

ADAMS COUNTY, ILLINOIS

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
1	ADMINISTRATION	
	<i>Division III - Definitions</i>	
	Section 1-1-15 - Construction of Words	1-1
	Section 1-1-16 - Definitions	1-1
	Section 1-1-17 - Catchlines	1-4
	Section 1-1-18 - 1-1-19 Reserved	
	 <i>Division IV - General Penalty</i>	
	Section 1-1-20 - Penalty	1-5
	Section 1-1-21 - Application	1-5
	Section 1-1-22 - Liability of Officers	1-6
	 <i>Article II - County Board Chairman</i>	
	Section 1-2-1 - Election of Chairman	1-7
	Section 1-2-2 - Duties of the Chair	1-7
	Section 1-2-3 - County Board Committees	1-8
	Section 1-2-4 - Vacancy	1-10
	Section 1-2-5 - Vice-Chairman	1-10
	Section 1-2-6 - Removal of Appointees	1-10
	Section 1-2-7 - County Representative Designated by The Chairman	1-11
	Section 1-2-8 - Expense Claims; Convention	1-11
	 <i>Article III – County Board</i>	
	Section 1-3-1 - Membership	1-12
	Section 1-3-2 - Term	1-12
	Section 1-3-3 - Vacancy	1-13
	Section 1-3-4 - Meetings; Regular	1-13
	Section 1-3-5 - Special Meetings	1-13
	Section 1-3-6 - Emergency Meetings	1-13
	Section 1-3-7 - Quorum; Majority Vote	1-14
	Section 1-3-8 - Appointed Officials	1-14
	Section 1-3-9 - Claims Procedure	1-14
	Section 1-3-10 - Presentation of Resolutions and Ordinances	1-16
	 <i>Article IV - County Board Rules</i>	
	Section 1-4-1 - Rules of the Board	1-17
	Section 1-4-2 - Amendments to the Rules of the Board	1-22
	Section 1-4-3 - Agenda	1-23

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
1	ADMINISTRATION (CONTINUED)	
	<i>Article V - Ethics and Gift Ban</i>	
	<i>Section 1-5-1 - Definitions</i>	1-24
	<i>Section 1-5-2 - Prohibited Political Activity</i>	1-24
	<i>Section 1-5-3 - Limitations on Receiving Gifts</i>	1-25
	<i>Section 1-5-4 - Exceptions</i>	1-26
	<i>Section 1-5-5 - Disposition of Gifts</i>	1-27
	<i>Section 1-5-6 - Ethics Advisor</i>	1-27
	<i>Section 1-5-7 - Filing Complaints</i>	1-28
	<i>Section 1-5-8 - Ethics Commission</i>	1-28
	 <i>Article VI - Generally</i>	
	<i>Section 1-6-1 - Depositories for County Funds</i>	1-29
	<i>Section 1-6-2 - County Officials' Salaries</i>	1-29
	<i>Section 1-6-3 - County Seal</i>	1-30
	<i>Section 1-6-4 - Appointments by County</i>	1-30
	<i>Section 1-6-5 - Bidding and Contract Procedures</i>	1-31
	<i>Section 1-6-6 - Salaries Regulation</i>	1-31
	<i>Section 1-6-7 - Illinois Municipal Retirement Fund</i>	1-31
	<i>Section 1-6-8 - Federal Old Age and Survivor's Insurance System</i>	1-32
	<i>Section 1-6-9 - Term of Appointed Officials</i>	1-32
	<i>Section 1-6-10 - Centralized Payroll System</i>	1-32
	 <i>Article VII – Generally</i>	
	<i>Section 1-7-1 - County Board Districts</i>	1-34
	 <i>Article VIII – Investment Policy</i>	
	<i>Section 1-8-1 - Scope of Policy</i>	1-35
	<i>Section 1-8-2 - Objectives</i>	1-35
	 <i>Article IX - Appointed Officials</i>	
	<i>Section 1-9-1 - Term of Appointed Officials</i>	1-36
	<i>Section 1-9-2 - Emergency Management Director</i>	1-36
	<i>Section 1-9-3 - County Engineer</i>	1-37
	 <i>Article X – Meeting Procedures</i>	
	<i>Division I – Recording Closed Meetings</i>	
	<i>Section 1-10-1 - Recording Closed Sessions</i>	1-38

