Title: Administrative Policy Policy and Procedure Establishment	**Policy No.** Part 1, General County Administration Chapter 1, Policy and Procedure Manuals Section 1
	Effective Date May 8, 2007
Policy Custodian County Administrator	**Adoption/Revision Date** May 8, 2007/May 16, 2013

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 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 Board of County Commissioners.

    b. Required in accordance with state or federal law.

    c. Requested by an Elected Official or Department/Division Manager, and approved by the Board of County Commissioners.

B. Policy Standards

1. All policies, administrative and regulatory, shall be adopted by the Board of County Commissioners 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 Administrator'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 Administrator's Office to develop such procedure. The County Administrator'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 Administrator's Office.

4. All procedures shall be maintained in the County Procedure Manual and referenced in the appropriate policy.