

## 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

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Management by Objectives - <b>Rescinded</b>	<a href="#">CW-O-017</a>	<b>9/25/1997</b>	
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Committee Appointments	<a href="#">CW-O-023</a>	5/9/2016	5/9/2021
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Procedure and Policy Regarding SBE Requirements Related to Construction and Professional Services Contracts - <b>Rescinded/See PPM# CW-O-043</b>	<a href="#">CW-O-049</a>	<b>5/28/2019</b>	
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Delegated Authority for Execution of County Contracts and Agreements	<a href="#">CW-O-051</a>	7/16/2018	7/16/2023
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Channel 20 Sponsorship Policy	<a href="#">CW-O-053</a>	3/26/2013	3/26/2018
Channel 20 Program Selection Policy - <b>Rescinded</b>	<a href="#">CW-O-054</a>	<b>1/16/2015</b>	
Channel 20 Programming Procedure	<a href="#">CW-O-055</a>	1/16/2015	1/16/2020
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Lockout/Tagout Policy	<a href="#">CW-O-070</a>	3/24/2016	3/24/2020
Chain Saw Operation	<a href="#">CW-O-071</a>	7/15/2016	7/15/2021
Tree Memorial Program - <b>Rescinded</b>	<a href="#">CW-O-072</a>	<b>7/15/2004</b>	
Standards for Internet Web Page Design, Deployment and Maintenance	<a href="#">CW-O-073</a>	2/9/2018	2/9/2023
Tags, Registrations and Titles for County Vehicles	<a href="#">CW-O-074</a>	11/7/2016	11/7/2021
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Information Technology Governance Policies	<a href="#">CW-O-079</a>	9/21/2016	9/21/2021
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Employment Categories Other Than Regular Employment	<a href="#">CW-P-007</a>	3/20/2017	3/20/2022
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Employee Development Steering Committee - <b>Rescinded</b>	<a href="#">CW-P-034</a>	<b>8/1/2005</b>	
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Job Applicant Travel Expense Reimbursement (Executive, Administrative and Professional Positions)	<a href="#">CW-F-011</a>	2/9/2018	2/9/2023
Moving Expense Reimbursement	<a href="#">CW-F-012</a>	7/16/2018	7/16/2023
Budget Transfers and Amendments	<a href="#">CW-F-013</a>	10/16/2015	10/16/2020
Capital (Fixed) and Intangible Asset Capitalization Levels, Valuation Methods and Depreciable Lives	<a href="#">CW-F-014</a>	5/20/2015	5/20/2020
Refueling and Repair of County Vehicles, etc. - <b>Rescinded/See PPM# CW-O-035</b>	<a href="#">CW-F-015</a>	<b>9/10/2010</b>	
Bond Waiver Program	<a href="#">CW-F-016</a>	4/3/2013	4/3/2018
Reconciliation of Departmental Accounting Records to the County's Financial System Records	<a href="#">CW-F-017</a>	3/20/2017	3/20/2022
Sales Tax Collection and Reporting	<a href="#">CW-F-018</a>	1/1/2015	1/1/2020
Ordinance No. 86-19: Authorized Expenditures for Awards, Refreshments and Commendation Breakfasts, Luncheons or Dinners	<a href="#">CW-F-019</a>	4/4/2016	4/4/2021
Computer Security for the County's Automated Financial System	<a href="#">CW-F-020</a>	1/13/2017	1/13/2022
Fixed Asset Depreciation <b>Rescinded/See PPM# CW-F-014</b>	<a href="#">CW-F-021</a>	<b>7/1/1998</b>	
Video Duplicating Fees for Channel 20 - <b>Rescinded</b>	<a href="#">CW-F-022</a>	<b>8/1/1999</b>	
Impact Fee Collection by Municipalities - <b>Rescinded See PPM# CW-F-025</b>	<a href="#">CW-F-023</a>	<b>2/7/2002</b>	

