

# Kern County Administrative Office



County Administrative Center

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JOHN NILON

County Administrative Officer

December 15, 2009

Board of Supervisors  
Kern County Administrative Center  
1115 Truxtun Avenue  
Bakersfield, CA 93301

## **REQUEST TO IMPLEMENT RED FLAGS PROGRAMS FOR KERN MEDICAL CENTER, MENTAL HEALTH SERVICES DEPARTMENT, AND PUBLIC HEALTH DEPARTMENT**

**Fiscal Impact: None**

This is to request that your Board authorize Kern Medical Center, the Mental Health Services Department, and the Public Health Department to implement "Red Flags" programs. These programs are designed to detect the warning signs of identity theft, take steps to prevent a crime, and mitigate any damages when stolen information is used to purchase goods and services.

On August 18, 2009, this office reported to your Board that Kern Medical Center, the Mental Health Services Department, and the Public Health Department were identified as requiring the implementation of a Red Flags program under guidelines established by the Federal Trade Commission. These departments have completed the development of program documentation using the federal government standards as listed below:

- Reasonable policies and procedures to identify suspicious patterns or practices, or specific activities that indicate possible identity theft;
- Policies and procedures designed to detect possible identity theft;
- Appropriate actions to be taken when identity theft is detected; and
- A mechanism to reevaluate the program periodically for new risks.

All program documentation has been reviewed by County Counsel. Implementation of these programs requires approval by your Board. The Federal Trade Commission's deadline for implementation is June 1, 2010.

Additionally, it is recommended that your Board designate the County Administrative Officer to receive future annual reports from these three departments. Annual reports will provide commentary on the effectiveness of the program in addressing identity theft and will report significant incidents of identity theft including departmental responses. Based on the current implementation deadline, the first annual reports will be due June 1, 2011.

Therefore, IT IS RECOMMENDED that your Board authorize Kern Medical Center, the Mental Health Services Department, and the Public Health Department to implement their Red Flags programs and designate the County Administrative Officer to receive annual reports on these programs.

Sincerely,

A handwritten signature in black ink, appearing to read "John Nilon", written over a circular stamp or mark.

John Nilon  
County Administrative Officer

JN:CRB:CCAOGENredflags.doc

### Attachments

cc: Auditor Controller-County Clerk  
Kern Medical Center  
Mental Health Department  
Public Health Department