INDEX

Effingham County - Index

INDEX

9-1-1 BOARD Annual budget and report, 35.009 Board designation, 35.001 Confidentiality, 35.008 Controlling legislation, 35.002 Meetings, 35.006 Method of appointment of Board members, 35.003 Powers and duties, 35.004 Removal of a member of the Board, 35.007 Surcharge and other funds, 35.005 Vacancy on Board, 35.010 9-1-1 EMERGENCY TELEPHONE TAX Accounting charge, 36.137 Amount paid but not due, 36.143 Definitions, 36.138 Establishment of Fund, 36.141 Fee established, 36.136 Imposition of fee, 36.135 Imposition of surcharge, 36.139 Reports to county, 36.142 Surcharge due, 36.140 ADMINISTRATION GENERALLY County Board standing committees, 30.01 **Courthouse Regulations** County buildings designated smoke-free, 30.24 Exceptions, 30.22 Purpose, 30.20 Soliciting and peddling regulations; county buildings, 30.23 Unlawful possession, 30.21 Facility use requirements, 30.04 Historic Preservation Study Committee, 30.05 Jurors Commission dissolved, 30.03 Penalty, 30.99 Welfare Services Committee disbanded, 30.02

ADULT ORIENTED BUSINESSES Classifications, 114.04

Definitions, 114.03 Findings, 114.02

Licensing

Expiration of license, 114.19

Fees, 114.17

Generally, 114.15

Inspection, 114.18

Issuance of license, 114.16

- Revocation, 114.21
- Suspension, 114.20
- Transfer of license, 114.22

Penalty, 114.99

Purpose, 114.01

ALCOHOLIC BEVERAGES

Application for license, 110.04 Application of provisions, 110.02 Classes of licenses, 110.08 Conduct, 110.13 Conduct prohibited, 110.14 County Board; power, 110.09 Defense: review, 110.18 Definitions, 110.01 Fee; return upon denial, 110.11 Hours; age, 110.12 Issuance; fee, 110.07 License required, 110.03 Liquor Control Commissioner, 110.17 Penalty, 110.99 Qualifications, 110.05 Refund, 110.10 Resident manager, 110.15 Revocation of license, 110.06 Suspension or revocation of license; appeal, 110.19 Violation held to be act of employer/licensee, 110.16

AMBULANCE SERVICE

Emergency medical service, medical transport and ambulance standard of care, 94.02 Ground ambulance service, 94.01

ANIMAL CONTROL

Administrator, 90.03 Adoption of state statute, 90.06

2018 S-2

ANIMAL CONTROL (Cont'd)

Adoption policy and fees for adoption and other services, 90.20 Animals considered a nuisance, 90.08 Apprehension and investigation, 90.17 Citations, 90.18 Control by owner, 90.12 Definitions, 90.01 Dog bites, 90.10 Dumping of animals, 90.19 Fee schedule, 90.21 Impoundment, 90.13 Inoculation, registration and identification requirements, 90.11 Interference with enforcement, 90.07 Microchipping impounded animals, 90.14 Penalty, 90.99 Personnel, 90.02 Police powers, 90.05 Powers of the County Board, 90.04 Prevention of spread of rabies, 90.16 Redemption, 90.15 Registration forms and tag fees, 90.09

APPOINTED OFFICIALS (See OFFICIALS AND EMPLOYEES)

APPROPRIATIONS, 32.015

BIDDING AND CONTRACT PROCEDURES, 34.002

BOARD STANDING COMMITTEES, 30.01

BOARD; COUNTY (See COUNTY BOARD)

BODY ART BUSINESSES

Body art operator/technician requirements and professional standards, 113.02 Client records, 113.05 Definitions, 113.01 Department personnel competency requirement, 113.17 Enforcement, 113.15 Exemptions, 113.03 Interpretation and validity, 113.18 Mobile body art establishments, 113.13 Permit requirements, 113.11 Preparation and care of the body art area, 113.07

Effingham County - Index

BODY ART BUSINESSES (Cont'd) Prohibitions, 113.14 Public notification requirements, 113.04 Records retention, 113.06

Requirements for premises, 113.10 Requirements for single use items, 113.09 Sanitation and sterilization procedures, 113.08 Suspension or revocation of permits, 113.16 Temporary demonstration permit requirements, 113.12

CAPITALIZATION POLICY, 34.001

CIVIL FEES

Compliance with state law, 36.001 Filing a complaint, petition or other pleading initiating a civil action, 36.002 Filing an appearance in a civil action, 36.003 Miscellaneous fees, 36.004 Unpaid fees, 36.005