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

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Vending Machines on County-Owned or Leased Property	<a href="#">CW-F-039</a>	3/20/2017	3/20/2022
Procedure and Policy Regarding Acceptance of Escrow Agreements	<a href="#">CW-F-040</a>	4/8/2016	4/8/2021
Petty Cash	<a href="#">CW-F-041</a>	9/26/2018	9/26/2023
Budgeted Reserves Reporting	<a href="#">CW-F-042</a>	6/28/2018	6/28/2023
Accounting Policies for Interfund, Intrafund and External Transactions	<a href="#">CW-F-043</a>	5/20/2015	5/20/2020
Interdepartmental Billings	<a href="#">CW-F-044</a>	7/15/2016	7/15/2021
Warranty Claims	<a href="#">CW-F-045</a>	1/21/2016	1/21/2021
Revenue Forecasting and Monitoring	<a href="#">CW-F-046</a>	7/15/2016	7/15/2021
Revenue-Producing Contracts and Ordinances	<a href="#">CW-F-047</a>	4/8/2016	4/8/2021
Receivables Collections and Write-Offs	<a href="#">CW-F-048</a>	3/10/2015	3/10/2020
Contract Development and Contract Responsibility	<a href="#">CW-F-049</a>	11/7/2017	11/7/2022
Change Order and Consultant Services Authorization Authority for Construction, Engineering and Architectural Contracts	<a href="#">CW-F-050</a>	2/4/2016	2/4/2021
Grants <b>Number Retired/See PPM# CW-F-003</b>	<a href="#">CW-F-051</a>	<b>4/25/2011</b>	
Management Letter Responses/Status	<a href="#">CW-F-052</a>	8/10/2018	8/10/2023
Establishment and Reporting of Trust Funds	<a href="#">CW-F-053</a>	10/1/2018	10/1/2023
Capital Projects Management Oversight	<a href="#">CW-F-054</a>	5/27/2016	5/27/2021
Policy For Accepting Letters of Credit	<a href="#">CW-F-055</a>	4/8/2015	4/8/2020

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Procedure and Policy Regarding Acceptance of Performance Bonds and Payment Bonds	<a href="#">CW-F-056</a>	5/20/2015	5/20/2020
Reimbursement of Attorney's Fees and Costs In Defending Ethics Complaints	<a href="#">CW-F-057</a>	9/25/2015	9/25/2020
Debt Service Administration: Delineation of Responsibilities Between OFMB and the Clerk and Comptroller's Finance Department (Finance) - <b>Rescinded/See PPM# CW-F-080</b>	<a href="#">CW-F-058</a>	<b>9/14/2009</b>	
Inventory of Parts and Supplies	<a href="#">CW-F-059</a>	6/12/2018	6/12/2023
Cost Justification Using the Information Economics Model - Number Retired	<a href="#">CW-F-060</a>	<b>4/25/2011</b>	
Disaster Preparation and Recovery-- Documentation of Disaster-Related Expenditures	<a href="#">CW-F-061</a>	6/14/2019	6/14/2024
Construction (Work)-In Progress (CWIP) -- Accounting Policies	<a href="#">CW-F-062</a>	5/20/2015	5/20/2020
Grant Application and Reporting for Non-Routine County Funded Grants - Rescinded	<a href="#">CW-F-063</a>	<b>4/25/2011</b>	
Requirements for Construction and Construction Related Contracts with Values of less than \$200,000.00 by a Design Professional	<a href="#">CW-F-064</a>	11/12/2014	11/12/2019
Industrial Development Revenue Bonds	<a href="#">CW-F-065</a>	11/6/2018	11/6/2023
Architectural and Engineering Consultant Multipliers	<a href="#">CW-F-066</a>	6/15/2017	6/15/2022
Evaluating, Recovering and Recording Errors/Omissions by a Design Professional	<a href="#">CW-F-067</a>	6/15/2017	6/15/2022
Eminent Domain Settlements and Payment of Litigation Expenses for Right-of-way Acquisitions	<a href="#">CW-F-068</a>	4/10/2019	4/10/2024

