

## BALDWIN COUNTY COMMISSION POLICIES AND PROCEDURES

### MASTER INDEX

<b>ARCHIVES AND HISTORY – Department #1</b>						
Department	Policy #	Supersedes Policy #	Policy Name	Date Adopted	Revision	Status
Archives-History	1.1		Collecting Policy	February 19, 2008		Active
<b>BCC ADMINISTRATION – Department #2</b>						
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

					February 4, 2020 September 4, 2018 April 18, 2017 February 7, 2012 March 16, 2010	
BCC Admin	2.7	21	Licensing of Cemeteries	February 19, 2008	March 17, 2009	Active
BCC Admin	2.8	22	Non-Smoking Facilities	February 19, 2008	September 6, 2016	Active
BCC Admin	2.9	2	Official and Employee County Owned Car Policy	February 19, 2008	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 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
BCC Admin	2.13	25 ( <i>Request for Information Policy</i> ) 126 ( <i>Commission Copy Charges</i> ) Combined 25 & 126	Public Records Access and Rates Schedule	February 19, 2008	September 4, 2018 February 21, 2017 January 17, 2012	Active

		together				
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		Active
BCC Admin	2.18		Abandonment of Cemeteries and Removal and Reinterment of Human Remains	March 17, 2009		Active
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 Commission Departments and Elected Officials	November 17, 2009		Active
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		Active

BCC Admin	2.23		Reservation Procedures for Live Oak Landing and Bicentennial Park Facilities	November 18, 2014	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
<b>BUDGET/PURCHASING/GRANTS – Department #3</b>						
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	September 15, 2009	Active
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	February 19, 2008	November 1, 2016 August 19, 2008	Active
Budget-Purchasing	3.8		Civil Rights Complaint Procedures	September 18, 2012		Active
Budget-Purchasing	3.9		CDBG Grant Policy	January 21, 2014		Active
<b>BUILDING INSPECTION– Department #4</b>						
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
<b>COMMUNICATIONS AND INFORMATION SYSTEMS – Department #5</b>						
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
<b>COUNCIL ON AGING – Department #6</b>						
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
<b>ENVIRONMENTAL MANAGEMENT– Department #7</b>						
Department	Policy #	Supersedes Policy #	Policy Name	Date Adopted	Revision	Status
Environmental Management	7.1	82, 100, 113	Bulky Waste, White Goods and Yard Waste Pick Up for Residential Customers of Baldwin County Solid Waste Department	February 19, 2008	April 2, 2019 January 19, 2016 March 16, 2010	Active
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	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	August 6, 2019 December 5, 2017 January 19, 2016 April 21, 2015 January 20, 2015 May 21, 2013 February 5, 2013 December 4, 2012 October 2, 2012	Active
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
<b>FINANCE AND ACCOUNTING– Department #8</b>						
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	Active



					October 17, 2017 November 19, 2013 August 17, 2010 April 20, 2010 March 17, 2009	
Finance-Accounting	8.2		Cash Handling Policy	February 19, 2008	March 17, 2009	Active
Finance-Accounting	8.3	63	Cellular Phone Policy	February 19, 2008		Active
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		Active
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
<b>HIGHWAY– Department #9</b>						
<b>Department</b>	<b>Policy #</b>	<b>Supersedes Policy #</b>	<b>Policy Name</b>	<b>Date Adopted</b>	<b>Revision</b>	<b>Status</b>

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 within Municipal Limits	February 19, 2008		Active
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		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	February 19, 2008	September 4, 2018 April 1, 2014	Active

			Right-of-Ways			
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
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		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
<b>PLANNING AND ZONING – Department #10</b>						
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
<b>PERSONNEL – Department #11</b>						
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