

**ADMINISTRATIVE CODE**  
**SPENCER COUNTY KENTUCKY**

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## CHAPTER 1 OBJECTIVES AND SCOPE

### Section I: Purpose and Authority

1. The General Assembly of the Commonwealth of Kentucky enacted KRS 68.005 in 1978 for the purpose of promoting efficient administration of county government. KRS 68.005 requires the Fiscal Court to adopt a County Administrative Code which includes, but is not limited to, procedures and designation of responsibility for the following:

A. General administration of the office of County Judge/Executive, County administrative agencies, and public authorities;

B. Administration of County fiscal affairs, including budget formulation, receipt and disbursement of County funds, preparation of records required for the County audit, and for filing of claims against the County;

C. Personnel administration, including description and classification of non-elected positions, selection, assignment, supervision and discipline of employees, and employee complaints;

D. County purchasing and award of contracts; and

E. Delivery of County services.

2. The Fiscal Court shall review the County Administrative Code annually during the month of June and may by a two-thirds majority of the entire Fiscal Court amend this Administrative Code at that time. The Judge/Executive may at other times prepare and submit amendments to the Administrative Code for the approval of a majority of the Fiscal Court.

3. The County Judge/Executive, as chief executive officer of the county, is directly responsible for the organization and management of the administrative functions of county government. While it is the Fiscal Court which determines county needs and policies and priorities for meeting those needs, it is the County Judge Executive who must see that these policies and priorities are effectively and properly executed.

The statutes provide only general guidance as to the form and substance of a county's internal administrative organization. In the smallest counties, most of the administrative functions might be carried out by the County Judge Executive personally.

This code, if continually monitored by the County Judge Executive and Fiscal Court will provide the intended objective. The objective is to maintain a viable code that provides the necessary substance for appropriate internal administrative control consistent with the statutory requirements and local needs. Close adherence to this code will ensure that this objective is maintained.

It should be noted this code (all parts) is not a contract and is not intended to be such. This code provides a comprehensive tool for administration that is consistent with statutory requirements. This code provides limitations, general rules, guidelines, etc., as well as the desires of the community as represented by the members of the Fiscal Court.

## **Section II: Severability**

If any provisions of this Administrative Code or any provisions of their subsequent applications are held invalid, such invalidation does not affect the remainder of this Administrative Code or its applications.

## **Section III: Repealer**

Any prior provision of the Spencer County Administrative Code, or any other Resolution or Order previously adopted by the Spencer County Fiscal Court, which is in conflict with this Administrative Code, adopted this 17th day of December, 2018, is hereby Repealed, Remanded and held for Naught.

## **CHAPTER 2 OPERATION OF THE FISCAL COURT**

### **Section I: Fiscal Court**

1. The Spencer County Fiscal Court, hereinafter referred to as Fiscal Court, is the County's legislative body with the power to carry out the governmental affairs necessary for the operation of Spencer County, hereinafter, referred to as the County. This body has the authority to enact ordinances, issue regulations, levy taxes, issue bonds, appropriate funds, and employ personnel to perform the various public functions of the county. Pursuant to KRS 67.080(3) the Fiscal Court shall not exercise executive authority except as specifically assigned by statute.

2. Under KRS 67.080, the Fiscal Court is permitted to “appropriate County funds for lawful purposes, buy and sell county property, supervise the fiscal affairs of the County and the County officers, and exercise all other corporate powers of the County.” Further, “The Fiscal Court may investigate all activities of the County government and establish appointive offices and define their duties.”

3. As required by Section 144 of the State Constitution, the Fiscal Court shall be made up of either the County Judge/Executive, hereinafter, referred to as the Judge/Executive, and from three (3) to eight (8) justices of the peace, hereinafter referred to as Magistrates. Magistrates are elected from districts in the general election.

