

INDEX

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	8/21/2018	8/21/2023
Policies and Procedures Manuals - Rescinded	CW-O-002	10/16/1995	
County Organization Chart - Rescinded	CW-O-003	10/16/1995	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	2/6/2018	2/6/2023
Hazardous Waste Management & Spill Cleanup	CW-O-006	2/9/2018	2/9/2023
Accident and Incident Reporting	CW-O-007	11/7/2017	11/7/2022
Temporary Field Disposition Known or Unknown Hazardous Substances - Rescinded	CW-O-008	10/1/2002	
Notary Public Commission	CW-O-009	1/13/2017	1/13/2022
Lease, Lease-Purchase, and Installment Purchase Contracts for Tangible Personal Property - Rescinded	CW-O-010	8/31/2011	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Citizens' Service Center Policy and Procedures - Rescinded	CW-O-012	6/14/2010	
Long Distance Telephone Usage and Billing - Rescinded/See PPM# CW-O-066	CW-O-013	1/15/1999	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	2/9/2018	2/9/2023

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Main Courthouse Floor Loading - Rescinded	<u>CW-O-015</u>	5/1/2004	
Documents Requiring Legal Review	<u>CW-O-016</u>	5/1/2019	5/1/2024
Management by Objectives - Rescinded	<u>CW-O-017</u>	9/25/1997	
Contract Administration Procedures	<u>CW-O-018</u>	5/20/2015	5/20/2020
Sub-Pool Vehicle Assignments- Rescinded	<u>CW-O-019</u>	10/26/2007	
County Supplied Cell Phones & Smartphones, Satellite Phone, and Air Cards	<u>CW-O-020</u>	5/1/2019	5/1/2024
Twenty-Four Hour Vehicle Assignments	<u>CW-O-021</u>	3/26/2013	3/26/2018
Fire Safety and Emergency Evacuation Procedures	<u>CW-O-022</u>	4/24/2014	4/24/2019
Committee Appointments	<u>CW-O-023</u>	5/9/2016	5/9/2021
Use of County Owned Properties For Non-County Activities	<u>CW-O-024</u>	4/8/2016	4/8/2021
Surplus Asset Program - Rescinded	<u>CW-O-025</u>	8/31/2011	
Physical Identification and Management of County-Owned Fixed Assets	<u>CW-O-026</u>	6/28/2018	6/28/2023
Custody and Disposal of Surplus Assets	<u>CW-O-027</u>	3/1/2018	3/1/2023
Acceptance of Special District Roads by the County- Rescinded	<u>CW-O-028</u>	3/12/2018	
Document Control By Clerk of the Board of County Commissioners	<u>CW-O-029</u>	2/17/2017	2/17/2022
Vehicular Access to Governmental Center Courtyard - Rescinded	<u>CW-O-030</u>	9/25/1997	
Policies and Procedures for Film & Television Commission	<u>CW-O-031</u>	3/10/2015	3/10/2020

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Food Service and Retail Leases and Concessions in Palm Beach County Owned/Leased Buildings and Public Facilities	CW-O-032	3/1/2018	3/1/2023
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	8/17/2016	8/17/2021
Fleet Management	CW-O-035	3/10/2015	3/10/2020
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	7/16/2018	7/16/2023
Requests for Facilities Related Services	CW-O-040	8/17/2016	8/17/2021
Countywide Ordinances: Applicability; and Notification to Municipalities	CW-O-041	8/10/2018	8/10/2023
Procedure Regarding Front-End Loading and Unbalanced Bids for Construction Contracts	CW-O-042	7/17/2017	7/17/2022
Small/Minority/Women Business Enterprise (S/M/WBE) Utilization for the Procurement of Goods and Services, Including Construction Related Goods and Professional Services	CW-O-043	4/22/2019	4/22/2024
Naming of County Owned and Leased Facilities	CW-O-044	12/19/2018	12/19/2023
Pollutant Storage Tank Systems	CW-O-045	12/19/2018	12/19/2023