CLAIMS, 34.004

CODE OF ORDINANCES; GENERAL CODE CONSTRUCTION; GENERAL PENALTY

Amendments to code, 10.09 Conflicting provisions, 10.08 Definitions, 10.02 Errors and omissions, 10.12 General penalty, 10.99 Historical and statutory references, 10.17 Official time, 10.05 Ordinances repealed, 10.13 Ordinances saved, 10.15 Ordinances unaffected, 10.14 Reference to other sections, 10.07 Reference to public office or officer, 10.11 Revivor; effect of amendment or repeal, 10.06 Rules of construction, 10.04 Section headings, 10.03 Severability, 10.10 Technical codes, 10.16 Title of code, 10.01

COMMITTEES

Committee Attendance Attendance requirements, 32.105 Obligation of committee minutes to record all absences, 32.106 Remedies for violating attendance policy, 32.107 Committee meetings, 32.089 Committee responsibilities, 32.087 Committees, 32.085 County seal, 32.093 Procedure, 32.092 Public notice, 32.091 Special committees, 32.090 Specific duties of standing committees, 32.088 Standing committees, 32.086

COMPUTER EQUIPMENT FUND ESTABLISHED, 36.054

CONTRACT PROCEDURES, 34.002

CONVENTION AND SEMINAR REIMBURSEMENT POLICY, 34.011

COUNTY BOARD

By-Laws of the County Board Action of committee; report, 32.011 Agenda, 32.008 Appointment of Chairpersons of committees, 32.012 Appropriations, 32.015 Bills; service, mileage, 32.016 By-laws amended, 32.014 Claims, 32.007 Legal name, 32.001 Minutes, 32.005 Officers, 32.018 Parliamentary law, 32.013 Presiding officer; appointments, 32.017 Regular meetings, 32.002 Reports, 32.006 Effingham County - Index

COUNTY BOARD (Cont'd) By-Laws of the County Board (Cont'd) Roll call, 32.004 Special meetings, 32.003 Standing committees, 32.010 Teleconference, 32.019 Vote, 32.009 **Committees** Committee meetings, 32.089 Committee responsibilities, 32.087 Committees, 32.085 County seal, 32.093 Procedure, 32.092 Public notice, 32.091 Special committees, 32.090 Specific duties of standing committees, 32.088 Standing committees, 32.086 County Board Chairperson Chairperson absent from meeting, 32.033 Chairperson; removal of appointees, 32.034 County representative designated by Chairperson, 32.035 Duties of the Chair, 32.031 Election of Chairperson, 32.030 Expense claims, 32.036 Vacancy in office of County Chairperson, 32.032 **County Board Rules** Rules of the Board, 32.070 Members; Meetings Election of County Board, 32.050 Meetings; regular, 32.053 Open meetings, 32.055 Public comment standards; video rules, 32.057 Quorum; majority vote, 32.056 Special meetings, 32.054 Term; salary, 32.051 Vacancy, 32.052

COUNTY BOARD SALARIES, 34.008

COUNTY BOARD STANDING COMMITTEES, 30.01

COUNTY ENGINEER, 33.57

COUNTY OFFICIAL SALARIES, 34.009

COURT SERVICE FEE, 36.041

COURTHOUSE REGULATIONS

County buildings designated smoke-free, 30.24 Exceptions, 30.22 Purpose, 30.20 Soliciting and peddling regulations; county buildings, 30.23 Unlawful possession, 30.21

CRIMINAL ASSESSMENTS

Compliance with state law, 36.015

- Schedule 1: General felony offenses, 36.016
- Schedule 2: Felony DUI offenses, 36.017
- Schedule 3: Felony drug offenses, 36.018
- Schedule 4: Felony sex offenses, 36.019
- Schedule 5: Generic misdemeanor offenses, 36.020
- Schedule 6: Misdemeanor DUI offenses, 36.021
- Schedule 7: Misdemeanor drug offenses, 36.022
- Schedule 8: Misdemeanor sex offenses, 36.023
- Schedule 9: Major traffic offenses, 36.024
- Schedule 10: Minor traffic offenses, 36.025
- Schedule 10.5: Truck weight and load offenses, 36.026
- Schedule 11: Conservation offenses, 36.027
- Schedule 12: Dispositions under Supreme Court Rule 529 (traffic offenses that do not require a court appearance), 36.028

Schedule 13: Petty offense, business offense, non-traffic ordinance offense, 36.029 Unpaid assessments, 36.030

DESIGN STANDARDS, 150.011

DOGS (See ANIMAL CONTROL)

DRUG TESTING; ELECTRONIC MONITORING, 36.043

EMERGENCY MANAGEMENT

Emergency Management; EMA
Authority to accept services, gifts, grants or loans, 31.40
Compensation; state reimbursement, 31.35
Definitions, 31.32
EMA Director; office, 31.34

