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Teton County Administrative Policies have been adopted by the Board* in order to standardize and simplify County operations by providing clear, written guidelines. The Policies are also intended to increase citizen confidence in County government and prevent the misuse of public resources and funds. Elected Officials may adopt further policies and procedures to meet the unique needs of the departments they administer, provided the additional policies do not conflict with the Teton County Administrative or Personnel Policies. Each policy listed below is a discreet document that may be changed independently of any other policy.

**The term "Board" is used throughout these policies to refer to the Board of County Commissioners.*

GENERAL ADMINISTRATIVE POLICIES

Appointment of Board & Committee Members

Attachment A. Questions to Ask Yourself

Attachment B. Application for Board Appointment

Computers, Technology & Information Security

Drug-Free Workplace

Emergency Closure

Employee Emergency Procedures *(to be determined)*

Ethics

Hiring New Employees

Password Management

Public Hearing Procedures

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Safety

Salary Plan Administrative Guidelines

Sandbags

Social Media

TASERS™

Use of County Resources

Use of Courthouse Facilities

Attachment A. Agreement for Use of

Courthouse Facilities

Vehicle Use Policy

*Attachment A. Acknowledgement of Receipt of Teton
County Vehicle Use Policy & Vehicle Assignment*

FINANCIAL POLICIES

Appropriate Use of County Funds

Capital Assets

Attachment A. County Inventory

Cash Receipts *(see "Purchasing & Contracts")*

Claims (Accounts Payable)

Attachment A. Claim

Attachment B. Verification of Lost Warrant

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Fringe Benefits

*Attachment A. Certification of Use of a County Vehicle
for Commuting as a Non-Taxable Fringe Benefit*

*Attachment B. Certification of Use of a County Vehicle
for Commuting as a Taxable Fringe Benefit*

Grants

Attachment A. Grant Application Proposal

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Non-Profit Funding

Attachment A. Non-Profit Funding Request

Petty Cash

Purchasing & Contracts *(see "Capital Assets")*

Attachment A. Public Works Contractor License

Attachment B. Other Procurement Information

Travel Reimbursement

PUBLIC WORKS POLICIES

PW Inter-Agency Emergency Notification

PW Private Work on Public Roads

PW Recycling

PW Resolving Conflicts of Interest Associated with
County Engineer Reviews

PW Salvaging

Attachment A. Permit Application

PW Snowplowing