




POLK COUNTY, TEXAS

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TO: Sydney Murphy, County Judge & County Commissioners
FROM: Adrena Gilbert, Human Resources Supervisor 
RE: Revision of Personnel Management Systems Book 2
DATE: September 16, 2020

Book 2: **Personnel Policies-Table of Contents**
Revised to include 1.09 Confidentiality/Security of Information and corrected the Section numbering as a result of the addition.

1.00 General Policies
Added 1.09 Confidentiality/Security of Information

10.00 Health and Safety
Added 10.06 Non-Employee Incident/Injury Report

PF-16 Employee Acknowledgement
Revised to include confidentiality clause.

PF-31 Polk County Non-Employee Incident/Injury Report Form
Added report form.