

Glenn County Health & Human Services Agency

Signature Page – Annual Evaluation



- Confidentiality Policy
- Child/Adult Abuse Reporting
- Electronic Systems Policy
- Key/Key Card Issuance Policy
- County Alcohol and Drug Policy
- Code of Ethical Conduct

My signature acknowledges having the above thoroughly explained to me by my Supervisor, that I understand these policies, and that I agree to abide by them. I also understand that a violation of confidentiality is a misdemeanor and might result in a criminal prosecution under Section 10850 of the Welfare & Institution Code. A violation of these policies or a violation of confidentiality can also be cause for dismissal from employment/service with the Glenn County Health and Human Services Agency.

HHSA Team Member Signature

Date

Print Employee Name

Supervisor Signature

Date

SUBJECT: Confidentiality Policy
(1/20/18)

POLICY: All client information received and/or heard at the HHSA, is confidential and will not be shared outside the agency. It will also not be shared with personnel within the agency unless they have a right and need to know. (Reference §10850 Welfare and Institutions (W&I) Code and the California Health & Safety Code)

Violation of this policy may result in disciplinary action up to and including termination. Furthermore, violation of §10850 of the W&I Code is a misdemeanor and may result in a criminal prosecution.

PROCEDURE:

Agency employees who are approached outside of business hours regarding assistance will direct the person to come into or call the agency during working hours to request assistance or to the mental health crisis worker in instances where a mental health professional is immediately necessary.

Individual programs have separate requirements for confidentiality. It is the responsibility of the supervisor to inform and train the agency employee about differences in the specific confidentiality requirements for each program.

Agency employees who are related to an authorized representative of, or who are friends with a person obtaining services, should not access that person's file and information, nor should they involve themselves in the processing of the case or chart or provision of services. Refer to Conflicts of Interest in the Code of Ethical Conduct Policy for more details.

- A client can deem their case confidential from any worker, and we shall honor their request in most cases. This is different than a client not wanting a specific worker. If you are unsure of whether or not a person should be confidential based on the regulations you should always contact a supervisor for direction.

EXCEPTIONS TO CONFIDENTIALITY REQUIREMENTS

- a. A release of information has been signed by the client. Information can only be provided to those indicated on the release.
- b. The Director has authorized the release of the information.

**Glenn County
Health & Human Services Agency
Policy Manual**

- c. The client **case** has been referred to a Multi-Disciplinary Team and the information is releasable to the team members but will not be shared with clients from other agencies or outside of that work environment. See Welfare and Institutions Code §10850.1.
- d. Information is being released to an authorized representative of the client. The agency must have the authorization in writing.
- e. Information is determined to be public record and is releasable under the Public Records Act (Gov. Code, § 6250-6270). The Director or a Deputy Director will determine whether information is a public record or not in consultation with County Counsel.
- f. Reporting welfare fraud to a fraud investigator and cooperating with fraud investigations per Welfare and Institutions Codes §10850(e) and §11484.
- g. Providing information to law enforcement with a warrant for arrest per Welfare and Institutions Code §10850.3. Information will be provided to the Supervisory Welfare Investigator who will then release to law enforcement.

AUTHORIZED CLIENT REPRESENTATIVES

Agency employees are discouraged from becoming authorized client representatives except in rare cases. If an agency employee must be an authorized representative, he/she must obtain authorization from their supervisor/manager. If approved, the agency employee will not discuss the case unless they have a scheduled appointment during authorized time off.

REPORTING BREACHES IN CONFIDENTIALITY

Agency employees who are aware of a breach in confidentiality are charged with reporting the incident. Reportable breaches in confidentiality may occur during business hours at the workplace as well as after hours and outside of the workplace. These reports should be made in writing to the agency employee's supervisor/manager using the attached form.

The agency cannot guarantee the anonymity of the reporting individual should the report result in disciplinary or legal action.

REPORT OF BREACH OF CONFIDENTIALITY	
Date of Incident:	Name of Offender:
Details of Situation (include place incident occurred):	
Other Witnesses:	
Name of Reporter (printed):	
Signature:	Report Date:
Supervisor's Signature:	
Give a copy to the person making the report.	

E-MAIL

Confidential client information should only be sent via e-mail when absolutely necessary. When confidential client information is sent via e-mail, use "Confidential Client Information" as the subject line. Whenever possible, use client numbers rather than names or other easily identifying information.

EMPLOYEE INFORMATION

Employees who supervise evaluate and manage other employees or have access to employee information as a result of their duties shall protect the confidentiality of documents and information regarding employees and their respective personnel actions. Information about employees will only be released based on the following:

- a. A release of information has been signed and dated by the employee. Information can only be provided to those indicated on the release.
- b. Information is being released to an authorized representative of the employee. The agency prefers the authorization in writing.
- c. The Director or a Deputy Director will determine whether information is public record or not, and is releasable under the Public Records Act (Gov. Code § 6250-6270).

This policy shall be reviewed at least annually.

I have read and thoroughly understand the HHS Confidentiality Policy and agree to abide by this policy. I also understand that a violation of confidentiality is a misdemeanor and may result in a criminal prosecution under §10850 of the Welfare & Institution Code. A violation of this policy or a violation of confidentiality is also grounds for discipline and may result in termination from employment/service with the Glenn County Health & Human Services Agency. This policy does not supersede any State, Federal, or County regulation or policy.

