

TABLE OF CONTENTS

PIMA COUNTY BOARD OF SUPERVISORS POLICIES

A. TABLE OF CONTENTS

B. GENERAL PROVISIONS

1. Authorization
 - a. Board of Supervisors Policy Manual
2. Policy guidelines & procedures

C. ELECTED OFFICIALS

1. Assessor
2. Board of Supervisors
 - 2.1 Workplace Ethics, Conduct and Compliance 09/03/13
 - 2.2 Charter Government..... 10/30/90
 - 2.3 Employee Compliance 10/30/90
 - 2.4 Non-Interference in Administrative Affairs 10/30/90
 - 2.5 Agenda/Addendum Policy 04/07/09
 - 2.6 Internal Audit Function 10/16/07
 - 2.7 Prohibiting Weapons in Pima County
Facilities and Vehicles 11/16/10
3. County Manager
 - 3.2 Code Review Commission 10/30/90
 - 3.3 Public Art Program 03/10/98
 - 3.4 Incentive Reward Policy..... 08/12/91
 - 3.5 Notification to Board of Supervisors of Public Meetings
to be Held in their District 01/17/95
 - 3.6 Office of Revenue and Collections 10/05/99
 - 3.7 HIPAA Privacy Policy 03/18/03
 - 3.8 Cellular/Portable Telephones 03/02/04
 - 3.9 Information Technology Software and Hardware
Resources 06/01/04
 - 3.10 Computer Use 07/24/07
 - 3.11 Computer Network Security..... 05/18/04
 - 3.12 Electronic Mail (E-Mail)..... 10/19/10
 - 3.13 Pima County Web Sites 05/18/04
 - 3.14 Telephone Equipment, Telecommunications
Services and Voice/Data Lines 05/18/04
 - 3.15 Internet Access and Use 05/18/04
 - 3.16 Delegation of Authority to Approve Representation of the
County by the Attorney General in Centrally-Assessed
Property Cases..... 04/18/06
 - 3.17 Protection of Cultural Resources..... 12/02/08

3.18	Tobacco-Free Environment.....	11/13/12
4.	Clerk of the Board	
4.1	Cost Recovery for District Creation	05/06/97
4.2	Pima County Records Management Program.....	07/05/00
5.	Management Systems Analysis (MSA)	
6.	County Attorney	
6.1	Utilization of Attorneys	12/06/94
6.2	Board of Supervisors Delegation of Settlement Authority to County Attorney	11/16/10
7.	Recorder	
8.	Sheriff	
9.	Presiding Judge of the Superior Court	
10.	Clerk of the Superior Court	
11.	Constables	
12.	Justice Court	
13.	Juvenile Court	
14.	Courts Administration	
15.	Superintendent of Schools	
16.	Treasurer	
16.1	Investment Policy	07/21/92
16.2	Distribution of Forest Reserve Funds	08/06/94
17.	(Reserved)	
18.	(Reserved)	
19.	(Reserved)	

D. ADMINISTRATION

20.	Elections	
21.	Equal Employment Opportunity (EEO/AA)	
21.1	Equal Opportunity and Affirmative Action.....	07/07/09
21.2	Prevention of Sexual Harassment.....	04/21/09
21.3	Prevention of Workplace Harassment.....	07/07/09
21.4	Native American Employment	04/21/09
22.	Finance & Budget	
22.1	Departmental Bank Accounts.....	03/09/99
22.2	Budget Accountability	07/12/11
22.3	Performance Audits of County Departments.....	10/26/99
22.4	Tax Reduction and Debt Retirement Fund.....	10/26/99
22.5	Periodic Review of Departmental Base Budgets	10/26/99
22.6	Policy for Administering Grants.....	07/12/11
22.7	Capitalization Policy for Capital Assets.....	07/12/11
22.8	Operating Transfers.....	07/12/11
22.9	Cost Recovery for Credit Card and Debit Card Processing.....	03/02/10
22.10	Change in Classification of Owner's Primary Residence	12/18/12

23.	Human Resources	
23.1	Preventing, Identifying and Addressing Workplace Bullying.....	04/16/13
23.2	Personnel Administration Unclassified Service - Selection and Appointment	07/07/09
23.3	Personnel Administration Classified Service	07/07/09
23.4	Personnel Administration Classified Service Competitive Selection.....	07/07/09
23.5	Personnel Administration Classified Service Equitable and Adequate Pay.....	07/07/09
23.6	Personnel Administration Classified Service Essential Training.....	07/07/09
23.7	Personnel Administration Classified Service Performance-Based Retention	07/07/09
23.8	Personnel Administration Classified Service Fair Treatment.....	07/07/09
23.9	Personnel Administration Classified Service Political Affiliation Protection	07/07/09
23.10	Position Management System.....	07/07/09
23.11	Preventing Workplace Violence	02/08/11
23.12	Employment Verification and Reference Checks	01/05/10
23.13	Criminal Background Checks	03/20/01
23.14	Soliciting Social Security Numbers.....	04/03/01
23.15	Hiring Foreign Nationals Under H-1B and Other Temporary or Non-Immigrant Visas	07/15/02
23.16	Youth Employment Laws.....	12/03/02
23.17	Fair Labor Standards Act: New White Collar Rules.....	09/07/04
23.18	Fair Labor Standards Act: Safe Harbor	09/07/04
23.19	Multiple Positions	06/06/06
23.20	Attendance Policy During Pandemic Influenza Outbreak	10/13/09
24.	IMAGIN/Geographical Information Systems	
25.	Indigent Legal	
26.	Legal Defender	
27.	Information Technology	
28.	Public Defender	
29.	Purchasing/Printing	
29.1	Selection & Contracting of Architectural & Engineering Related Professional Services and Alternative Project Delivery Methods under ARS Title 34	03/01/11
29.2	Procurement Policy	03/01/11
29.3	Small Purchase Policy.....	02/07/12
29.4	Contracts Policy	03/01/11
29.6	Selection & Contracting of Professional Services (Excludes A.R.S. §34 Engineering/Architect Related Services)	03/01/11