EMERGENCY MANAGEMENT (Cont'd) Emergency Management; EMA (Cont'd) Emergency powers, 31.43 Functions; statutory responsibilities, 31.33 Immunity, 31.39 Limitations, 31.31 Local disaster declarations, 31.36 Mutual aid between political subdivisions, 31.38 No private liability, 31.45 Oath, 31.44 Orders, rules and regulations, 31.41 Prohibition of political activity, 31.46 Purpose; authority, 31.30 Testing of disaster warning devices, 31.37 Utilization of existing agency, facilities and personnel, 31.42 Emergency medical service, medical transport and ambulance standard of care, 94.02 Ground ambulance service, 94.01 Mutual Aid System Agreement Amendments, 31.19 Authority and action to effect mutual aid, 31.03 Binding effect, 31.11 Compensation for aid, 31.05 Definitions, 31.02 Duties of the Executive Board, 31.17 Effectiveness, 31.10 Execution in counterparts, 31.15 Executive Board of IEMMAS, 31.16 Governing law, 31.14 Incident management system, 31.04 Indemnification, 31.07 Insurance, 31.06 Non-liability for failure to render aid, 31.08 Notices, 31.13 Purpose, 31.01 Rules and procedures, 31.18 Term, 31.09 Validity, 31.12

EMERGENCY MANAGEMENT COORDINATOR, 33.56

EMPLOYEE PERSONNEL CODE, 33.03

EMPLOYEES (See OFFICIALS AND EMPLOYEES)

EMPLOYMENT POLICY; EQUAL

Accommodations for disabled, 34.080 Adoption of codes, 34.075 Compliance by employees, 34.081 Contracting with non-compliants, 34.077 Designated enforcers, 34.082 Minority hiring, 34.079 Non-discriminatory practices, 34.076 Outreach to all, 34.078

ENGINEER; COUNTY, 33.57

EQUAL EMPLOYMENT POLICY

Accommodations for disabled, 34.080 Adoption of codes, 34.075 Compliance by employees, 34.081 Contracting with non-compliants, 34.077 Designated enforcers, 34.082 Minority hiring, 34.079 Non-discriminatory practices, 34.076 Outreach to all, 34.078

ETHICS PROVISIONS

Definitions, 33.40 Ethics advisor, 33.44 Ethics Commission, 33.45 Gift ban, 33.42 Nepotism, 33.43 Prohibited political activities, 33.41 Validity, 33.46

FAIR HOUSING

Advertisements, 91.08 Advertisements, 91.15 Advertisements, causing or permitting, 91.09 Complaints, 91.22 Construction, 91.03 Coverage, 91.19 Definitions, 91.04 Discrimination in lending, 91.17 FAIR HOUSING (Cont'd) Discriminatory terms, 91.05 Enforcement, 91.24 Exemptions, 91.11 Hearings by County Board, 91.23 Limitations, 91.12 Other violations, 91.21 Penalty, 91.99 Purpose and declaration of policy, 91.02 Refusals of offers, 91.14 Refusals to deal in lending, 91.18 Refusals to deal, 91.06 Remedies, 91.25 Representation, 91.20 Short title, 91.01 Signs and notices, 91.10 Signs and notices, 91.16 Withholding housing, 91.07 Withholding housing, 91.13

FEDERAL OLD AGE AND SURVIVOR'S INSURANCE SYSTEM, 34.007

FINAL PLAT REQUIREMENTS

Final plat certificates, 150.078 Final plat data, 150.076 Generally, 150.075 Other supportive data, 150.077

FINANCE (See TAX AND FINANCE)

FIREWORKS

Applicability, 92.12 Application for consumer fireworks display permit, 92.06 Application for consumer retailer/distributor permit; conditions for issuance, 92.07 Approved consumer fireworks, 92.16 Consumer operator permits for display and purchase of consumer fireworks, 92.15 Definitions, 92.01 Enforcement, 92.13 Issuance; non-transferable voiding, 92.05 Non-prohibited acts, 92.11 Penalty, 92.99 Permit fees, 92.04

Effingham County - Index

92.03

FIREWORKS (Cont'd)
Permit required to sell, purchase, possess or use consumer fireworks, 92.02 Possession, use and discharge of dangerous fireworks, 92.02 Reckless discharge or use prohibited, 92.14
Standards for permanent fireworks structures and approved portable metal storage containers, 92.09
Standards for temporary stands, 92.08
Use of consumer fireworks in public parks, 92.10
FOOD ESTABLISHMENTS
Administration
Embargo and condemnation, 115.32
Food establishment construction or remodeling, 115.30
Food-borne disease survey, 115.31
Adoption by reference, 115.02
Definitions, 115.03
Hearings
Before the Board of Health, 115.61
Before the health authority, 115.60
Inspections
Inspection frequency, 115.46
Permit classifications, 115.45
Right of entry, 115.47
Penalty, 115.99
Permit
Issuance, 115.16
Renewals, 115.17
Required, 115.15
Revocation, 115.21
Suspension, 115.19
Reinstatement, 115.20
Updates, 115.18
Program mission, 115.01
FRAUD/WHISTLEBLOWER POLICY
Actions constituting fraud, 34.028
Administration, 34.035
Authorization for investigating suspected fraud, 34.031
Confidentiality, 34.030
Investigation responsibilities, 34.029
Policy, 34.027
Protection of reporting person, 34.034

