

1 SUPERIOR COURT
2 COUNTY OF SAN BERNARDINO
247 West Third Street, Eleventh Floor
3 San Bernardino, CA 92415
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8 **IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**
9 **FOR THE COUNTY OF SAN BERNARDINO**
10

11 IN RE:

12 DELEGATION OF AUTHORITY
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GENERAL ORDER #GO24-025

GENERAL ORDER OF THE
PRESIDING JUDGE

18 In accordance with the California Rules of Court and the Trial Court Financial
19 Policies and Procedures Manual and the Judicial Branch Contracting Manual, the
20 Presiding Judge hereby delegates to the executives, managers, supervisors, and staff of
21 the Court the specific authority set forth in the Authorization Matrix, attached hereto and
22 incorporated herein for all purposes. (CRC 10.603(c)(6)(D) and TCFPPM, FIN. Any
23 changes or updates to the Authorization Matrix shall be incorporated and attached to this
24 memo upon my authorized signature.

25
26 The Presiding Judge hereby delegates to Anabel Z. Romero, Court Executive
27 Officer of the Superior Court of California, County of San Bernardino, the following
28 authority:

General Order: Delegation of Authority

1 1. Authorize and direct expenditures from funds available to the court, pursuant to
2 California Rules of Court, rule 10.603(b)(1)(F) and (d), and the Trial Court Financial
3 Policies and Procedures Manual (TCFPPM, FIN) including:

- 4 a. creating new positions or reclassifying existing positions, provided the
5 creation or reclassification is done in advance of any recruitment or filling of
6 any position, (TCFPPM, FIN 4.03, 6.3(1) and CRC 10.610(c)(1));
- 7 b. authorizing and approving out-of-state travel and international travel by
8 court employees, (TCFPPM, FIN 8.03, 6.1.1);
- 9 c. authorizing and approving lodging for judges and employees in excess of
10 the applicable maximum rate, (TCFPPM, FIN 8.03, 6.1.6(1-6));
- 11 d. authorizing and approving business meal expenditures for judges and
12 employees, including those that are exceptions to the business meal
13 expenditures guidelines, (TCFPPM, FIN 8.05, 6.0-6.2 and 6.7);
- 14 e. authorizing and approving group business meal expenditures for judges
15 and employees, (TCFPPM, FIN 8.05, 6.1-6-4 and 6.7);
- 16 f. authorizing the destruction of bank records and other court financial records
17 (TCFPPM, FIN 12.01, 6.1 and 6.3).

18 2. Regularly and actively examine access issues including any physical, language,
19 or economic barriers that impede fair administration of justice.

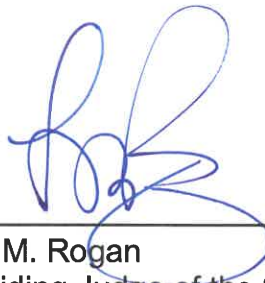
20 3. Prepare records on appeal, including keeping records of outstanding
21 transcripts, reassigning reporters as needed to complete transcripts and reviewing
22 requests for extensions of time to complete criminal transcripts. (CRC 10.603(c) (10)(A)
23 and 10.603(d).

24 The Presiding Judge hereby delegates to Kristine Swensson, Chief Deputy Court
25 Executive Officer of Human Resources and Finance, of the Superior Court of California,
26 County of San Bernardino the following authority:

- 1 1. Approve Request to Fill Positions provided the position requested to be filled is
2 already in existence and fully funded or the position has been authorized as a new,
3 ongoing position beginning in the Budget Year 2022-2023.
- 4 2. Certifying the Court's annual Schedule 7A and Schedule 1, including all
5 accompanying schedules, (TCFPPM, FIN 4.01, 6.4.1 (1)-(2)); and
- 6 3. Reviewing the Quarterly Financial Statement, Report of Revenues, and the
7 Quarterly Change in Authorized Positions and certifying these Financial
8 Statements prior to submission of those reports to the Administrative Office of the
9 Courts, (TCFPPM, FIN 4.02, 6.3.2 - 6.3.4); and
- 10 4. Establishing internal review procedures and approving the transfer of funds
11 between court programs, (TCFPPM, FIN 4.02, 6.5.1 (1)-(5));

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13 This delegation supersedes any prior delegation of authority. This delegation is effective
14 upon execution and shall continue in effect until December 31, 2025, or otherwise
15 revoked.

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17 Dated this 1st day of January, 2024.



