

**BALDWIN COUNTY COMMISSION
POLICIES AND PROCEDURES**

MASTER INDEX

| ARCHIVES AND HISTORY – Department #1 | | | | | | |
|---|-----------------|--|---|---------------------|-----------------|---------------|
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Archives-History | 1.1 | | Collecting Policy | February 19, 2008 | | Active |
| BCC ADMINISTRATION – Department #2 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| BCC Admin | 2.1 | 104 | Agenda Items | February 19, 2008 | March 16, 2010 | Active |
| BCC Admin | 2.2 | 27 | Commission Recording | February 19, 2008 | | Active |
| BCC Admin | 2.3 | | Communication with Members of the Baldwin County Commission | February 19, 2008 | | Active |
| BCC Admin | 2.4 | 29 | Consent Agenda | February 19, 2008 | | Active |
| BCC Admin | 2.5 | 28 & 128 (<i>Commission Letterhead</i>) 39 (<i>Department Letterhead</i>) Combined 128 and 39 together | County Commission and Department Letterhead Stationery | February 19, 2008 | | Active |
| BCC Admin | 2.6 | 43, 123 | Alcohol License Applications | February 19, 2008 | April 19, 2022 | Active |

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|-----------|------|---------|--|-------------------|---|--------|
| | | | | | February 4, 2020 September 4, 2018 April 18, 2017 February 7, 2012 March 16, 2010 | |
| BCC Admin | 2.7 | 21 | Location and Extension of Cemeteries, Family Burial Plots, Abandonment of Cemeteries, Removal and Reinterment of Human Remains | February 19, 2008 | September 3, 2024 March 17, 2009 | Active |
| BCC Admin | 2.8 | 22 | Non-Smoking Facilities | February 19, 2008 | September 6, 2016 | Active |
| BCC Admin | 2.9 | 2 | County Owned Vehicles Policy | February 19, 2008 | January 17, 2023 February 19, 2019 December 18, 2012 March 17, 2009 | Active |
| BCC Admin | 2.10 | 72, 139 | Polling Place Hours – Poll Worker Compensation | February 19, 2008 | February 6, 2024 February 4, 2020 February 7, 2012 September 21, 2010 | Active |
| BCC Admin | 2.11 | 102 | Public Addressing the Commission during Meetings | February 19, 2008 | March 16, 2021 July 16, 2013 | Active |
| BCC Admin | 2.12 | 18 | Public Media Policy | February 19, 2008 | | Active |

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|-----------|------|--|---|-------------------|--|----------|
| BCC Admin | 2.13 | 25 (<i>Request for Information Policy</i>) 126 (<i>Commission Copy Charges</i>) Combined 25 & 126 together | Public Records Access and Rates Schedule | February 19, 2008 | September 4, 2018 February 21, 2017 January 17, 2012 | Active |
| BCC Admin | 2.14 | | Sale of County Highway Maps | February 19, 2008 | July 16, 2013 May 20, 2008 | Active |
| BCC Admin | 2.15 | 50 | Vendor Lobbying County Commissioners | February 19, 2008 | | Active |
| BCC Admin | 2.16 | | Appointed Contract Employee (Appointed County Commission Director) Leave Notification | May 20, 2008 | March 15, 2022 November 15, 2011 | Active |
| BCC Admin | 2.17 | | Advertisement Requirements in Media Publications | August 19, 2008 | September 3, 2024 | Active |
| BCC Admin | 2.18 | | Abandonment of Cemeteries and Removal and Reinterment of Human Remains | March 17, 2009 | Policy abolished on September 3, 2024 | Inactive |
| BCC Admin | 2.19 | | Federal IRS Form 8283 – Donation of Property to the County | March 17, 2009 | | Active |
| BCC Admin | 2.20 | | Red Flag Rules Policy for County | November 17, 2009 | | Active |

| | | | Commission Departments and Elected Officials | | | |
|--|----------|---------------------|--|-------------------|---|--------|
| BCC Admin | 2.21 | | The Social Media Policy | April 17, 2012 | September 1, 2015 | Active |
| BCC Admin | 2.22 | | Baldwin County Firearms Policy | October 1, 2013 | December 19, 2023 December 20, 2022 | Active |
| BCC Admin | 2.23 | | Reservation Procedures for Live Oak Landing and Bicentennial Park Facilities | November 18, 2014 | July 19, 2022 December 1, 2020 June 18, 2019 May 21, 2019 October 17, 2017 July 5, 2016 July 21, 2015 | Active |
| BCC Admin | 2.24 | | Americans with Disabilities Act (ADA) Grievance Procedure | April 5, 2022 | | Active |
| BCC Admin | 2.25 | | Quarterly Department Head Meetings | October 15, 2024 | | Active |
| BUDGET / PURCHASING – Department #3 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Budget-Purchasing | 3.1 | | Agenda Item Appropriation Procedure | February 19, 2008 | | Active |
| Budget-Purchasing | 3.2 | 52, 90 | Budget Administration Procedures | February 19, 2008 | December 5, 2023 | Active |

