure, or other urgent conditions) should not be submitted solely through the service request system. For emergencies, departments shall contact Administrative Services immediately at extension 7880. If this is after hours please contact the B&G on-call number at 530-682-1472.
- B. Requests may include services not specifically stated in this policy but that fall within the general scope of facilities management and custodial operations.

5. Emergency Facility Shutdown

- A. In the case that an emergency such as natural disasters, power outages, or other events that pose a risk to safety, security, or operations happens the Administrative Services Director, Human Resources Director, and the County Administrator will assess conditions and make a recommendation. The recommendation to shut down the facility will be communicated to all affected staff through the most effective method available under the circumstances, which may include email, text alerts, posted notices, or verbal communication.
- B. If an urgent situation arises, either the Administrative Services Director, County Administrator, Human Resources Director, or Department Head may initiate shutdown procedures and notify county leadership immediately.
- C. Conditions for shutdown can be, but not limited to:

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FACILITIES MANAGEMENT

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- C1. Natural Disasters: Severe weather events (e.g., floods, wildfires, earthquakes) that threaten the safety of occupants or structural integrity.
- C2. Power Outages: Extended outages that compromise essential systems such as lighting, HVAC, security, or IT infrastructure.
- C3. Utility Failures: Chemical spills, structural damage, or other hazards that make the facility unsafe for occupancy.
- C4. Government Orders: Mandated closures due to public safety or emergency declarations.

6. Building Security

Basic responsibility for security of a department's facilities rests with the using department. Overall building security needs shall be coordinated by Administrative Services.

A. Security Badges:

Every employee of Yuba County shall have an ID badge with them or at their work station at all times each day they are at work. Some facilities require you to have your card on your person at all times. Each employee has the responsibility to take the appropriate care to control his or her badge to prevent loss and thereby any unauthorized access to County facilities.

See Section E-6 Security Badges for additional information.

B. Contracted Security Services:

The Administrative Services Director is responsible for providing and overseeing contracted security services in county facilities that require the service.

C. Keys:

The Facilities Manager will provide locksmith services and maintain master key control records. Keys will be issued only upon receipt of a written request signed by a Department Head or acting Department Head. Keys must be signed for upon receipt by the department.

- C1. Department Heads are responsible for all keys issued to their employees. Only County employees specifically authorized by the Department Head may receive keys, and Department Heads shall maintain a written record of each key issued.
- C2. Duplicate keys may be obtained only upon written request to the Facilities Manager.
- C3. Check out procedures will be established by each department to ensure keys are turned in by departing employees.

Subject:

FACILITIES MANAGEMENT

Policy Number:

E-1

Page Number:

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Date Approved:

02/19/08

Revised Date:

7. Energy Conservation

Energy conservation is defined as management actions directed toward more efficient utilization of all energy sources.

- A. County policy is to support energy conservation and to maintain and operate all County facilities at appropriate energy levels to conserve fuel and to serve as an example to the public.
- B. The Director of Administrative Services is responsible for maintaining temperature settings in County facilities to conform with energy conservation and efficiency standards. County employees shall not tamper with thermostat settings.
- C. Space heaters are prohibited in all County offices.

8. Sign Control

To ensure a uniform high standard of appearance for all signs installed on County property and to keep maintenance and acquisition costs to a minimum, a sign control procedure shall be established.

- A. Included for the purposes of this procedure are all County and department identification, informational, program related, conference room and directional signs, except those used in connection with roads and recreation facilities.
- B. The Administrative Services Director is responsible for establishing standards and reviewing all proposed sign installations for conformity with these standards. Basic sign standards indicate that signs shall be consistent with other signs in the facility, easily visible, and meet any legal signage requirements. Additional standards may exist by facility. See Administrative Services for guidance.

9. Posting of Notices

No announcements, advertisements or other printed material with the exception of public notices, those required by statute, posted in designated locations shall be posted in or on County facilities without the express permission of the Administrative Services Director. Such permission shall be requested, in writing, and shall include the reason for the request, and desired duration of the posting. In the interest of a uniform high standard of appearance, the Administrative Services Director shall have discretion to reject such requests, or to limit the duration of posting.

10. Space Management

The Board of Supervisors is ultimately responsible for the assignment of departmental office space in all County facilities. At the staff level, the Director of Administrative Services is charged with collecting and analyzing departmental space needs, requirements, and recommending assignments to the Board through the Public Facilities Committee, which shall consist of two Supervisors, the County Administrator, County Counsel, and the Director of Administrative Services.

