

**GILA COUNTY  
COUNTYWIDE POLICIES & PROCEDURES  
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<b>ADMINISTRATIVE - 003</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-ADM-001	DEVELOPMENT, REVIEW & APPROVAL OF POLICIES & PROCEDURES	
BOS-ADM-002	COMPUTING AND COMMUNICATION TECHNOLOGY USE AND ETHICS	8/5/2014
<i>BOS-ADM-003</i>	<i>VACANT</i>	
<i>BOS-ADM-004</i>	<i>VACANT</i>	
<i>BOS-ADM-005</i>	<i>COUNTY VEHICLE USE &amp; TAKE HOME ADMINISTRATION</i>	

<b>CLERK OF THE BOARD - 004</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-COB-001	MINUTES OF THE BOARD OF SUPERVISORS' MEETINGS	8/5/2014
BOS-COB-002	BOARDS, COMMISSIONS & COMMITTEES	2/5/2013/ Revised 2/18/14
BOS-1-2005	REQUEST FOR PUBLIC RECORDS (New policy# BOS-COB-003 and name change to ACCESS TO PUBLIC RECORDS)	12/13/2005
<i>BOS-COB-003</i>	<i>ACCESS TO PUBLIC RECORDS</i>	
BOS-COB-004	CALL TO THE PUBLIC (Former policy# BOS-1-2009 adopted 02/17/09)	9/3/2013

<b>ELECTIONS - 006</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
ELS-001	ELECTION SECURITY AND INTEGRITY	6/5/2012

<b>FINANCE - 007</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-FIN-001	DEPARTMENTAL BANK ACCOUNTS	9/20/2011
BOS-FIN-002	PROCUREMENT CONTRACTS	9/20/2011
BOS-FIN-003	PROCUREMENT PURCHASING	9/30/2014
<i>BOS-FIN-004</i>	<i>VACANT</i>	
BOS-FIN-005	CAPITALIZATION OF FIXED ASSETS	8/20/2012
<i>BOS-FIN-006</i>	<i>TRAVEL &amp; RELATED EXPENSES</i>	
<i>BOS-FIN-007</i>	<i>CREDIT CARD ISSUANCE &amp; USE</i>	
BOS-FIN-008	FUNDS TRANSFER	8/20/2012
BOS-FIN-009	FUND BALANCE	8/20/2012
BOS-FIN-010	CASH RECEIPT & DEPOSITS	8/20/2012
<i>BOS-FIN-011</i>	<i>MILEAGE REIMBURSEMENT</i>	
<i>BOS-FIN-012</i>	<i>VACANT</i>	
<i>BOS-FIN-013</i>	<i>MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS REIMBURSEMENT</i>	
BOS-FIN-014	DISPOSAL OF FIXED ASSETS & INVENTORY	8/20/2012
BOS-3-2005	ACCEPTING AND ADMINISTERING GRANTS (New policy# BOS-FIN-015 and name change to GRANTS MANAGEMENT)	12/13/2005
<i>BOS-FIN-015</i>	<i>GRANTS MANAGEMENT</i>	
BOS-FIN-016	COMMUNITY AGENCY & ECONOMIC DEVELOPMENT FUNDING	2/5/2013

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<b>HUMAN RESOURCES - 009</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-HRS-001	TEMPORARY EMPLOYEES	
BOS-HRS-002	EMERGENCY EMPLOYEES	
BOS-HRS-003	VOLUNTEERS	
BOS-HRS-004	NEW EMPLOYEE ORIENTATION	
BOS-HRS-005	PAYROLL TIME REPORTING	
BOS-HRS-006	PAYROLL AUTHORIZATIONS	9/20/2011
<del>BOS-HRS-007</del>	<del>DISCLOSURE OF CONFLICT OF INTEREST</del> (New policy# BOS-HRS-150 and name change to CONFLICT OF INTEREST on 8/5/14)	<del>1/22/2013</del>
<i>BOS-HRS-008</i>	<i>VACANT</i>	
BOS-HRS-009	AUTHORIZED POSITION LIST	
<i>BOS-HRS-010</i>	<i>VACANT</i>	
BOS-HRS-110	EQUAL OPPORTUNITY UNLAWFUL DISCRIMINATION, HARRASSMENT AND RETALIATION	12/17/2013
BOS-HRS-115	AMERICANS WITH DISABILITIES AND REASONABLE ACCOMMODATION	12/17/2013
BOS-HRS-120	STANDARDS OF CONDUCT	
BOS-HRS-135	EMPLOYMENT OF RELATIVES	
BOS-HRS-140	CONFLICT OF INTEREST	8/5/2014
BOS-HRS-145	NO EXPECTATION OF PRIVACY AND WORKPLACE SEARCHES	
BOS-HRS-215	PROBATIONARY EMPLOYMENT PERIOD	
BOS-HRS-245	CLAIMS OF CONSTRUCTIVE DISCHARGE	
BOS-HRS-310	PREVENTION OF WORKPLACE VIOLENCE	
BOS-HRS-405	PERFORMANCE APPRAISAL	
BOS-HRS-410	COMPENSATION PLAN	4/29/2014
BOS-HRS-415	CLASSIFICATION PLAN	4/29/2014
BOS-HRS-610	DISCIPLINARY ACTION	
BOS-HRS-615	GRIEVANCE PROCESS	
BOS-HRS-625	PERSONNEL COMMISSION	

<b>SAFETY, SECURITY &amp; EMERGENCY - 010</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-SSE-001	NOTIFICATION IN EMERGENCY SITUATIONS	
BOS-SSE-002	FACILITIES SECURITY PLAN	
BOS-SSE-003	DISASTER EVACUATION PLAN	
BOS-SSE-004	INCIDENT REPORTING	
BOS-SSE-005	BOMB THREATS	
BOS-SSE-006	DISASTER DRILLS	
BOS-SSE-007	HOSTILE INTRUDER	
<i>BOS-SSE-008</i>	<i>VACANT</i>	
BOS-SSE-009	BUILDING ACCESS-KEY & CARD ISSUANCE	

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BOS-SSE-010	HAZARDOUS MATERIAL CONTROL	
BOS-SSE-011	HANDICAPPED ACCESSIBILITY	