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
1	ADMINISTRATION (CONTINUED)	
	<i>Section 1-10-2 - Responsibility for Recording Closed Sessions and Maintaining Recordings</i>	<i>1-38</i>
	<i>Section 1-10-3 - Closed Session Minutes</i>	<i>1-38</i>
	<i>Section 1-10-4 - Remote Attendance Policy</i>	<i>1-38</i>
	 <i>Article XI - Travel and Living Expenses</i>	
	<i>Section 1-11-1 - Applicability and Authority</i>	<i>1-40</i>
	<i>Section 1-11-2 - Reimbursable Transportation Expenses</i>	<i>1-40</i>
	<i>Section 1-11-3 - Reimbursement of Living Expenses</i>	<i>1-40</i>
	<i>Section 1-11-4 - Per Diem Allowance</i>	<i>1-42</i>
	<i>Section 1-11-5 - Travel Advances</i>	<i>1-43</i>
	<i>Section 1-11-6 - Reimbursement Requests</i>	<i>1-43</i>
	 <i>Article XII – Credit Card Policy</i>	
	<i>Section 1-12-1 - Applicability and Authority</i>	<i>1-44</i>
	<i>Section 1-12-2 - Procedures</i>	<i>1-44</i>
	<i>Section 1-12-3 - Approval Process</i>	<i>1-47</i>
	<i>Section 1-12-4 - Credit Card Usage</i>	<i>1-47</i>
	<i>Section 1-12-5 - Statement Reconciliations</i>	<i>1-48</i>
	 <i>Article XIII – Personal Use of County Property</i>	
	<i>Section 1-13-1 - Introduction</i>	<i>1-50</i>
	<i>Section 1-13-2 - Use of Vehicles Policy</i>	<i>1-50</i>
	<i>Section 1-13-3 - Responsibility</i>	<i>1-51</i>
	<i>Section 1-13-4 - Internal Revenue Service</i>	<i>1-51</i>
	<i>Section 1-13-5 - Fringe Benefit</i>	<i>1-52</i>
	<i>Section 1-13-6 - Commuting Rule</i>	<i>1-52</i>
	<i>Section 1-13-7 - Mileage and Truck Lease</i>	<i>1-52</i>
	<i>Section 1-13-8 - Office Expense Reimbursement</i>	<i>1-52</i>
	<i>Section 1-13-9 - RESERVED</i>	
	<i>Section 1-13-10 - Cell Phone Policy</i>	<i>1-53</i>

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
3	ANIMAL CONTROL (CONTINUED)	
	Section 3-4-3 - Sale and Distribution of Vaccine	3-12
	Section 3-4-4 - Vaccination Tags Provided by Administrator	3-12
	Section 3-4-5 - Notice of Violation; Penalty	3-13
	 Article V - Nuisance	
	Section 3-5-1 - Animal Nuisance Based Upon Noise	3-15
	 Article VI - Animal Treatment	
	Section 3-6-1 Owner's Duties	3-16
	3-6-2 Cruel Treatment	3-16
	3-6-3 Notice of Violation; Penalty	3-16
	 Article VII – Primate Registration	
	Section 3-7-1 Public Act 096-1219	3-17
	Section 3-7-2 Primate Registration	3-17
4	BOARDS & COMMISSIONS	
	 Article I – Quincy and Adams County 9-1-1 Communications Systems Governing Board	
	Section 4-1-1 - Formation of System	4-1
	Section 4-1-2 - Area of Service	4-1
	Section 4-1-3 - Governing Board	4-1
	Section 4-1-4 - Powers of Board	4-2
	Section 4-1-5 - Funding of System	4-3
	Section 4-1-6 - Exemption from Taxation	4-3
	Section 4-1-7 Annual Budget	4-3
	Section 4-1-8 Amendments	4-3
	Section 4-1-9 Intergovernmental Agreement with Quincy	4-3
	 Article II – Mental Health Board (708)	
	Section 4-2-1 - Established	4-4
	Section 4-2-2 Composition	4-4
	Section 4-2-3 - Term of Office	4-4
	Section 4-2-4 - Absenteeism	4-4
	Section 4-2-5 - Expenses	4-4
	Section 4-2-6 - Officers Elected	4-4
	Section 4-2-7 Duties of Officers	4-5
	Section 4-2-8 Meetings	4-5