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

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Change Funds		9/26/2018	9/26/2023

**LOGISTICS**

Disaster Preparation and Recovery -- Emergency Alerting and Protection of Public Property <b>Rescinded See CEMP</b>	<a href="#">CW-L-001</a>	<b>7/17/2017</b>	
Emergency Utilization of Public Safety Radio System Emergency Management Talk-Groups	<a href="#">CW-L-002</a>	8/17/2016	8/17/2021
Postage for County Departments located in the Governmental Center and the Judicial Center	<a href="#">CW-L-003</a>	8/13/2014	8/13/2019
Purchasing Supplies from Small Stores - <b>Rescinded</b>	<a href="#">CW-L-004</a>	<b>9/25/1997</b>	
Printing and Publications of County Documents	<a href="#">CW-L-005</a>	2/8/2019	2/8/2024
Request for Data Processing/Word Processing Equipment & Services - <b>Rescinded</b>	<a href="#">CW-L-006</a>	<b>10/1/1998</b>	
After-Hour Access to PBC Facilities with a Human Security Presence	<a href="#">CW-L-007</a>	6/12/2015	6/12/2020
Purchasing Policy & Procedures	<a href="#">CW-L-008</a>	3/20/2018	3/20/2023
Standardization of County Stationery, Envelopes, Business Cards, Media Release Forms and Memo Pads	<a href="#">CW-L-009</a>	4/14/2016	4/14/2021
Asbestos Management Program	<a href="#">CW-L-010</a>	11/7/2013	11/7/2018
Physical Identification of County Owned Fixed Assets Rescinded	<a href="#">CW-L-011</a>	<b>1/12/2001</b>	
Real Property Dispositions (Non Right-of-Way) <b>Rescinded - See PPM# CW-L-023</b>	<a href="#">CW-L-012</a>	<b>10/3/2012</b>	

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Real Property Acquisition <b>(Non Right-of-Way) Rescinded</b>	<a href="#">CW-L-013</a>	<b>12/27/2012</b>	
Energy Management & Conservation Program for County Owned, Maintained & Leased Facilities	<a href="#">CW-L-014</a>	4/8/2016	4/8/2021
Master Space Surveys & Strategic Facility Plans - <b>Rescinded</b>	<a href="#">CW-L-015</a>	<b>6/15/2011</b>	
P.U.D. - Planned Unit Development Civic Site Processing - <b>Rescinded - See PPM# CW-L-023</b>	<a href="#">CW-L-016</a>	<b>12/1/2011</b>	
Requests for Work - Facility Improvements - <b>Rescinded</b>	<a href="#">CW-L-017</a>	<b>9/10/2010</b>	
Master Space Survey - <b>Rescinded</b>	<a href="#">CW-L-018</a>	<b>10/16/1998</b>	
Space Allocation Standards	<a href="#">CW-L-019</a>	11/7/2016	11/7/2021
Real Property Donations/Charitable Lease to Not- for-Profit Palm Beach County Organizations - <b>Rescinded - See PPM# CW-L-023</b>	<a href="#">CW-L-020</a>	<b>10/3/2012</b>	
Appraiser Pre-Qualification, Selection, and Award - <b>Number Retired</b>	<a href="#">CW-L-021</a>	<b>4/25/2011</b>	
Encroachments on County Owned Real Estate (Non Right-of-Way) - <b>Rescinded - See PPM# CW-L- 023</b>	<a href="#">CW-L-022</a>	<b>10/3/2012</b>	
Requirements for the Acquisition, Disposition, Lease and Exchange of Real Property	<a href="#">CW-L-023</a>	7/3/2014	7/3/2019
Real Property Out-Leases (Non Right-of-Way) - <b>Rescinded - See PPM# CW-L-023</b>	<a href="#">CW-L-024</a>	<b>10/3/2012</b>	