FRAUD/WHISTLEBLOWER POLICY (Cont'd)

Purpose of policy, 34.025 Reporting procedures, 34.032 Scope of policy, 34.026 Termination, 34.033

FREEDOM OF INFORMATION PROCEDURES

Certain information exempt from inspection and copying, 34.104 Definitions, 34.095 Dissemination of information about public bodies, 34.108 Extension of time limit; notice, 34.102 Fees, 34.100 Granting of request; procedure for inspection, 34.106 Individual privacy protected, 34.097 List of categories of records, 34.109 Notice of denial of request; appeals, 34.105 Policy, 34.096 Public records available, 34.098 Requests to be in writing, 34.099 Time limit for compliance with request, 34.101 Unduly burdensome request, 34.103 Written request not required for certain documents, 34.107

GEOGRAPHIC INFORMATION SYSTEM FEE, 36.055

GIFT BAN

Attendance at events, 33.18 Definitions, 33.15 Disposition of gifts, 33.19 Ethics officer, 33.21 Exceptions, 33.17 Gift ban, 33.16 Reimbursement, 33.20

GIS RECORDING FEE, 36.042

GROUND AMBULANCE SERVICE, 94.01

HAZARDOUS MATERIALS SPILLS; FINANCIAL RESPONSIBILITY FOR, 34.012

HIGHWAY DEPARTMENT DRUG AND ALCOHOL ABUSE POLICY, 33.04

HISTORIC PRESERVATION STUDY COMMITTEE, 30.05

HOTEL/MOTEL TAX Certificate of registration, 36.187 Collection, 36.184 Definitions, 36.180 Proceeds of taxes, 36.185 Records to be kept, 36.182 Returns, 36.183 Tax, 36.181 Use of funds, 36.186 HOUSING: FAIR Advertisements, 91.08, 91.15 Advertisements, causing or permitting, 91.09 Complaints, 91.22 Construction, 91.03 Coverage, 91.19 Definitions, 91.04 Discrimination in lending, 91.17 Discriminatory terms, 91.05 Enforcement, 91.24 Exemptions, 91.11 Hearings by County Board, 91.23 Limitations, 91.12 Other violations, 91.21 Penalty, 91.99 Purpose and declaration of policy, 91.02 Refusals of offers, 91.14 Refusals to deal in lending, 91.18 Refusals to deal, 91.06 Remedies, 91.25 Representation, 91.20 Short title, 91.01 Signs and notices, 91.10 Signs and notices, 91.16 Withholding housing, 91.07 Withholding housing, 91.13

ILLINOIS MUNICIPAL RETIREMENT FUND, 34.006

IMPROVEMENTS

Improvement plan requirements, 150.060 Minimum improvements, 150.061

INVESTMENT POLICY

Amendment, 34.062 Bonding, 34.061 Captions and headings, 34.063 Collateralization, 34.057 Financial institutions, 34.056 Guidelines, 34.052 Indemnification, 34.059 Investment vehicles, 34.055 Objectives, 34.051 Effingham County - Index

INVESTMENT POLICY (Cont'd) Reporting, 34.054 Responsibility, 34.053 Safekeeping of securities, 34.058 Scope of policy, 34.050 Security controls, 34.060 JAIL MEDICAL FEES, 36.056 JURORS COMMISSION DISSOLVED, 30.03 LANDFILLS Penalty, 52.99 Sanitary Landfills Acts prohibited, 52.22 Definitions, 52.20 Duties of the County Board, 52.21 Enforcement, 52.24 Fees, 52.25 Standards applicable to solid waste, hazardous waste and radioactive waste land disposal facilities. 52.23 Solid Waste Disposal Facilities Deposit of fees, 52.06 Exemptions, 52.03 Expenditure of collected fees, 52.07 Fee, 52.02 Fee imposed, 52.04 Payment of fees, 52.05 Purpose, 52.01

LAW LIBRARY FEES, 36.050

LIQUOR CONTROL COMMISSIONER, 110.17

LIQUOR REGULATIONS (See ALCOHOLIC BEVERAGES)

