



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

MEMO

TO: County Commission
FROM: Robert W. Wilson
Date: February 28, 2023
Subject: Commission Policy Manual Update

The Administration Office has been working to update the Commission Policy Manual. The approach we are taking to update the manual is to work on the update in phases and parts. The first phase is to remove all policies that are not needed in the manual. Work has been done on policies found on the last two pages of the manual's index; this is phase one part one. The recommended removals from this section are on the following pages for the Board to review.

The goal in breaking down the phase is to give staff and the Board a more palatable look at which policies are needed and which are no longer in practice, are included in another manual, or are not needed.

SUGGESTED MOTION: Amend Commission Policy Manual with the removal of policies; 18.00, 19.00, 19.10, 20.00, 22.00, 23.00, 33.00, 32.00, 25.03, 25.10, 25.09, 25.05, 25.20, 25.14, 25.15, 25.17, 25.18, 25.19, 25.21, 25.16, 25.22, 25.23, 25.04, 25.11, 25.06, 25.02, 25.07, 25.08, 25.12, 30.00, and 26.00.

Below is the last two pages of the Commission Policy Manual Index, all the policies in this section have been reviewed and the policies are recommended as **Highlighted Red**-recommended removal from manual, **Highlighted Yellow**- needs further review from the respective department, and **Highlighted Green**-recommended stay in manual.

INDEX (Cont.)

HOME RULE CHARTER	38.00
ORDINANCE #1995-1 (PLANNING COMMISSION MEMBERSHIP).....	38.01
ORDINANCE #1996-1 (CURFEW FOR MINORS)	38.02
ORDINANCE #1997-1(SCHOOL BUS ORDINANCE)	38.03
ORDINANCE #1997-2 (SCHOOL BUS ORDINANCE)	38.04
ORDINANCE #1997-3 AMENDED (CASS COUNTY PARK CAMPSITE).....	38.05
ORDINANCE #1998-1 (SURFACE USE OF THE RED RIVER)	38.06
ORDINANCE #1998-2(FLOOD DAMAGE PREVENTION)	38.07
ORDINANCE #1998-3(ANIMAL CONTROL ORDINANCE)	38.08
ORDINANCE #1999-1(JAIL SALES TAX)	38.09
ORDINANCE #2004-1 AMENDED (VECTOR BUILDING PROJECT)	38.10
ORDINANCE #2004-2 AMENDED (RECREATIONAL AQUATIC FACILITIES)	38.11
ORDINANCE #2004-3 (BODY ART REGULATION)	38.12
ORDINANCE #2005-1 (CASS COUNTY COMPREHENSIVE PLAN).....	38.13
ORDINANCE #2005-2 AMENDED(OVER DIMENSION VEHICLE REGULATIONS).....	38.14
ORDINANCE #2005-3 (TEMPORARY OPEN BURNING BAN)	38.15
ORDINANCE #2005-4 (CASS COUNTY JAIL ADDITION PROJECT).....	38.16
ORDINANCE #2005-5 (ALCOHOLIC BEVERAGE SALE AND CONSUMPTION)....	38.17
ORDINANCE #2006-1 AMENDED (CASS COUNTY SUBDIVISION ORDINANCE).....	38.18
ORDINANCE #2007-1 AMENDED (CASS COUNTY HIGHWAY ACCESS)	38.19
ORDINANCE #2009-1 (COURTHOUSE WEST ADDITION)	38.20
ORDINANCE #2009-2 (INITIATING AND REFERRING ORDINANCES)	38.21
ORDINANCE #2010-1 (CASS COUNTY BUILDING LEVIES)	38.22
ORDINANCE #2010-2 AMENDED (FLOOD CONTROL SALES TAX)	38.23
ORDINANCE #2012-1 (EMERGENCY AND FLOOD MITIGATION TAX)	38.24
ORDINANCE #2014-1 (AUTHORIZE SHERIFF TO POLICE PUBLIC EVENTS).....	38.25
ORDINANCE #2014-2 (EMERGENCY SERVICE COMMUNICATIONS 911 FEE)....	38.26
ORDINANCE #2015-1 AMENDED (ON-SITE SEPTIC REGULATIONS).....	38.27
ORDINANCE #2015-2 (RIGHT OF WAY ENCROACHMENT)	38.28
ORDINANCE #2016-1 (WEED MANAGEMENT PLAN)	38.29
ORDINANCE #2017-1 (ELECTED TO APPOINTED POSITIONS)	38.30
ORDINANCE #2017-2 (COMBINE AUDITOR AND TREASURER OFFICES).....	38.31
ORDINANCE #2018-1 (CAPITAL PROJECTS FUND)	38.32
ORDINANCE #2018-2 (WEST CENTRAL REGIONAL JUVENILE CENTER)	38.33
ORDINANCE #2018-3 (ALCOHOLIC BEVERAGE RETAIL LICENSE FEES)	38.34

INSURANCE **18.00**

Recommend removal, not needed in Commission Policy Manual.

LICENSE FEES (PROFESSIONAL) **19.00**

Recommend removal, not needed in Commission Policy Manual. A mirror policy can be found in the Employee handbook policy 316.



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LICENSE FEES (ALCOHOLIC BEVERAGE) 19.10

Recommend removal, this policy has been updated and is mirrored in Ordinance #2018-3.

LOBBYING 20.00

Recommend removal, a similar policy can be found in Employee Handbook policy 509.