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19
20 Lisa M. Rogan
21 Presiding Judge of the Superior Court

Superior Court of San Bernardino County - Authorization Matrix

Pursuant to the trial Court Policies and Procedures Manual, the Court has established the following authorization matrix listing the scope and authority for the Presiding Judge and designated trial court employees:

Description	Presiding Judge	Court Executive Officer	Chief Deputy CEO of Human Resources and Finance	Chief Deputy CEO (includes CIO and all other)	Deputy CEO of Operations	Director	HR/Finance Director	Management (Exempt-Group C only)	Finance Manager	Accounting Supervisor	Supervising Budget Analyst/Sr. Accountant	Budget Analyst	Accountant	Interpreter Services Manager
Purchase Requisitions/Purchases														
Tenant Improvements	Unlimited	Unlimited												
Goods, Services, & Capital Expenditures	Unlimited	Unlimited	Unlimited	\$50,000	\$10,000	\$5,000		\$1,000	\$25,000		\$15,000		CONFIRM BUDGET AUTHORITY ONLY	
Purchase Card (CalCard) Acquisitions				\$5,000	\$1,000	\$1,000		\$500						
Contract Approval (after Legal Review)														
Intergovernmental Agreements (e.g. IBA, POC, MOU)	Unlimited	Unlimited	Unlimited											
Facilities Leases	Unlimited	Unlimited	Unlimited											
Facilities Maintenance	Unlimited	Unlimited	Unlimited											
General*	Unlimited	Unlimited	Unlimited											
Pre-Approval for Travel Expense and Tuition Assistance Program (TAP)														
Mileage Only (Annual Blanket)	Unlimited	Staff only Unlimited												
Out of State Travel & Travel Exceptions	Unlimited	Unlimited												
All Other Travel, Business, and Business Meal Expense	Unlimited	Unlimited	Staff only \$10,000	Staff only \$10,000	Staff only \$5,000	Staff only \$5,000	Staff only \$5,000							
Tuition Assistance Program (TAP)	Unlimited*	Unlimited*	Unlimited*	Unlimited*	Unlimited*	Unlimited*	Unlimited*		Unlimited*					
Accounting - Payments, Disbursements and Adjustments														
All Purchase Order and Contract Payments - Court SAP	Unlimited	Unlimited	Unlimited				\$300,000		\$300,000	\$100,000	\$100,000			
Revenue Distribution Payments	Unlimited	Unlimited	Unlimited				Unlimited		Unlimited		\$100,000			
Wire Transfers/ACH/EFT - for monthly distribution payments	Unlimited	Unlimited	Unlimited				Unlimited		Unlimited		\$100,000			
All Other Wire Transfers	Unlimited	Unlimited	25,000											
Non-Purchase Order / Non-Contract Payments (e.g. Credit Cards, TAP, Classification Required Licenses, etc.)	Unlimited	Unlimited	Unlimited				\$10,000		\$10,000		\$5,000	\$5,000		
Service Claim Form Payments (Interpreter, Per-Diem Reporter, Transcript, Appointed Service, Evaluation Claim Forms Only)			Unlimited				Unlimited		Unlimited	Unlimited			\$5,000	
Jury Fund Replenishment Payments	Unlimited	Unlimited	Unlimited				\$30,000		\$30,000					
Judge Ordered Disbursement & Bail Payments	Unlimited	Unlimited	Unlimited				Unlimited		Unlimited	\$50,000				
Travel Expense Claim Payments - All Types (TEC form)	Unlimited	Unlimited	Unlimited	Staff only Unlimited	Staff only Unlimited	Staff only Unlimited	Staff only Unlimited	Staff only Unlimited	Staff only Unlimited					
Manual Payroll from Revolving Account	Unlimited	Unlimited	Unlimited	Unlimited										
Journal Entries - Revenue Distribution Clearing Entries	Unlimited	Unlimited	Unlimited				Unlimited		Unlimited		Unlimited	Unlimited**		
Journal Entries - Payroll General Ledger Adjustments & Other	Unlimited	Unlimited	Unlimited				Unlimited		Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	
Journal Entries - Bank Deposits, Accounts Receivables, Credit Memos, Cash Receipts	Unlimited	Unlimited	Unlimited				Unlimited		Unlimited	Unlimited	Unlimited	Unlimited**	Unlimited	
Interpreter Per Diem Rate Negotiation (emergency exception)	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited		Unlimited					\$1,500
Invoice Reconciliation			Unlimited				Unlimited		Unlimited	Unlimited			Unlimited	
Juror Disbursements (per-diem and mileage)														
Asset Management														
Asset Records Adjustment		Unlimited	Unlimited										\$25,000	
Asset Disposal		Unlimited	Unlimited											
Request to Fill														
Final Approval of Request to Fill - Existing Positions		Unlimited	Unlimited	Unlimited										
Final Approval of Request to Fill - New Positions	Unlimited	Unlimited												

* Up to amount specified per MOU, policy, or bargaining agreement (as applicable).

**Approval is limited to budgets managed exclusively within the County Financial System.

This matrix shall continue in effect until superseded.


Lisa M. Rosen, Presiding Judge


Anabel Z. Romero, Court Executive Officer

12-29-2023
Date