CHAPTER**TITLE****PAGE****4*****BOARDS AND COMMISSIONS (CONTINUED)***

<i>Section 4-2-9</i>	<i>Fiscal Year</i>	<i>4-6</i>
<i>Section 4-2-10</i>	<i>Powers and Duties</i>	<i>4-6</i>
<i>Section 4-2-11</i>	<i>Committees</i>	<i>4-6</i>
<i>Section 4-2-12</i>	<i>Amendments</i>	<i>4-7</i>
<i>Section 4-2-13</i>	<i>Annual Budget and Report</i>	<i>4-7</i>
<i>Section 4-2-14</i>	<i>Tax Levy-Community Mental Health Fund</i>	<i>4-7</i>
 <i>Article III – Public Health Board</i>		
<i>Section 4-3-1</i>	<i>- Board Established</i>	<i>4-8</i>
<i>Section 4-3-2</i>	<i>Service Area</i>	<i>4-8</i>
<i>Section 4-3-3</i>	<i>Board Membership; Term</i>	<i>4-8</i>
<i>Section 4-3-4</i>	<i>Powers and Duties</i>	<i>4-8</i>
<i>Section 4-3-5</i>	<i>Annual Budget and Report</i>	<i>4-9</i>
<i>Section 4-3-6</i>	<i>Tax Levy-County Health Fund; Use of Funds</i>	<i>4-9</i>
<i>Section 4-3-7</i>	<i>Meetings</i>	<i>4-9</i>
<i>Section 4-3-8</i>	<i>Expenses of Board Members-Payment</i>	<i>4-9</i>
<i>Section 4-3-9</i>	<i>Removal</i>	<i>4-10</i>
<i>Section 4-3-10</i>	<i>Coordination</i>	<i>4-10</i>
 <i>Article IV – Sheriff’s Merit Commission</i>		
<i>Section 4-4-1</i>	<i>- Purpose and Establishment of a Merit Commission</i>	<i>4-11</i>
<i>Section 4-4-2</i>	<i>Tenure, Eligibility and Organization</i>	<i>4-11</i>
<i>Section 4-4-3</i>	<i>Commission Authority and Responsibility</i>	<i>4-11</i>
<i>Section 4-4-4</i>	<i>Compensation and Expenses</i>	<i>4-12</i>
<i>Section 4-4-5</i>	<i>Staff Assistants</i>	<i>4-12</i>
<i>Section 4-4-6</i>	<i>Appeal</i>	<i>4-12</i>
<i>Section 4-4-7</i>	<i>Vacancies</i>	<i>4-12</i>
<i>Section 4-4-8</i>	<i>Reserved</i>	<i>4-12</i>
<i>Section 4-4-9</i>	<i>Reserved</i>	<i>4-12</i>
<i>Section 4-4-10</i>	<i>Reserved</i>	<i>4-12</i>
<i>Section 4-4-11</i>	<i>Reserved</i>	<i>4-12</i>
<i>Section 4-4-12</i>	<i>Administration</i>	<i>4-13</i>
<i>Section 4-4-13</i>	<i>Ranks</i>	<i>4-14</i>
<i>Section 4-4-14</i>	<i>Commission Responsibilities</i>	<i>4-14</i>
<i>Section 4-4-15</i>	<i>Eligibility</i>	<i>4-14</i>
<i>Section 4-4-16</i>	<i>Procedures</i>	<i>4-15</i>
<i>Section 4-4-17</i>	<i>Promotional Probationary Period</i>	<i>4-16</i>
<i>Section 4-4-18</i>	<i>Appointment to Department</i>	<i>4-16</i>
<i>Section 4-4-19</i>	<i>Certification of Tenure</i>	<i>4-17</i>
<i>Section 4-4-20</i>	<i>Appointment Procedure</i>	<i>4-17</i>
<i>Section 4-4-21</i>	<i>Disciplinary Measures-By Sheriff</i>	<i>4-18</i>