MIDA BONDS

APPLICATION FORM 21.10

INSTRUCTIONS FOR APPLICANT 21.00

NOTICE OF PUBLIC HEARING 21.20

RESOLUTIONS 21.30

MOTOR POOL 36.00

MUNICIPAL INCORPORATION 22.00

Recommend removal, not needed in Commission Policy Manual, this information is laid out in NDCC 40-02-05.

PERSONNEL 23.00

Recommend removal, not needed in Commission Policy Manual.

PLANNING FUNCTION OF CASS COUNTY 24.20

SUBDIVISION APPLICATION FEES 24.30

PLATTING AND LAND SUBDIVISION REGULATIONS 24.00

ROADS IN SUBDIVISIONS/SEWER PERMITS/SOILS TESTS 24.10

POSTAGE DUE MAIL 33.00

Recommended removal by Deb Moeller, per 5/4/2021 email from former Finance Director, "We do have a postage due account, we have to have it because we have to accept election mail even if it is postage due. The policy should be eliminated." Policy not in current practice.

INDEX (Cont.)

POST ISSUANCE DEBT COMPLIANCE POLICY 21.52

RECOVERY ZONE BONDS 21.50

RECOVERY ZONE ECONOMIC DEVELOPMENT BONDS 21.51

RESERVING MEETING ROOMS 32.00

Recommend removal, not needed in Commission Policy Manual, not in current practice.

SAFETY

Many of the safety policies are covered in the Employee Handbook, are covered in another manual put together by the Emergency Management Office, or are not in current practice.

ACCIDENT PREVENTION 25.03

Recommend removal by Jim Prochniak, not needed in Commission policy, should be expectation by department.

EXTINGUISHER MOUNTING/CLASSIFICATION 25.10

Recommend removal by Jim Prochniak, not needed in Commission Policy Manual.

FIRE PROTECTION	25.09
Recommend removal by Jim Prochniak, not needed in Commission Policy Manual.	
FIRST AID	25.05
Recommend removal by Jim Prochniak, is not in current practice and not needed in Commission Policy Manual.	
HAZARDOUS MATERIALS/EMERGENCY RESPONSE	25.20
Recommend removal by Jim Prochniak, not needed in Commission Policy Manual.	
HAZARDOUS MATERIALS/EMERGENCY COORDINATION	25.14
Recommend removal by Jim Prochniak, not needed in Commission Policy Manual.	
HAZARDOUS MATERIALS/EMERGENCY NOTIFICATION.....	25.15
Recommend removal by Jim Prochniak, the NDCC referenced in this commission policy has been repealed for years and this policy is no longer accurate.	
HAZARDOUS MATERIALS/EMPLOYEE TRAINING	25.17
Recommend removal by Jim Prochniak, policy may be position specific, not needed in Commission Policy Manual.	
HAZARDOUS MATERIALS/NON-ROUTINE USE	25.18
Recommended removal by Jim Prochniak and Ben Prather, not needed in Commission Policy Manual.	
HAZARDOUS MATERIALS/ON-SITE CONTRACTORS.....	25.19
Recommended removal by Jim Prochniak, this policy assumes the EM knows where all hazardous chemicals the county possesses are located. Secondly, the EM shouldn't have to be involved in the contracts/contractor agreements. Possibly, this policy is trying to address a spill report or hazardous spill/find which generates a required report companies to the state.	
HAZARDOUS MATERIALS/PERSONAL PROTECTION	25.21
Recommended removal by Jim Prochniak, seems position specific, not county wide.	
HAZARDOUS MATERIALS/PURCHASE, INVENTORY	25.16
Recommend removal by Jim Prochniak, not part of EM, Ben Prather said this is standard practice for Weed and Vector, not needed in Commission Policy Manual.	
HAZARDOUS MATERIALS/RESPIRATORY PROTECTION	25.22
Recommended removal by Jim Prochniak, seems position specific, not county wide.	
HAZARDOUS WASTE DISPOSAL	25.23
Jim Prochniak, If the hazardous waste involves a reportable spill or chemical find then contacting the EM is the proper course of action. Otherwise everyday discarding of hazardous items does not require contacting the EM for review and they could simply contact a supervisor. This policy seems more specific towards Vector, Weed, and Facilities. Not needed in Commission Policy.	
HOUSEKEEPING	25.04
Recommended removal by Jim Prochniak, not needed in Commission Policy Manual.	



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INTRODUCTION 25.01
Recommended removal, not needed if remove rest of policies in section.

PERSONAL PROTECTIVE EQUIPMENT 25.11
Recommended removal by Jim Prochniak, not needed in Commission Policy Manual.

REPORTING INJURIES OR ACCIDENTS 25.06
Recommend removal this is included in the Employee Handbook section 501 safety, not needed in Commission Policy Manual.

SAFETY POLICY STATEMENT 25.02
Not needed if remove rest of policies.

SAFETY RECORDS 25.07
Recommend removal not in current practice

SANITATION 25.08
Recommend removal by Jim Prochniak, not needed in Commission Policy Manual.

UNSAFE PRACTICES 25.12
Recommended removal by Jim Prochniak, This entire section (like many others) seems like it is written for specific positions as part of some general safe job practice.

SHERIFF DEPARTMENT 30.00
Recommend removal, not needed in Commission Policy Manual.

SOCIAL SERVICES 26.00
Recommend removal, not needed in Commission Policy Manual.

SPECIAL ASSESSMENT DISTRICTS 27.00

TAX INCENTIVE POLICY 34.00

UTILITY PERMITS 28.00

SUBJECT: INSURANCE

ADOPTED DATE: MAY 4, 1992

PAGE 1 OF 1

Any agency or individual under the County's supervision or control is covered under the County's liability insurance policy.

In addition, the county provides state's attorneys professional liability insurance.