Subject:

FACILITIES MANAGEMENT

Policy Number:

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Date Approved:

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11. Paint Colors

County facilities have standard paint colors for aesthetics and for ease of maintenance. Any painting shall be approved by Administrative Services and utilize a standard paint color approved by Administrative Services. Administrative Services shall document existing standards and may adopt new standard colors as needed.

Subject:

VENDING MACHINES

Policy Number:

E-2

Page Number:

Page 1 of 2

Date Approved:

02/19/08

Revised Date:

PURPOSE:

The purpose of this policy is to provide guidelines for placement and operation of vending machines within Yuba County facilities. This policy ensures vending machines are managed in a manner that promotes health and safety, supports employee convenience, and complies with county standards.

RESPONSIBILITY:

The Administrative Services Department is responsible for overseeing the placement and operation of vending machines within County facilities. This includes coordinating with vendors to ensure machines are stocked, functional, and compliant with County standards. Administrative Services Department is also responsible for managing contracts and agreements related to vending services and ensuring vending machine locations meet accessibility and safety requirements.

DEFINITIONS:

Vending Machines - A vending machine is defined as any machine dispensing tangible personal property for a fee.

- A. Machines used to chill or warm food products where no fee service charge is levied do not constitute vending machines as defined in this section.
- B. Newspaper racks do not constitute as vending machines as defined in this section.

PROCEDURES:

1. **Requests Screened**

All requests for placement of vending machines on County property or in County departments shall be reviewed and approved or denied by the Administrative Services Director. Affected departments will be notified of the request.

2. **Vending Machine Contracts**

Vending machines shall be placed in County buildings and departments only after a written contract between the vendor and the County has been executed.

- A. The Administrative Services Director or his/her designee shall be solely responsible for negotiating contracts with vendors for the placement of vending machines.
- B. Notwithstanding subsection (A), the Deputy Sheriff's Association (DSA) may be authorized to place and operate vending machines within designated Sheriff areas. The DSA shall ensure that all vending operations comply with applicable County policies, facility use requirements, and health and safety regulations.

Subject:

VENDING MACHINES

Policy Number:

E-2

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3. Revenues

- A. Revenues generated through Administrative Services contracted vending machines shall be deposited in an expressly established account in the General Fund.
- B. Revenues generated through Deputy Sheriff's Association (DSA) vending machines shall be managed by the DSA.

4. Applicability

The provisions of this policy shall apply to all of the following:

- A. All vending machines currently placed in County buildings and departments.
- B. Any additional vending machines to be placed in County buildings and departments.

Subject:

COUNTY FLAGS

Policy Number:

E-3

Page Number:

Page 1 of 2

Date Approved:

02/19/08

Revised Date:

PURPOSE:

The purpose of this policy is to establish clear guidelines for the display, maintenance, and use of flags on County property. It provides a consistent framework for determining the manner in which flags are displayed, and the procedures for special flag-lowering requests.

PROCEDURE:

1. **Policy on Lowering County Flags**

All County flags shall be lowered to half-staff only in the following instances:

- A. Upon the death of a notable, state, national, or international figure.
- B. Upon the death of a current or former County officer.
- C. When so ordered by the Chairman of the Board of Supervisors.
- D. When so ordered by a majority vote of the Board of Supervisors.
- E. When so ordered by the President of the United States or the Governor of California.

2. **Responsibility for Raising/Lowering County Flags**

- A. The Director of Administrative Services, through the Buildings and Grounds or Custodial Services Divisions, shall be responsible to raise and lower county flags as indicated above.
- B. It is the responsibility of the Board of Supervisors or an officer appointed by the Board to notify the Administrative Services Director in a timely manner when County flags are to be lowered and for the specific period of time.

3. **General Care and Handling of Flags**

- A. Flags shall be handled with care at all times and shall never touch the ground, floor, water, or any object beneath them.
- B. Flags shall not be written on, marked, or altered in any way.

4. **Display Standards**

- A. Flags shall be displayed in a clean, presentable condition.
- B. When flown outdoors, flags should be properly secured and positioned to prevent tearing or excessive wear.
- C. Flags flown at night shall be properly illuminated.

5. **Retirement of Flags**

- A. County flags shall be retired in a dignified and respectful manner.
- B. The preferred method of retirement is ceremonial burning in a private, controlled setting, conducted safely and respectfully.