CHAPTER**TITLE****PAGE****4*****BOARDS AND COMMISSIONS (CONTINUED)***

<i>Section 4-4-22</i>	<i>Complaints</i>	<i>4-19</i>
<i>Section 4-4-23</i>	<i>Notification of Hearing</i>	<i>4-19</i>
<i>Section 4-4-24</i>	<i>Hearing on Charges</i>	<i>4-19</i>
<i>Section 4-4-25</i>	<i>Decision of Charges</i>	<i>4-19</i>
<i>Section 4-4-26</i>	<i>Subpoena</i>	<i>4-20</i>
<i>Section 4-4-27</i>	<i>Filing of Papers</i>	<i>4-20</i>
<i>Section 4-4-28</i>	<i>Form of Papers</i>	<i>4-20</i>
<i>Section 4-4-29</i>	<i>Conduct</i>	<i>4-20</i>
<i>Section 4-4-30</i>	<i>Leave of Absence</i>	<i>4-21</i>
<i>Section 4-4-31</i>	<i>Resignations</i>	<i>4-21</i>
<i>Section 4-4-32</i>	<i>Reinstatement</i>	<i>4-21</i>
<i>Section 4-4-33</i>	<i>Reserved</i>	<i>4-22</i>
 <i>Article V – Care & Treatment Disabilities Board (377)</i>		
<i>Section 4-5-1</i>	<i>- Board Established</i>	<i>4-26</i>
<i>Section 4-5-2</i>	<i>Membership; Term</i>	<i>4-26</i>
<i>Section 4-5-3</i>	<i>- Meetings and Responsibilities</i>	<i>4-26</i>
<i>Section 4-5-4</i>	<i>- Purchases</i>	<i>4-26</i>
<i>Section 4-5-5</i>	<i>- Donations Accepted</i>	<i>4-27</i>
<i>Section 4-5-6</i>	<i>- Maintenance Charge Imposed</i>	<i>4-27</i>
<i>Section 4-5-7</i>	<i>Calculation of Rate</i>	<i>4-27</i>
<i>Section 4-5-8</i>	<i>Financial Inquiries of Client</i>	<i>4-27</i>
<i>Section 4-5-9</i>	<i>Use of Facilities</i>	<i>4-27</i>
<i>Section 4-5-10</i>	<i>Appeal of Charges</i>	<i>4-28</i>
<i>Section 4-5-11</i>	<i>Suit by State's Attorney</i>	<i>4-28</i>
<i>Section 4-5-12</i>	<i>Estate Claims</i>	<i>4-28</i>
 <i>Article VI – Adams County Ambulance System</i>		
<i>Section 4-6-1</i>	<i>Formation of System</i>	<i>4-29</i>
<i>Section 4-6-2</i>	<i>Area of Service</i>	<i>4-29</i>

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
4	BOARDS AND COMMISSIONS (CONTINUED)	
	Section 4-6-3	Ambulance Board 4-29
	Section 4-6-4	Powers of Board 4-30
	Section 4-6-5	Labor Contracts 4-30
	Section 4-6-6	Amendments 4-30
	Section 4-6-7	Repealer 4-31
	Section 4-6-8	Effective Date 4-31
5	BUSINESS REGULATIONS	
	<i>Article I – Solicitors</i>	
	Section 5-1-1	Definitions 5-1
	Section 5-1-2	County Policy 5-1
	Section 5-1-3	Registration Required 5-1
	Section 5-1-4	Application for Certificate of Registration 5-2
	Section 5-1-5	Issuance & Revocation of Certificate Of Registration 5-2
	Section 5-1-6	Annual Expiration Date 5-2
	Section 5-1-7	Duty of Solicitors 5-2
	Section 5-1-8	Uninvited Soliciting Prohibited 5-2
	Section 5-1-9	Time Limit on Soliciting 5-3
	Section 5-1-10	Fee Required 5-3
	Section 5-1-11	Not Applicable 5-3
	<i>Article II – Peddlers</i>	
	Section 5-2-1	License Required 5-4
	Section 5-2-2	Definitions 5-4
	Section 5-2-3	Application 5-4
	Section 5-2-4	Investigation of Applicants 5-4
	Section 5-2-5	Fees 5-5
	Section 5-2-6	Hours 5-5
	Section 5-2-7	Fraud 5-5
	Section 5-2-8	Exemption 5-5
	Section 5-2-9	Produce Farmers 5-5
	<i>Article III – Raffles</i>	
	Section 5-3-1	Definitions 5-6
	Section 5-3-2	Duties 5-6
	Section 5-3-3	License Required 5-6
	Section 5-3-4	Applications for License 5-7
	Section 5-3-5	Rules for Applications and Licenses 5-7
	Section 5-3-6	Prohibited Licensees 5-8
	Section 5-3-7	Restrictions on the Conduct of Raffles 5-8

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
5	<i>BUSINESS REGULATIONS (CONTINUED)</i>	
	<i>Article IV – Adult Oriented Businesses</i>	
	Section 5-4-1	Definition 5-9
	Section 5-4-2	License Required 5-9
	Section 5-4-3	Application 5-10
	Section 5-4-4	Restrictions of Licenses 5-10
	Section 5-4-5	License Required 5-11
	Section 5-4-6	Classification 5-12
	Section 5-4-7	Fee 5-12
	Section 5-4-8	License Year 5-12
	Section 5-4-9	Exemptions 5-12
	Section 5-4-10	Premises Used for Dwellings 5-13
	Section 5-4-11	Sale in Public Buildings 5-13
	Section 5-4-12	Transportation 5-13
	Section 5-4-13	Disposition of Fees 5-13
	Section 5-4-14	Record of Licenses 5-13
	Section 5-4-15	Transfer of License 5-13
	Section 5-4-16	Refund of Fees 5-14
	Section 5-4-17	Change of Location 5-14
	Section 5-4-18	Peddling 5-14
	Section 5-4-19	Sanitary Conditions 5-14
	Section 5-4-20	Employees 5-14
	Section 5-4-21	Location Requirements 5-15
	Section 5-4-22	Closing Hours 5-15
	Section 5-4-23	Election Days 5-15
	Section 5-4-24	Description of Premises 5-15
	Section 5-4-25	View Into Premises 5-15
	Section 5-4-26	Posting 5-15
	Section 5-4-27	Sale to Intoxicated Persons—Habitual Drunkards 5-16
	Section 5-4-28	Attendance at Bar 5-16
	Section 5-4-29	Revocation-Suspension 5-16
	Section 5-4-30	Sales to Persons Under Twenty-One 5-16
	Section 5-4-31	Consumption of Persons Under Twenty-One 5-16
	Section 5-4-32	Prohibited Conduct on Licensed Premises 5-16
	Section 5-4-33	Penalty 5-17
	Section 5-4-34	Conflict with State Statutes 5-17
	Section 5-4-35	Special One Day Permit 5-17