| | | | | | September 15, 2009 | |
|---|----------|---------------------|--|--------------------|--|--------|
| Budget-Purchasing | 3.3 | 91 | Commission Contingency Account | February 19, 2008 | | Active |
| Budget-Purchasing | 3.4 | | Commission Highway Contingency Account | February 19, 2008 | | Active |
| Budget-Purchasing | 3.5 | 105 | Fuel Management System for Baldwin County Vehicles | February 19, 2008 | | Active |
| Budget-Purchasing | 3.6 | 127 | Policies and Procedures for Grants | February 19, 2008 | March 16, 2010 | Active |
| Budget-Purchasing | 3.7 | 85, 93, 124 | Purchasing Policies | October 19, 1999 | December 5, 2023 August 1, 2023 November 1, 2016 August 19, 2008 February 19, 2008 May 18, 2004 March 20, 2001 | Active |
| Budget-Purchasing | 3.8 | | Civil Rights Complaint Procedures | September 18, 2012 | | Active |
| Budget-Purchasing | 3.9 | | CDBG Grant Policy | January 21, 2014 | | Active |
| BUILDING INSPECTION– Department #4 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Building Inspection | 4.1 | 32, 132 | Building Permit Refund Policy | February 19, 2008 | | Active |

| Building Inspection | 4.2 | 120 | Building Permits and U.S. Fish and Wildlife | February 19, 2008 | | Active |
|---|----------|---------------------|---|-------------------|------------------------------------|----------|
| Building Inspection | 4.3 | 41, 136 | Road Name Policy | February 19, 2008 | January 19, 2021 March 17, 2009 | Active |
| COMMUNICATIONS AND INFORMATION SYSTEMS – Department #5 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| CIS | 5.1 | 66 | Electronic Information, Communications, and Technology Resources – Use, Transmission, and Storage | February 19, 2008 | Policy abolished on May 19, 2015 | Inactive |
| CIS | 5.2 | 94 | GIS Data Distribution and Pricing Policy | February 19, 2008 | March 16, 2010 | Active |
| CIS | 5.3 | | Website Publishing | February 19, 2008 | | Active |
| CIS | 5.4 | 5.1 | PC Software Standards | May 19, 2015 | | Active |
| CIS | 5.5 | 5.1 | Internet Usage | May 19, 2015 | | Active |
| CIS | 5.6 | 5.1 | Intranet Usage | May 19, 2015 | | Active |
| CIS | 5.7 | 5.1 | Software Usage | May 19, 2015 | | Active |

| CIS | 5.8 | 5.1 | Information Security | May 19, 2015 | | Active |
|--|----------|---------------------|----------------------------------|-------------------|--------------------------------|--------|
| CIS | 5.9 | 5.1 | Email and Instant Messaging | May 19, 2015 | | Active |
| CIS | 5.10 | 5.1 | Password Security | May 19, 2015 | | Active |
| CIS | 5.11 | 5.1 | PC Standards | May 19, 2015 | | Active |
| CIS | 5.12 | 5.1 | Remote Access | May 19, 2015 | | Active |
| CIS | 5.13 | 5.1 | Building Security and Access | May 19, 2015 | | Active |
| CIS | 5.14 | 5.1 | Inventory and Equipment | May 19, 2015 | | Active |
| CIS | 5.15 | 5.1 | Equipment Requests | May 19, 2015 | | Active |
| COUNCIL ON AGING – Department #6 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Council on Aging | 6.1 | 26, 101, 138 | Indigent Cremation/Burial Policy | February 19, 2008 | June 6, 2017 April 15, 2014 | Active |
| ENVIRONMENTAL MANAGEMENT– Department #7 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Environmental | 7.1 | 82, 100, 113 | Bulky Waste, White Goods and | February 19, 2008 | April 2, 2019 | Active |