Water resource board members are covered under the county's general liability policy.

The weed control board's liability policy has a pollution liability exclusion endorsement.

HISTORICAL REFERENCE DATE: MAY 20, 1986

SUBJECT: LICENSE FEES

ADOPTED DATE: FEBRUARY 5, 2001

PAGE 1 OF 1

If a professional license or certificate is required for the performance of job duties, then the County will pay the following license fees: for a full-time employee, the County will pay 100% of the license fee, for a part-time employee, the County will pay a prorated share of the license fee. The County will pay the referenced portion of the license fee for any person who is a full-time or part-time employee of the County as of January of each year.

The County will pay dues in the single state/national association for each county department as approved in the annual budget.

HISTORICAL REFERENCE DATE: SEPTEMBER 21, 1990

SUBJECT: ALCOHOLIC BEVERAGE RETAIL LICENSING FEES

ADOPTED DATE: DECEMBER 15, 2008

PAGE 1 OF 1

A RESOLUTION RELATING TO THE RETAIL LICENSING FEE FOR AN ANNUAL LICENSE TO SELL ALCOHOLIC BEVARAGES IN CASS COUNTY, NORTH DAKOTA, OUTSIDE OF INCORPORATED CITIES.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CASS COUNTY, NORTH DAKOTA, that the following fee schedule shall govern all alcoholic beverage retail licenses in Cass County, North Dakota, outside of incorporated cities. Chapter 5 of the North Dakota Century Code authorizes the Board of County Commissioners to set alcoholic beverage retail license fees.

SECTION 1: Definitions

The terms in this Resolution are defined in Chapter 5 of the North Dakota Century Code.

SECTION 2: Fee Schedule

On & Off-Sale Alcoholic Beverage	\$1000
On <u>OR</u> Off-Sale Alcoholic Beverage.	\$1000
Beer and Wine	\$ 500
Sunday Permit (Per Sunday)	\$ 5

The term of the license shall be on a calendar-year basis from January 1st through December 31st.

Fees will be pro-rated at one-half of the annual fee for anyone applying for a license after July 1st of the current year. Fees for the full calendar year shall apply when an applicant(s) wants a current year license beginning before July 1st.

SECTION 3: Effective Date

This resolution shall take effect January 1, 2009.

SECTION 4: Saving Clause

Should any provision (including, but not limited to, any word, phrase, clause, sentence, or paragraph) of this Resolution be adjudged to deprive any person of constitutional or state rights, the remaining provisions of this Resolution would have been adopted and shall remain in full force and effect. All rights, privileges, and prohibitions of the North Dakota Century Code not provided for in this Resolution shall be considered a part of this Resolution.

HISTORICAL REFERENCE DATE: DECEMBER 15, 2008

CASS COUNTY

COMMISSION POLICY MANUAL

20.00

SUBJECT: LOBBYING

ADOPTED DATE: MAY 4, 1992

PAGE 1 OF 1

Any employee, other than an elected official, who is involved in lobbying at the State Legislature, shall take annual leave for such activities unless such lobbying has been approved by the county commission. If the commission is not in session, such lobbying shall be approved by the commissioner holding that portfolio and reported at the next commission meeting. And further, all lobbying on behalf of Cass County, whether by employee or elected official, shall be properly documented for necessary reimbursement; and that a resolution pertaining to said policy be submitted to all Cass County departments, along with a Legislative Lobbying Report form to be completed by department heads.

HISTORICAL REFERENCE DATE: JANUARY 7, 1991

SUBJECT: MUNICIPAL INCORPORATION

ADOPTED DATE: MAY 4, 1992

PAGE 1 OF 2

MUNICIPAL INCORPORATION REVIEW PROCEDURE

The following procedure is adopted by the Cass County Board of Commissioners (Board) for the purpose of providing notice to all interested persons as to the specific procedure that will be followed in the presentation and consideration of petitions for municipal incorporation in Cass County, North Dakota.

The procedure is as follows:

- 1) Upon presentation of a petition for municipal incorporation before the Board, the petition and accompanying documents shall be referred to the Cass County Planning Commission (Commission) for consideration and recommendation.
- 2) The Commission shall consider the Petition and accompanying documents in the ordinary course of its proceedings. The Commission may request further documentation or information from the Petitioners and receive information from any interested party.
 - a) Such further information may include, but is not limited to, information relating to: population density, per capita assessed valuation, proximity to populated areas (including areas that are not part of an incorporated area), likelihood of significant growth, need for services, effect of the proposed action and alternative actions on adjacent areas, and operating budget and proposed mill levy, comprehensive plan, zoning ordinance, plans for exercising extraterritorial zoning and subdivisions authority, plans for floodplain zoning administration, plans for coordinating growth management/development reviews with the County, Township, and Cities.

Further, the Commission may hold a public hearing on the petition if such a hearing is deemed appropriate by the Commission.

- 3) The Commission shall make a written report of its findings and recommendation to the Board. The Board shall designate a time and place for the public hearing on the petition as provided by state law. Notice of the public hearing shall be published by the petitioners as required by state law.

MUNICIPAL INCORPORATION REVIEW PROCEDURE (Cont.)

- 4) At the time of the public hearing the Board shall hear from all interested persons concerning the petition.
 - a) At the time of the public hearing, the Board shall require the petitioners to show proof of notice of the public hearing and proof that the survey, maps, and census required in the incorporation process have been subject to examination as required by state law.
 - b) The Board may request further documentation or information from the petitioners.
- 5) The Board shall vote on approval or disapproval of the Petition. Such action by the Board may be taken at the time of the public hearing or at a later date set by the Board for final consideration of the petition.
- 6) A written record of the findings of the Board shall be adopted by the Board following the vote on the petition. Such action by the Board may be taken at the time of the vote or at a later date set by the Board.
- 7) If the petition is approved the Board shall take appropriate steps for the election process and final action on the petition as required by state law.

