

ADMINISTRATIVE POLICY INDEX

Section	Dept	Title	Date
1-1	Mgr/Mayor	Preparation of Administrative Policy	2/9/2009
1-2	Mgr/Mayor	Inclement Weather or Emergency Work Schedule	2/18/2009
1-3	Mgr/Mayor	Business Attire- Rescinded 9-2-09	9/2/2009
2-1	City Attorney	Oklahoma Uniform Violations complaints filed in Municipal Court	3/31/2009
3-1-1	Human Res.	Performance Planning & Review	10/6/2009
3-1-2	Human Res.	Family and Medical Leave-rescinded 2-10-16	10/12/2009
3-1-2	Human Res.	Family and Medical Leave-rescinded 12-10-18	2/10/2016
3-1-2	Human Res.	Family and Medical Leave	12/10/2018
3-1-3	Human Res.	Pre-Employment Background Check	11/22/2014
3-2-1	Human Res.	Timesheet Reporting for FLSA Exempt Employees	2/5/2015
3-2-2	Human Res.	Time Clock Policy	5/15/2018
3-4-1	Human Res.	Force Separations, Discipline -rescinded 9-12-16	4/27/2009
3-4-1	Human Res.	Force Separations, Discipline & Pre-Disc Processes	9/12/2016
3-5-1	Human Res.	Lockout/Tagout	11/9/2009
3-5-2	Human Res.	Smoking Policy-Rescinded 10-30-18	2/19/2010
3-5-2	Human Res.	Smoking Policy	10/30/2018
3-5-3	Human Res.	Confined Space Entry (Non-sworn Employees)	12/9/2009
3-5-4	Human Res.	Hazard Communications	12/9/2009
3-5-5	Human Res.	Respiratory Protection	12/14/2009
3-5-6	Human Res.	Personal Protective Equipment	12/14/2009
3-5-7	Human Res.	Seatbelt Use	10/1/2012
3-5-8	Human Res.	Defensive Driving	11/15/2012
3-5-9	Human Res.	Safety Gear	10/1/2012
3-5-10	Human Res.	Driver's License & Vehicle Operations Policy	2/19/2015
3-6-1	Human Res.	Employee Identification	10/20/2009
3-6-2	Human Res.	Employee Assistance Program	5/6/2013
3-6-3	Human Res.	Violence in the Work Place	4/1/2014
6-1	City Clerk	Preparation of City Council Agenda Items	3/17/2009
6-2	City Clerk	Internal Procedures: Revenue-Rescinded 3-2-09	3/2/2009
6-3	City Clerk	Internal Procedures: City Clerk- Rescinded 3-2-09	3/2/2009
6-4	City Clerk/Animal	Policy and Procedures Manual for Animal Control	3/3/2009
7-1	Purchasing	City Contract Monitoring and Administration	11/9/2009
11-1	MPD	Sale & Dispensing Alcohol Bev and Low Pt Beer on City Prop	9/28/2017
13-1	Cemetery	Purchasing/Reserving Practices of Grave Plots	8/8/2011
16-1	Info. Technology	Use of City Computers, Network & telecomm. Devices	9/2/2009
16-2	Info. Technology	Computer & Network Security Policy	9/2/2009
16-3	Info. Technology	Electronic Physical Access (Key Card) Policy	10/20/2009
17-1	Fleet	Vehicle & Equipment Use and Abuse Policy	12/1/2016