

CHAPTER 3

ARTICLE I: ADMINISTRATION

- 3-101 Exercise of Governmental Authority
- 3-102 Administrative Policy and Procedures
- 3-103 Oaths
- 3-104 Bonds
- 3-105 Compensation

Adopted: December 19, 1996 Signed: Donna M. Waters, Clerk

4. Records. All county records, except those which by order of a state court or by law are prohibited from being open to public inspection, shall be open for personal inspection by any citizen of Georgia during the hours of operation of the administrative service herein below prescribed.

5. Operation of administrative service. All units in the administrative service shall:

(a) Office hours. County Facilities will be open Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. with the exception of legal holidays.

(b) Make daily deposit Make a daily deposit of any monies received directly from the public.

(c) Payment of monies. Pay out monies belonging to the county only in the manner prescribed herein.

3-103 Oaths. All county officials and police officials required by law to take an oath shall, before entering upon the discharge of their respective duties, take and subscribe the following oath before an officer authorized by law to administer oaths:

I, _____, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, the Ordinances of the County of Bryan; and that I will, to the best of my ability, faithfully perform the duties of the office of _____ during my continuance therein, so help me God.

3-104 Bonds. Except as otherwise provided by law, the board of commissioners may require any department head, county official, or employee, before entering upon the discharge of his duties to give good and sufficient bond in any amount decided by the board of commissioners. Said bond shall be payable to the County for the faithful performance of said duties and to secure against corruption, malfeasance, misappropriation, or unlawful expenditures in office. Said surety bonds shall be obtained from a surety company licensed to do business in the State of Georgia and approved by the Board of Commissioners. The premiums thereon shall be paid by the County.

3-105 Compensation. Each employee of the County shall receive such compensation as may be provided from time to time by the County Board of Commissioners.

Adopted: December 19, 1996

Signed: _____
Donna M. Waters, Clerk