While this procedure is adopted by the Board and is expected to be followed when petitions for municipal incorporations are submitted, the Board may alter the procedures set forth herein for any reason.

If any questions arise in relation to the procedures set forth herein, such questions may be directed to the Board in writing or orally at any regularly scheduled meeting of the Board.

HISTORICAL REFERENCE DATE: MAY 10, 1988

SUBJECT: PERSONNEL

ADOPTED DATE: MARCH 4, 1996

PAGE 1 OF 1

(See separate "PERSONNEL POLICY MANUAL" in Personnel Office dealing with the following subjects)

Accidents/Injuries	Inclement Weather	Recruiting,
Acting Pay	Insurance	Screening, Hiring
Alcohol/Controlled	Job Posting	Reduction in Force
Substance Testing	Jury/Witness Leave	Resignation/
Americans With	Leaves of Absence	Termination
Disabilities Act	License Fees	Retirement
Annual Leave	Life Insurance	Safety
Bulletin Boards	Lobbying	Security Procedures
Cellular Phones	Loss or Theft of	Sexual Harassment
Code of Ethics	Personal Property	Sick Leave Pay
Coffee Breaks	Lost Keys/Pass Cards	Smoking
Commission Portfolios	Meal Breaks	Social Security
Conduct/Appearance	Medical Leave	Solicitation and
Deferred Compensation	Merit Increases	Distribution
Disability Leave	Microcomputer/	Status Date (Defined)
Driving Review Board	Minicomputer	Termination/
Education Leave	Military Leave	Discipline
Emergency Procedures	Mission/Philosophy	Transfer
Employee Transfers	Notice of Name/	Travel Reimbursement
Employment of	Address Change	Wage and Salary
Relatives	On-Call Pay	Administration
Employment Categories	Organizational	Weapons
Equal Opportunity	Chart	Workforce Safety
Employment	Overtime	Workplace Substance
Exempt Positions	Payment of Salaries	Abuse
Exit Interview	Payroll Deductions	
Expense Reimbursement	Performance	
Fair Treatment	Appraisals	
Family Medical	Personal Mail	
Leave Act	Personal	
Fleet Vehicle	Photocopying	
Funeral Leave	Personal Telephone	
Health Insurance	Calls	
HIPAA	Posting Information	
Holidays	or Notices	
Hours of Work and	Record of Employment	
Overtime		

SUBJECT: POSTAGE DUE MAIL

ADOPTED DATE: APRIL 4, 1994

PAGE 1 OF 1

"Postage Due" mail will not be accepted by Cass County government and will be returned to the sender. If, at any time, an exception to this policy is to be created, the department head will be responsible for notifying the post office with a copy sent to the Commission Office.

HISTORICAL REFERENCE DATE: APRIL 4, 1994

SUBJECT: RESERVING MEETING ROOMS

ADOPTED DATE: May 6, 2004

PAGE 1 OF 3

GENERAL ROOM RESERVATION POLICY

Rooms must be reserved in advance. Reservations can be made through the Personnel Department.

When making reservations, remember that if you under-estimate the time needed to complete your business, you will be asked to leave by the next group having the room reserved.

Cass County offices have priority in reserving rooms.

Other groups or individuals reserving rooms shall be affiliated with a County office and have a department head reserve the room in their behalf, with the department head being responsible for the use.

Rooms shall not be used to sell items for profit.

Seating shall be returned to the same arrangement as when the room was reserved.

Food and beverage may be consumed in rooms; however, if a large amount of waste will be generated, make arrangements for additional waste receptacles and prompt disposal. Cass County does recycle; please do your part to continue this effort. General room condition shall be returned to the same condition as found, if not better.

Although each room has some audio/visual equipment that may be used, it is the responsibility of the user to identify what is available in the room and provide needed additional equipment. Telephone service is not provided.

Abuse of room privileges will result in suspension of ability to reserve rooms. Report any problems to the Personnel Department.

Fixed, regularly scheduled meetings may be reserved.

Schedules for all meeting rooms are posted weekly at the Commission Room, Jail, and County Annex.

ROOM SPECIFICS

1) Commission Room

- * Cass County Board of Commissioners has priority in use of room
- * The Commission platform shall be used only for official boards, commissions or other governing bodies
- * Use of the room should generally be confined to Courthouse hours in order to secure necessary access

2) Cass County Annex - Emergency Operations Center, Large meeting room

- * Emergency operations have priority use of room
- * Only erasable markers can be used on whiteboards (dry boards)
- * Kitchen use:
 - no utensils, dishes or supplies are provided
 - must be cleaned to same or better condition
 - food should be consumed in kitchen area
 - limited refrigerator space is available
 - notify Extension Office one day prior to use
- * Use of the room should generally be confined to business hours in order to secure necessary access. If the room is to be used after hours, a "greeter" must be stationed at the entrance to allow access to the building. Under no circumstances is the door to be propped open for after-hours admittance. If guests arrive late for a meeting, a telephone will be available in the exterior lobby which will allow contact to be made to the meeting room for access. Those in charge of reserving the large meeting room must be sure that all guests remain in the meeting room until its conclusion and shall then be escorted out of the building. Guests should not be wandering throughout the building.