Employee Signature

Date

Print Employee Name

By: _____


Christine Zoppi, Director
Glenn County Health & Human Services Agency

2-5-18
Date

SUBJECT: Child and Adult Abuse Reporting (updated 1/24/18)

POLICY: **Obligation to Report:** It is the policy of this agency to comply with and fully support Section 11166 (see Attachment "A") of the Penal Code and Section 15630 (see Attachment "B"), of the Welfare and Institutions Code and the obligation to report child and adult abuse.

PROCEDURE:

Child Abuse and Neglect: In accordance with Section 11166 of the Penal Code, agency employees are mandated reporters (see Attachment "C" regarding mandated reporters) and required to report known or suspected child abuse and neglect to Child Protective Services, a police department, or sheriff's department. Whenever an agency representative has knowledge of or reasonably suspects a child has been the victim of abuse or neglect, he/she shall immediately or as soon as is practicably possible, file a report. This may be done initially by telephone, but a written report must be sent within 36 hours. Failure to report as required by Section 11166(b) is a misdemeanor and punishable under the law.

Reporting Child Abuse: Reports of suspected child abuse or neglect shall include:

- the name, business address, and telephone number of the agency representative;
- the capacity that makes them a mandated reporter;
- the child's name, address and present location;
- school, grade, and class;
- the names, addresses, and telephone numbers of the child's parents or guardians;
- the information that gave rise to the suspicion of child abuse/neglect; and
- the source(s) of that information; and
- name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child.

A report shall be made even if some of this information is not known.

Elder Adult Abuse and Neglect: An elder is a resident of the state who is 65 years of age or older. A dependent adult is a resident of the state between 18 through 64 with physical or mental limitations which restricts their ability to do normal activities or protect his/her rights. In accordance with Section 15630 of the Welfare and Institutions Code,

**Glenn County
Health and Human Services Agency
Administration Manual**

agency representatives are mandated reporters (see Attachment "B" regarding mandated reporters) and required to report known or suspected elder/dependent adult physical abuse, abandonment, isolation, financial abuse, or neglect to Adult Protective Services, a police department, or sheriff's department. Whenever an agency representative has knowledge of or reasonably suspects an elder/dependent adult has been the victim of abuse or neglect, he/she shall immediately, or as soon as is practicably possible, file a report. This may be done initially by telephone, but a written report is required to be sent within two (2) working days. Failure to report as required by Section 15630(h) of the Welfare & Institutions Code is a misdemeanor and punishable under the law.

Reporting Elder Adult Abuse and Neglect: Reports of suspected elder/dependent adult abuse or neglect shall include:

- the name of the person making the report,
- the name and age of the elder or dependent adult,
- the present location of the elder/dependent adult,
- the names and addresses of family members or any other person responsible for the elder or dependent adult's care
- the nature and extent of the elder or dependent adult's condition,
- the date of the incident, and
- information that led the agency representative to suspect elder or dependent adult abuse,

A report shall be made even if some of this information is not known.

The reporting duties under Sections 11166 and 15630 are individual. Except when two or more agency representatives jointly have knowledge of or suspect child abuse/neglect has occurred, they may mutually agree among themselves, to file a single report signed by one representative. If one of the other agency representatives knows that the designated representative failed to file the report, he/she shall file the report.

Supervisors and managers of the agency shall not interfere with or in any way try to discourage an agency representative from filing a report as a mandated reporter.

Confidentiality and Liability: The identity of all agency representatives who report child, elder, or dependent abuse/neglect shall be confidential and disclosed only among

**Glenn County
Health and Human Services Agency
Administration Manual**

agencies receiving or investigating the report. Any violation of confidentiality is a misdemeanor and punishable under the law.

Per Section 11172(a) of the Penal Code and Section 15634 of the Welfare & Institutions Code, mandated reporters shall not be civilly or criminally liable for any report required or authorized under Section 11166 and Section 11560 unless it can be proven that the person knowingly made a false report with reckless disregard of the truth or falsity of the report.

I have read and thoroughly understand the HHS Child and Adult Abuse Reporting Policy and agree to abide by this policy. I hereby acknowledge my obligation to report suspected cases of child abuse under Section 11166 of the Penal Code and abuse or exploitation of elder or dependent adults per W&I Code Section 15630.

I also acknowledge that my questions regarding this requirement have been answered and that I will discuss with my employer any questions that may arise in the future concerning my obligations under the law.

I further understand that a violation of Penal Code Section 11166 or Welfare & Institutions Code Section 15630 is a misdemeanor and may result in a criminal prosecution under the respective sections. A violation of this policy is also cause for disciplinary action up to and including termination from employment/service with the Glenn County Health & Human Services Agency. This policy does not supersede any State, Federal, or County regulation or policy.

Signature

Date

Print Name



Christine Zoppi, Director
Glenn County Health and Human Services Agency

1-25-18

Date

Attachment "A"

California Penal Code Section 11165(a) reads:

11166 (a) Except as provided in subdivision (c), a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

(1) For the purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that fine and punishment.

(c) (1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

(2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(d) Any commercial film and photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative, or slide depicting a child under the age of 16 years engaged in an act of sexual conduct, shall report the instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately, or as soon as practically possible, by telephone, and shall prepare and send a written report of it with a copy of the film, photograph, videotape, negative, or slide attached within 36 hours of receiving the information concerning the incident. As used in this subdivision, "sexual conduct" means any of the following:

(1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.