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|--------------------------|-----|----|---|-------------------|---|----------|
| Management | | | Yard Waste Pick Up for Residential Customers of Baldwin County Solid Waste Department | | January 19, 2016 March 16, 2010 | |
| Environmental Management | 7.2 | 80 | Collection of Garbage in Unincorporated Areas within Baldwin County, Which Have Four or More Residential Rental Units | February 19, 2008 | August 6, 2019 September 20, 2016 January 19, 2016 | Active |
| Environmental Management | 7.3 | | Solid Waste Department Request Procedure for Community Cleanups, Festivals and Fundraising Events | February 19, 2008 | January 19, 2016 | Active |
| Environmental Management | 7.4 | | Solid Waste Landfill Tipping Fees and Commercial Account Late Fees | February 19, 2008 | October 18, 2022 November 16, 2021 August 6, 2019 October 4, 2016 June 3, 2014 September 17, 2013 | Active |
| Environmental Management | 7.5 | | Solid Waste Department Request Procedure for Community Cleanup | February 19, 2008 | Policy abolished January 19, 2016 | Inactive |
| Environmental Management | 7.6 | | Solid Waste Residential Garbage Deposit Fee, Service Rates and Account Late Fees | February 19, 2008 | September 6, 2022 August 6, 2019 December 5, 2017 January 19, 2016 April 21, 2015 January 20, 2015 May 21, 2013 February 5, 2013 December 4, 2012 | Active |

| | | | | | October 2, 2012 | |
|--|----------|---------------------|---|-------------------|---|----------|
| Environmental Management | 7.7 | 95 | Write Off of Uncollectible Debt for the Baldwin County Solid Waste Department | February 19, 2008 | | Active |
| Environmental Management | 7.8 | | Litter Patrol Service Request Procedures | March 17, 2009 | | Active |
| Environmental Management | 7.9 | | Solid Waste Residential Garbage Customers Payment Plan Agreement | April 21, 2015 | Policy abolished August 6, 2019 | Inactive |
| Environmental Management | 7.10 | | Solid Waste Residential Cart Policy | August 6, 2019 | | Active |
| FINANCE AND ACCOUNTING– Department #8 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Finance-Accounting | 8.1 | | Authority to Pay the Bills and Issue Checks | February 19, 2008 | April 6, 2021 October 17, 2017 November 19, 2013 August 17, 2010 April 20, 2010 March 17, 2009 | Active |
| Finance-Accounting | 8.2 | | Cash Handling Policy | February 19, 2008 | March 17, 2009 | Active |

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|--------------------|------|------------|--|-------------------|--|----------|
| Finance-Accounting | 8.3 | 63 | Cellular Phone Policy | February 19, 2008 | Policy abolished June 6, 2023 | Inactive |
| Finance-Accounting | 8.4 | 69 | County Credit Cards | February 19, 2008 | November 4, 2014 | Active |
| Finance-Accounting | 8.5 | 73 | Disbursement of Excess from Land Sales Fund | February 19, 2008 | | Active |
| Finance-Accounting | 8.6 | 68, 96 | Elected Official Travel Policy | February 19, 2008 | December 6, 2011 | Active |
| Finance-Accounting | 8.7 | | Financial Policy for Emergency Reserves | February 19, 2008 | Policy abolished April 2, 2024 | Inactive |
| Finance-Accounting | 8.8 | 67, 125 | Fixed Asset Policy | February 19, 2008 | November 4, 2014 | Active |
| Finance-Accounting | 8.9 | 14 | General Finance and Accounting Department Procedures | February 19, 2008 | May 4, 2010 | Active |
| Finance-Accounting | 8.10 | 86 | New Telephone Service | February 19, 2008 | | Active |
| Finance-Accounting | 8.11 | | Outstanding Check Policy | February 19, 2008 | | Active |
| Finance-Accounting | 8.12 | | Processing Voucher Payments | February 19, 2008 | April 20, 2010 | Active |
| Finance-Accounting | 8.13 | 32, 132 | Refund Policy | February 19, 2008 | | Active |
| Finance-Accounting | 8.14 | 68, 76, 96 | Travel/Training Policy for County Commission Departments and Staff | February 19, 2008 | February 2, 2016 December 6, 2011 April 20, 2010 | Active |
| Finance-Accounting | 8.15 | | Petty Cash Policy | March 17, 2009 | | Active |

