

*Administrative Manual: The Policies and Procedures of Tompkins County Government*

**OATHS OF OFFICE**

<b>Objective:</b>	To provide information on the legal requirements for oaths of office and establish procedures for implementing the Law	<b>Policy/Procedure Number:</b>	01-14
<b>Reference:</b> <i>(All Applicable Federal, State, and Local Laws)</i>	County Law, Section 402; Public Officers Law, Sections 10 and 30 and 400; Office of the County Clerk; Civil Service Law, Section 62	<b>Effective Date:</b>	October 2, 2012 January 12, 1981
		<b>Responsible Department:</b>	Clerk of the Legislature
		<b>Modified Date (s):</b>	October 2, 2012 May 22, 1984
<b>Legislative Policy Statement:</b>	It is required by law that all public officials and officers be administered an oath of office upon appointment or election to office. It is also required by law that County employees not specified must sign a constitutional oath before hiring.	<b>Resolution No.:</b>	2012-199
<b>General Information:</b>		<b>Next Scheduled Review:</b>	November, 2017
<b>I. Definitions:</b>			
<b>II. Policy:</b>			
<b>III. Procedure:</b>	<ol style="list-style-type: none"><li>1. All elected County officials, appointed deputy sheriffs, the Commissioners of Social Services, Health, Public Works, Personnel, and Planning, the County Administrator, the Probation and Community Justice Director, Director of Assessment, Medical Director, and appointed members of County affiliated lay boards, commissions, and committees shall take and file an official oath in the manner prescribed in the Public Officers Law.</li><li>2. Such oath of office shall be filed in the office of the County Clerk within thirty (30) days of the commencement of an elected official's term of office or an appointed official's notice of appointment. The Clerk of the Legislature shall send with each notice of appointment instructions for the appointee to report to the County Clerk's Office to file an oath of office.</li><li>3. The County Clerk may report to the organizational meeting of a newly constituted board, commission, or committee to administer the oath of office verbally. If this is done, written oaths must still be filed in the County Clerk's Office.</li><li>4. Refusal or neglect to file an official oath within thirty (30) days of commencement of a term of office or notice of appointment shall be grounds for considering an office to be vacant.</li><li>5. County employees not specified above must sign a constitutional oath before hiring.</li><li>6. Deputy sheriffs must refile an oath of office with the commencement of each term of the County Sheriff.</li><li>7. Deputy County Clerk(s) must refile an oath of office with the commencement of each term of the County Clerk.</li></ol>		