(2) Penetration of the vagina or rectum by any object.

(3) Masturbation for the purpose of sexual stimulation of the viewer.

(4) Sodomasochistic abuse for the purpose of sexual stimulation of the viewer.

**Glenn County
Health and Human Services Agency
Administration Manual**

(5) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(e) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9.

(f) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(g) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(h) A county probation or welfare department shall immediately, or as soon as practically possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(i) A law enforcement agency shall immediately, or as soon as practically possible, report by telephone to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

Attachment "B"

**WELFARE AND INSTITUTIONS CODE
SECTION 15630 (a)(b)**

15630. (a) Any person who has assumed full or intermittent responsibility for the care or custody of an elder or dependent adult, whether or not he or she receives compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elder or dependent adults, or any elder or dependent adult care custodian, health practitioner, clergy member, or employee of a county adult protective services agency or a local law enforcement agency, is a mandated reporter.

(b) (1) Any mandated reporter who, in his or her professional capacity, or within the scope of his or her employment, has observed or has knowledge of an incident that reasonably appears to be physical abuse, as defined in Section 15610.63, abandonment, abduction, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that he or she has experienced behavior, including an act or omission, constituting physical abuse, as defined in Section 15610.63, abandonment, abduction, isolation, financial abuse, or neglect, or reasonably suspects that abuse, shall report the known or suspected instance of abuse by telephone or through a confidential Internet reporting tool, as authorized by Section 15658, immediately or as soon as practicably possible. If reported by telephone, a written report shall be sent, or an Internet report shall be made through the confidential Internet reporting tool established in Section 15658, within two working days

Attachment "C"

As defined in the California Penal Code, Section 11165.7(a), "mandated reporter" is any of the following:

- 1) A teacher.
- 2) An instructional aide.
- 3) A teacher's aide or teacher's assistant employed by any public or private school.
- 4) A classified employee of any public school.
- 5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- 6) An administrator of a public or private day camp.
- 7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- 8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- 9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- 10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- 11) A head start teacher.
- 12) A licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
- 13) A public assistance worker.
- 14) An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- 15) A social worker, probation officer, or parole officer.
- 16) An employee of a school district police or security department.
- 17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- 18) A district attorney investigator, inspector, or family support officer unless the investigator, inspector, or officer is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.
- 20) A firefighter, except for volunteer firefighters.
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- 22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- 23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.

**Glenn County
Health and Human Services Agency
Administration Manual**

- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
- 26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of Section 11166. As used in this article, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. As used in this article, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:
 - a) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.
 - b) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
- 32) A clergy member, as specified in subdivision (c) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
- 33) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
- 34) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of Court.
 - a) Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.
 - b) Training in the duties imposed by this article shall include training in child abuse identification and training in child abuse reporting. As part of that training, school districts shall provide to all employees being trained a written copy of the reporting requirements and a written disclosure of the employees' confidentiality rights.
 - c) School districts that do not train their employees specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.
 - d) The absence of training shall not excuse a mandated reporter from the duties imposed by this article.



Published on *County of Glenn* (<http://www.countyofglenn.net>)

[Home](#) > Electronic Systems Policy

1. Electronic Systems Use—General.

Glenn County electronic equipment, software, and all information created sent or received via the equipment are the sole property of the County and/or the State of California.

Glenn County does or has the capability to and reserves the right to monitor, log and/or recover all network and PC activity with or without notice, including, but not limited to network, internet and e-mail activity and usage. Therefore users should have no expectation of privacy in their use of these resources.

Use of these systems is intended for official County business. However, some limited incidental personal use is allowed. Discretion must be exercised to ensure that personal use does not result in a direct cost to the County or hinder staff productivity. Inappropriate use could result in misuse of an employee's work time and therefore productivity, as well as an abuse of Glenn County computing resources, and may result in disciplinary action as determined by the employee's department head.

All users granted the privilege of accessing the County computing and information resources must read and sign statement acknowledging receipt and understanding of this policy. All users are expected to act in a responsible manner by complying with all policies, relevant laws and contractual agreements related to computers, networks, software, other intellectual property, and computer information.

Unauthorized use of these systems is strictly forbidden and subject to discipline under the County personnel rules (Title 10 Glenn County Administrative Code/Glenn County General Unit MOU/Glenn County Mid-Managers Association MOU/Glenn County Peace Officer Association MOU/ Glenn County Deputy Sheriff's Association MOU).

Unauthorized use includes but is not limited to:

- a. Operation or use of any system for personal, financial, or political gain.
- b. Solicitation of County employees.
- c. Operating any system in an unsafe or reckless manner.
- d. Unapproved movement or disconnection of equipment.
- e. Illegal copying or altering of software.
- f. Unauthorized deleting installed programs or data.
- g. Loading any software that is not authorized by the department head or his/her designee.
- h. Removing equipment, software, or data from department/agency premises without prior authorization.
- i. Knowingly accessing, creating or transmitting any discriminatory, offensive or unprofessional

information or messages.

