

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION

02- 4

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy and procedure for disclosure of outside employment or contractual relationships of County Officials and Department Heads.

I. POLICY

It shall be the policy of the Jefferson County Commission that County Officials and County Department Heads continuously disclose the names of individuals, firms or entities with whom they have any form of employment or relationship which results in any form of compensation or benefit to the Official or Department Head.

II. PROCEDURE


It is the responsibility of every County Official and County Department Head to submit to the Jefferson County Minute Clerk a list of all individuals, firms or entities (excluding Jefferson County) with whom they have any form of employment or other relationship which results in any form of compensation or benefit to the Elected Official or Department Head.

Such list shall be maintained continuously in a current status by the Official and Department Head.

With respect to any contract or item of business whatsoever that is submitted to the County Commission for approval or other action, it shall be the responsibility of every County Official and Department Head to disclose in writing any form of

employment or relationship with any individual, firm or entity connected with the item and to attach such disclosure to the item upon submission to the Commission.

ORDERED at the Jefferson County Courthouse this 24 day of September, 2002.



GARY WHITE, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 9-24-02
MINUTE BOOK: 139
PAGE(S): 74-75