

# OKLAHOMA COUNTY

*Oklahoma County Office Building  
320 Robert S Kerr Ave,  
Oklahoma City, OK 73102  
BOE Meeting Room 205*

12:30:22 PM

FILED IN OFFICE  
COUNTY CLERK  
OKLAHOMA CITY, OKLA

Jan 12 2026  
Maressa Treat,  
County Clerk. Okla. Cnty.



*Maressa Treat*

## **Handbook Committee Regular Meeting Agenda**

**Tuesday, January 13, 2026**

**1:30 PM**

***Rick Buchanan - Chair  
Paul Foster - Vice-Chair  
Brandi Mertens - Member  
LeeAnn Hinds - Member  
Brandon Holmes - Member  
Erin McConnell - Member  
Stacy Rodgers - Member  
Ryan Jasper - Member***

***<https://www.youtube.com/@oklahomacounty4775>***

***Recorded in the  
Oklahoma County Clerk's Office***

## **Call To Order**

## **Roll Call**

**Notice of the meeting was properly posted on January 12, 2026.**

**For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, or striking the item.**

## **Approval of Minutes**

1. Discussion and possible action regarding the minutes of October 21 and December 15, 2025.

[10-21-2025 Handbook Minutes](#)

[12-15-2025 Handbook Minutes](#)

## **Departmental Items**

2. Discussion and possible action regarding the election of Chairman and Vice-Chairman for Calendar Year 2026. Requested by Clerks of the Board, Office of the County Clerk.
3. Discussion and possible action regarding the official working draft of the Oklahoma County Employee Policy Handbook. Requested by Clerks of the Board, Office of the County Clerk.

[OK County Employee Policy Handbook Draft - KPP 12-23-25](#)

4. Discussion and possible action regarding the Handbook language related to Law Enforcement and Juvenile work schedules. Requested by Brandon Holmes, Sheriff's Office.
5. Discussion and possible action to assess language regarding the Oklahoma Constitution and IRS Codes contained in the “Mobile Phone Policy,” “Vehicle Usage,” and “Uniform and Safety Equipment” sections of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

[Oklahoma County Employee Handbook Draft 12 2025 EM](#)

6. Discussion and possible action to accept changes to the “Firearms/Weapons” section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

[Employee Handbook Draft 01 2026 EM](#)

7. Discussion and possible action to accept changes to the “Complaint Resolution Procedure” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

8. Discussion and possible action to accept changes to the “Statement of Policy Regarding Drug and/or Alcohol Use by Employees” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

9. Discussion and possible action to accept changes to the “Employment Separation” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

10. Discussion and possible action to accept changes to the “Authority to Search” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

11. Discussion and possible action to accept changes to the “Tobacco Free Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

12. Discussion and possible action to delete the “Telephone Use” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

13. Discussion and possible action to delete the “Voting” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

14. Discussion and possible action to replace the “Service Animals Policy” section of the handbook draft with the proposed "Americans With Disabilities Act, As Amended" section. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

15. Discussion and possible action to accept changes to the “Oklahoma County Personal Use of County-Owned Vehicle Agreement” of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

16. Discussion and possible action to accept changes to the "Telephone, E-mail, Internet, and Voicemail Employee Acknowledgement Form" of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

[Employee Handbook Draft 01 2026 EM](#)

17. Discussion and possible action to add the following language: "Medical personnel who are scheduled for 12 hour shifts, with an average of 36 hours per week, are considered full time employees and are eligible for health and retirement benefits." as an addendum titled "ADDENDUM: MEDICAL PERSONNEL ELIGIBILITY FOR HEALTH AND RETIREMENT BENEFITS" to the 2021 Interim Employee Handbook. Requested by Erin McConnell, Oklahoma County Clerk's Office.

**Citizen Participation:** "Citizens may address the Board during open meetings under the agenda item "Citizen's Participation." However, the Board cannot discuss, take action or make any decisions on matters not on the current agenda. Please fill out a "Citizen's Participation" request form provided by the County Clerk's office or complete the fillable form that will be provided by [PublicComment@oklahomacounty.org](mailto:PublicComment@oklahomacounty.org) and submit via email or hand the form to the recording secretary prior to the meeting.

#### **Board Comments**

**New Business:** In accordance with the Open Meeting Act, Title 25 O.S. § 311.A.9, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

#### **Adjourn**