- j. Knowingly disseminating false information.
- k. Publishing information on the Internet unless expressly approved by the department head or his/her designee.
- l. Purchasing commercial Internet services such as America Online or Web pages designed without the approval of the department head or his/her designee.
- m. Operation or use of any system to conduct or engage in any illegal or prohibited activities, in violation of State, Federal or local laws, regulations, rules, county regulations, policies or directives.
- n. Assume another person's identity or use another person's name, unless expressly authorized by the department head or his/her designee.
- o. Distribution of protected passwords without the authorization of the department head or his/her designee.
- p. Encrypting data files without the authorization of the department head or his/her designee.
- q. Copying another employee's electronic messages, voice mail, e-mail, or other personal communication without the permission of the employee for whom the message was intended. This covers unauthorized copying by an employee, and does not in any way prohibit Glenn County management access to, or right to copy, pursuant to Section 1 of this policy.
- r. Any form of harassment.
- s. Knowingly introducing malicious programs into Glenn County's networks or servers (e.g. viruses, worms, Trojan Horses, e-mail bombs, etc.)

Glenn County will not be responsible for any damages that employees may suffer from or related to their use of any County electronic information resources, including, but not limited to loss of data resulting from delays or service interruptions. Users must recognize that the use of such electronic information resources is for work-related purposes.

As information stored on portable computers (e.g. laptops and Personal Digital Assistants) is especially vulnerable and more susceptible to issues such as theft and loss, users should exercise special care in the handling, storage, and transportation of this equipment.

2. Electronic Systems and Information Assets Defined.

The following is a non-inclusive list of electronic systems, it includes, but is not limited to:

- Cellular telephones
- Copy machines
- Data processing systems
- Electronic mail (e-mail)
- Electronic tablets
- Facsimile machines (fax)
- Internet facilities or other modem accesses
- Laptops
- Pagers
- Personal computers
- Personal Digital Assistants (PDAs)
- Printers
- Scanners
- Servers
- Shredders
- Social media (e.g.: Facebook, Twitter, Instagram, etc.
- Software

Telephone system
Voice mail systems

Information assets include all data and software, whether internally developed or acquired from outside Glenn County. Information may be represented in a variety of formats, including, but not limited to:

CD Rom
Hard copy
Microfiche
Magnetic tape
Microfilm
Diskettes
Other methods of storage or transmission
Terminal display

3. Electronic Systems—Internet and Electronic Mail Communications

Glenn County electronic mail (e-mail) is provided for the purpose of conducting the business of the County. However, as previously mentioned, limited incidental personal use is allowed. Discretion must be exercised to ensure that personal use does not result in a direct cost to the County and does not hinder staff productivity. Personal e-mail communications should be limited similar to personal phone calls, which will be discussed in the next section.

Staff shall not knowingly distribute any offensive, discriminatory, obscene or unprofessional material through the County network. Staff shall not knowingly disseminate any false or fraudulent information.

County e-mail messages are not private communications. Glenn County management reserves the right to retrieve and read any e-mail message composed, sent, or received on agency equipment, without prior notice to the employee.

E-mail is subject to the policies concerning other forms of communication, as well as all other applicable policies including, but not limited to, confidentiality, conflict of interest, general conduct and sexual harassment.

Unless a specific legal exemption applies (confidentiality), all e-mail messages, even those that have been erased, may be considered public records subject to disclosure under the Public Records Act. It is possible that persons involved in litigation with the County might also access those messages.

E-mail messages that are pertinent to departmental operations and functions must be maintained in accordance with applicable federal, state and local requirements governing the operations of the department, the same as hard copy records are maintained.

All department/agency employees and other team members should be aware that even when a message has been erased, it might still be possible to recreate the message.

External personal e-mail accounts such as Yahoo, AOL, MSN, etc. should not be accessed from Glenn County networks, without department head authorization on a case by case basis.

4. Electronic Systems—Telephones and Voice Mail

Personal calls shall be discouraged and strictly limited to those necessary to maintain the health,

safety, and well being of the employee's family unit. Personal calls should not be of a social nature, only of necessity. To the extent feasible, personal calls made from the office should be undertaken during break or lunchtime. Only under exceptional circumstances should calls by employees be made when they are not on break. All long distance telephone calls must be charged to the employee's personal credit card or home telephone. Excessive incoming personal phone calls are to be discouraged.

Employees traveling on agency business are allowed one personal phone call at County expense for every twenty-four hours they are assigned to be out of the County. Said call(s) shall be reasonable in duration. The employee may be liable for payment of phone calls that exceed the above-mentioned limit or are excessive in duration. This policy does not apply to hotel access charges. The County shall consider these charges, if not excessive, to be a legitimate business expense.

Cellular phones may be assigned to Glenn County department/agency team members who have a clear business need. Cellular phones are to be used for County business only, when necessary in the performance of job duties. County employees may privately purchase a second line for the County cellular phone for personal use.

Glenn County department heads have the authority and responsibility to limit inappropriate or excessive personal use of telephones.

Voice mail messages should be limited to County business. Voice mail should not be used for conducting outside business pursuits. However, messages which are necessary to maintain the health, safety, and well being of an employee and their family are acceptable.

5. Social Media

Social Media websites, e.g.: Facebook, Twitter, Youtube, etc., have become a part of our everyday lives. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Glenn County departments may consider participating in social media to reach a broader audience. Glenn County supports the use of social media to further the goals of the County and the missions of its departments where appropriate.

Glenn County endorses the secure use of social media tools to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity improvements. However, their application must not compromise data confidentiality and integrity. This policy establishes guidelines for the use of social media.