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Proclamations and Certificates of Appreciation	CW-O-046	8/18/2015	8/18/2020
Standards for Address Records in Electronic Databases	CW-O-047	9/19/2016	9/19/2021
Selection of Professional Engineers, Architects, Landscape Architects, Land Surveyors and Mappers	CW-O-048	3/5/2019	3/5/2024
Procedure and Policy Regarding SBE Requirements Related to Construction and Professional Services Contracts - Rescinded/See PPM# CW-O-043	CW-O-049	5/28/2019	
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	7/16/2018	7/16/2023
Outside Counsel Conflicts of Interest	CW-O-052	1/4/2017	1/4/2021
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	3/1/2018	3/1/2023
Information Technology Security Policies	CW-O-059	7/3/2014	7/3/2019

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Submission of Annual Narrative Reports for Boards/Committees/Task Forces/Councils - Rescinded	<u>CW-O-060</u>	2/25/2015	
Access to the Palm Beach County Enterprise Network	<u>CW-O-061</u>	10/2/2012	10/2/2017
Inserts in County Bills	<u>CW-O-062</u>	2/8/2019	2/8/2024
Server Standards - Number Retired	<u>CW-O-063</u>	4/25/2011	
Sale of Merchandise Displaying County Logo	<u>CW-O-064</u>	6/15/2017	6/15/2022
OFMB Review of Formal Contracts and Requests for Proposals	<u>CW-O-065</u>	5/29/2015	5/29/2020
County Supplies Landline Communications Voice Transmission	<u>CW-O-066</u>	2/1/2014	2/1/2019
Donation of County-Owned Surplus Tangible Personal Property	<u>CW-O-067</u>	4/8/2016	4/8/2021
Thrift Store Operation	<u>CW-O-068</u>	11/7/2016	11/7/2021
Trenching and Shoring Procedures	<u>CW-O-069</u>	7/15/2016	7/15/2021
Lockout/Tagout Policy	<u>CW-O-070</u>	3/24/2016	3/24/2020
Chain Saw Operation	<u>CW-O-071</u>	7/15/2016	7/15/2021
Tree Memorial Program - Rescinded	<u>CW-O-072</u>	7/15/2004	
Standards for Internet Web Page Design, Deployment and Maintenance	<u>CW-O-073</u>	2/9/2018	2/9/2023
Tags, Registrations and Titles for County Vehicles	<u>CW-O-074</u>	11/7/2016	11/7/2021
Animals/Pets in County Owned Buildings	<u>CW-O-075</u>	11/7/2016	11/7/2021
Automated External Defibrillators (AEDS) in County Owned / Operated Building	<u>CW-O-076</u>	11/7/2016	11/7/2021

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Confined Space Entry Procedures	CW-O-077	7/15/2016	7/15/2021
Standards for Departmental Intranet Web-Based Application, Design, Deployment and Maintenance - Rescinded - See CW-O-079	CW-O-078	11/7/2016	
Information Technology Governance Policies	CW-O-079	9/21/2016	9/21/2021
Electrical Safe Work Practices	CW-O-080	7/15/2016	7/15/2021
Privacy of Oral, Wire, and Wireless Communications	CW-O-081	11/7/2016	11/7/2021
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	8/10/2018	8/10/2023
Cellular Telephone Stipends	CW-O-085	5/1/2019	5/1/2024
Employee Reporting of a Matter to the Office of Inspector General	CW-O-086	3/1/2018	3/1/2023
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	3/30/2018	3/30/2023
Use of the Convention Center for County Events	CW-O-089	3/30/2018	3/30/2023
Requirements for the Approval, Purchase and Operation of Unmanned Aerial Vehicles (UAV)	CW-O-090	2/20/2019	2/20/2024
Contract Negotiations and The Sunshine Law	CW-O-091	2/12/2019	2/12/2024

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Selection of Construction Management (CM) Firms or Program Management Firms	CW-O-092	4/8/2019	4/8/2024