29.7	Selection and Contracting Medical and Health-Related Professional Services	03/01/11
29.8	SBE Policy.....	03/01/11
29.9	Department Purchase Responsibility	03/01/11
29.10	Disadvantaged Business Enterprise.....	07/07/09
29.11	Surplus Personal Property.....	09/15/09
30.	Risk Management	
30.1	Acquired Immune Deficiency Syndrome (Aids)	06/02/92
30.2	Americans With Disabilities Act.....	04/17/01
31.	Economic Development and Tourism	
31.1	Special Events on County-Owned Recreational & Educational Facilities Managed by a Private Operator/Lessee	02/20/07
32.	Pima County Public Library	
32.1	Bulletin Board and Handout Policy	08/07/07
32.2	Circulation Policy.....	10/04/11
32.3	Collection Development Policy	12/13/11
32.4	Computer and WiFi Use Policy	06/18/13
32.5	Confidentiality Policy	08/07/07
32.6	Customer Code of Conduct Policy	08/07/07
32.7	Displays and Display Case Policy	08/07/07
32.8	Fines and Fees Schedule Policy	05/14/13
32.9	Gift Policy	08/07/07
32.10	Meeting Room Use Policy	08/07/07
32.11	Petition Passing Policy	08/07/07
32.12	Unattended Children Policy	08/07/07
32.13	E-Commerce Policy.....	08/19/13
33.	Communications Office	
33.1	Programming Policy and Operational Procedures for Pima County Government Cable Television Channel(s)	06/21/11
34.	(Reserved)	
35.	(Reserved)	

E. HEALTH/COMMUNITY SERVICES

36.	Community Services	
36.1	Review of Requests and Monitoring of Contracts for Discretionary Funds Allocated to Outside Agencies for Economic Development, Health and Social Services.....	04/23/91
37.	Health/Animal Control	
38.	(Reserved)	
39.	Medical Assistance	
40.	Medical Examiner	
41.	Pima Health System	
42.	Pima Long Term Care Services (PLTCS)	

- 43. Public Fiduciary
- 44. (Reserved)
- 45. (Reserved)
- 46. (Reserved)
- 47. (Reserved)
- 48. (Reserved)

F. PUBLIC WORKS

- 49. Automotive Services
 - 49.1 Equipment Use Policy 07/07/92
 - 49.2 Equipment Utilization..... 07/20/93
- 50. Environmental Quality
 - 50.1 Pima County Environmental Policy (PCEP).....4/93
- 51. Facilities Management
- 52. Parks and Recreation
 - 52.1 Fee Waiver Policy 07/18/00
- 53. Planning & Development
 - 53.1 Subdivision Platting and Improvement Plan
 Submittal Policy..... 08/15/94
 - 53.2 Tentative Plat Notification Policy 05/16/95
 - 53.3 Lot Split Policy..... 10/10/95
- 54. Transportation and Flood Control District
 - 54.1 Planting in Pima County Right-of-Way 12/17/91
 - 54.2 Installation of "Deaf Child Area" and "Blind
 Child Area" Warning Signs 04/13/93
 - 54.3 Licenses for Encroachments into County or
 Flood Control District Rights-of-Way 04/13/04
 - 54.4 Neighborhood Traffic Management Program 01/21/97
 - 54.5 Pima County Rural Transit Substance Abuse Policy
 Statement..... 05/13/97
 - 54.6 Licenses for Use of County Rights-of-Way for Wireless
 Communication Facilities 12/07/99
 - 54.7 Small Tracts Easements by Patent Reservation
 (Veteran Tracts Roads)04/03/01
 - 54.8 Graffiti Abatement Assistance Program Entitled "Taking
 Action Against Graffiti" (TAAG)03/20/07
 - 54.9 Water Rights Acquisition, Protection
 and Management 07/24/07
- 55. Wastewater Management
- 56. (Reserved)
- 57. (Reserved)
- 58. (Reserved)
- 59. (Reserved)
- 60. (Reserved)

G. CROSS-REFERENCE INDEX