| **Procedure**<br>Policy and Procedure Establishment | **Last Update:**<br>May 2013 |
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**References:** County Policy Manual- Policy and Procedure Establishment

**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 each January to determine if revisions are required.

2. Revisions to existing policies and procedures and/or new policies and procedures may be developed as needed.

B. Process

1. If revisions are required, the policy custodian shall contact the County Administrator's Office prior to drafting any revisions.

2. The County Administrator's Office shall determine its level of involvement in the revision process. The County Attorney's Office shall be consulted.

3. Policy Revisions

   a. All revisions must be approved by the County Administrator's Office prior to presentation to the Board of County Commissioners.

   b. The policy custodian shall be responsible for preparing the briefing papers, agenda memo, resolution and final formatted copy of the policy, unless otherwise coordinated through the County Administrator's Office.

4. Procedure Revisions

   a. All revisions must be approved by the County Administrator's Office.

   b. The County Administrator's Office shall determine if a briefing of the Board of County Commissioners is necessary prior to approval. If required, the policy custodian shall be responsible for preparing the briefing paper, unless otherwise coordinated through the County Administrator's Office.

   c. The policy custodian shall ensure that the County Administrator's Office receives a copy of the final procedure.

5. The County Administrator'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 and the County website.

6. The policy custodian is responsible for notifying employees within the department/division. The County Administrator's Office will determine if notification of all county employees is necessary.

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.