PERSONNEL

Medical Monitoring	CW-P-001	2/8/2017	2/8/2022
Workers Compensation Program	CW-P-002	1/13/2017	1/13/2022
Personnel Action Forms	CW-P-003	11/5/2015	11/5/2020
Hiring Process	CW-P-004	2/9/2018	2/9/2023
Emergency Service Agreement - Rescinded	CW-P-005	2/9/1998	
Employment References - Rescinded/See PPM# CW-P-004	CW-P-006	7/1/1998	
Employment Categories Other Than Regular Employment	CW-P-007	3/20/2017	3/20/2022
Employee Tuition Reimbursement Program	CW-P-008	10/1/2014	10/1/2019
Personnel Records	CW-P-009	5/1/2019	5/1/2024
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	7/25/2018	7/25/2023
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	

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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
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	5/23/2017	5/23/2022
Assessor/Interviewer Travel Reimbursement - Rescinded	CW-P-024	8/1/2005	
Quality in Action - Rescinded	CW-P-025	2/25/1998	
Prohibition on Use, Possession and/or Sale of Alcoholic Beverages on County Property and in County Facilities	CW-P-026	6/28/2018	6/28/2023
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	1/13/2017	1/13/2022
Executive Certificate Program in Public Management - Rescinded	CW-P-031	6/25/1991	

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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	2/9/2015	2/9/2020
Safety Footwear Policy	CW-P-037	5/26/2016	5/26/2021
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

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Time and Attendance Records	CW-P-048	1/13/2017	1/13/2022
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	
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	2/14/2017	2/14/2022
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	1/13/2017	1/13/2022
Employee Donations of Vacation Leave To Other County Employees	CW-P-059	1/1/2017	1/1/2022
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	1/13/2017	1/13/2022

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Worker's Compensation Claims Payment	CW-P-063	1/13/2017	1/13/2022
Liability/Property Claim & Lawsuit Payments	CW-P-064	4/10/2019	4/10/2024
Deferred Retirement Option Program (DROP)	CW-P-065	6/14/2019	
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	7/15/2016	7/15/2021
Exposure Control Plan for the Prevention of Tuberculosis - Rescinded	CW-P-069	6/10/2011	
Fall Protection Policy	CW-P-070	7/15/2016	7/15/2021
Hazard Communication	CW-P-071	3/29/2016	3/29/2021
Health Insurance Portability and Accountability Act Of 1996, as amended by the Hitech Act of the American Recovery and Reinvestment Act of 2009 (HIPAA)	CW-P-072	6/13/2016	6/13/2021
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	6/13/2018
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	7/15/2016	7/15/2021
Ethics Training For Employees and Officials	CW-P-079	8/5/2014	8/5/2019

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Ethics Training for Officials - Rescinded/See PPM# CW-P-079	CW-P-080	2/21/2014	
Leadworker Pay	CW-P-081	4/2/2018	4/2/2023
Domestic Partner Tax Equity Policy	CW-P-082	11/7/2016	11/7/2021
Employee Disaster Response Program (EDRP)	CW-P-083	6/1/2018	6/1/2023
Paid Parental Leave	CW-P-084	11/1/2017	11/1/2022
Information Technology Security Awareness Training for Employees and Officials	CW-P-085	3/8/2018	3/8/2023
<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	
Procedures and Fees for Public Record Requests (PRRs)	CW-F-002	2/25/2019	2/25/2024
Grant Administration	CW-F-003	6/28/2018	6/28/2023
Annual Budget Development Process	CW-F-004	7/20/2018	7/20/2023
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	11/7/2017	11/7/2022
Auto Allowance	CW-F-008	11/7/2017	11/7/2022
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	