A. Purpose:

This policy establishes consistent standards for, and ensures appropriate use of, Social Media administered by employees and agents representing the County of Glenn. For the purpose of this policy, the term "Social Media" refers to media that allow users to collaborate and share information with a network of other users or the community as a whole, including but not limited to Facebook, Twitter, and Youtube, and text messaging.

B. Scope:

This policy applies to all Glenn County sponsored social media sites, and social media use by County employees. This policy is not intended to regulate the personal activities of Glenn County employees or contractors with respect to the use of social media. A Glenn County sponsored social media site is one designed and administered by a Department to represent the Department in an official capacity.

C. Policy:

- (1) All official Glenn County presences on social media sites are considered an extension of the County's network and subject to all related administrative policies, including but not limited to policies on computer use.
- (2) Only authorized individuals shall have permission to create, publish or comment on behalf of the County of Glenn on County sponsored Social Media sites.
- (3) The official websites for County of Glenn remains the County's primary and predominant Internet presence.
- (4) Content on County of Glenn-Sponsored Social Media sites shall not be offered in lieu of official information on the County's official website, except when immediate and temporary disclosure of information is appropriate.
- (5) County of Glenn-Sponsored Social Media sites shall contain a link back to the County's official websites, where the announcement, press release, form(s), document(s), online services and/or other information relevant to the matter shall be posted.
- (6) County of Glenn-Sponsored Social Media site posts are a public record subject to disclosure under the California Public Records Act (Government Code §§ 6250 to 6270). Therefore, all Social Media content must be archived and managed in accordance with the applicable records retention schedule.

D. Public Comments:

- (1) Employees and contractors maintaining County of Glenn-Sponsored Social Media sites that permit public comment shall inform visitors of the intended purpose of the site and provide a clear statement of the discussion topic introduced for public comment so that the public is aware of the limited nature of the discussion and notified that inappropriate posts are subject to removal, including but not limited to the following types of postings, regardless of format (text, video, images, links, documents, etc.):
 - a. Comments not topically related;
 - b. Profane language or content;
 - c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation;
 - d. Sexual content or links to sexual content;
 - e. Solicitations of commerce;
 - f. Conduct or encouragement of illegal activity;
 - g. Information that may tend to compromise the safety or security of the public or public systems; or content that violates a legal ownership interest of any other party.
- (2) Employees and contractors maintaining County of Glenn-Sponsored Social Media sites that permit public comment shall prominently display, or provide a link to, the below Comment Policy on each online page that displays discussion content.

E. Content of Posts:

- (1) Employees and contractors using Social Media to communicate on behalf of a County of Glenn on a County of Glenn-Sponsored Social Media site should be mindful that statements posted represent the County of Glenn, including its elected officials. Therefore, employees and contractors should use discretion before posting.
- (2) Posts should be designed to increase the public's knowledge, trust, and use of County services.
- (3) Posts should always relate to matters within the scope of the County of Glenn's function and should be consistent with the County's public service mission.
- (4) To help distinguish County of Glenn-Sponsored Social Media sites from non-official (or personal) uses of these tools, County sponsored Social Media sites must state that they are maintained by the County and that they are subject to the County's Social Media Policy.
- (5) County of Glenn-Sponsored Social Media sites must identify the department responsible for the

information displayed, including all descriptions, logos, images, etc. representing County of Glenn services.

- (6) Confidential or non-public information must not be shared.
- (7) Postings must respect copyright laws and reference or cite sources appropriately.
- (8) Only information authorized under this Policy shall be posted.
- (9) Employees and contractors must not use County sponsored Social Media sites for political purposes or to conduct private commercial activities, except as such uses are specifically permitted by the Glenn County Board of Supervisors. For this reason, links to political or commercial websites are prohibited, unless the Glenn County Board of Supervisors specifically permits such links.

F. Responsibilities

- (1) County of Glenn Department Heads and designees are responsible for:
 - (2) Managing the department or County's site(s) in a manner consistent with this Policy, including content monitoring;
 - (3) Granting authority to specific individuals to post content on the department or County's Social Media site(s) while ensuring that posts aren't made by unauthorized representatives;
 - (4) Maintaining a list of Social Media sites hosted by the department or County, active account logins and passwords;
 - (5) Changing passwords periodically and when an individual is removed as an administrator; and
 - (6) Ensuring that all authorized representatives read the Policy for Official Use of Social Media Sites and sign the acknowledgment form signifying that they agree to follow the Policy and all related standards and guidelines
- (7) A County of Glenn department may develop a supplement to append to this Policy that includes policies or procedures unique to systems or services specific to that department, provided that such supplements shall not be less restrictive than this Policy. All such supplements must be reviewed and approved by the County Information Services Committee for consistency with applicable technical policies and standards.

6. Electronic Systems--Information Safeguards

All information maintained by Glenn County departments/agencies is considered an asset of the County and shall be protected from damage, loss, misuse, or inappropriate disclosure. Management is responsible for administering adequate controls to ensure the security, confidentiality, and integrity of information. Glenn County employees are required to maintain proper levels of protection for information assets.

Managers and supervisors are responsible for those Glenn County information assets that are held within their department. Individual managers and/or employees may be assigned custodial responsibility at the department or application system level to ensure accuracy, integrity, security, adequate controls, and confidentiality of agency information assets.

Where proprietary software or property has been provided to the County under confidentiality agreements, it is the responsibility of the department/agency to ensure compliance with the terms of such agreements.

