

St. Clair County Commission
Policy 13 (Revised December 9, 2003)

Price Paid to Chert Owners

Price of chert to be paid by the County to owners of chert pits will be decided by the County Engineer at a reasonable and negotiated price at the time the chert is purchased.

Adopted this the 9th day of December 2003.



Stanley D. Batemon, Chairman

POLICY NO. 14 (ACCEPTANCE OF SUBSTANDARD ROADS FOR COUNTY MAINTENANCE)

The Commission has agreed that each member shall be authorized to take in or accept for county maintenance during their respective four-year term up to one mile of road which for various reasons is unable to comply with usual subdivision requirements and subject only to right-of-way deeds being obtained. The Chairman will also have the same option as Commissioners but will be required to divide his one mile among the four districts.

Upon formal acceptance of the road/roads by the entire Commission the County Engineer will begin routine maintenance of the road.

Adopted this 14th day of February, 1995.

POLICY NO. 15, (WATER/FIRE AUTHORITY APPOINTMENTS)

The County Commission desires to give all public water and/or fire, or water, fire, and sewer protection authorities the opportunity to hold an election process among its users for the purpose of obtaining board member nominees for submission to the Commission for appointment;

The Commission encourages the board members currently serving to begin holding such an election process by submitting the question to users approximately 90 days before each term expires and that names of successful nominees be submitted to the Commission for appointment to the board for a full term.

Adopted this 14th day of February, 1995.

St. Clair County Commission
Policy #16
Revised April 13, 2004

The St. Clair County Commission is hereby authorized and empowered to establish guidelines for disposal of county assets. Compliance shall be as follows:

- (1) All county property is to be sold at auction (on-line or on-site) or public sale, with the exception of property transferred or assigned to other public entities.
- (2) Elected Officials or Official's Representative should present a list of all items to be sold to the St. Clair County Property Manager. The Property Manager will compile a list and present to the Commission for approval before any items are sold or taken off inventory.
- (3) If the property needs to be traded-in it should be presented and approved by the County Commission first.
- (4) All county property to be taken off fixed assets inventory has to be approved by the County Commission.

Adopted this the 13th day of April 2004.

POLICY NO. 18 (REPORTING ACCIDENTS)

Department heads/supervisors/employees are responsible for immediately reporting to the office of the St. Clair County Commission all accidents involving county vehicles and equipment.

Full details and statements from employee, other persons involved and any witnesses (including names, addresses, and telephone numbers of all parties) should be obtained and forwarded to the County Commission Office. Estimate of full cost of equipment repairs or replacement (including installation and time lost due to the accident) should promptly follow initial report. State Troopers or other law enforcement personnel should also be instructed to forward copies of reports to the County Commission Office as soon as possible.

Above information is necessary for the safekeeping of county property and reporting to the County's self-insurance provider, insurance agent, responsible party or county attorney.

Adopted this 14th day of February, 1995.

POLICY NO. 19 (INMATE MEDICAL CARE)

Any person in the custody of the St. Clair County Sheriff's Department or the St. Clair County Jail requiring emergency room treatment or hospitalization will first be transported to the St. Clair Regional Hospital in Pell City.

This action does not prevent the transfer of said patient if deemed necessary by medical personnel at St. Clair Regional Hospital.

Adopted this 14th day of February, 1995.

POLICY NO. 20 (CONCERNING ALCOHOLIC BEVERAGE APPLICATIONS)

All applicants requesting approval of licenses or transfers of alcoholic beverages be required to be present when applications are presented to the Commission in order to answer questions and/or help the Commission find and locate establishments and assure prompt approval or disapproval after a two week period of investigation.

Adopted this 14th day of February, 1995.

POLICY NO. 21

(CODE OF ETHICAL CONDUCT FOR ALABAMA
COUNTY COMMISSIONERS)

The St. Clair County Commission does hereby adopt the attached Code of Ethical Conduct for Alabama County Commissioners as promulgated by the Association of County Commissions of Alabama in 1989, because the Commission recognizes that self-imposed high standards of behavior by elected officials are both appropriate and needed if such officials are to enjoy the trust and confidence of the electorate.