## **Section II: Procedures for Meetings**

1. The Judge/Executive shall annually set the dates, times and locations for all regular Fiscal Court meetings via Executive Order. The Executive Order shall be issued no later than January 1<sup>st</sup> of each year, except in the first year of the term of office, when the Executive Order shall be entered no later than one week from the date the term begins.
2. The agenda of the Fiscal Court meeting will be followed during the meeting, and additions or changes shall be approved with the consent of the Fiscal Court. The agenda of a “special called meeting” will be specifically followed and is not subject to change.
3. All meetings of members of the Fiscal Court at which any public business is discussed or any action taken shall be open to the public at all times except as otherwise permitted by KRS 61.810.
4. The Judge/Executive may call a special meeting of the Fiscal Court for the purpose of transacting any business over which the Fiscal Court has jurisdiction.
5. Whenever a special meeting is necessary and the Judge/Executive is unable, or refuses to act, a majority of the members of the Fiscal Court may call it, if in their opinion, the need exists.
6. A special meeting may be called by the Judge/Executive or a majority of the members of the Fiscal Court by providing proper notice pursuant to the Kentucky Revised Statutes.

## **Section III: Presiding Officer**

1. The Judge/Executive shall be the presiding officer of the Fiscal Court at all regular and special called meetings.
2. If the Judge/Executive is not present or is unable to preside, a majority of the members attending the meeting shall elect one of these members to preside.

#### **Section IV: Quorum**

1. Not less than a majority of the members of the Fiscal Court shall constitute a quorum for the transaction of business.
2. No proposition shall be adopted except with the concurrence of at least a majority of the members present unless otherwise specified by Kentucky Law.

#### **Section V: Order of Business**

1. Prior to each meeting of the Fiscal Court an agenda shall be presented by the Judge/Executive to the members of the Fiscal Court. The Judge/Executive may alter the sequence of the agenda to facilitate efficient meeting management.
2. Communications from citizens may be allowed at the Fiscal Court meeting, at the discretion of Fiscal Court.
3. The Judge/Executive or his/her designee shall prepare an itemized list of all valid bills (claims) for review.
4. No bill shall be paid unless contained in or added to the itemized list for the meeting and reviewed by the Fiscal Court unless previously authorized as a “recurring approved expense”.
5. The Fiscal Court may acknowledge review of payment of the list of bills (claims) whole unless there is an objection voiced to any specific item. The Fiscal Court may, by majority vote of the present members, disapprove a claim presented for review.

#### **Section VI: Records and Minutes**

1. The County Clerk, or his/her designee, of the Fiscal Court shall attend all meetings of the Fiscal Court and prepare minutes to be approved by Fiscal Court of its actions and proceedings.
2. The clerk, or his/her designee, of the Fiscal Court shall keep an index of all Fiscal Court records and make such index of all Fiscal Court records available for public inspection in accordance with KRS 61.870 to 61.884.

#### **Section VII: Ordinances**

1. An “ordinance” is an official written act of the Fiscal Court, the effect of which is general and lasting in nature, which is enforceable within the jurisdiction of the County; or a lawful appropriation of money.



A. All ordinances shall be introduced in writing; relate to one subject only; and contain a title which expresses the subject; such as, “An Ordinance relating to ...”

B. All ordinances shall include an enacting clause written in the following manner: “Be It Ordained by the Fiscal Court of the County of Spencer, Commonwealth of Kentucky;”

C. County ordinances shall be amended by ordinance and only by setting out in full each amended section.

D. No County ordinance shall be passed until it has been read on two separate days, unless an emergency is properly declared by the Judge/Executive, but ordinances may be read by title and summary form only.

E. No County ordinance shall be passed until it has been published pursuant to KRS Chapter 424. Prior to passage, ordinances may be published by summary. Publication shall include the time, date, and place at which the County ordinance will be considered, and the place within the County where copy of the full text of the proposed ordinance is available for public inspection. In the event consideration for passage is continued from the initial meeting to a subsequent date, no further publication is necessary provided at that meeting, the time, date, and place of the next meeting is announced.

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F. All County ordinances and amendments shall be published after passage and may be published in full or in summary form at the discretion of the Fiscal Court.