Employees or other department/agency team members who disclose, alter, or willfully destroy information that adversely impacts County services, or who violate copyright laws will be subject to applicable federal, state, and local criminal laws, as well as to disciplinary action pursuant to County policies and procedures.

Each Department is responsible for designating an individual who will be responsible for approving staff access to County networks, internet, e-mail, etc. Including but not limited to:

- a. Approving and revoking access to County networks, internet, and e-mail, when appropriate. The

level of access granted will be determined by the employee's immediate supervisor or manager. This should be accomplished and documented through the use of a system access form.

- b. Determining appropriate activities of staff on the County network and internet.
- c. Investigate suspected non-compliance with this policy and determining what corrective actions should be taken.

All computers connected to the County network must continually execute approved virus-scanning software with a current virus database.

7. Passwords

a. Overview

Passwords are essential to system security. Passwords provide one layer of security for access to data residing in the Glenn County information systems infrastructure. Passwords must meet a minimum standard of complexity to ensure Glenn County information systems and resources are protected from exploitation.

b. Purpose

The guidelines listed below are the minimum standard required by all information systems under Glenn County. This policy is not intended for departments that must conform to HIPAA, PII, or HITECH. Individual departments under the constraints of HIPAA, PII, or HITECH must have an internal policy to meet these standards.

c. Scope

This policy pertains to all personnel that have or are responsible for an account (or any form of access that supports or requires a password) for any system that resides at any County facility, has access to the County network, or stores any non-public County hosted/stored information.

d. Policy

General Guidelines

(1) All system-level password (Service Accounts, System Accounts, Any account not logged into by a user) must meet the minimum password standard as follows:

- (a) 12 characters in length (minimum)
- (b) Two out of three (minimum): Special Character (Include, but are not limited to: !@#\$%^&*()_-+=?.,'";:<>[]{}|), Uppercase Letter, Number
- (c) Must be changed upon the termination of any employee with Domain Administrator access to the information systems infrastructure.

(2) All Domain Administrator level accounts (IT Administrators, Contracted IT staff) must meet the minimum password standard as follows:

- (a) 10 characters in length (minimum)
- (b) Two out of three (minimum): Special Character1, Uppercase Letter, Number
- (c) Must be changed every 45 days

(3) All User accounts (accounts with system access) must meet the minimum password standard as follows:

- (a) 8 characters in length (minimum)
- (b) Two out of three (minimum): Special Character1, Uppercase Letter, Number
- (c) Must be changed every 90 days

(d) Must be unique to the end user and not a password assigned by IT staff

(4) All endpoint devices that have access to Glenn County information systems (Mobile Phones, Tablets, etc) must meet the minimum password standard as follows:

- (a) 4 characters in length

- (b) May contain numbers or letters
- (5) All passwords must be different than the previous 6 passwords.
- (a) This guideline is enforced by IT Administration
- (6) All system passwords must be changed from their default password

- (7) County system passwords should not be used for external accounts. For example:
 - (a) DSL Accounts
 - (b) Web based email accounts
- (8) All passwords, if written down or stored
 - (a) Must be stored in a secure location:
 - Locked file cabinet
 - On your person
 - Secured network location (Is any location on the network that only that individual has access and it must require a password to get to the location)
 - (b) Do not share your County passwords with co-workers.
 - (c) Here is a list of things to avoid:
 - Talking about a password in front of others.
 - Hinting at the format of a password (e.g., "my family name").
 - Writing in your password on questionnaires or security forms.
 - Sharing your password with family members.
 - Telling your co-workers your passwords while on vacation.
- Never use the "Remember Password" feature of applications (e.g., Internet Explorer, FireFox).
- (9) If a password is suspected to be compromised
 - (a) Password must be changed immediately
 - (b) Incident must be reported to IT personnel or security officer
 - (c) An investigation of activities may be performed on the account in question
- (10) Staff Termination
- (11) Accounts must be disabled immediately

Violators of this policy may be subject to disciplinary action up to and including employment termination, termination of agreements, denial of service, and/or legal penalties, both criminal and civil.

8. Confidential Information

Communication on the internet is not secure and should be used accordingly. Users are warned that any confidential information sent through the Internet or e-mail could be intercepted, modified, misdirected or destroyed by unauthorized persons if adequate access controls are not in place.

When sending confidential information through e-mail users should:

- a. Have a compelling reason for sending confidential information and take every precaution to ensure the security of the information.
- b. Prior to sending confidential information, users should also confirm the correct e-mail addresses of the intended recipients.
- c. Include the word CONFIDENTIAL in the subject line of the message.
- d. Never include any confidential or sensitive information in the subject line of the e-mail.
- e. Include a disclaimer such as the following in the body of the e-mail message:
"This electronic message may contain information that is confidential and/or legally privileged. It is intended only for the use of the individual(s) and entity named as recipients in the message. If you are not an intended recipient of the message, please notify the sender immediately and delete the material

from any computer. Do not deliver, distribute, or copy this message, and do not disclose its contents or take action in reliance on the information it contains. Thank you."

Encryption of e-mail is appropriate in some instances to secure the contents of an e-mail message. Each user should be cognizant of the sensitivity of information contained in e-mail.

9. Copyrighted Material

Users may download copyrighted material, but its use must strictly be within the limitations posed by the author or current copyright law. The Federal Copyright Act at 17 U.S.C. 101 et seq. protects "intellectual property" rights and prohibits misuse of all original works of authorship in any tangible medium of expression.

