

Approved Administrative Policies

1/17/2017

	<u>Approved</u>
1. Electronic Communications Policy	7/21/05
2. Town Code Maintenance Policy	8/16/05
3. Return to Work Policy	8/25/05
4. Self-Inspection Safety Program	8/25/05
5. Incident Investigation Policy	8/25/05
6. (Combined with #7)	
7. Injured Worker's Procedure Manual	11/21/16
8. Safety Policy Statement	1/4/06
9. Bloodborne Pathogen	4/4/06
10. Confined Space Entry	4/4/06
11. Wireless Telephone Allowance Policy	6/10/15
12. Check Return Fee Policy	6/14/06
13. Personnel Policies	1/13/16
14. Uniform Policy (& Protective Clothing)	6/29/06
15. Notes on Raw Water Policies and Events	8/19/08
16. Finance Staff's Separation of Duties	11/30/06
17. Truck Hauled Waste (Septage Receiving) Policy	12/28/06
18. Pretreatment Program Procedures Manual	3/8/01
19. Customer Work Policy	7/1/07
20. Beautification Grant Program	5/14/03
21. Snow Plan	10/14/15
22. Drivers License Verification Policy	5/24/07
23. Vehicle Use Policy	3/3/14
24. Emergency Water Buy-Sell Policy	10/20/07
25. Collections Policy	12/14/16
26. Water Truck Permit Policy (Form)	10/16/07
27. Purchasing Policy	3/10/10
28. Utility Rate and Fee Policy	11/09/16
29. Bookkeeping Procedures Manual	12/9/15
30. Brockman Park Hunting/Trespassing Policies	9/18/00
31. Drug Screening Procedure	8/19/08
32. Use of Force Policy (Police Department)	8/14/08
33. Employee Time Card Policy	4/11/14
34. Banner Program Policy and Form	11/9/16
35. Identity Theft Policy	11/12/08
36. Street Light Repair Procedure	8/21/09
37. Fire Hydrant Flow Goals and Minimum Requirements	2/8/95
38. Street Light Policy and Form	2/10/10
39. Asset Inventory and Surplus Item Policy	9/8/10
40. Water System Hydraulic Study Standard	9/9/10
41. Seized Asset Policy	10/13/10
42. Fund Balance Policy	1/11/12
43. Police Department Residency Policy	1/12/11
44. Maintenance of Premises Enforcement Policy	8/9/12
45. Payment Acceptance Policy (ref Credit Cards)	6/11/14
46. Town Hall Building and Grounds Use Policy	8/13/14
47. VA811 Awareness Policy	10/29/15
48. Freedom of Information Act Policy	6/10/16
49. White Vehicle Policy	1/11/17