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Job Applicant Travel Expense Reimbursement (Executive, Administrative and Professional Positions)	<u>CW-F-011</u>	2/9/2018	2/9/2023
Moving Expense Reimbursement	<u>CW-F-012</u>	7/16/2018	7/16/2023
Budget Transfers and Amendments	<u>CW-F-013</u>	10/16/2015	10/16/2020
Capital (Fixed) and Intangible Asset Capitalization Levels, Valuation Methods and Depreciable Lives	<u>CW-F-014</u>	5/20/2015	5/20/2020
Refueling and Repair of County Vehicles, etc. - Rescinded/See PPM# CW-O-035	<u>CW-F-015</u>	9/10/2010	
Bond Waiver Program	<u>CW-F-016</u>	4/3/2013	4/3/2018
Reconciliation of Departmental Accounting Records to the County's Financial System Records	<u>CW-F-017</u>	3/20/2017	3/20/2022
Sales Tax Collection and Reporting	<u>CW-F-018</u>	1/1/2015	1/1/2020
Ordinance No. 86-19: Authorized Expenditures for Awards, Refreshments and Commendation Breakfasts, Luncheons or Dinners	<u>CW-F-019</u>	4/4/2016	4/4/2021
Computer Security for the County's Automated Financial System	<u>CW-F-020</u>	1/13/2017	1/13/2022
Fixed Asset Depreciation Rescinded/See PPM# CW-F-014	<u>CW-F-021</u>	7/1/1998	
Video Duplicating Fees for Channel 20 - Rescinded	<u>CW-F-022</u>	8/1/1999	
Impact Fee Collection by Municipalities - Rescinded See PPM# CW-F-025	<u>CW-F-023</u>	2/7/2002	

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Municipal Recomputation and Refund of Impact Fees - Rescinded/See PPM# CW-F-026	<u>CW-F-024</u>	2/7/2002	
Collection of Impact Fees	<u>CW-F-025</u>	7/17/2017	7/17/2022
Recalculations and Adjustments of Impact Fees	<u>CW-F-026</u>	4/21/2015	4/21/2020
Impact Fee Recording - Rescinded/See PPM# CW-F-023	<u>CW-F-027</u>	1/16/2001	
Refund of Impact Fees by the County's Finance Department - Rescinded/See PPM# CW-F-026	<u>CW-F-028</u>	1/16/2001	
Cash Control of Impact Fees	<u>CW-F-029</u>	3/29/2016	3/29/2021
Reporting Requirements for Impact Fee System - Rescinded	<u>CW-F-030</u>	11/1/2007	
Impact Fee Compliance Review	<u>CW-F-031</u>	11/7/2017	11/7/2022
Capital Project Fund Management for Impact Fee Funding of Capital Projects	<u>CW-F-032</u>	3/30/2018	3/30/2023
Duties of the Impact Fee Coordinator - Rescinded	<u>CW-F-033</u>	2/7/2002	
Review and Approval of Impact Fee Credits from Developments in Municipalities	<u>CW-F-034</u>	6/15/2017	6/15/2022
Public Service Tax Compliance	<u>CW-F-035</u>	7/17/2017	7/17/2022
Impact Fee Affordable Housing Assistance Program	<u>CW-F-036</u>	6/28/2018	6/28/2023
Donations to the County	<u>CW-F-037</u>	5/1/2019	5/1/2024
Surplus Land Sales Proceeds Disposition Policy - Rescinded	<u>CW-F-038</u>	8/1/2011	

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Vending Machines on County-Owned or Leased Property	CW-F-039	3/20/2017	3/20/2022
Procedure and Policy Regarding Acceptance of Escrow Agreements	CW-F-040	4/8/2016	4/8/2021
Petty Cash	CW-F-041	9/26/2018	9/26/2023
Budgeted Reserves Reporting	CW-F-042	6/28/2018	6/28/2023
Accounting Policies for Interfund, Intrafund and External Transactions	CW-F-043	5/20/2015	5/20/2020
Interdepartmental Billings	CW-F-044	7/15/2016	7/15/2021
Warranty Claims	CW-F-045	1/21/2016	1/21/2021
Revenue Forecasting and Monitoring	CW-F-046	7/15/2016	7/15/2021
Revenue-Producing Contracts and Ordinances	CW-F-047	4/8/2016	4/8/2021
Receivables Collections and Write-Offs	CW-F-048	3/10/2015	3/10/2020
Contract Development and Contract Responsibility	CW-F-049	11/7/2017	11/7/2022
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	8/10/2018	8/10/2023
Establishment and Reporting of Trust Funds	CW-F-053	10/1/2018	10/1/2023
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