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
5	<i>BUSINESS REGULATIONS (CONTINUED)</i>	
	<i>Section 5-6-20</i>	<i>Certiorari Procedure</i> 5-41
	<i>Section 5-6-21</i>	<i>Effective Date</i> 5-41
6	<i>EMPLOYEES</i>	
	<i>Article I – Sexual Harassment Policy</i>	
	<i>Section 6-1-1</i>	<i>Statement of Policy</i> 6-1
	<i>Section 6-1-2</i>	<i>Definition of Sexual Harassment</i> 6-1
	<i>Section 6-1-3</i>	<i>Responsibility of Individual Employees</i> 6-2
	<i>Section 6-1-4</i>	<i>Procedures for Filing a Complain</i> 6-2
	<i>Section 6-1-5</i>	<i>False and Frivolous Complaints</i> 6-3
	<i>Article II – Equal Employment Policy</i>	
	<i>Section 6-2-1</i>	<i>Adoption of Code</i> 6-5
	<i>Section 6-2-2</i>	<i>Non-Discriminatory Practices</i> 6-6
	<i>Section 6-2-3</i>	<i>Contracting with Non-Complaints</i> 6-6
	<i>Section 6-2-4</i>	<i>Outreach to All</i> 6-7
	<i>Section 6-2-5</i>	<i>Minority Hiring</i> 6-7
	<i>Section 6-2-6</i>	<i>Accommodations for Disabled</i> 6-7
	<i>Section 6-2-7</i>	<i>Compliance by Employees</i> 6-7
	<i>Section 6-2-8</i>	<i>Designated Enforcers</i> 6-7
	<i>Article III – Safety Policy</i>	
	<i>Section 6-3-1</i>	<i>Stated Policy</i> 6-8
	<i>Section 6-3-2</i>	<i>Supervisors Instructions</i> 6-8
	<i>Section 6-3-3</i>	<i>Employee Responsibilities</i> 6-8
	<i>Article IV – Labor Contracts</i>	
	<i>Section 6-4-1</i>	<i>Exhibits Incorporated</i> 6-9
	<i>Article V – Sexual Misconduct Policy</i>	
	<i>Section 6-5-1</i>	<i>Purpose of Policy</i> 6-10
	<i>Section 6-5-2</i>	<i>Reporting Procedures and Designated Sexual Misconduct Coordinator</i> 6-10
	<i>Section 6-5-3</i>	<i>Employees</i> 6-10
	<i>Section 6-5-4</i>	<i>Investigation and Confidentiality</i> 6-10
	<i>Section 6-5-5</i>	<i>Discipline</i> 6-10
	<i>Section 6-5-6</i>	<i>False Accusations</i> 6-10
	<i>Section 6-5-7</i>	<i>Retaliation Against Accuser</i> 6-11
	<i>Section 6-5-8</i>	<i>Child Abuse Incident Reporting and Follow-up</i> 6-11
	<i>Section 6-5-9</i>	<i>Maintenance of Records and Documents</i> 6-12
	<i>Section 6-5-10</i>	<i>Employee Acknowledgement of Policy</i> 6-12

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
7	<i>Offenses</i>	
	<i>Article I – Truancy Ordinance</i>	
	<i>Section 7-1-1 Purpose</i>	<i>7-1</i>
	<i>Section 7-1-2 Definitions</i>	<i>7-1</i>
	<i>Section 7-1-3 Governing Office</i>	<i>7-2</i>
	<i>Section 7-1-4 Enforcement</i>	<i>7-3</i>
	<i>Section 7-1-5 Penalty</i>	<i>7-3</i>