

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

It is the policy of the Board of Supervisors that: The Board of Supervisors policies set forth in this manual are general in nature and are not intended as rigid rules or regulations from which there may be no deviation. The Board of Supervisors may at any time change, modify or revoke any policy included in this manual and may likewise at any time make or authorize exceptions to any policy when it determines that in the particular case it would not be in the public interest that such policy be followed.

1. There is hereby established a Board of Supervisors' Policy Manual, which shall contain all board policy, which is adopted by policy statement of the Board of Supervisors.
2. Generally, policy statements in this manual will include only such matters that are not otherwise set forth in state codes, county ordinances, and the resolutions of the Board of Supervisors.
3. Henceforth, any action taken by the Board on any matter which is considered by the Board to be in the nature of board policy, be stated as such, and that instructions will be included in such action to include the item in the Board of Supervisors' Policy Manual.
4. The Clerk of the Board of Supervisors shall be responsible for the continuing maintenance and distribution of the Board of Supervisors' Policy Manual and additions or deletions thereto; after the preparation of the manual by the County Executive Officer and adoption by the Board.
5. Copies of the Board of Supervisors' Policy Manual shall be distributed to each department head and to the County Executive Officer and to such of their representatives as they may direct.

Procedure:

1. The members of the Board of Supervisors, County Executive Officer, elected officials, department heads, and county boards and commissions may originate policy proposals to the Board of Supervisors for their formal consideration.
2. The preparation of policy matters for approval by the Board of Supervisors will be the responsibility of the initiating office. Formatting should be consistent with other policies in the manual.

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3. Proposed policy items will be submitted to the County Executive Officer for review and recommendations to the Board of Supervisors for action.
4. After adoption of policy items by the Board of Supervisors, the Clerk of the Board shall be responsible for duplication and distribution of new items to holders of copies of the Board of Supervisors' Policy Manual.
5. As required, the Clerk of the Board shall update the Table of Contents in the Board of Supervisors Policy Manual and distribute revisions to all holders of copies of the manual in accordance with the above policy.

Reference:

Minute Order dated 01/28/1975
Minute Order 3.7 of 11/07/2006