3) Cass County Annex - Emergency Operations Center, Small Conference Room

- * Emergency operations have priority use of room
- * Kitchen use:
 - no utensils, dishes or supplies are provided
 - must be cleaned to same or better condition
 - food should be consumed in kitchen area
 - limited refrigerator space is available
 - notify Extension Office one day prior to use

SUBJECT: RESERVING MEETING ROOMS

PAGE 3 OF 3

- * Use of the room should generally be confined to business hours in order to secure necessary access. If the room is to be used after hours, a "greeter" must be stationed at the entrance to allow access to the building. Under no circumstances is the door to be propped open for after-hours admittance. If guests arrive late for a meeting, a telephone will be available in the exterior lobby which will allow contact to be made to the meeting room for access. Those in charge of reserving the large meeting room must be sure that all guests remain in the meeting room until its conclusion and shall then be escorted out of the building. Guests should not be wandering throughout the building.

(SEE ROOM SKETCHES IN COMMISSION OFFICE)

HISTORICAL REFERENCE DATE: MARCH 22, 1993

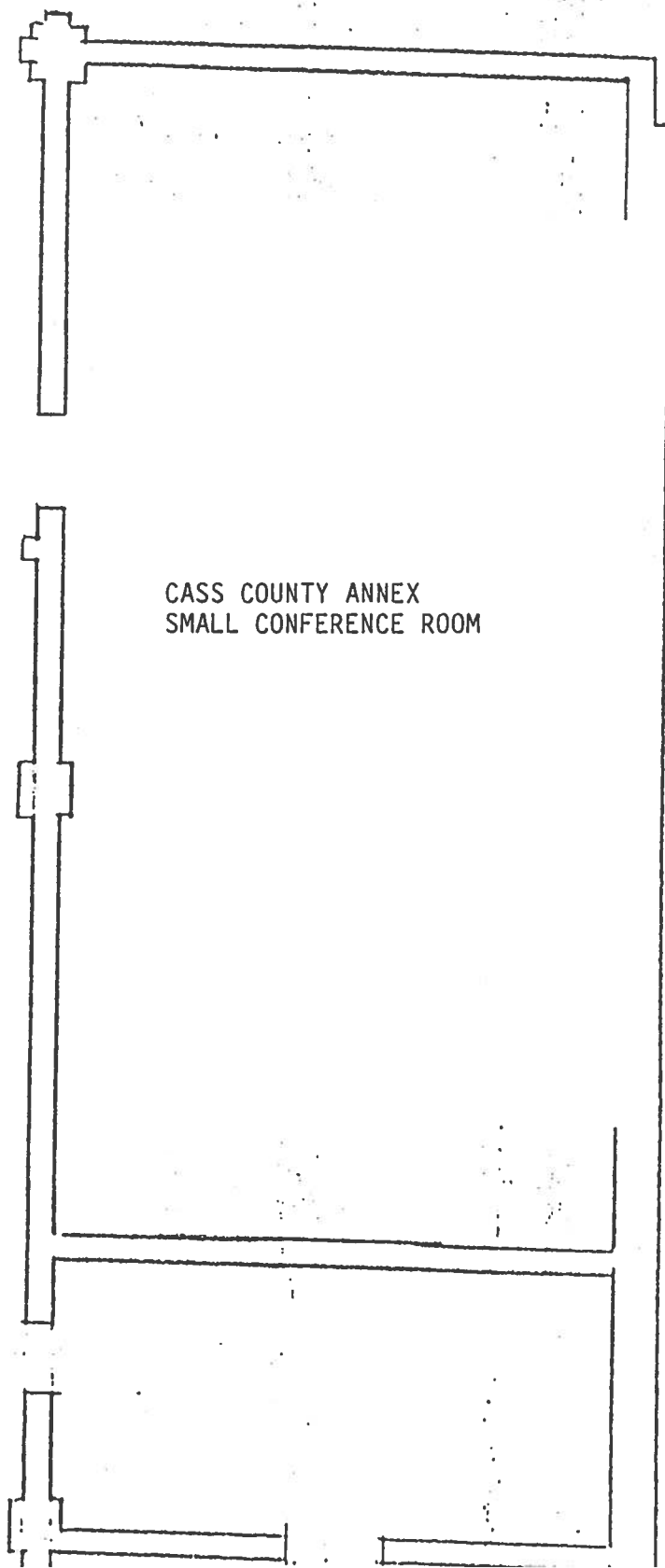
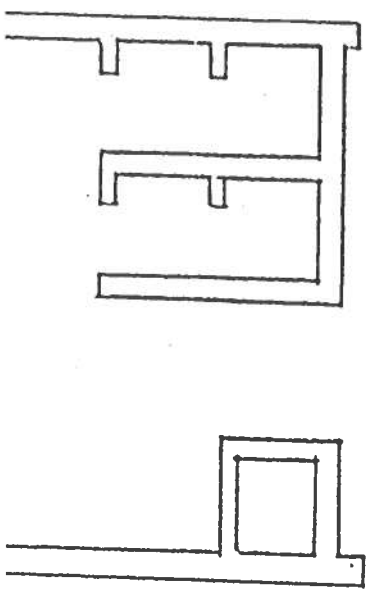


A floor plan diagram of a County Commission Room. The room is a large, irregularly shaped space with several smaller rooms and corridors branching off. The main room is labeled "COUNTY COMMISSION ROOM". The plan shows a large central area with a smaller room at the top right, a narrow hallway on the right side, and a small room at the bottom right. The walls are represented by solid lines, and the text "COUNTY COMMISSION ROOM" is centered in the main area.