Affirmed by Resolution #98-50 this 10th day of November, 1998.

CODE OF ETHICAL CONDUCT FOR ALABAMA COUNTY COMMISSIONERS

PREAMBLE

The stability of democracy depends upon the continuing consent of the governed. This, in turn, depends upon the trust the populace holds for its government. County commissioners must be ever aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents.

The fundamental ethical principles, as developed in this Code should be considered as a guide and not a substitute for the law or a county commissioner's best judgement. Ultimately, each county commissioner must find within his own conscience, the touchstone on which to base his conduct.

Canon 1

A County Commissioner Should Uphold the Integrity and Independence of His Office

A county commissioner should demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all his public activities in order to inspire public confidence and trust in county government. A county commissioner should participate in establishing, maintaining, and enforcing, and should himself observe, high standards of conduct so that the integrity and independence of his office may be preserved. The provisions of this Code should be construed and applied to further these objectives.

Canon 2

A County Commissioner Should Avoid Impropriety and the Appearance of Impropriety in All His Activities

A. A county commissioner should respect and comply with the law and should conduct himself at all times in a manner that promotes public confidence in the integrity and impartiality of his office.

B. A county commissioner should not allow his family, social, or other relationships to influence his conduct or judgment. He should not lend the prestige of his office to advance the private interests of others; nor should he convey or permit others to convey the impression that they are in a special position to influence him.

Canon 3

A County Commissioner Should Perform the Duties of His Office Impartially and Diligently

A county commissioner should, while in the performance of the duties of his office as prescribed by law, give precedence to such duties over all his other activities. In the

performance of those duties, the following standards should apply:

A. Deliberative and Adjudicative Responsibilities.

- (1) A county commissioner should be faithful to the general and local laws pertaining to his office and strive for professional competence in them. He should be unswayed by partisan interests, public clamor, or fear of criticism.
- (2) A county commissioner should demand and contribute to the maintenance of order and decorum in proceedings before the county commission.
- (3) A county commissioner should be honest, patient, dignified and courteous to those with whom he deals in his official capacity, and should require similar conduct of his staff and others subject to his direction and control.
- (4) A county commissioner should accord to every person who is legally interested in a proceeding before the commission full right to be heard according to law.
- (5) A county commissioner should dispose promptly of the business of the county for which he is responsible.

B. Administrative Responsibilities.

- (1) A county commissioner should diligently discharge his administrative responsibilities, maintain professional competence in the administration of his duties, and facilitate the diligent discharge of the administrative responsibilities of his fellow commissioners and other county officials.
- (2) A county commissioner should conserve the resources of the county in his charge. He should employ county equipment, property, funds and personnel only in legally permissible pursuits and in a manner that exemplifies excellent stewardship.
- (3) A county commissioner should require his staff and county employees subject to his direction and control to observe the standards of fidelity and diligence that apply to him.
- (4) A county commissioner should take or initiate appropriate disciplinary measures against a county employee for improper conduct of which the commissioner may become aware.
- (5) A county commissioner should not employ or recommend the appointment of unnecessary employees. He should exercise his power of employment only on the basis of merit, avoid favoritism and refrain from illegal discrimination and nepotism. He should not recommend or approve compensation of employees beyond the fair value of services rendered.

C. Abstention from voting.

(1) A county commissioner should abstain from voting on any matter coming before the commission when his impartiality might reasonably be questioned.

(2) To this end a county commissioner should inform himself about his personal and fiduciary financial interests, and make a reasonable effort to inform himself about the personal financial interests of his spouse and minor children residing in his household.

Canon 4

A County Commissioner Should Regulate His Extra-Governmental Activities to Minimize the Risk of Conflict with His Official Duties

A. A county commissioner should inform himself concerning the ethics laws of this state and particularly those relating to proscribed gifts and loans and should scrupulously comply with the provisions of such laws.

B. A county commissioner should refrain from financial and business dealings that tend to reflect adversely on his impartiality, interfere with the proper performance of his official duties, or exploit his county position.

C. A county commissioner should manage his personal financial interests to minimize the number of cases in which he must abstain from voting on matters coming before the commission.