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COUNTY FLAGS

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- C. Alternatively, flags may be retired through a recognized organization or program that provides proper flag retirement services.
- D. Once a flag is retired, it shall be replaced promptly.

6. Prohibited Disposal

- A. Flags shall not be discarded in regular trash receptacles.
- B. Flags shall not be destroyed in a casual or disrespectful manner.

Subject:

WASTE DISPOSAL

Policy Number:

E-4

Page Number:

Page 1 of 2

Date Approved:

02/19/08

Revised Date:

PURPOSE:

The County of Yuba and all of its entities strive to be good stewards of the environment. The County will work to minimize our waste and agree to handle our solid waste materials in an environmentally appropriate manner. The County's Franchise Agreement with Recology addresses the County's costs, if any, of all County generated standard garbage and recyclable materials. This includes any special orders for additional debris boxes.

RESPONSIBILITY:

Administrative Services is responsible for administering and overseeing all waste disposal activities within County facilities. This includes:

- Managing programs for general waste, recycling, electronic waste (e-waste), hazardous waste, and confidential document destruction.
- Ensuring compliance with federal, state, and local regulations governing waste management and environmental sustainability.
- Coordinating with approved vendors for collection, transportation, and proper disposal of waste streams included in this policy.
- Implementing procedures to safeguard sensitive information during confidential document destruction.
- Promoting best practices for waste reduction and sustainability across County operations.

PROCEDURE:

1. **RECYLING:**

Where feasible, County facilities shall recycle any applicable materials as directed by the Administrative Services Director. The recycle program will be coordinated by Administrative Services and may include participation from outside entities.

2. **UNIVERSAL WASTE DISPOSAL:**

Administrative Services will maintain the County Universal Waste Disposal Program. All materials deemed universal waste such as fluorescent tubes, compact fluorescent bulbs (CFLs), spent electronic ballasts, spent batteries, and non-empty aerosol cans will be properly collected, stored, and disposed of in compliance with federal, state, and local laws.

3. **E-WASTE:**

Administrative Services is responsible for managing the County's Electronic Waste Disposal Program and coordinating appropriate disposal activities. Administrative Services will ensure that all materials classified as electronic waste and not considered universal waste are properly collected and disposed of in compliance with all applicable federal and state laws.

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WASTE DISPOSAL

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Electronic waste includes, but is not limited to, used or discarded computer monitors, keyboards, computer cases, other computer components, printers, calculators, telephones, and other related electronic devices.

The Information Technology Division will handle the disposal of CPUs and motherboards in accordance with federal and state regulations. Any item containing a circuit board, keyboard, or display screen is considered electronic waste and must be disposed of following proper e-waste handling and disposal requirements.

4. HAZARDOUS WASTE:

The Facilities Manager or designee will identify, and clearly mark, all materials deemed hazardous material stored in County facilities, as required under the California Code of Regulations and the State Health Safety Code. Hazardous materials will be stored in accordance with product specifications and be stored in a secure and designated location. Material Safety Data Sheets (MSDS) will be kept on file as needed.

All materials deemed **hazardous** waste that is not universal or electronic waste including but not limited to paint, chemicals, oil, solvents, paint thinner, other unknown liquid, or products that carry words like danger, warning, toxic, flammable, corrosive, or explosive must not be put in the regular trash and must be dealt with appropriately. Departments are to contact the Administrative Services Department to arrange for pick-up and disposal.

5. CONFIDENTIAL DOCUMENT DISPOSAL:

All confidential documents required and certified to be destroyed in accordance with applicable federal, state, local laws, and County Records Retention policy, shall at the discretion of the Department Head, be shredded on-site by county employees or destroyed through a confidential documents destruction contractor who meets county purchasing and confidentiality guidelines. County departments may contact Administrative Services and have their documents destroyed.

6. OF SPECIAL NOTE:

Public records or writings may only be destroyed in strict accordance with State law and County Records Retention Policy as:

- A. Certain public records may never be destroyed.
- B. Certain public records may be destroyed only after reproduction and with authorization by the Board of Supervisors.
- C. Most court records require court approval prior to destruction.
- D. County destruction of records procedures must be enacted by Board resolution.

