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| <b>Title:</b> Administrative Policy<br>Policy and Procedure Establishment | <b>Policy No.</b><br>Part 1, General County Administration<br>Chapter 1, Policy and Procedure Manuals<br>Section 1 |
|   | <b>Effective Date</b><br>May 8, 2007   |
| <b>Policy Custodian</b><br>County Manager                                 | <b>Adoption/Revision Date</b><br>May 8, 2007/February 2016   |

**Adopting Resolution(s):** CC07-242

**References (Statutes/Resos/Policies):** CC03-417, CC06-408

**Procedure:** Policy and Procedure Establishment Procedure

**Purpose:** To establish when a Policy is required, provide authority for employees to implement these Policies through the development of Procedures, and set standards for updating and maintaining Policies and Procedures.

**Policy:** Policy and Procedure Establishment

A. Applicability

1. A Policy is the written description of a direction set by the Board of County Commissioners (BCC) to guide the present and future actions of the various Departments/Divisions within Jefferson County.
2. Policies may be administrative or regulatory.
  - a. Administrative Policies establish powers, responsibilities, and/or rules for county employees and appointed board members.
  - b. Regulatory Policies establish rules or orders having the force of law.
3. A Policy shall be established when:
  - a. Directed by the BCC.
  - b. Required in accordance with state or federal law.
  - c. Requested by an Elected Official or Department/Division Director, and approved by the BCC.

B. Policy Standards

1. All Policies, Administrative and Regulatory, shall be adopted by the BCC at a public hearing.
2. All Policies, excluding Ordinances, may be revised administratively to make format changes, corrections to reflect organizational changes, or similar non-material changes without BCC review.

3. Prior to BCC adoption or administrative revisions, the County Manager's Office and the County Attorney's Office shall review the Policy.
4. All Policies shall be maintained in the County Policy Manual. Policies may be kept under separate cover. However, all Policies kept under separate cover shall be referenced in the County Policy Manual.
5. Each Policy shall be assigned a custodian.
  - a. Custodians shall update assigned Policies and/or Procedures as needed.
  - b. Custodians shall, at a minimum, review assigned Policies and/or Procedures annually.

C. Procedures

1. Policies may be implemented through the development of a Procedure. All Policies may not require a Procedure.
2. When a Procedure is necessary to implement the intent of the Policy, each Department/Division shall work with the County Manager's Office to develop such Procedure. The County Manager's Office shall approve such rules and regulations governing the Procedure as it may consider necessary or advisable.
3. Departments/Divisions may develop Procedures to promote efficiency and consistency within employment units. These Procedures shall also be coordinated through and shall be approved by the County Manager's Office.
4. All Procedures shall be maintained in the County Procedure Manual and referenced in the appropriate Policy.