COUNTY COMMISSION ROOM



EMERGENCY OPERATIONS CENTER,
LARGE MEETING ROOM



CASS COUNTY ANNEX
SMALL CONFERENCE ROOM

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 3 OF 23

ACCIDENT PREVENTION

Cass County will initiate and maintain an accident prevention program which will:

Provide for the frequent and regular inspection of all work locations, materials, and equipment by a designated representative of the county.

Prohibit the use of any unsafe machinery, tools, materials, or equipment. This is to be accomplished by tagging, locking controls, or removing them from service.

Allow only those employees qualified by training or experience to operate equipment and/or machinery.

Employees are expected to cooperate by following the directions established by their supervisors and observing the safety guidelines and procedures established. All employees shall:

Accept responsibility for the repair or removal from service of any defective or malfunctioning equipment, or the reporting of such condition to the proper authority.

Comply with all Cass County safety policies. Disregarding or refusing to comply with said policies will result in disciplinary action.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 10 OF 23

EXTINGUISHER MOUNTING AND PROPER CLASSIFICATION

All extinguishers are to be mounted with a maximum travel distance to extinguisher of 75 feet and preferably next to an exit or definitely in a path of travel.

Over 40 pounds - not over 42" from top of extinguisher to floor.

Under 40 pounds - not over 60" from top of extinguisher to floor.

Extinguisher classification: "A", "B", or "C", or combination of, must be on all CO₂ or dry chemical extinguishers; or be designated as a "HALON" type extinguisher.

Class "A" Fires - paper, wood, rags, etc -- Fight with a water base or dry chemical type extinguisher.

Class "B" Fires - gasoline, oil, etc. -- Fight with CO₂ or dry chemical type extinguisher.

Class "C" Fires - electrical equipment -- Fight with CO₂ or dry chemical type extinguisher; or one designated as a "HALON" type extinguisher.

"HALON" - electrical or computer equipment fires -- Fight with "HALON" type extinguisher.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 9 OF 23

FIRE PROTECTION

All employees are to know the location and proper use of fire fighting equipment in their office, department, or area.

POSITIVELY observe all "NO SMOKING" signs.

Maintain a clear passage to all fire extinguishers and emergency equipment at all times. Never hang anything on, or place anything below or in front of an extinguisher limiting, in any way, its accessibility.

All extinguishers must be serviced and checked yearly, bearing a tag showing the date of last inspection.

All extinguishers must be painted red and any extinguisher housing or location identified with red.

Only "HALON" type fire extinguisher should be used in rooms with computer or electronic equipment to prevent damage to such equipment.

Use only approved solvents for cleaning purposes.

Gasoline shall be stored in an approved type of container which is painted red with proper labeling. The container shall have a vented self closing lid with a spark arrester which is not to exceed six-gallon capacity. Other flammable liquids shall be stored in approved type containers with proper labeling consistent with the fire protection required for such substance.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 5 OF 23

FIRST AID

First aid treatment, if known, should be provided as soon as possible to the injured person and help summoned immediately as needed. Fellow workers or visitors who have serious injuries must not be moved, unless in a life threatening position, to prevent further injuries.

The County will supply first aid supplies in adequate quantity and of a type consistent with the potential hazards the work force is subjected to. Stretchers, splint kits, fire and shock blankets will be made available when individual circumstances warrant.

The goal of the county is to have training available to ALL permanent employees in basic First Aid, offering a refresher course every three years.

Emergency phone numbers for ambulance, fire, and Sheriff should be kept by all phones.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 20 OF 23

HAZARDOUS MATERIALS
EMERGENCY RESPONSE

Material Safety Data Sheets will be kept in such a location as to be readily available for information should an individual become exposed, contaminated, or should a spill occur and emergency response becomes necessary. Any individual exposed to a hazardous substance beyond the normal use of the product will be seen by a medical physician.

A Material Safety Data Sheet will be kept in the immediate area where the hazardous substance is stored and/or used.

This information will be given to Fire or Medical Personnel upon their arrival or will accompany the employee to the Medical Facility.

Spill kits or carts will be available if the hazardous substance in use or in storage require such precautions.

Employees shall contact the Emergency Manager if these materials are not on hand when required.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 14 OF 23

EMERGENCY COORDINATION

The Cass County Commission has appointed the Emergency Manager for the County as the Hazard Communication Coordinator. Should an employee have a question, concerning hazardous substances in the work place, which can not be answered by their supervisor, they may contact the Emergency Manager.

Each elected official or department head shall designate, upon request of the Emergency Manager, an individual who is responsible for assisting in the implementation of this policy within said office or department.

All employees will be notified of the individual who is to be their initial contact person concerning hazardous substances within their respective work areas.

The Emergency Manager may be contacted at the following:

P. O. Box 2806 - 211 9 St S
FARGO, ND 58108
(701) 241-5858 (24 hr)

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 15 OF 23

EMERGENCY NOTIFICATION

The employee's main contact person concerning hazardous substances will be listed on a sign bearing the following information and in such size as to be recognizable.

ATTENTION!

AS AN EMPLOYEE
YOU ARE PROVIDED THE
RIGHT TO BE INFORMED
OF ANY HAZARDOUS
CHEMICAL SUBSTANCE
TO WHICH
YOU MAY BE EXPOSED
IN YOUR WORK PLACE

YOUR CONTACT PERSON IS

OR CALL THE COUNTY
EMERGENCY MANAGER
(701)241-5858 (24 hr)

NDCC 65-14

The agency responsible for compliance of this act will be listed below the above information on all signs or posters.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 17 OF 23

HAZARDOUS MATERIALS
EMPLOYEE TRAINING

All employees who may come in contact with, work with, or are in the general work area will be notified of the hazardous material. This can be accomplished at safety and other meetings as necessary, prior to employees working with or using the material or executing the procedure, the employees will be notified and trained as to the following:

Identity used on labels.