Subject:

SECURITY BADGES

Policy Number:

E-6

Page Number:

Page 1 of 3

Date Approved:

10/27/09

Revised Date:

PURPOSE:

The purpose of the Security Badge Policy is to establish clear guidelines for the issuance, use, and management of security badges within County facilities. Every employee of Yuba County shall have a security badge that identifies them as a County employee and grants them access to areas where they work, or need to access, in order to perform their assigned responsibilities. This policy ensures that all employees, contractors, and authorized vendors are properly identified and granted appropriate access to maintain a secure and safe environment.

RESPONSIBILITY:

Administrative Services is responsible for administering and overseeing the County's security badge program. This includes issuing, activating, and deactivating security badges, as well as maintaining accurate records of badge assignments and access levels. The department ensures compliance with security protocols for badge use and access control, coordinates with departments to resolve badge-related issues such as lost or stolen badges, and implements procedures to safeguard County facilities, personnel, and sensitive areas through proper badge management.

PROCEDURE:

1. Current Employees

Every employee will carry their identification badge with them or at their work station at all times each day they are at work, and will take appropriate care to keep it under their control to prevent unauthorized access to Yuba County facilities.

2. Lost Badges

If an employee misplaces or loses their identification badge they shall:

- A. Notify Administrative Services and their Department/Division Leader as soon as they become aware of the situation.
- B. Contact the Administrative Services Department in the Government Center to obtain a temporary badge.*
 - B1. Temporary badges will be authorized for daytime-only access for up to 14 days. Other access can be included by special arrangement.
 - B2. By the end of the 14 day period, if the badge is not found, the individual may submit to Administrative Services Department the Authorization for Security Badge (Attachment A) (for a permanent replacement badge).

**Some divisions will have a limited set of temporary badges to allow for short-term access privileges. Each department will be responsible for tracking the holder of each temporary badge at all times, and agree to abide by the 14 day limit for temporary badge use. Each of these departments will participate in a six month audit of their cards by Administrative Services to verify the list is current.*

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3. New Hires

Upon hire of any new employee, the hiring department will complete an 'Authorization for a Security Badge' request form (Attachment A) () as well as a Buildings & Grounds work order to request the card. This should be done prior to the employee's start date to insure the badge is ready for their first day of work. The Sheriff's Office sends over their own memo for new hires and replacement cards.

Once the request has been submitted, the hiring department will need to contact Administrative Services to schedule an appointment to have a photo taken of the new hire. The badge will be created shortly thereafter. Administrative Services will notify the employee and/or employee's supervisor when the badge is ready and make arrangements for pick-up.

4. Terminations/Retirement

It is the responsibility of each Department Head or his/her designee to notify Administrative Services as soon as an employee leaves active employment. Advance notice is suggested when possible. Confidential requests can be made by contacting the Director of Administrative Services.

5. Contractor/Vendor Badges

Any vendor that a County department anticipates working on site for an extended or recurring period (i.e., consultant, repair technician, etc.) may be issued a security access badge.

- A. Each vendor badge must provide verification of identity prior to receiving a badge.
- B. For a vendor to be issued a badge there must be a 'sponsoring' department that will accept responsibility for the vendor.
- C. Any vendor that performs work in any area must have previously passed a background check. This includes California DMV and Department of Justice check with the results being shared with Administrative Services (prior to card issuance).
 - C1. Sponsoring department must return the vendor card after the service is completed.
 - C2. Vendor cards will automatically expire after three months. Access may be renewed with prior approval.
 - C3. Vendor cards will be limited to daytime access only unless special circumstances require an alternate schedule.

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SECURITY BADGES

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Attachment A

AUTHORIZATION FOR SECURITY BADGE

Please process an ID card for the following employee:

Name:	
Department:	
Position:	
Building:	
Access Group:	

Card Design	<input type="checkbox"/> Employee	<input type="checkbox"/> Temporary	<input type="checkbox"/> Vendor	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> DA	<input type="checkbox"/> DA- Sworn Carry		
	<input type="checkbox"/> HHS-SIU			
	<input type="checkbox"/> PB-Employee	<input type="checkbox"/> PB-Sworn Carry	<input type="checkbox"/> PB- Non-Sworn Carry	

Department Head Signature

Date

If you have any questions, please call Administrative Services at 749-7880.

