

# Pliocene Ridge Community Services District Policies and Procedures Index

## 1000 Administration

1000 Mission Statement

1020 Administrative Duties

1021 Record Retention

**1022 Public Record Requests** 

1024 Action in the absence of a Policy

1025 Nepotism

1030 Safety- Risk Management

1040 Insurance

1050 Contracts

1051 Mutual Aid Agreements

**1055 Construction Projects** 

1060 Leases Mergers Easements

1070 Awards

1100 Media Relations

1140 Tort Claims

### 2000 Finances

2010 Reserve Funds

2020 Budget Policy

2030 Purchasing

2031 Bad debt write-off

2040 Capitalization

2070 Disposition of Assets

2071 Debt Service

2110 Grant Applications

2120 Donations to the District

2140 Investments

### 3000 Operations Manual

3000 Rules of Conduct

3010 Vehicle Use

3015 Affirmative Action

3016 Workers Compensation Insurance

3020 Payment of wages

3070 Employee Handbook

Note: Section 3000 needs to be consolidated into the recently adopted Employee handbook.

There is some overlap.

#### 4000 Zones and Departments

4000 Streetlights

DATE 3/22/2022 Policies not yet reformatted from old set: 1300 Organizational chart, 2060 Master Plan, 2150 Safety & Security of Facilities, 2300 Facilities Rental Policy (have draft from 2015 that needs work), 2450 Inventory Control, 2700 Health and Safety Program (we have an IIPP) Property section was never developed with the following: Maintenance of real property, maintenance of vehicles, new construction.