

COUNTY OF SAN BENITO, CALIFORNIA
COUNTY ADMINISTRATIVE MANUAL

CHAPTER 0000: GENERAL AND ADMINISTRATIVE
County Administrative Manual Purpose and Use

Policy
Number:

Page

PURPOSE

1. To clearly state and compile policies of the Board of Supervisors.
2. Articulate ethical standards and administrative policies adopted by the Board, CAO, and other County Departments that have impacts countywide.
3. Use as guidance by the Board and Department Heads in their conduct and interaction with the public, various County commissions and committees, internal departments/divisions, and persons and entities that may do business with the County.
4. To provide for the distribution of these policies to all concerned.
5. To establish procedures for the preparation, distribution and maintenance of Board policies and the County Administrative Manual.

BACKGROUND

Regulatory policies established by the Board usually are adopted by ordinance and included in the County Code. However, a second group of policies are also established which by their nature do not require adoption by ordinance. These policies adopted by resolution or statement of action of the Board need to be consolidated in a reference document for easy access.

POLICY

It is the policy of the Board of Supervisors that:

1. There is hereby established a County Administrative Manual which shall contain all Board policies which are adopted by resolutions or policy statements of the Board of Supervisors.
2. Generally, policy statements in this Manual will include only such matters and decisions in which the responsibility for such matters and decisions are placed on the Board of Supervisors by virtue of the State Codes or specific ordinances and resolutions.
3. In addition to items covered in Paragraph 2, any action taken by the Board on any matter which is considered by the Board to be the creation of Board policy shall be included in the County Administrative Manual.
4. Each policy item adopted in the future shall include: a) a statement of purpose, b) a brief background description of the problem, c) and other criteria or procedural sections.

5. The Clerk of the Board of Supervisors shall be responsible for the continuing maintenance of the County Administrative Manual and additions or deletions thereto.
6. Copies of the County Administrative Manual are available free of charge via the Clerk of the Board's website.

PROCEDURE

1. The members of the Board of Supervisors, the County Administrative 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.
3. The initiating office will use the standard forms or templates provided by the Clerk of the Board's Office, and made available on the Clerk of the Board webpage, for submittal of any proposed policy item(s) (Attachment A).
4. Using the provided template, the proposed policy items will first be submitted to the County Administrative Officer (CAO) or his/her designee, for internal review. Internal review may include of the CAO, County Counsel and the initiating office/department. After internal review, the CAO or his/her designee may recommend the proposed policy to the Board of Supervisors for action.
5. After adoption of policy items by the Board of Supervisors, the Clerk of the Board shall be responsible for assigning policy numbers and posting new items on the Internet.
6. As required, the Clerk of the Board shall update the Table of Contents, the Policy History Update List, and maintain the County Administrative Manual.
7. The County Administrative Manual Table of Contents structure will begin as follows, with additional Chapters developed and the structure modified as needed:

CHAPTER	Title	Examples of Policies:
0000	GENERAL AND ADMINISTRATIVE	Using duplex printing
0100	BOARD OF SUPERVISORS POLICY	policies (resolutions), Sunset Review Policy, Policy Modifications, land use and environment, legislative, sustainability,
0200	COUNTY ADMINISTRATIVE OFFICE	Policies on standardization; budget procedures;
0300	FINANCE, ACCOUNTING AND PURCHASING	Administrative rules/procedures, Contracts, Purchases, Leases fund balance and reserve set aside,
0400	PERSONNEL	Administrative rules/procedures Worker's Compensation
0500	INFORMATION TECHNOLOGY	Internet usage, social media
0600	CLERK OF THE BOARD	Department Administrative Manual (procedural only not subject to Board Approval), chamber use
0700	OFFICE OF EMERGENCY SERVICES	Department Administrative Manual (procedural only not subject to Board approval)
0800	RECORDS MANAGEMENT	Retention Schedules
0900	FORMS MANAGEMENT	Standard contract, solicitation forms, PRA forms, HR forms, etc.
1000	RESERVE AREAS FOR OTHER DEPARTMENTS	
1100	RESERVE AREAS FOR OTHER DEPARTMENTS ADMINISTRATIVE MANUALS (DAM)	
1200	RESERVE AREAS FOR OTHER DEPARTMENTS	

SUNSET DATE

This policy will be reviewed for continuance by 02/09/2026.

Version History:

Version Number	Change Request Number (if applicable)	Date	Author	Summary of Change	Effective Date
	Original				