Subject:

INFORMATION TECHNOLOGY

Policy Number:

H-1

Page Number:

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Date Approved:

02/19/08

Revised Date:

PURPOSE:

The purpose of this policy is to establish governance, authority, and responsibility for the management, operation, security, and use of County technology resources. The County shall maintain an in-house Information Technology Services (ITS) Division within the Administrative Services Department capable to support enterprise technology needs while ensuring systems are secure, reliable, cost-effective, and aligned with County operations.

RESPONSIBILITY:

Administrative Services is responsible for managing and overseeing the County's information technology division, systems, and services. This includes ensuring the availability, security, and integrity of hardware, software, and network infrastructure; providing technical support and maintenance for all County departments; implementing cybersecurity measures to protect sensitive data and systems; and coordinating technology upgrades, procurement, and lifecycle management.

PROCEDURE:

The County, through ITS, will maintain in-house capability to manage the acquisition, development, and support of computer, network, and communication systems. The use of outside contractors to supplement county staff is encouraged when such services are cost beneficial and in the best interests of the County. Services include but are not limited to:

- A. Enterprise networks, servers, telecommunications, and infrastructure
- B. End-user computing devices and device lifecycle management
- C. Identity, access management, and authentication systems
- D. Cybersecurity, risk management, and incident response
- E. Technology project planning, coordination, and implementation
- F. Technical evaluation of hardware, software, and services
- G. Vendor coordination and technical oversight
- H. System availability, performance, and security monitoring
- I. Disaster recovery and business continuity support
- J. User support, training, and service delivery

Certain business or operational systems may be owned and administered by other County departments (e.g., financial systems, facilities management systems, contract management platforms, access control systems, or specialized departmental applications). In such cases, ITS may provide technical support or coordination; however, operational ownership and business decision-making authority remain with the owning department unless otherwise directed by the County Administrator.

ITS shall establish and maintain technical standards for County technology resources. All technology-related purchases, including hardware, software, subscriptions, and services, require technical review and approval by Information Technology Services prior to purchase.

ITS shall provide technical recommendations to the Purchasing Agent and departments to ensure compatibility, security, sustainability, and cost effectiveness.

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All requests for technology services, including equipment, system access, software installation, configuration changes, upgrades, and technical support, shall be submitted through the County's designated IT ticketing system, unless otherwise directed by ITS.

ITS shall establish and maintain technical standards for County technology resources. All technology-related purchases, including hardware, software, subscriptions, and services, require technical review and approval by ITS prior to purchase.

ITS shall provide technical recommendations to the Purchasing Agent and departments to ensure compatibility, security, sustainability, and cost effectiveness.

Maintenance, support, and licensing agreements for technology equipment, software, and systems shall be evaluated by ITS at the time of purchase. No such agreements shall be executed without prior ITS review.

Agreements may be renegotiated or modified by the appropriate department head with Purchasing Agent when required.

ITS, or its authorized delegates, shall approve and be responsible for the installation and configuration of all software applications on County-owned devices. Unauthorized software installations are prohibited.

County technology resources shall be used solely for official County business and job-related responsibilities. All employees are required to review and acknowledge the County Technology Use Policy (Attachment A) during new employee orientation and as updated.

Employees shall not share passwords or use the credentials of another individual. Each user is responsible for safeguarding assigned credentials and complying with all access control, authentication, and security requirements.

Use of County technology resources may be monitored, logged, restricted, or blocked for security, operational, or network management purposes. Employees should have no expectation of privacy when using County technology systems or equipment.

ITS shall implement security controls and procedures to protect County technology resources from unauthorized access, malware, data loss, theft, and system disruption. ITS shall develop and maintain security policies and procedures in accordance with applicable laws, regulations, and recognized best practices, and shall assist departments in meeting compliance requirements.

All County and department internet presence sites, including websites, externally hosted applications, and online platforms, shall comply with County website policies, security standards, accessibility requirements, and branding guidelines. Review and approval by Administrative Services and Information Technology Services is required prior to deployment.

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INFORMATION TECHNOLOGY

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Attachment A

**YUBA COUNTY
TECHNOLOGY USE POLICY**

Yuba County recognizes the value of technology in performing job duties and delivering services to the public. The County also recognizes the potential risk and harm that may result from inappropriate or unauthorized use of technology. In order to maximize the benefits of technology while minimizing risk, the County has adopted the following Technology Use Policy:

Use of County technology by employees is permitted and encouraged when such use supports County business purposes and the goals and objectives of the County. Technology is to be used only as part of the normal execution of an employee's County job responsibilities.