The substance's physical and chemical characteristic.

Physical hazards.

Health hazards.

Correct and safe method of handling and using all hazardous materials.

Each employee shall sign an acknowledgement sheet concerning the above topics for which the employee may come in contact with during his work for the county.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 18 OF 23

HAZARDOUS MATERIALS
NON-ROUTINE USE

Special procedures will be developed, by the person in charge or the supervisor and approved by the county emergency manager, for all non-routine tasks where hazardous materials are used. All employees will be trained as to the correct and safe procedures.

If a material is used or stored on the premises and it is not known whether the material is classified as hazardous, the person in charge will contact their supervisor to check the classification and obtain an MSDS sheet from the proper authority. The information must then be immediately made available to the person, department, or project requesting such information including information on how to work safely with the material.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 19 OF 23

**HAZARDOUS MATERIALS
ON-SITE CONTRACTORS**

The Emergency Manager and departments will coordinate and work with all other on-site contractors keeping them aware of any hazardous materials being used on the work site which they may come in contact with.

The County will notify other on-site contractors and subcontractors of our Hazardous Communication Program and ask that we be notified of any hazardous material others are using on the site so we can inform our employees who may be working in the vicinity of the hazardous material.

This can be accomplished by including such requirement in any contractual agreement the County enters into or by written notification to the Emergency Manager at the following address and phone number:

P.O. BOX 2806 - 211 9 St S
FARGO, ND 58108
(701) 241-5858

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 21 OF 23

HAZARDOUS MATERIALS
PERSONAL PROTECTION

Whenever inhalation, ingestion, or absorption hazards are deemed to exist because of the work environment and is recognized as a health or safety problem; feasible administrative and engineering controls shall be implemented. If such controls fail to achieve full compliance and reduce the hazard to an acceptable level, proper protective equipment or apparel shall be used to keep the exposure of air or other contaminants within the limits prescribed by regulatory agencies.

Supervisory personnel shall ensure the constant use of properly maintained protective equipment. Refusal to use and properly maintain such equipment is reason for disciplinary action by his supervisors or the county emergency manager.

All respiratory protective devices shall be of an approved type for the specific application.

All protective apparel shall be of an approved type for the specific application.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 16 OF 23

HAZARDOUS MATERIALS
PURCHASING AND INVENTORY

All existing hazardous materials shall be inventoried. Material Safety Data Sheets (MSDS) shall be on file where they are accessible to all exposed employees.

It shall be an integral part of every purchase agreement or purchase order that complete Material Safety Data Sheets (MSDS) accompany the delivery of any new hazardous material purchased by the County. These MSDS sheets shall be kept on file where they will be available to any employee upon request.

The employee responsible for obtaining products containing hazardous materials will assure that proper labeling is listed on or affixed to any container used for storage. No label is needed on immediate use containers which never contain any left over product.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 22 OF 23

HAZARDOUS MATERIALS
RESPIRATORY PROTECTION

The department head shall approve the respiratory equipment taking into consideration the chemical and physical properties of the contaminates, as well as the toxicity and concentration of the hazardous material, the nature and extent of the hazard, work requirements and conditions, and the limitations and characteristics of the available respirators.

Employees shall be screened and trained by the department in consultation with the emergency manager in the proper use of respiratory equipment. Employees with existing respiratory problems or facial features (beards, mustaches) that would prevent an adequate facial seal, will be considered in the selection of, not only the respiratory protective equipment, but also the individual employee.

All employees are responsible for the respiratory equipment that is assigned for their use. Respiratory protective equipment that is lost, damaged, or destroyed by an employee will be replaced at the assigned employee's expense.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 23 OF 23

HAZARDOUS WASTE DISPOSAL

All waste products shall be disposed of in a manner consistent with applicable laws and regulations and reviewed with the county emergency manager.

Hazardous waste shall be stored in containers suitable for such and bearing proper labeling. Mixing various waste products together will not be done unless specifically instructed to do so by a supervisor and reviewed by the county emergency manager.

This will prevent any accidental mixing of low with high hazard waste. The combining of the two requires that the product be tested to determine chemical composition and could result in a significantly higher cost for its disposal.

HISTORICAL REFERENCE DATE: April 5, 1988

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 4 OF 23

HOUSEKEEPING

Cass County demands a continuous conscientious program of housekeeping.

All inventory and supplies must be stored and maintained in an orderly fashion.

Aisles, passageways, stairs, ramps, and exits must be kept clear and clean for a free flow of traffic.

An adequate number, type, and size containers for waste must be available in all locations. Combustible or flammable waste must be stored in metal containers with lids.

Garbage and other waste will be disposed of at frequent and regular intervals.

Yards and parking lots are to be maintained in an orderly fashion. A continuous program must be maintained on weed control.

Strive to keep all power cords and hoses wound up and put away when not in use.

All offices, storage areas, maintenance shops, parts rooms, and all special use areas shall be kept in presentable condition at all times.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 11 OF 23

PERSONAL PROTECTIVE EQUIPMENT

Cass County will have a personal protective equipment program consisting of the following guidelines:

Hard Hats shall be worn without exception where the supervisor designates "Hard Hat Area" or "Hard Hat Conditions".

Hearing Protection will be furnished by the County and worn where supervisor has designated "Hearing Protection Areas" or "Hearing Protection Conditions".