It is against County policy to download any information in violation of copyright laws. This includes, but is not limited to music, movies, pictures, etc.

10. Public Domain Material

Any user may download public domain images, documents, etc. for County business use, but does so with the knowledge that by doing so, the employee assumes all risks regarding whether or not the material was in the public domain.

11. Downloading

Users are reminded of the potential dangers associated with downloading information from the Internet, such as the possibility of exposing the County network to Viruses, Worms, Trojan Horses, Spyware, etc. which may be spread through downloaded software and files.

Users shall consult their Department's policies and procedures prior to downloading information from the internet. Users should download information from trusted sites, when possible.

The downloading of any executable software is prohibited unless done with case by case knowledge and approval of the department head or his/her designee.

12. Electronic Systems – Policy Violation Notification

An employee or team member learning of violations of this policy should notify his/her manager or supervisor as soon as possible.

Source URL (modified on Dec 27 2016 - 11:22am): <http://www.countyofglenn.net/electronic-systems-policy>

SUBJECT: Key/Key Card Policy
(01/20/18)

POLICY: This policy is intended for employees that are issued keys and/or key cards that permit access to their work area and employee entrances to the building. Employees are responsible for the security of the building and any key/key cards issued. Key/key cards may only be used for assigned work or authorized activities. Key/key cards may not be used for any other purpose. All key/key card issuance is subject to the terms of confidentiality.

PROCEDURE:

A. Issuance:

1. No employee, outside agency representative, and/or partner shall possess a key/key card that has not been issued to them without authorization.
2. All issued keys/key cards are the property of Glenn County Health & Human Services Agency. Agency representatives shall not attempt to duplicate, alter, or destroy their keys/key cards for any reason. Keys/key cards shall not be loaned or given to any other individual for any reason, no exceptions. Agency representatives are responsible for any persons allowed access under their card. Temporary cards are available should an agency representative require one. Supervisors may request key cards for agency representatives, partners, interns, volunteers, and others requiring access to the agency by sending an email to the Special Investigations Unit (SIU). Each person receiving a card is required to read and sign this policy.
3. Employees will sign Key/Key Card Issuance Policy when hired and annually.
4. Certain restrictions will be applied to key issuance for controlled areas.
5. Master keys shall be limited to the Executive Team and SIU Investigators only. Sub-master keys shall be limited to the Management Team only.
6. Community Service Workers (General Assistance (GA), Work Experience (WEX), Summer Youth, etc.) will not be issued any key. Community Service Workers' access to the various facility buildings should only be when accompanied by a regular HHSA employee or by supervised use of a shared key. WEX workers will receive an inactive WEX badge which identifies that they are working at the HHSA. WEX personnel will need to enter through the front lobby. Exceptions to the inactive WEX badge will be made on a case-by-case basis and requires program manager approval.
7. Long-term interns and volunteers shall utilize shared keys, or by a supervisor's request, may be temporarily issued a key/key card to employee entrances only for a specified period of time.

B. Key Cards:

1. The key card system keeps a log of card usage. It includes when and where each card is used. Each card issued can be traced through the system. Any Supervisor can request usage records for managing staff members.
2. The key card is a unique form of identification for all Glenn County Health & Human Services Agency representatives and shall be visibly displayed on their person while at any HHSA facility.
3. The Investigations Supervisor or his designee shall be responsible for the control and issuance of the key cards to include the administration of the systems user database.
4. Each employee is required to swipe their card upon access to the building. This is required for safety and security reasons.

C. Lost or Stolen Keys/Key Cards:

Lost, stolen, or otherwise misplaced key cards will be reported to your supervisor immediately. Any key card reported lost or stolen will be deactivated immediately and a new key card issued.

Supervisors will report lost, stolen or otherwise misplaced keys to the Administrative Staff Services Specialist. If a key to an exterior door is reported lost or stolen, the locks will be rekeyed and new keys issued.

D. Return of Keys/Key Cards:

When an employee no longer requires access to an HHSA building, keys/key cards shall be returned to the agency. Supervisors are responsible for collecting keys/key cards from terminating employees as per Glenn County's Termination Checklist. The SIU supervisor will deactivate the key card, and keys returned to the Staff Services Specialist.

Any key card that is not surrendered when requested by agency/department supervisor will be deactivated immediately.

E. Lock-Up Procedures:

All doors controlled electronically will remain locked and closed at all times. At the conclusion of each workday, staff will lock and close all lobby doors. After the doors have been locked and closed, anyone escorting clients from the building are required to ensure the doors lock securely behind them.

If you are the last person to leave the building after normal work hours, it is your responsibility to set the alarm (if applicable) when exiting. Make sure there is no one else in the building before setting the alarm.

Alarm codes are issued by the Investigations Supervisor and only to those requiring access after normal working hours. Each person issued an alarm code will protect the code and not share it with others.

Glenn County
Health & Human Services
Administration Manual

This policy is subject to administrative review. Failure to comply with this policy may lead to disciplinary action and/or criminal prosecution. This policy does not supersede any State, Federal, or County regulation or policy.