| Finance-Accounting | 8.16 | | Taxpayer Installment Agreement/Payment Plan Agreement | October 15, 2013 | March 2, 2021 October 1, 2019 | Active |
|-------------------------------|----------|---------------------|---|------------------------------------|----------------------------------|--------|
| Finance-Accounting | 8.17 | | Waiver of Penalties for Late Filing | March 16, 2021 October 15, 2013 | | Active |
| Finance-Accounting | 8.18 | | County Credit Cards for Purchases of Tangible Personal Property or Services | November 4, 2014 | October 17, 2017 | Active |
| Finance-Accounting | 8.19 | | Debt Management Policy | February 3, 2015 | | Active |
| Finance-Accounting | 8.20 | | Voluntary Disclosure Agreement | February 18, 2015 | | Active |
| Finance-Accounting | 8.21 | | Banking and Investment Policy | March 15, 2016 | | Active |
| Finance-Accounting | 8.22 | | Financial Management Policy | August 20, 2019 | | Active |
| Finance-Accounting | 8.23 | | Acceptance of Credit Cards as a Payment Method | August 6, 2024 | | Active |
| HIGHWAY– Department #9 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Highway | 9.1 | 131 | Acceptance of Public Property | February 19, 2008 | | Active |
| Highway | 9.2 | 112 | Accepting Roads for County Maintenance | February 19, 2008 | | Active |
| Highway | 9.3 | 75, 134 | Agreement for Resurfacing Roads | February 19, 2008 | | Active |

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|---------|------|--------------|---|-------------------|--|--------|
| | | | within Municipal Limits | | | |
| Highway | 9.4 | 99 | Assessment Policy Road Paving – Citizen Initiative | February 19, 2008 | | Active |
| Highway | 9.5 | 78 | Baldwin County Road Design Policy | February 19, 2008 | | Active |
| Highway | 9.6 | 12 | Citizen Participation Program | February 19, 2008 | | Active |
| Highway | 9.7 | 56 | County Assisted Driveway Culvert Application | February 19, 2008 | | Active |
| Highway | 9.8 | 36, 122, 129 | County Right-of-Way Utility Construction | February 19, 2008 | September 17, 2024 | Active |
| Highway | 9.9 | 112 | Dirt Road Paving Project Approval and Prioritization Policy | February 19, 2008 | | Active |
| Highway | 9.10 | 109 | Engineering, Environmental Monitoring and Surveying Services | February 19, 2008 | January 19, 2016 | Active |
| Highway | 9.11 | | License Agreement Between County and Citizens / Corporations for Work on County Right-of-Ways | February 19, 2008 | September 17, 2024 September 4, 2018 April 1, 2014 | Active |
| Highway | 9.12 | 11, 40 | Maintenance of Private Roads and Driveways | February 19, 2008 | | Active |
| Highway | 9.13 | 140 | Permit Division Fee Schedule | February 19, 2008 | November 20, 2012 | Active |

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|---------|------|---------|--|-------------------|--------------|--------|
| Highway | 9.14 | 11, 40 | Policy for Driveway Improvements on County Right-of-Way | February 19, 2008 | | Active |
| Highway | 9.15 | 20 | Policy to Regulate Use of County Roads for Walkathons, Bikeathons, Etc. | February 19, 2008 | | Active |
| Highway | 9.16 | 79 | Public Right-of-Way Encroachments and Regulations for Mailboxes and Newspaper Delivery Boxes | February 19, 2008 | | Active |
| Highway | 9.17 | 42 | Residential Permit to Construct Turnout (Driveways) | February 19, 2008 | June 4, 2024 | Active |
| Highway | 9.18 | 64, 116 | School Bus Turnarounds | February 19, 2008 | | Active |
| Highway | 9.19 | 17 | Speed Limit – Establishment and Methodology for Changing | February 19, 2008 | | Active |
| Highway | 9.20 | | Baldwin County Right-of-Way Acquisitions | December 1, 2009 | | Active |
| Highway | 9.21 | 13 | Public Water Accesses and Roads Right-of-Ways Terminating at Bodies of Water | August 5, 2014 | | Active |
| Highway | 9.22 | | Public Notice Regarding Conditions of County Roads and Bridges | January 20, 2015 | | Active |

| PLANNING AND ZONING – Department #10 | | | | | | |
|---|-----------------|----------------------------|---|---------------------|--|---------------|
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Planning-Zoning | 10.1 | 114 | Planning Department Map Policy | February 19, 2008 | March 17, 2009 | Active |
| Planning-Zoning | 10.2 | | Planning and Zoning Department Fee Schedule | August 20, 2013 | | Active |
| PERSONNEL – Department #11 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Personnel | 11.1 | | Temporary Labor Policy | November 3, 2009 | September 7, 2021 May 19, 2015 June 21, 2011 June 7, 2011 | Active |
| Personnel | 11.2 | | Internships | February 17, 2021 | | Active |
| Personnel | 11.3 | | Retiree Health Insurance | September 5, 2023 | | Active |
| GRANTS – Department #12 | | | | | | |
| Department | Policy # | Supersedes Policy # | Policy Name | Date Adopted | Revision | Status |
| Grants | | | | | | |
| ANIMAL CONTROL – Department #13 | | | | | | |
| Animal Control | 13.1 | | Spay/Neuter Discount Program | November 5, 2024 | | Active |