**CHAPTER 3  
POWERS AND DUTIES OF THE FISCAL COURT MEMBERS**

**Section I: Judge/Executive**

1. The Judge/Executive serves as the presiding officer in all Fiscal Court meetings and also possesses the same privileges as other members of the Fiscal Court, including the right to vote on all matters coming before the Fiscal Court.
2. The Judge/Executive is the chief executive officer, administrative officer and fiscal officer of the County and is thereby responsible for administering the policies established by the Fiscal Court and for the financial administration of the County.

**Section II: Other Fiscal Court Members**

1. The Magistrates are voting members of the Fiscal Court and have specific statutory authority and privileges when court is in session. When the Fiscal Court is adjourned, the Magistrates possess no administrative or executive power in relation to County government, other than those powers expressly granted by this Administrative Code.
2. Committees of the Spencer County Fiscal Court shall be established and operated as outlined below:
  - A. The County Judge/Executive shall establish, and periodically re-establish, Fiscal Court Committees with majority concurrence of the Fiscal Court membership.
  - B. The County Judge/Executive, with majority concurrence of the Fiscal Court membership, shall appoint Committee Chairs and committee members.
  - C. Each Fiscal Court member shall be assigned as a member of at least one Fiscal Court Committee.
  - D. While encouraged, it is NOT required that a Fiscal Court member serve as Chair of a Committee.
  - E. Fiscal Court members may attend any and all Fiscal Court Committee meetings regardless of their membership status regarding the committee.
  - F. All Fiscal Court committee meetings will comply with the Kentucky Open meetings law.

**CHAPTER 4**  
**GENERAL ADMINISTRATION**

**Section I: Judge/Executive**

1. The Judge/Executive shall be the chief executive and administrative officer of the County and shall have all the powers and perform all the duties of an executive and administrative nature consistent with the Kentucky Constitution, Kentucky Revised Statutes, and the Fiscal Court.

2. The responsibilities and/or duties of the Judge/Executive as defined by KRS 67.710 are as follows:

- A. Execute all ordinances and resolutions of the Fiscal Court, execute all contracts entered into by the Fiscal Court, and provide for the execution of all laws of the Commonwealth of Kentucky subject to enforcement by him or by officials who are under his direction and supervision, and require the faithful performance of all administrative duties;
- B. Prepare and submit an Administrative Code to the Fiscal Court for approval, incorporating the details of administrative procedure for the operation of the County, and review such code and suggest revisions periodically or at the request of the Fiscal Court;
- C. Furnish the Fiscal Court with information concerning the operations of the County departments, boards, or commissions, necessary for the Fiscal Court to exercise its powers, or as requested by the Fiscal Court;
- D. Require all County officials, elected or appointed, whose offices utilize County funds, and all boards, special districts, and commissions, exclusive of all incorporated cities within the County and the Spencer County Board of Education, to submit a detailed annual financial report to the Fiscal Court concerning the business and condition of the office, department, board, commission or special district;
- E. Consistent with procedures set forth in KRS Chapter 68, prepare and submit to the Fiscal Court an annual budget and administer the provisions of the budget when adopted or amended by the Fiscal Court;

- F. Keep the Fiscal Court advised as to the financial condition and needs of the County and make sure other reports from time to time as requested by the Fiscal Court or as the Judge/Executive deems necessary;
- G. Exercise the authority to appoint, suspend, and remove County personnel unless otherwise provided by state law, KRS 67.710 (7) as ratified by the Fiscal Court.
- H. Subject to ratification by the Fiscal Court, make appointments to or remove members from boards, commissions, and designated administrative positions as created by action of the Fiscal Court, or created by state or federal law.

### **Section II: Deputy Judge/Executive**

- 1. The Judge/Executive may appoint a Deputy Judge/Executive who, in the absence of the Judge/Executive, shall serve as Judge/Executive in all matters, except those of a member of the Fiscal Court.
- 2. The Judge/Executive shall be deemed absent when he is physically absent from the County and not in routine contact, or when other circumstances beyond his control prevent him from carrying out his duties.
- 3. The appointment of the Deputy Judge/Executive shall continue until such time the Judge/Executive terminates the employee or issues an executive order appointing a new Deputy Judge/Executive.