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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	6/12/2018	6/12/2023
Cost Justification Using the Information Economics Model - Number Retired	CW-F-060	4/25/2011	
Disaster Preparation and Recovery-- Documentation of Disaster-Related Expenditures	CW-F-061	6/14/2019	6/14/2024
Construction (Work)-In Progress (CWIP) -- Accounting Policies	CW-F-062	5/20/2015	5/20/2020
Grant Application and Reporting for Non-Routine County Funded Grants - Rescinded	CW-F-063	4/25/2011	
Requirements for Construction and Construction Related Contracts with Values of less than \$200,000.00 by a Design Professional	CW-F-064	11/12/2014	11/12/2019
Industrial Development Revenue Bonds	CW-F-065	11/6/2018	11/6/2023
Architectural and Engineering Consultant Multipliers	CW-F-066	6/15/2017	6/15/2022
Evaluating, Recovering and Recording Errors/Omissions by a Design Professional	CW-F-067	6/15/2017	6/15/2022
Eminent Domain Settlements and Payment of Litigation Expenses for Right-of-way Acquisitions	CW-F-068	4/10/2019	4/10/2024

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Impact Fee Escrow Agreements	<u>CW-F-069</u>	2/21/2014	2/21/2019
Eminent Domain Settlements and Payment of Expenses for Conservation Land Acquisitions	<u>CW-F-070</u>	10/16/2015	10/16/2020
Modifications to the County's Automated Financial System	<u>CW-F-071</u>	2/4/2016	2/4/2021
Acquisition of Artwork	<u>CW-F-072</u>	1/13/2017	1/13/2022
IRS Reporting Requirements for Real Estate Transactions	<u>CW-F-073</u>	8/17/2016	8/17/2021
Debt Management Policy	<u>CW-F-074</u>	8/17/2016	8/17/2021
Loss or Damage to County Property	<u>CW-F-075</u>	6/27/2018	6/27/2023
Certificates of Insurance	<u>CW-F-076</u>	4/8/2015	4/8/2020
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	<u>CW-F-077</u>	4/17/2018	4/17/2023
Competitive Selection of Bond Underwriters Policy For Negotiated Sales	<u>CW-F-078</u>	11/7/2014	11/7/2019
Selection of Bond Counsel and Disclosure Counsel	<u>CW-F-079</u>	2/4/2016	2/4/2021
Debt Service Administration and Arbitrage Reporting:	<u>CW-F-080</u>	6/14/2019	6/14/2024
Funding and Audit Ability of the Palm Beach County Office of Inspector General - Rescinded	<u>CW-F-081</u>	7/23/2012	
Annual Construction Contract Usage	<u>CW-F-082</u>	12/1/2015	12/1/2020
Advantage Financial System Contract Identification Standards Number Retired	<u>CW-F-083</u>	6/10/2011	

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Change Funds		9/26/2018	9/26/2023
<u>LOGISTICS</u>			
Disaster Preparation and Recovery -- Emergency Alerting and Protection of Public Property Rescinded See CEMP	CW-L-001	7/17/2017	
Emergency Utilization of Public Safety Radio System Emergency Management Talk-Groups	CW-L-002	8/17/2016	8/17/2021
Postage for County Departments located in the Governmental Center and the Judicial Center	CW-L-003	8/13/2014	8/13/2019
Purchasing Supplies from Small Stores - Rescinded	CW-L-004	9/25/1997	
Printing and Publications of County Documents	CW-L-005	2/8/2019	2/8/2024
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	3/20/2018	3/20/2023
Standardization of County Stationery, Envelopes, Business Cards, Media Release Forms and Memo Pads	CW-L-009	4/14/2016	4/14/2021
Asbestos Management Program	CW-L-010	11/7/2013	11/7/2018
Physical Identification of County Owned Fixed Assets Rescinded	CW-L-011	1/12/2001	
Real Property Dispositions (Non Right-of-Way) Rescinded - See PPM# CW-L-023	CW-L-012	10/3/2012	

