

<b>Procedure</b> Policy and Procedure Establishment	<b>Last Update:</b> February 2016
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**References:** Policy and Procedure Establishment Policy

**Purpose:** To establish a format and revision methodology for Policies and Procedures to promote consistency and uniformity.

A. Timing

1. The Policy custodian shall be responsible for reviewing all assigned Policies and corresponding Procedures on the anniversary of the last Adoption/Revision or Last Update date.
2. Revisions to existing Policies and Procedures and/or new Policies and Procedures may be developed as needed.

B. Process

1. Policy Revisions

- a. If revisions are required, the Policy custodian shall contact the County Manager's Office prior to drafting any revisions.
- b. The County Manager's Office shall determine the revision and BCC briefing and adoption process for each Policy. Processes may vary depending on the Policy.
- c. The Policy custodian shall be responsible for preparing the briefing paper, unless otherwise coordinated through the County Manager's Office. The agenda memo, resolution and final formatted copy of the Policy shall be prepared by the County Manager's Office, unless otherwise coordinated through the Office.

2. Procedure Revisions

- a. The Procedure custodian shall contact the County Manager's Office prior to drafting any revisions. The County Manager's Office shall determine its level of involvement in the revision process. All revisions must be approved by the County Manager's Office.
- b. The County Manager's Office shall determine if a briefing of the Board of County Commissioners is necessary prior to approval. The County Manager's Office shall determine the process.

3. The County Manager's Office shall be responsible for ensuring the newly adopted Policy and/or revised Procedure is placed in the County Policy Manual and/or County Procedure Manual and updated on LiveLink, the County website, and PowerDMS. The County Manager's Office will determine the notification process through PowerDMS.

C. Format

1. Policy Format

- a. The format of the Policy titled "Policy and Procedure Establishment" shall be used for all Policies in the County Policy Manual.
- b. Policies that are kept under separate cover may differ from those kept in the County Policy Manual.

2. Procedure Format

- a. The format of this Procedure shall be used for all Procedures in the County Policy Manual.
- b. Procedures kept under separate cover may differ from those in the County Procedure Manual.

3. Format may not include all capital letters or underlines.