### **Section III: County Treasurer**

- 1. The Fiscal Court shall appoint a County Treasurer, hereinafter referred to as the Treasurer. The appointment of the Treasurer shall be for a period of four (4) years in conformance with KRS 68.010.
- 2. Procedures and Duties of the County Treasurer:
  - A. The County Treasurer shall keep records and make reports as set forth in KRS 68.210, 68.020, 68.300, 68.360 and 68.480. Also the County Treasurer shall maintain the following records as required by the Uniform System of Accounts for counties. The requirements are subject to change.
    - (1) Cash Receipts Journal and Cash Receipts Ledger
    - (2) Cash Distribution Ledger
    - (3) Appropriation Ledger
    - (4) General Ledger
    - (5) Investment Journal
    - (6) Subsidiary Ledgers and Journals
    - (7) Account for each individually:
      - a. General Fund
      - b. Road and Bridge Fund
      - c. Jail Fund

- d. LGEA Fund
- e. Special accounts as may be necessary

B. Prepare financial reports for the Fiscal Court and Jailer each month pursuant to KRS 68.360 and 441.235.

C. Prepare a quarterly financial statement for the State Local Finance Officer.

D. Prepare and have published an annual financial statement pursuant to KRS 424.220.

E. Countersign checks per the following conditions:

- (1) Claim has been reviewed by the Fiscal Court;
- (2) There is sufficient fund balance and cash in the bank to cover the check; and
- (3) There is adequate free balance in a properly budgeted appropriation account to cover the check.

F. The County Treasurer is the sole officer bonded to receive and disburse county funds.

#### **Section IV: Appointed Positions**

1. In addition to the Deputy Judge/Executive, the Judge/Executive may appoint a secretary/administrative assistant to assist with the execution of his administrative duties with approval of Fiscal Court.

2. The Judge/Executive may also appoint other positions for an undetermined period of time to assist with the execution of his administrative duties, including but not limited to, receptionist, office clerk, payroll/personnel clerk, accounts payable clerk, and assistant treasurer with approval of Fiscal Court.

3. Members of County agencies, boards, commissions and special districts shall be appointed for a period as described by the agency, board, commission, and special district by-laws.

4. The Judge/Executive may ultimately terminate the employment of any employee he appoints for failure to carry out his/her duties, for any other reason, or for no reason. Unless a statute indicates otherwise, employment at the County is at-will. This means that employees may terminate their employment at any time for any reason without breaching an 'employment contract,' just as the County can do the same. County employees acquire no property rights in or to their employment with the County. Because the Administrative Code and Personnel Policies and Procedures are not employment contracts, the County may modify and interpret them at any time. Failure of an individual to be re-appointed shall not be construed as dismissal.

#### **Section V: Procedures for Appointment of Members of Boards and Commissions**

1. The Judge/Executive shall appoint individuals to boards and commissions and inform the Fiscal Court, at a regular meeting, in writing of his appointment. If Fiscal Court ratification of the appointment is required, the Fiscal Court shall act on such nomination within thirty (30) days. If the Fiscal Court does not act upon the ratification of the appointment within the thirty (30) day period, said appointment shall be deemed ratified by the Fiscal Court, unless otherwise provided by law.
2. If the Fiscal Court rejects the appointment, the Judge/Executive may submit a second appointment, which shall be acted on within thirty (30) days. If the Fiscal Court does not act on the appointment within the thirty (30) day period, said appointment shall be deemed ratified by the Fiscal Court, unless otherwise provided by law.
3. If the Fiscal Court rejects the second appointment, the Judge/Executive may submit a third nomination. The Fiscal Court shall act on the appointment within thirty (30) days. If the Fiscal Court does not act on the appointment within the thirty (30) day period, said appointment shall be deemed ratified by the Fiscal Court, unless otherwise provided by law.
4. If the Fiscal Court rejects the third appointment, the Judge/Executive may appoint a person to serve on a temporary basis, without the ratification of the Fiscal Court, for a period not to exceed one (1) year, unless otherwise provided by law.

