

JEFFERSON COUNTY COMMISSION  
3-16-94  
BOOK: 105  
224-32

ADMINISTRATIVE ORDER NO. AO 94-1

Pursuant to the authority vested in the Jefferson County Commission by law the following Administrative Order is hereby issued.

PURPOSE

TO ESTABLISH THE JEFFERSON COUNTY POLICY PROHIBITING THE USE OF THE COUNTY NAME OR CREDIT OR OTHER SYMBOLISM FOR PERSONAL USE.

POLICY

The Constitution of Alabama of 1901, § 94, prohibits the County from lending its credit or granting public money or thing of value in aid of or to any individual, association or corporation whatsoever. It is the policy of the Jefferson County Commission that § 94, be strictly observed and followed by all County officials, employees and other representatives or agents whatsoever.

PROHIBITION

The following acts or activities are hereby expressly prohibited and violations hereof may result in disciplinary action, including termination for County employees and authorized and appropriate adverse action against public officials:

- 1) The use of the credit of Jefferson County for any unauthorized purpose including any such purpose in aid of any individual, association or corporation.
- 2) The unauthorized granting of public money (without authorized consideration) in aid of, or to any individual, association or corporation.
- 3) The unauthorized granting of any thing of value (without authorized consideration) in aid of, or to any individual, association or corporation whatsoever.

The foregoing includes but is not limited to the following:

- 1) The unauthorized use of County vehicles or equipment for private purposes (See AO 89-1 and AO 91-8).

- 2) The unauthorized use of County telephones including long distance charges (See AO 91-8).
- 3) The unauthorized solicitation of any goods or services for the personal or private use (i.e., non-County), of friends, relatives, etc., citing or otherwise asserting County employment or other association with the County as inducement.
- 4) The purchase or acquisition with or without consideration of goods or services for personal or private use (i.e., non-County), of any individual, employee, official, association or corporation whatsoever, in the name of the County or using the name of the County in any manner whatsoever.
- 5) The solicitation in any manner whatsoever of meals, food, drinks, gifts, money or anything of value citing or otherwise using in any manner whatsoever, employment, representation or association with the County, as any form of inducement whatsoever.

This Administrative Order is cumulative and supplementary with, and not in lieu of or as any limitation upon, Constitutional and statutory provisions and prohibitions. The foregoing includes said Constitution of 1901, § 94 and § 36-25-1, et seq., Code of Ala. 1975, Code of Ethics.

#### ENFORCEMENT

All County officials and department heads and other supervisory employees are responsible for the enforcement of this Administrative Order as to County officials and County employees. Department heads are directed to insure proper notice to all County employees within their departments of this Administrative Order and to enforce it according to its terms by proper disciplinary action.

#### EFFECTIVE DATE

This Administrative Order shall take effect upon its execution below.

ORDERED by the Jefferson County Commission this 16 day of M a r c h , 1 9 9 4 .

  
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Mary M. Buckalew, President  
Jefferson County Commission