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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	
Space Allocation Standards	CW-L-019	11/7/2016	11/7/2021
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	

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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	11/6/2018	11/6/2023
Requests for Radios, Public Safety Radio System BDA (Bi-Directional FR Amplifier), Fire Systems, Security Systems, Audio/Visual Systems & Closed Circuit Television Systems	CW-L-030	8/17/2016	8/17/2021
Municipal Boundary Changes - Rescinded	CW-L-031	9/10/2010	
Revenue Lease Payment Delinquency - Number Retired	CW-L-032	4/25/2011	
Physical Security Programs in County Owned & Leased Buildings	CW-L-033	11/6/2018	11/6/2023
Purchasing Ordinance Exemptions - Rescinded	CW-L-034	1/21/2015	
Direct Payments For Goods and Services	CW-L-035	3/12/2018	3/12/2023
Computer Hardware, Software and Maintenance Service Procurement - Number Retired/See PPM# CW-O-047	CW-L-036	4/25/2011	
Indoor Air Quality (IAQ) Program	CW-L-037	1/13/2017	1/13/2022

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Land Development Regulation Amendment Process	CW-L-038	2/10/2016	2/10/2021
Procurement Protest Hearings	CW-L-039	8/21/2018	8/21/2023
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	5/1/2019	5/1/2024
Emergency Use Credit Card(s)	CW-L-045	2/10/2017	2/10/2022
Use of the County Logo	CW-L-046	11/20/2018	11/20/2019
Master Key Systems; Key Issuance - Rescinded See PPM CW-L-041	CW-L-047	8/13/2014	
Decentralized Purchase Orders (DPOs)	CW-L-048	3/12/2018	3/12/2023
Procurement of All Non-Construction related Goods or Services Purchased or Reimbursed with Federal Funds	CW-L-049	3/12/2018	3/12/2023
Procurement of Construction or Design Services Funded or Reimbursed with Federal Funds	CW-L-050	10/1/2018	10/1/2023
<u>REPORTS, RECORDS AND FILES</u>			
Records Management Program	CW-R-001	12/1/2015	12/1/2020

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Microfilming and Electronic Recording Quality Control Documentation	<u>CW-R-002</u>	7/3/2014	7/3/2019
Stay of Records Destruction ("Records Hold") - Rescinded	<u>CW-R-003</u>	2/8/2019	
Fire Alarm Reporting Procedures - Rescinded	<u>CW-R-004</u>	10/16/1998	
Electronic Records Management Systems	<u>CW-R-005</u>	8/17/2016	8/17/2021
The Use, Retention, and Destruction of Electronic Mail (E-Mail)	<u>CW-R-006</u>	10/2/2012	10/2/2017
Geographic Information Maintenance, Management and Dissemination - Rescinded	<u>CW-R-007</u>	11/18/2003	
Internet Use Policy	<u>CW-R-008</u>	9/21/2016	9/21/2021
Enterprise Geographic Information System Maintenance and Management	<u>CW-R-009</u>	2/9/2018	2/9/2023
Electronic Signatures - Electronic Transactions	<u>CW-R-010</u>	7/3/2014	7/3/2019
Hyperlinks from and to The Palm Beach County Web Site	<u>CW-R-011</u>	6/12/2015	6/12/2020
Records of the Board of County Commissioners' Maintained by the Clerk & Comptroller	<u>CW-R-012</u>	11/7/2017	11/7/2022
Social Media Policy	<u>CW-R-013</u>	5/1/2019	5/1/2024

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