MANUFACTURED HOME TAX

Computation of tax; due date; distribution to districts, 36.159 Definitions, 36.155 Delivery of registrations to County Clerk, 36.158 Error in tax bill, 36.160

MANUFACTURED HOME TAX (Cont'd)

Interest on delinquent taxes; penalty for fraud, 36.163 Invalidity of provisions, 36.164 Manufactured home dealers; notification, 36.165 Moving permits; penalty, 36.166 Reduction of privilege tax; conditions, 36.161 Registration form; contents, 36.157 Tax established, 36.156 Unpaid taxes; lien on manufactured home, 36.162 Violation, 36.167

MENTAL DEFICIENT BOARD

Appeal of charges, 35.079 Board established, 35.070 Calculation of rate, 35.076 Donations accepted, 35.074 Estate claims, 35.081 Financial inquiries of client, 35.077 Maintenance charge imposed, 35.075 Meetings and responsibilities, 35.072 Membership; term, 35.071 Purchases, 35.073 Suit by state's attorney, 35.080 Use of facilities, 35.078

MENTAL HEALTH BOARD

Absenteeism, 35.028 Amendments, 35.036 Annual budget and report, 35.037 Committees, 35.035 Composition, 35.026 Duties of officers, 35.031 Established, 35.025 Expenses, 35.029 Fiscal year, 35.033 Meetings, 35.032 Officers elected, 35.030 Powers and duties, 35.034 Tax levy; Community Mental Health Fund, 35.038 Term of office, 35.027

MINUTES, 32.005

MOTEL TAX Certificate of registration, 36.187 Collection, 36.184 Definitions, 36.180 Proceeds of taxes, 36.185 Records to be kept, 36.182 Returns, 36.183 Tax, 36.181 Use of funds, 36.186

MUNICIPAL RETIREMENT FUND, 34.006

MUTUAL AID SYSTEM AGREEMENT Amendments, 31.19

Authority and action to effect mutual aid, 31.03 Binding effect, 31.11 Compensation for aid, 31.05 Definitions, 31.02 Duties of the Executive Board, 31.17 Effectiveness, 31.10 Execution in counterparts, 31.15 Executive Board of IEMMAS, 31.16 Governing law, 31.14 Incident management system, 31.04 Indemnification, 31.07 Insurance, 31.06 Non-liability for failure to render aid, 31.08 Notices, 31.13 Purpose, 31.01 Rules and procedures, 31.18 Term, 31.09 Validity, 31.12

OCCUPATION TAX, 36.104

OFFICIALS AND EMPLOYEES Appointed Officials Appointments by county, 33.59 County Engineer, 33.57 Emergency Management Coordinator, 33.56 Solid Waste Coordinator, 33.58 Term of appointed officials, 33.55 Employee Personnel Code, 33.03

OFFICIALS AND EMPLOYEES (Cont'd) Employees' mileage reimbursement, 33.02 **Ethics Provisions** Definitions, 33.40 Ethics advisor, 33.44 Ethics Commission, 33.45 Gift ban, 33.42 Nepotism, 33.43 Prohibited political activities, 33.41 Validity, 33.46 Gift Ban Attendance at events, 33.18 Definitions, 33.15 Disposition of gifts, 33.19 Ethics officer, 33.21 Exceptions, 33.17 Gift ban, 33.16 Reimbursement, 33.20 Highway Department Drug and Alcohol Abuse Policy, 33.04 Penalty, 33.99 Reimbursement of travel, meal, and lodging expenses Approval of expenses, 33.73 Definitions, 33.70 Documentation of expenses, 33.74 Entertainment expenses, 33.75 Maximum allowable reimbursement for expenses, 33.72 Official business for which expenses may be reimbursed, 33.71 Sexual Harassment Policy, 33.05 Sheriff's deputy and court security personnel capacity, 33.01

ORDINANCES (See CODE OF ORDINANCES; GENERAL CODE CONSTRUCTION; GENERAL PENALTY)

PARLIAMENTARY LAW, 32.013

PEDDLERS, SOLICITORS AND THE LIKE

Application for permit, 112.07 Definitions, 112.01 Denial or issuance of permit, 112.09 Expiration, 112.12 False representation, 112.05 Hours and days of operation, 112.04 Penalty, 112.99 Persons ineligible for permit, 112.08

PEDDLERS, SOLICITORS AND THE LIKE (Cont'd) Records, 112.10
Required; possession, return upon expiration, 112.02
Revocation; grounds, 112.11
To leave premises when requested, 112.03
Waiver of requirements for local charitable solicitation, community or religious in nature, 112.06

PERSONNEL CODE, 33.03

PLATS (See SUBDIVISIONS)