## **CHAPTER 5 FINANCIAL MANAGEMENT**

### **Section I: Budget Preparation Procedures**

1. By April 1<sup>st</sup> of each fiscal year, the County Judge shall obtain budget proposals prepared by each County office or agency receiving funds from the Fiscal Court, including the jailer.

2. The County Clerk and Sheriff operate on a January 1 – December 31 fiscal year with a mandatory fee based budget approval date of January 15. Therefore, the County will already have the County Clerk’s and Sheriff’s fee based budget.
3. The County Judge shall prepare a report of anticipated revenue from general fund taxes and intergovernmental transfers from city, state and federal government.
4. The County Judge shall review the expenditures in each classification of each fund for the preceding year and for the current year.
5. The County Judge may obtain from the Spencer County Treasurer receipts for actual expenditures made during the current fiscal year.
6. An estimate shall be made of expenditures for the remainder of the current year and of any surplus, by fund, which will remain.
7. The County Judge shall obtain from the Sheriff an annual settlement showing County taxes collected, not later than October 1 of the current year and by April 1 of each year of the Spencer County Property Assessment levels from the Spencer County Property Valuation Administrator.
8. The County Judge shall submit the completed proposed budget to the Fiscal Court not later than May 1 of each fiscal year.

## **Section II: Budget Adoption**

1. The Fiscal Court, at a meeting or meetings held not later than June 1 of each year, shall review each separate activity of the County for which the Judge/Executive proposes County funds are to be expended by the Fiscal Court. All expenditures shall be classified into Budget units as specified in KRS 68.240.
2. The Fiscal Court shall comment on the proposed Budget and may amend it by majority vote and according to its desire prior to June 10, when it is to be sent to the State Local Finance Officer according to the procedures of KRS 68.250.
3. Not less than twenty days before the time of adoption of the Budget, the Judge/Executive shall transmit three copies of the proposed Budget, including statements of both anticipated receipts and expenditures by Budget funds, to the State Local Finance Officer for approval as to form and classification.
4. The Judge/Executive shall cause a copy of the proposed Budget to be posted in a conspicuous place in the courthouse and be published pursuant to KRS Chapter 424, not less than seven nor more than twenty-one days before the final adoption by the Fiscal Court.

5. If the Fiscal Court rejects any part of the proposed Budget, it shall make the changes in the nature and amount of funds which a majority of the Fiscal Court members consider desirable; but the Fiscal Court has no power to make any changes in the form or classification of the Budget units or subdivision of units.
6. The Fiscal Court shall have a public hearing concerning LGEA and County Road Aid funds prior to the adoption of the Budget.
7. The Fiscal Court shall adopt the Budget by ordinance and publish a summary of it as required by KRS Chapter 424.

### **Section III: Fiscal Administration**

1. Procedures for the Treasurer- As the sole custodian and disbursing officer of County Funds the Treasurer shall:
  - A. Incur no expenditures in excess of appropriated amounts without first getting approval from the Fiscal Court for the necessary Budget adjustments.
  - B. Keep and maintain all necessary records for the appropriation and receipt of County funds.
  - C. Submit a monthly report to the Fiscal Court no later than ten days after the end of each month.
  - D. Follow good financial and accounting principles in keeping an accurate record of unused appropriations plus encumbered and unencumbered balances.
2. Claims Against The County-The Treasurer shall account for all claims against the County and all warrants issued as follows:
  - A. All claims for payment from the County shall be in writing and must be original invoices.
  - B. All claims shall be recorded by date and receipt and presented to the Fiscal Court in summary form at least once a month.
3. Payment of Claims:
  - A. The Treasurer is hereby designated to disburse Fiscal Court funds in payment of all claims in which funds have been appropriated, and for all items in which contracts have been awarded. The Treasurer may pay all claims acknowledged by the Fiscal Court.
  - B. The Judge/Executive, or his/her designee, and the Treasurer shall sign all checks.



