

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>NOTIFICATION PROCESS FOR RECEIPT OF SPECIFIC COURT ORDERS</b>	<b>B-15</b>	<b>1 of 1</b>

**Policy:**

The Board of Supervisors shall be notified on its next regular public agenda after a department or agency head or judicial administrator receives a court order requiring the expenditure of county funds for administrative purposes (e.g. rooms, chambers, court attendants, probation officers, commissioners, furniture, furnishings, heat, light, equipment, stationery, supplies and other personal property) for the superior or municipal courts. Nothing in this policy shall restrict or in any way prevent a county officer or employee from complying in a timely manner with any court order.

Any department or agency head, county officer or judicial administrator who receives a court order described above shall determine in conjunction with the Auditor-Controller and County Executive Officer whether there are sufficient funds for the required expenditure appropriated in the affected budget unit.

**Reference:**

Minute Order 3.7 of 03/10/92  
Minute Order 3.3 of 04/10/07