POLICIES AND PROCEDURES

Equal Employment Policy Accommodations for disabled, 34.080 Adoption of codes, 34.075 Compliance by employees, 34.081 Contracting with non-compliants, 34.077 Designated enforcers, 34.082 Minority hiring, 34.079 Non-discriminatory practices, 34.076 Outreach to all, 34.078 Fraud/Whistleblower Policy Actions constituting fraud, 34.028 Administration, 34.035 Authorization for investigating suspected fraud, 34.031 Confidentiality, 34.030 Investigation responsibilities, 34.029 Policy, 34.027 Protection of reporting person, 34.034 Purpose of policy, 34.025 Reporting procedures, 34.032 Scope of policy, 34.026 Termination, 34.033 Freedom of Information Procedures Certain information exempt from inspection and copying, 34.104 Definitions. 34.095 Dissemination of information about public bodies, 34.108 Extension of time limit; notice, 34.102 Fees. 34.100 Granting of request; procedure for inspection, 34.106 Individual privacy protected, 34.097 List of categories of records, 34.109

POLICIES AND PROCEDURES (Cont'd) Freedom of Information Procedures (Cont'd) Notice of denial of request; appeals, 34.105 Policy, 34.096 Public records available, 34.098 Requests to be in writing, 34.099 Time limit for compliance with request, 34.101 Unduly burdensome request, 34.103 Written request not required for certain documents, 34.107 **Investment Policy** Amendment, 34.062 Bonding, 34.061 Captions and headings, 34.063 Collateralization, 34.057 Financial institutions, 34.056 Guidelines, 34.052 Indemnification, 34.059 Investment vehicles, 34.055 Objectives, 34.051 Reporting, 34.054 Responsibility, 34.053 Safekeeping of securities, 34.058 Scope of policy, 34.050 Security controls, 34.060 Policies and Procedures Generally Bidding and contract procedures, 34.002 Capitalization policy, 34.001 Claims, 34.004 Convention and seminar reimbursement policy, 34.011 County Board salaries, 34.008 County official salaries, 34.009 Federal old age and survivor's insurance system, 34.007 Financial responsibility for hazardous waste materials spills, 34.012 Illinois Municipal Retirement Fund, 34.006 Salaries regulation, 34.003 Smoke-free buildings, 34.010 Space heaters and the like prohibited, 34.005

PRELIMINARY PLAT, 150.026

PRIVATE SEWAGE DISPOSAL Adoption by reference, 51.02 Compliance and performance, 51.05

PRIVATE SEWAGE DISPOSAL (Cont'd)

Conflict, 51.08 Definitions, 51.01 Hearings, 51.07 Issuance of notice, 51.06 Penalty, 51.99 Permit requirements, 51.04 Required area, 51.03

PROCEDURES (See POLICIES AND PROCEDURES)

PROPERTY SALES FEES, 36.046

PUBLIC HEALTH BOARD

Annual budget and report, 35.054 Board established, 35.050 Board membership; term, 35.052 Coordination, 35.059 Expenses of Board members; payment, 35.057 Meetings, 35.056 Powers and duties, 35.053 Removal, 35.058 Service area, 35.051 Tax levy; County Health Fund; use of funds, 35.055

PUBLIC SAFETY TAX, 36.103

RAFFLE CODE

Application, 111.05 Conduct of raffles, 111.08 Definitions, 111.03 Enforcement, 111.11 License issuance, 111.07 License requirements, 111.04 Licensee qualifications, 111.06 Purpose, 111.02 Raffle Manager, 111.09 Records, 111.10 Title, 111.01

REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES (See OFFICIALS AND EMPLOYEES)

RETAIL OCCUPATION TAX, 36.102

RETIREMENT FUND, 34.006

SALARIES REGULATION, 34.003

SALES TAX

Occupation tax, 36.104 Public safety tax, 36.103 Retail occupation tax, 36.102 Service occupation tax, 36.101 Use tax, 36.100

SANITARY LANDFILLS (See also LANDFILLS)
Acts prohibited, 52.22
Definitions, 52.20
Duties of the County Board, 52.21
Enforcement, 52.24
Fees, 52.25
Standards applicable to solid waste, hazardous waste and radioactive waste land disposal facilities, 52.23

SEMINAR REIMBURSEMENT POLICY, 34.011

SERVICE OCCUPATION TAX, 36.101

SEXUAL HARASSMENT POLICY, 33.05

SHERIFF FEES, 36.049

SMOKE-FREE BUILDINGS, 34.010

SMOKING

Definitions, 93.01 Designation of other nonsmoking areas, 93.05 Enforcement; complaints, 93.07 Entrances, exits, windows and ventilation intakes, 93.08 Exemptions, 93.06 Penalty, 93.99 Posting of signs; removal of ashtrays, 93.03 Smoking in public places, places of employment and governmental vehicles prohibited, 93.02 Smoking prohibited in student dormitories, 93.04 SOLICITORS AND THE LIKE Application for permit, 112.07 Definitions, 112.01 Denial or issuance of permit, 112.09 Expiration, 112.12 False representation, 112.05 Hours and days of operation, 112.04 Penalty, 112.99 Persons ineligible for permit, 112.08 Records, 112.10 Required; possession, return upon expiration, 112.02 Revocation; grounds, 112.11 To leave premises when requested, 112.03 Waiver of requirements for local charitable solicitation, community or religious in nature, 112.06 Effingham County- Index