## **CHAPTER 6 PROCUREMENT**

### **Section I: PROCUREMENT**

1. The County Judge/Executive or his/her designee shall be responsible for the performance and administration or procurement function for county government, as set forth in KRS 424.260 and requirements established by the State Local Finance Officer.
  - A. Any purchase exceeding \$1,000 shall first receive fiscal court approval.
  - B. Any purchase of less than \$1,000 shall be deemed a small purchase.
  - C. Small purchases shall be made in the open market. Every effort should be made to get the lowest and best price and to share the business among responsible vendors. Quotes are to be taken for most small purchases.
  - D. For all purchases, the Judge/Executive will prepare a three-part purchase order. Copies of the purchase order will be distributed as follows: one for the vendor, one for the agency requesting the items, and one for the Judge/Executive/Treasurer.

### **Section II: SEALED BIDDING PROCEDURES**

- A. Sealed bidding procedures shall be followed under the circumstances, conditions, and in the manner as set forth in KRS 424.260.
- B. The agency, department, official, or person requiring a contract or purchase from county funds not covered by small purchase procedures shall submit to the Judge/Executive a written request containing specifications, quantities, and delivery desired.
- C. The Judge/Executive shall report the request to the Fiscal Court with a statement of need, the approximate cost and whether or not the expenditure is provided for in the budget.
- D. The Fiscal Court shall examine the request and approve or reject it. If the request is approved, the Fiscal Court shall set any evaluation factors to be considered in

the bid selection. If any items to be purchased are on State Price Contract, the bid selection process is not necessary.

- E. The Judge/Executive shall place an appropriate advertisement in the newspaper and shall open all bids publicly at the time and place stated in the advertisement.
- F. The Judge/Executive shall submit all responsive bids to the Fiscal Court that shall select the lowest or lowest evaluated bid by a qualified bidder. The Judge/Executive shall notify the bidders of the award.
- G. The Judge/Executive shall sign a contract or issue a purchase order with the one receiving the award.
- H. Cancellation of any invitation to bid upon a written determination that such action is in the best interest of the county.
- I. Inspection of the place of business, any operation, and the examination of any financial information of any offeror engaged in the negotiated process with the county; and completion of an audit to be made of any contractor under a negotiated contract.

**Section III: PROCEDURES FOR THE PREREQUISITE TO THE USE OF  
NEGOTIATED PROCUREMENT**

- 1. Negotiated procedures may be used under the following circumstances:
  - A. An emergency exists, and has so been declared and documented.
  - B. The contract is for professional services.
  - C. All bids received exceed the amount budgeted. “

**CHAPTER 7  
CONTRACTS AND LEASES**

**Section I: Authorization of County Contracts and Leases**

1. The Judge/Executive shall be responsible for the negotiation and execution of all contracts, leases, and amendments thereto affecting the County.
2. Every contract, lease and amendment thereto shall be approved by the Fiscal Court before it is executed by the Judge/Executive.
3. Every contract, lease and amendment thereto shall be approved as to form and legality by the County Attorney.

**Section II: Recording of County Contracts and Leases**

1. Every contract or amendment thereto shall be filed in the Judge/Executive's Office under the Fiscal Court meeting during which the approval occurred.

**CHAPTER 8  
PERSONNEL ADMINISTRATION**

## **Section I: Introduction**

These policies help provide for the recruitment, development, and retention of the best employee for each position within the service of the County. The policies are intended to include the following areas:

- A. Recruiting, selecting and advancing employees on the basis of their ability, knowledge and skills, including open competition of qualified applicants for appointment;
- B. Establishing proper pay rates;
- C. Training employees, as needed, to assure high quality performance;
- D. Retaining employees on the basis of performance, correcting inadequate performance and terminating employees when appropriate;
- E. Assuring treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, disability, race, color, age, national origin, gender, religion or any other status protected by applicable law; and
- F. Assuring employees are protected against coercion for partisan, political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

## **Section II: Interpretation and Employment Relationship**

These policies are intended to provide some guidance on many personnel problems and actions which may arise. These policies are not an employment contract. Unless a statute indicates otherwise, employment at the County is at-will. This means that employees may terminate their employment at any time for any reason without breaching an "employment contract," just as the County can do the same. County employees acquire no property rights in or to their employment with the County. Because the policies are not an employment contract, the County can modify and interpret them at any time.