D. Information acquired by a county commissioner in his official capacity should not be used or disclosed by him in financial dealings or for any other purpose not related to his official duties.

Canon 5

A County Commissioner Should Refrain from Political Activity Inappropriate to His Office

A. A candidate for the office of county commissioner, including an incumbent:

(1) should inform himself concerning the laws of this state with regard to campaigns and relevant disclosure requirements and should scrupulously comply with the provisions of such laws;

(2) should maintain the dignity appropriate to the office, and should encourage members of his family to adhere to the same standards of political conduct that apply to him;

(3) should not make pledges or promises of conduct in office that he will not or cannot perform or would be illegal if it were performed;

(4) should not misrepresent his identity, qualifications, present position, or other fact; and

(5) should avoid pledges or promises of conduct in office other than the faithful and impartial performance of the duties of the office.

B. A candidate for the office of county commissioner, including an incumbent, that is filled by public election between competing candidates should not permit the use of campaign contributions for the private benefit of himself or members of his family.

POLICY NO. 22 (CONCERNING ACCEPTANCE OF NON-SUBDIVISION ROADS FOR MAINTENANCE)

Before any road is taken in or accepted by the county as a county road, at least three members of the Commission and the Engineer must go out and look at the road to be accepted. The Engineer must inspect and recommend acceptance based on proper construction. Road specifications or standards generally include;

1. Right-of-way or right-of-way easement shall be 60' or as approved by Engineer and/or County Commission.
2. Roadway width shall be 28' from shoulder to shoulder, or as approved by Engineer and/or County Commission.
3. Minimum 6" compacted chert base, or other approved base.
4. Proper drainage.
5. Minimum of 20' pavement, or as approved by Engineer and/or Commission.

No county road shall be paved, widened, or significantly altered without a vote of the County Commission.

Adopted this 14th day of February, 1995.

POLICY NO. 23 (CONCERNING DRUG TESTING POLICY) (ADDITIONS TO D.O.T. LAW)

If any employee tests positive for drugs, the employee must enroll in a drug rehabilitation program recommended or approved by substance abuse professional that administers the County program.

After negative tests and completion of program, employee may return to work. Employee will be required to take drug tests by ~~means of blood or as required~~ ^{any means deemed necessary}. The tests will be done a minimum of 6 in a 6 month period. The cost of the tests will be paid by County.

A positive test at any time hereafter will result in immediate dismissal.

POLICY RECOMMENDED BY ENGINEER JAMES PENNINGTON, ASSISTANT ENGINEER DAN DAHLKE AND JEFF BROWN, ROAD & MAINTENANCE COORDINATOR DURING WORK SESSION OF ST. CLAIR COUNTY COMMISSION AT 8:00 A.M. NOVEMBER 26, 1996, AND UNANIMOUSLY ADOPTED BY COMMISSION DURING THE REGULAR MEETING ON NOVEMBER 26, 1996, AT 9:00 A.M.

POLICY NO. 24 (REGARDING EMPLOYEES' PERSONAL USE OF COUNTY-OWNED VEHICLES, PER IRS REGULATIONS)

1. The Commission, due to valid considerations, provides a vehicle to various employees for their convenience in commuting to and from the county work place - primarily to provide adequate transportation for emergencies after regular working hours. It is also the Commission's policy that there should be no other personal use of these vehicles, unless approved on a specific case-by-case basis.
2. The Commission agrees that it will be responsible for the vehicle liability insurance coverage for these county-owned vehicles.
3. The Commission will include the value of the employee's personal usage for commuting in each employee's form W-2 annually. This value will be computed under the applicable method established by IRS regulations. Specifically, non-officer employees will have their personal usage valued at \$3.00 per day, unless they have been approved for personal usage in addition to commuting.
4. The Commission will withhold income and employment taxes, including FICA (social security/medicare) on the imputed value of an employee's personal use of an employer-provided vehicle, each payroll or pay-period (beginning April 1, 1997), based on information submitted by the employee on a form to be provided by the Commission.

ADOPTED this 11 day of March, 1997.