SECURITY

Use of County technology may be subject to monitoring, logging, or review for security, operational, legal, and network management purposes. Users must comply with the following rules:

- A.** No user may access, examine, modify, or use another person's files, data, accounts, or information without explicit authorization.
- B.** Each user is responsible for all activity conducted using their assigned credentials. Passwords and authentication tools represent an "electronic signature" and shall not be shared, disclosed, or used by another individual under any circumstances.
- C.** If a user believes their password or authentication credentials have been compromised, the user shall immediately notify their supervisor or Information Technology Services and comply with all requirements to reset or secure access.
- D.** No user may install software, applications, executable files, or connect unauthorized devices without approval from Information Technology Services or its authorized representatives.
- E.** County technology resources, including email, internet access, cloud systems, mobile devices, and communication platforms, shall be used only for authorized County business purposes and shall not be used in a manner that compromises security, confidentiality, or system integrity.
- F.** Users should have no expectation of privacy when using County technology resources.

ACKNOWLEDGMENT

I, _____ (typed or printed name), have read, understand, and received a copy of the Yuba County Technology Use Policy. I understand that County technology resources may be monitored and that failure to comply with this policy may result in disciplinary action, up to and including dismissal.

Employee/User Signature _____ Date _____

Subject:

LEGISLATIVE PROGRAM

Policy Number:

I-1

Page Number:

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02/19/08

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PURPOSE:

To formalize the process for developing and approving the county's legislative platform and to provide a consistent framework for its legislative advocacy efforts at the state and federal levels, effectively advancing the interests of the County and its residents with efficiency and transparency

RESPONSIBILITY:

The County Administrator's Office is responsible for monitoring legislative policies that impact county operations. The office ensures that legislative actions align with the County's strategic goals and legal requirements, while facilitating communication between state, federal, and local agencies to advocate for the County's interests.

POLICY:

It is the general policy of the County to initiate legislative action primarily on matters directly affecting Yuba County and its governmental operations. However, the County may initiate legislation on matters when deemed appropriate, even if the direct effect is not immediately apparent.

PROCEDURE:

1. Board of Supervisors Action

All changes sought by Yuba County in State and Federal legislation require review and approval by the Board of Supervisors.

2. Requests for Legislative Changes

All suggested legislative amendments must be submitted through the County Administrator for Board of Supervisors' consideration.

A. **Department heads** are encouraged to participate in their organizations and professional associations' legislative matters and express personal opinions but may not speak on behalf of Yuba County without specific Board of Supervisors approval.

B. **Elected Department Heads.** Recognizing that Elected Department Heads are directly accountable to the electorate and possess independent statutory and constitutional duties, they may express positions or provide testimony on legislative matters independent of the Board of Supervisors. When doing so, the following protocols apply:

- i. **Clarification of Representation:** If an Elected Department Head takes a position that has not been formally approved by the Board, they must state for the record that they are speaking in their capacity as an elected official or on

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behalf of their specific office, rather than as a representative of the County's unified legislative platform.

- ii. **Coordination:** While maintaining independence, Elected Department Heads are encouraged to coordinate with the County Administrator's Office on legislative matters to ensure the Board is aware of potential impacts on overall County operations.
- iii. **Fiscal Impact:** If an independently supported legislative action requires the commitment of County resources or a change to the County's budget, such commitment remains subject to Board of Supervisors approval.

3. Support County Government Advocates

In legislative matters of general concern to California counties, the Board of Supervisors will, when advisable, support and endorse the collective legislative efforts of the California State Association of Counties and Rural County Representatives of California, or any other appropriate body or individual.

Subject:

COUNTY COUNSEL SERVICES

Policy Number:

J-1

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Revised Date:PURPOSE:

The purpose of this policy is to establish the scope of legal services provided by the Office of the County Counsel and to outline the process for eligible county entities to request and receive these services.

POLICY:

This policy ensures that the County receives timely, professional, and ethically sound legal advice to minimize liability, ensure regulatory compliance, and support the Board of Supervisors' strategic goals.

PROCEDURE:1. Provision of Legal Services

The Office of County Counsel is charged with giving legal advice to the Board of Supervisors and County departments. The County Counsel is also charged with prosecuting legal actions brought by the County and with defending legal actions brought against the County and/or its employees while they are acting within the scope of the employer/employee relationship.