## **Section III: Responsibilities, Authority and Administration**

1. The Judge/Executive shall be responsible for the administration of the County personnel system.
2. The Judge/Executive may serve as the County Personnel Director, or he may designate a member of his administrative staff as the County Personnel Director.

3. The County Personnel Director may delegate such duties and functions as are deemed appropriate.
4. Pursuant to KRS 67.710(7), the Judge/Executive, with the ratification of the Fiscal Court, has the authority to appoint, supervise, suspend, and remove County personnel, unless otherwise provided for by state statute.
5. Notwithstanding the provisions KRS 67.710(7), KRS 67.711(1) gives the Judge/Executive express authority to hire a Deputy Judge/Executive, and a reasonable number of other assistants, secretaries and clerical workers to work within the Judge/Executive's office, who shall serve at his/her pleasure. The Fiscal Court, pursuant to KRS 64.530(4), is required to fix reasonable compensation for these positions.

#### **Section IV: Equal Employment Opportunity**

The Fiscal Court is an Equal Opportunity Employer and seeks to provide equal opportunity to all its employees and applicants for employment and to prohibit discrimination based on race, color, religion, gender, national origin, political affiliation, age disability, or marital status.

The County promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits, and all other terms, privileges, and conditions of employment. The County insures that equal opportunities are available on the basis of individual merit and encourages all persons to seek employment and to strive for advancement on that basis.

#### **Section V: Personnel Policies and Procedures Handbook**

1. The Judge/Executive or his/her designee shall be responsible for the creation, distribution and maintenance of a Personnel Policies and Procedures Handbook, frequently referred to as the Employee Handbook.
2. The Employee Handbook shall include at a minimum the following adopted policies: a Sexual Harassment policy; rules and regulations concerning training, recruitment, selection, promotion, and termination, dispute resolution, compensation and benefits; travel and reimbursement; safety regulations, and other items which may be deemed important.
3. The Employee Handbook shall be reviewed by the Judge/Executive or his/her designee annually, and updated as often as may be necessary.
3. The Employee Handbook/Personnel Policies and Procedures Handbook is attached as Attachment No. 2.

**CHAPTER 9**  
**DELIVERY OF COUNTY SERVICES**

**Section I: Procedures for Organization/Reorganization of County Departments and Agencies**

1. The County Judge/Executive shall submit to Fiscal Court a written plan which describes the services and functions to be performed by each department, agency, commission or special district to be created.
2. The plan shall include an organizational chart showing the relationship of each department, agency, commission or special district to others and the lines of authority. The chart shall be maintained in current condition and shall be available for public inspection during office hours.
3. The reorganization plan shall be submitted to Fiscal Court for review and available for public inspection fifteen days prior to its effective date.

4. The County Judge/Executive or Fiscal Court may cause the records and accounts of any administrative agency to be examined at any time.

## **Section II: Services**

The County shall provide services to its citizens with the following departments:

- A. Animal Control Department
- B. Code Enforcement Department
- C. Emergency Management Department
- D. Emergency Medical Services (EMS) Department
- E. Road Department

The County may provide additional services, not listed above (ie. parks, recycling, etc.).

## **Section III: Animal Control Department**

1. Function

The function of the Animal Control Department is to protect the health and safety of the public and protect the animals of the community from neglect and cruelty.

2. Services of the Animal Control Department include:

- A. Collecting abandoned, stray and non-licensed animals.
- B. Operating a lost and found animal program.
- C. Humanely caring for the animals in its charge.
- D. Operating a pet adoption program.
- E. Investigating complaints of animal abuse and neglect.
- F. Providing the public with information about responsible ownership of animals.

3. Departmental Responsibilities

- A. The Animal Control Department shall adhere to any and all Kentucky Revised Statutes.
- B. The Animal Control Department shall provide reports to the Judge/Executive or Fiscal Court as directed by the Judge/Executive.

**Section IV: Code Enforcement Department**

1. Function

The function of the Code Enforcement Department is to enforce the County's current Nuisance Ordinance, requiring property owners to maintain their property in an acceptable condition.