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Real Property Acquisition/Disposition/Exchange/Lease/Request for Proposals Process (Non Right-of-Way) - <b>Rescinded - See PPM# CW-L-023</b>	<a href="#">CW-L-025</a>	<b>10/3/2012</b>	
Real Property Exchanges (Non Right-of-Way) - <b>Rescinded - See PPM# CW-L-023</b>	<a href="#">CW-L-026</a>	<b>10/3/2012</b>	
Annexation of County Owned Real Estate - <b>Number Retired</b>	<a href="#">CW-L-027</a>	<b>4/25/2011</b>	
Micro Computer Guidelines for the Agencies Under the BCC - <b>Rescinded</b>	<a href="#">CW-L-028</a>	<b>10/1/1998</b>	
Notification to County Internal Auditor's Office of Outside Audits and Response and Corrective Action to Internal Audit Report Recommendations	<a href="#">CW-L-029</a>	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	<a href="#">CW-L-030</a>	8/17/2016	8/17/2021
Municipal Boundary Changes - <b>Rescinded</b>	<a href="#">CW-L-031</a>	<b>9/10/2010</b>	
Revenue Lease Payment Delinquency - <b>Number Retired</b>	<a href="#">CW-L-032</a>	<b>4/25/2011</b>	
Physical Security Programs in County Owned & Leased Buildings	<a href="#">CW-L-033</a>	11/6/2018	11/6/2023
Purchasing Ordinance Exemptions - <b>Rescinded</b>	<a href="#">CW-L-034</a>	<b>1/21/2015</b>	
Direct Payments For Goods and Services	<a href="#">CW-L-035</a>	3/12/2018	3/12/2023
Computer Hardware, Software and Maintenance Service Procurement - <b>Number Retired/See PPM# CW-O-047</b>	<a href="#">CW-L-036</a>	<b>4/25/2011</b>	
Indoor Air Quality (IAQ) Program	<a href="#">CW-L-037</a>	1/13/2017	1/13/2022

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Land Development Regulation Amendment Process	<a href="#">CW-L-038</a>	2/10/2016	2/10/2021
Procurement Protest Hearings	<a href="#">CW-L-039</a>	8/21/2018	8/21/2023
Requirements for the Purchase, Sale and Lease of Real Property - <b>Number Retired</b>	<b>CW-L-040</b>		
Access Systems	<a href="#">CW-L-041</a>	8/13/2014	8/13/2019
Prohibition of Weapons in the Palm Beach County Facilities	<a href="#">CW-L-042</a>	2/25/2014	2/25/2019
Security Screening Program at the Palm Beach County Governmental Center - <b>Rescinded See PPM CW-L-042</b>	<a href="#">CW-L-043</a>	<b>5/13/2011</b>	
Criminal History Record Checks	<a href="#">CW-L-044</a>	5/1/2019	5/1/2024
Emergency Use Credit Card(s)	<a href="#">CW-L-045</a>	2/10/2017	2/10/2022
Use of the County Logo	<a href="#">CW-L-046</a>	11/20/2018	11/20/2019
Master Key Systems; Key Issuance - <b>Rescinded See PPM CW-L-041</b>	<a href="#">CW-L-047</a>	<b>8/13/2014</b>	
Decentralized Purchase Orders (DPOs)	<a href="#">CW-L-048</a>	3/12/2018	3/12/2023
Procurement of All Non-Construction related Goods or Services Purchased or Reimbursed with Federal Funds	<a href="#">CW-L-049</a>	3/12/2018	3/12/2023
Procurement of Construction or Design Services Funded or Reimbursed with Federal Funds	<a href="#">CW-L-050</a>	10/1/2018	10/1/2023
<b><u>REPORTS, RECORDS AND FILES</u></b>			
Records Management Program	<a href="#">CW-R-001</a>	12/1/2015	12/1/2020

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

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