SOLID WASTE COORDINATOR, 33.58

SOLID WASTE; LANDFILLS Penalty, 52.99 Sanitary Landfills Acts prohibited, 52.22 Definitions, 52.20 Duties of the County Board, 52.21 Enforcement, 52.24 Fees, 52.25 Standards applicable to solid waste, hazardous waste and radioactive waste land disposal facilities, 52.23 Solid Waste Disposal Facilities Deposit of fees, 52.06 Exemptions, 52.03 Expenditure of collected fees, 52.07 Fee, 52.02 Fee imposed, 52.04 Payment of fees, 52.05 Purpose, 52.01

SPACE HEATERS AND THE LIKE PROHIBITED, 34.005

SUBDIVISIONS Administration, 150.006 Application of resolution, 150.003 Bonding Acceptance, 150.098 Construction bond, 150.091 Construction bond or escrow agreement, 150.090 Eligible sureties, 150.095 Escrow agreements, 150.092 Forfeit, 150.094 Inspection of improvement, 150.096 Maintenance bond, 150.097 Provisions for maintenance and operation of private utilities or facilities, 150.099 Release, 150.093 Changes and amendments, 150.012 Definitions, 150.010 Design standards, 150.011

SUBDIVISIONS (Cont'd) **Final Plat Requirements** Final plat certificates, 150.078 Final plat data, 150.076 Generally, 150.075 Other supportive data, 150.077 Improvements Improvement plan requirements, 150.060 Minimum improvements, 150.061 Instances when plats will not be required, 150.007 Intent and purpose, 150.004 Interpretation, 150.005 Jurisdiction and Procedure Change in the preliminary plat, 150.029 Final plat procedures, 150.030 Improvement plan procedures, 150.028 Official filings, 150.032 Plat, when required, 150.025 Preliminary plat, 150.026 Recording procedure, 150.031 Subdivision near municipality, 150.027 Lot recording, 150.008 Penalty, 150.999 Scope and legal authority, 150.001 Specifications for Plats Existing conditions, 150.047 Other submission items, 150.049 Preliminary plat map, 150.046 Preliminary plat requirements, 150.045 Proposed conditions, 150.048 Suitability of land for subdivision development, 150.009 Title, 150.002 Vacation of Plats Approvals required, 150.127 Plat vacation, 150.125 Subdivision Committee review, 150.128 Submittal documents, 150.126 Vacation recording, 150.129 Validity, 150.013 Variances Conditions of variation, 150.110 Filing, 150.113 Judicial remedy by a local court of record, 150.114 Subdivision Committee action, 150.112 Variance procedures, 150.111

TAX AND FINANCE 9-1-1 Emergency Telephone Tax Accounting charge, 36.137 Amount paid but not due, 36.143 Definitions, 36.138 Establishment of Fund, 36.141 Fee established, 36.136 Imposition of fee, 36.135 Imposition of surcharge, 36.139 Reports to county, 36.142 Surcharge due, 36.140 **Civil Fees** Compliance with state law, 36.001 Filing a complaint, petition or other pleading initiating a civil action, 36.002 Filing an appearance in a civil action, 36.003 Miscellaneous fees. 36.004 Unpaid fees, 36.005 **Criminal Assessments** Compliance with state law, 36.015 Schedule 1: General felony offenses, 36.016 Schedule 2: Felony DUI offenses, 36.017 Schedule 3: Felony drug offenses, 36.018 Schedule 4: Felony sex offenses, 36.019 Schedule 5: Generic misdemeanor offenses, 36.020 Schedule 6: Misdemeanor DUI offenses, 36.021 Schedule 7: Misdemeanor drug offenses, 36.022 Schedule 8: Misdemeanor sex offenses, 36.023 Schedule 9: Major traffic offenses, 36.024 Schedule 10: Minor traffic offenses, 36.025 Schedule 10.5: Truck weight and load offenses, 36.026 Schedule 11: Conservation offenses, 36.027 Schedule 12: Dispositions under Supreme Court Rule 529 (traffic offenses that do not require a court appearance), 36.028 Schedule 13: Petty offense, business offense, non-traffic ordinance offense, 36.029 Unpaid assessments, 36.030 Hotel/Motel Tax Certificate of registration, 36.187 Collection, 36.184 Definitions, 36.180 Proceeds of taxes, 36.185