2. Services of the Code Enforcement Department include:

- A. Notifying property owners of non-compliance with the County's current Nuisance ordinance.
- B. Citing property owners who do not comply with the Ordinance following proper notification to do so.
- C. Testifying on behalf of the County as required in court proceedings against non-compliant property owners.
- D. Other duties as assigned.

3. Departmental Responsibilities

- A. The Code Enforcement Department shall adhere to any and all Kentucky Revised Statutes.
- B. The Code Enforcement Department shall provide reports to the Judge/Executive and Fiscal Court as directed by the Judge/Executive.

**Section V: Emergency Management Department**

1. Function

The function of the Emergency Management Department is to coordinate the various County response teams in the time of natural or man-made disasters and to



provide training, create public awareness, and coordinate the efforts of hazardous waste (Hazmat) teams.

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2. Services of the Emergency Management Department include:
  - A. Improving of public awareness
  - B. Providing of training materials and training opportunity.
  - C. Coordinating of response efforts for natural or man-made disasters.
  - D. Coordinating of hazardous waste activities.
  - E. Other duties as assigned.
  
3. Departmental Responsibilities
  - A. The Emergency Management Department shall adhere to any and all Kentucky Revised Statutes.
  
  - B. The Emergency Management Department shall provide reports to the Judge/Executive and Fiscal Court as directed by the Judge/Executive.

#### **Section VI: Emergency Medical Services (EMS) Department**

1. Function

The function of the EMS Department is to provide emergent and routine medical care and transportation to those persons in the County who suffer injury or illness, and to work with citizens and citizen groups to decrease the in the incident of preventable injury, illness and death.
  
2. Services of the EMS Department include:
  - A. Responding to medical and trauma emergencies.
  
  - B. Routine medical transportation of persons requiring ambulance transport.
  
  - C. Planning, coordinating, and providing medical support and transportation to area acute and long term health care facilities.
  
  - D. Educating the public on how to receive a medical emergency and how to properly respond to such incidents.
  
  - E. Other duties as assigned.
  
3. Departmental Responsibilities
  - A. The EMS Department shall adhere to any and all federal and state laws and regulations.

- B. The EMS Department shall provide reports to the Judge/Executive and Fiscal Court as directed by the Judge/Executive.

## **Section VII: Road Department**

1. Function

The function of the Road Department is to maintain the County roadways in a safe condition for public use.

2. Services of the Road Department include:

- A. Cleanup of storm damage along roadways following declared disasters.
- B. Paving and resurfacing roads.
- C. Patching potholes.
- D. Maintaining road shoulders.
- E. Clearing snow and ice from County roads and parking lots of County owned buildings.
- F. Maintaining rights-of-way by trimming brush and trees, and mowing.
- G. Installing and maintaining traffic safety signs and street name signs.
- H. Inspecting new subdivision streets constructed outside of city limits.
- I. Performing maintenance and service to County owned vehicles and equipment.
- J. Other duties as assigned.

3. Departmental Responsibilities

- A. The Road Department shall adhere to any and all Kentucky Revised Statutes.
- B. The Road Department shall provide reports to the Judge/Executive and Fiscal Court as directed by the Judge/Executive.

## **Section VIII: Park Department**

### 2. Function

The function of the Parks Department is to repair, maintain and care for the County parks and County owned properties.

### 3. Services of the Parks Department include:

- J. Mowing of the grass and general maintenance/repair of the grounds, in County parks.
- K. Maintenance of baseball and soccer fields.
- L. Organization of tournaments when called for.
- M. Removal of debris and other storm or flood related debris from County parks.
- N. Other duties as assigned.

## **Section IX: Recycling**

### 2. Function

The function of the Recycling Department is to assist county residents recycle.

### 3. Services of the Recycling Department include:

- A. Assisting County residents, businesses, schools and County offices with recycling.
- B. Solid waste coordination.
- C. Litter abatement County roads.
- D. Preparing grants for recycling and solid waste.
- E. Other duties as assigned.