It is the goal of County Counsel to make the provision of legal services to the Board and County Departments as user friendly as possible. However, a uniform process of submitting requests for legal services is necessary for County Counsel to prioritize workloads, allocate resources, ensure efficient workflow, and review the performance of the County Counsel's office.

2. Requests for Legal Services

Except in situations of immediate urgency, requests for legal services are to be in writing and directed to the County Counsel. Legal questions and requests for legal services can be sent by e-mail to the County Counsel's office general email address, countycounsel@yuba.gov and/or submitted in hardcopy form. Submissions must include a completed Request for County Counsel Services form with their legal document request or specific legal question and relevant background facts.

- A. Department Heads may designate one person in addition to the Department Head who will have authority to request legal services from County Counsel.
- B. In the event, a request for legal service requires a response sooner than the timelines set out in this section, the department shall denote the request as a "Rush" and supply a written justification for the expedited review. In such circumstances, it is best to advise County Counsel of the need for expedited review in advance of submitting the request for legal services.

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- C. County Counsel will attempt to respond to requests for legal opinions (including review of resolutions and ordinances) within 21 working days of receipt of a request from a department. This allows prioritization of requests and flexibility to accommodate urgent requests.
- D. All contracts, professional services agreements, and MOUs submitted to the Office of County Counsel for legal review must concurrently be routed to Risk Management for review and approval. County Counsel will attempt to review and return the documents within 21 working days of receipt.

3. Threatened and Actual Litigation

When any employee and/or the County is threatened, either orally or in writing, with suit as a result of employment related activity, such event shall be reported by the person receiving the threat to his/her Department Head who will then advise the County Counsel and Risk Management.

- A. When any County employee is served with any legal process (summons, complaint, subpoena) relating to any aspect of his/her employment with the County, the person shall orally advise County Counsel of such service at the first opportunity, and shall then follow the instructions given by County Counsel for delivery of the process to the Office of County Counsel.
- B. If a County employee is sued as a result of any act or omission relating to his/her employment with the County, the employee shall request, in writing, that the County provide him/her a defense if the employee so desires.

4. Agenda Review

When any department seeks to place on the Board of Supervisors' agenda any material requiring the review of County Counsel, such material which includes, but is not limited to all closed session matters, shall be reviewed by County Counsel prior to submission to the Clerk of the Board for placement on the agenda. Material requiring the review of County Counsel submitted to the Clerk of the Board prior to such required review will be returned to the department.

5. Public Records Act Requests

The California Public Records Act ["CPRA"] requires that the County and all of its departments comply with requests for inspection of and provide copies of "public records." The request can be submitted in writing or verbally. The number and complexity of CPRA requests has been increasing at a significant rate. In order to ensure an efficient processing of the request, departments should proceed as follows:

- A. If possible, all CPRA requests should be entered by the Requester on NextRequest using the "Make Request" tab on the County website. The NextRequest program is

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accessible on the yuba.org website under the tab “How Do I...” and “Request Public Records”. The Requester is to fill out what documents they are seeking under “Request description” and fill out their email address and contact information so they can receive a response acknowledging receipt of the request, and responsive documents. If the Requester does not have an email address, a phone number, and/or address where they can receive mail is essential to receive a response.

- B. If the request is made verbally, ask the Requestor to put their request in writing to ensure of its correct interpretation. Please also obtain contact information for the Requester and notify them, their request will be uploaded into the NextRequest system, and they will receive a response via email. If they do not have an email address, a telephone number or address will be needed to receive a response from the County. An individual from the department who received the CPRA request then should immediately upload the request onto the NextRequest system. A copy of the written request can also be uploaded to NextRequest.
- C. Identify contact person(s) within the department who will have access to the NextRequest system to access CPRAs and upload documents and information.
- D. Begin identifying and collecting records responsive to the request. This includes not only records in hardcopy format, but also emails, texts, and other writings kept in any format. It also includes any emails, texts, or other communications sent or received by way of your personal electronic devices.
- E. If the CPRA request covers a large volume of records, an initial discussion with County Counsel’s office should occur..
- F. Once the responsive records have been collected the individual(s) from within the department who received the CPRA request should upload the documents directly into NextRequest portal. County Counsel will prepare the final response and will proceed with closing the request once fulfilled.
- G. In the case of a CPRA request that covers a large volume of documents, or if additional time is needed to gather said documents, communication between County Counsel and the department contact person(s) are essential and can be done directly in the NextRequest portal under the “message staff” tab.