TAX AND FINANCE (Cont'd) Hotel/Motel Tax (Cont'd) Records to be kept, 36.182 Returns, 36.183 Tax, 36.181 Use of funds, 36.186 Manufactured Home Tax Computation of tax; due date; distribution to districts, 36.159 Definitions, 36.155 Delivery of registrations to County Clerk, 36.158 Error in tax bill, 36.160 Interest on delinquent taxes; penalty for fraud, 36.163 Invalidity of provisions, 36.164 Manufactured home dealers; notification, 36.165 Moving permits; penalty, 36.166 Reduction of privilege tax; conditions, 36.161 Registration form; contents, 36.157 Tax established, 36.156 Unpaid taxes; lien on manufactured home, 36.162 Violation, 36.167 Miscellaneous Fees Computer Equipment Fund established, 36.054 Coroner, 36.047 County Clerk; vital records; fees and fund, 36.044 Court service fee, 36.041 Delinquent tax parcel, 36.045 Drug testing; electronic monitoring, 36.043 Fee established; document storage system, 36.053 Geographic information system fee, 36.055 GIS recording fee, 36.042 Jail medical, 36.056 Law library fees, 36.050 Mailing, 36.010 Property sales fees, 36.046 Public data requests, 36.048 Recorder of Deeds' office fees, 36.051 Recording a document; nonconforming, 36.052 Sheriff, 36.049 Tax deeds, 36.029 Vehicle violations, 36.040

TAX AND FINANCE (Cont'd) Recorder of Deeds Definitions, 36.115 Exempt deeds and trust documents, 36.117 Prior documents, 36.120 Proceeds to County Treasurer, 36.118 Tax additional to others, 36.119 Tax imposed, 36.116 Sales Tax Occupation tax, 36.104 Public safety tax, 36.103 Retail occupation tax, 36.102 Service occupation tax, 36.101 Use tax, 36.100 Taxpayers' Rights Code Abatement, 36.081 Appeal, 36.078 Application, 36.087 Audit procedure, 36.077 Certain credits and refunds, 36.076 Definitions, 36.072 Hearing, 36.079 Installment contracts, 36.082 Interest and penalties, 36.080 Internal review procedure, 36.086 Late payment, 36.074 Notices, 36.073 Payment, 36.075 Publication of tax ordinances, 36.085 Scope, 36.071 Statute of limitations, 36.083 Title. 36.070 Voluntary disclosure, 36.084

TAXPAYERS' RIGHTS CODE

Abatement, 36.081 Appeal, 36.078 Application, 36.087 Audit procedure, 36.077 Certain credits and refunds, 36.076 Definitions, 36.072 Hearing, 36.079

TAXPAYERS' RIGHTS CODE

Installment contracts, 36.082 Interest and penalties, 36.080 Internal review procedure, 36.086 Late payment, 36.074 Notices, 36.073 Payment, 36.075 Publication of tax ordinances, 36.085 Scope, 36.071 Statute of limitations, 36.083 Title, 36.070 Voluntary disclosure, 36.084

TRUANCY

Chronic truant, 130.02 Distribution of ordinance fines, 130.06 Enforcement, 130.05 Penalty, 130.99 Purpose, 130.01 Truancy prohibited, 130.03 Valid cause for absence, 130.04

USE TAX, 36.100

VACATION OF PLATS Approvals required, 150.127 Plat vacation, 150.125 Subdivision Committee review, 150.128 Submittal documents, 150.126 Vacation recording, 150.129

VARIANCES

Conditions of variation, 150.110 Filing, 150.113 Judicial remedy by a local court of record, 150.114 Subdivision Committee action, 150.112 Variance procedures, 150.111

VITAL RECORDS; FEES AND FUND, 36.044

WATER WELLS

Adoption by reference, 50.03
Application for permit, 50.09
Definitions, 50.02
Disinfection and analysis, 50.05
Exemptions, 50.06
Licensing of well drillers and pump installers, 50.11
Penalty, 50.99
Permit required, 50.08
Purpose, 50.01
Required inspection, 50.10
Storage and water lines, 50.07
Water supply location, construction and repair, 50.04

WELFARE SERVICES COMMITTEE DISBANDED, 30.02

WHISTLEBLOWER POLICY

Actions constituting fraud, 34.028 Administration, 34.035 Authorization for investigating suspected fraud, 34.031 Confidentiality, 34.030 Investigation responsibilities, 34.029 Policy, 34.027 Protection of reporting person, 34.034 Purpose of policy, 34.025 Reporting procedures, 34.032 Scope of policy, 34.026 Termination, 34.033 Effingham County - Index