Eye and Face Protection will be furnished by the County and worn where "Posted" or where and when a supervisor designates they be worn.

Respiratory Protection will be furnished by the County and worn where "Posted" or where and when a supervisor designates they be worn.

Reflective vests will be furnished by the County and worn where and when a supervisor designates they be worn or when working in traffic.

General Clothing Protection requires that all employees will be fully clothed when reporting for work and will remain fully clothed until quitting time.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 6 OF 23

REPORTING INJURIES OR ACCIDENTS

All injuries, regardless of how slight, must be reported to the Personnel Office and your supervisor immediately. This is also true for any injuries or accidents sustained by the public on or in county property.

Accidents involving a county employee will be reviewed by the employee's supervisor as soon as possible to assure that all pertinent information is obtained.

Any claim for Worker's Compensation shall be promptly filed with the personnel office.

Accidents involving someone not employed by the county are to be reviewed or reported to the proper authority.

The Cass County Sheriff's Office (241-5800) is to be contacted to investigate such accidents.

Obtain the name, address, work and home phone numbers, along with insurance carriers of all parties involved, including all witnesses.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 2 OF 23

SAFETY POLICY STATEMENT

The County shall furnish to each of its employees a place of employment which is free from recognized hazards that are causing or likely to cause death or serious physical harm to its employees.

The County shall comply with occupational safety and health standards that are accepted as basic guidelines by both state and federal government.

Each employee working for the County shall comply with occupational safety and health standards and all rules, regulations, and orders which have been adopted by the county.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 7 OF 23

SAFETY RECORDS

The Personnel Office will maintain a record of the following:

All job-incurred injuries and illnesses.

All vehicle accidents.

Documentation of all safety activities, such as safety seminars or employee meetings concerning safety topics.

Documented record of office, department, or shop inspections.

Documentation of any tests relative to health hazards.

Documentation of all safety related courses and a roster of those in attendance.
The courses may be as follows:

Basic First Aid
CPR Training
Defensive driving
Hazardous Material
AED Training

AED Training?

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 8 OF 23

SANITATION

Drinking water is to be potable and in adequate supply.

Community drinking cups are absolutely unacceptable. Employee's private cup or single service disposable cups are acceptable. If single service disposable cups are used, a receptacle for the used cups must be available.

Toilets in adequate number and meticulously maintained must be provided and used.

Each toilet stall must be equipped with a coat hook and tissue dispenser.

A closed waste container must be available in all women's rest rooms.

Clean, healthful facilities will be provided for employee's lunch areas.

Covered receptacles for waste will be provided in sufficient quantity in all areas used for lunch purposes.

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 12 OF 23

UNSAFE PRACTICES

Employees are reminded that everyone is responsible for reducing the County's and their exposure to injuries or accidents.

Vehicles, from staff cars to over the road trucks shall be operated according to posted speed limits, or at a lower and safer speed in relation to existing conditions.

Lifting shall be done with the legs rather than with the back.

Observe all "NO SMOKING" signs and designated "SMOKING" areas.

"Horse Play" will not, under any conditions, be tolerated.

Air hoses will be used only for their intended purpose and when necessary for the air blast to come in contact with the body, 30 psi nozzles will always be used.

Machine guards are to be removed only when necessary to oil, adjust, replace blades, or other maintenance needs.

Working on unguarded machinery, when the guards are available, is reason for disciplinary action.

Riding the running boards, fenders, or in the bucket of vehicles and/or equipment will not be allowed regardless of distance.

Electrical circuits shall be de-energized and locked out in an approved manner before working on them.

Electrical cords are to have grounded plugs whenever required. Any electrical cord found without a proper plug will be removed from service by cutting the unapproved connector off the electrical cord.

The use of ladders with broken or missing rungs/steps; broken or split side rails; or other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall be immediately withdrawn from service and disposed of. (continued)

SUBJECT: SHERIFF DEPARTMENT

ADOPTED DATE: MAY 4, 1992

PAGE 1 OF 1

(See separate manual in Sheriff's Department dealing with the following subjects:)

OFFICE OF SHERIFF

Official Order

Policy & Procedures Manual

Office of Sheriff

County Policy Department

Map of Cass County

Relationships With

Other Agencies

ADMINISTRATION

Written Directive System

Policy & Procedures Manual

Organization of Department

Direction

Planning & Research Function

Fiscal Management

Allocation & Distribution of Personnel

Property Management

Public Information

Use of Force

Department Vehicles

Driving Review Board

Community Relations and

Crime Prevention

Public Safety Communications

Center

Inspectional Services

PERSONNEL

Job Specifications

Reserve Deputy Program

Grievance Procedures

Disciplinary Procedures

Recruitment & Selection

Training

Promotion, Demotion, Transfer

Performance Evaluation

Personnel Policies

Standard Dress Code

Manpower Management

Law Enforcement Support Areas

Equipment Requirements

Traffic/Patrol Procedures

Written Reports

Case Management

Investigations Turned in for Update

Informants & Field Interviews

Organized Crime

Domestic Violence

LEGAL PROCESS

Legal Process

Service of Process

COMMUNICATION OPERATIONS

County Paging

NCIC III

LAW ENFORCEMENT

Law Enforcement Group

SUBJECT: SOCIAL SERVICES

ADOPTED DATE: MAY 4, 1992

PAGE 1 OF 1

(See separate "SOCIAL SERVICES POLICY MANUAL" in Social Services Office dealing with the following subjects:)

- Client Complaints
- Client Records
- Emergency Funding
- General Assistance
- Sponsorship
- Staff Development
- Support Letters
- Roles/Relationship with County Commission