Christine Zoppi, Director
Glenn County Health & Human Services Agency



Date

Employee review and acknowledgement of Key/Key Card Policy:

Employee Signature
Date

Employee Printed Name

Supervisor Signature
Date

Supervisor Printed Name

Assigned Key #

2nd Assigned Key #



Published on *County of Glenn* (<http://www.countyofglenn.net>)

[Home](#) > Policy

A. It is Glenn County's policy that employees shall not be under the influence of or in possession of alcohol or drugs; nor possess alcohol or drugs while on County property, at work locations, or while on duty or on a paid standby status, shall not utilize such substances while they are on a paid standby status; employees shall not sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty or on a paid standby status; and employees shall not report to the job site with their ability to work impaired as a result of the use of alcohol or drugs.

B. Prescription Drugs. While the use of medically prescribed medications and drugs is not per se a violation of this policy, the following policies shall apply to prescription drugs:

1. Failure by the employee to notify his or her supervisor, before beginning work, when taking medications or drugs which could foreseeably interfere with the safe and effective performance of such employee's duties or operation by such employee of County equipment can result in discipline.

2. In exercising the supervisor's discretion in assignments of duties in the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medication or drugs, clearance from a qualified physician may be required by the County.

3. For purposes of this subdivision (B) "medications or drugs which could foreseeably interfere with the safe and effective performance of such employee's duties or operation by such employee of County equipment" shall mean medications or drugs that have written warnings advising that the drug or medication could cause drowsiness or other side effects that could effect performance or judgment on the job.

C. The County reserves the right to search, with reasonable suspicion, all areas and property in which the County maintains control or joint control with the employee. Also, the County may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the County.

D. Employees reasonably believed to be under the influence of alcohol or drugs, upon order of the department head or the employee's immediate supervisor, shall not engage in further work until reasonable, appropriate and safe action can be taken to ensure the safety of the work place.

E. The County is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal or state law.

F. The County has established the EAP to assist those employees who seek help for alcohol or drug problems. Employees should contact their supervisors, the Personnel Department or the EAP counselor for additional information.

G. The Employee Assistance Program may be offered employees as an alternative to employee disciplinary action, if appropriate

Source URL (modified on Apr 6 2016 - 8:50am): <http://www.countyofglenn.net/policy-0>

SUBJECT: Code of Ethical Conduct
(01/11/17)

POLICY: This code of ethical conduct provides guidance to all Glenn County Health and Human Services Agency (HHSA) employees; and assists us in carrying out our daily activities within appropriate ethical standards and applicable laws and regulations.

Each of us has our own code of ethical conduct that is based on our own personal values. However, when we become a part of the HHSA, our conduct is expected to reflect the agency's values. This expectation applies to every person associated with Glenn County Health & Human Services Agency.

PROCEDURE:

Disclosure: If an employee encounters a situation that violates provisions of this code of ethical conduct or has questions about HHSA policies, procedures and practices, or any federal program, the employee has the right to, and should immediately, consult a supervisor. There will be no retribution for asking questions or raising concerns about the code of ethical conduct or for reporting possible improper conduct.

Regulatory Compliance: It is each employee's personal duty and responsibility to ensure that acts, to the best of their knowledge and ability comply with all regulatory requirements, professional standards, and policies and procedures, particularly to prevent fraud and abuse.

Time Study, Documentation, Coding, and Billing for Services: All billings to government payers shall be accurate and conform to all pertinent federal, state and county laws and regulations. Knowingly presenting or causing to be presented claims for payment or approval that are false, fictitious, or fraudulent is prohibited.

Conflicts of Interest: Details of any potential relationship or any potential conflicts are to be disclosed to the employees' supervisor immediately so that consultation regarding the conflict might proceed.

HHSA employees are expected to conduct their behavior to reflect the agency's values:

- To not deliberately harm a client, either physically or psychologically. To not verbally assault, ridicule, attempt to subjugate or endanger a client, nor allow other employees or clients to do so.
- To urge changes in the lives of clients only on their behalf. To not otherwise press them to adopt beliefs and behaviors which reflect personal values rather than their own.

**Glenn County
Health & Human Services Agency
Administration Manual**

- To never attempt to counsel or advise them on matters not within our areas of expertise. To be willing to recognize when it is in the best interest of the client to release or refer them to another program or individual.
- To not engage in any activity that could be construed as exploitation of clients for personal gain, sexually, financially, physically or socially.
- To not attempt to use authority over a client in a coercive manner. To not promote dependence, but to help clients empower themselves.

This policy supersedes previous policies regarding this subject. This policy does not supersede any State, Federal or County regulation or policy. Violation of this policy could result in disciplinary action.

_____ Dated: _____
Employee Signature

_____ Dated: _____
Supervisor Signature

By:  _____ Dated: 1/12/17
Christine Zoppi, Director

Glenn County Health & Human Services Agency

Signature Page – Annual Evaluation



- Confidentiality Policy
- Child/Adult Abuse Reporting
- Computer Systems and Applications, Internet and E-Mail Usage
- Key/Key Card Issuance Policy
- County Alcohol and Drug Policy
- Code of Ethical Conduct

My signature acknowledges having the above thoroughly explained to me by my Supervisor, that I understand these policies, and that I agree to abide by them. I also understand that a violation of confidentiality is a misdemeanor and might result in a criminal prosecution under Section 10850 of the Welfare & Institution Code. A violation of these policies or a violation of confidentiality can also be cause for dismissal from employment/service with the Glenn County Health and Human Services Agency.

HHSA Team Member Signature

Date

Print Employee Name

Supervisor Signature

Date