



# ADMINISTRATIVE POLICIES

<b>SECTION:</b> General Provisions	<b>POLICY#:</b> 102
<b>TITLE:</b> Process to Adopt, Amend or Rescind County Policies and Procedures	<b>R &amp; O #:</b> 16-120
	<b>IMPLEMENTED BY PROCEDURE #:</b>
<b>SPONSORING DEPT/DIV:</b> County Administrative Office	
<b>ADOPTED:</b> 09/06/2016	<b>REVIEWED:</b>

**PURPOSE:** The purpose of this policy is to provide a process by which new Administrative Policies and Procedures are created, and existing policies and procedures are amended or rescinded.

**AUTHORITY:** The Washington County Board of Commissioners (Board) may establish rules and regulations to manage the interests and business of the County under section 31 of the Washington County Charter.

The Board expresses the governing body's formal, organizational position of fundamental principles and alignment of operations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of County business.

The Washington County Policy Manual is the official record of County Administrative Policy and serves as a centralized repository for all Administrative Policies and Procedures. Its contents include and describe the forms and processes through which the Board takes official action on Administrative Policy.

The Board has delegated authority to the County Administrator to prepare and administer the County Policy Manual and to approve Administrative Procedures deemed necessary to implement adopted Administrative Policies.

**GENERAL POLICY:** Administrative Policies establish the rules for operation of Washington County government. Administrative Policies express specific expectations and consequences. Administrative Procedures specify how the policies will be implemented and who is responsible for policy implementation.

Administrative Policies and Administrative Procedures are subject to change periodically. It is the policy of the Board that policies and procedures in the Policy Manual be reviewed regularly and be revised or rescinded as needed.

## **POLICY GUIDELINES:**

### **1. Responsibilities:**

- 1.1. The County Administrator or the Administrator's designee is responsible for overseeing the development and maintenance of County Administrative Policies and Administrative Procedures and for compiling those policies and procedures in the Policy Manual.
- 1.2. All Administrative Policies and Administrative Procedures must have a sponsoring department/division. A sponsoring department/division is one that is responsible for:
  - 1.2.1. Overseeing issues related to a specific County policy area, implementing the policy and monitoring compliance by all County departments;
  - 1.2.2. Preparing and maintaining Administrative Procedures necessary to implement policy;
  - 1.2.3. Consulting with representatives from key stakeholders during the development and significant revision of Administrative Policies and Administrative Procedures; and
  - 1.2.4. Periodically reviewing and monitoring sponsored policies and procedures for accuracy, efficiency, and effectiveness.
- 1.3. When a new Administrative Policy or Administrative Procedure is required, or additions or changes to an existing Administrative Policy or Administrative Procedure become necessary, the sponsoring department/division shall submit a draft of the new or revised Administrative Policy or Administrative Procedure to the County Administrative Office.
  - 1.3.1. For Administrative Policies, the County Administrative Office shall review and finalize the draft policy, prepare the documentation needed for final adoption of the policy, and submit the policy to the Board for approval by Resolution and Order.
  - 1.3.2. For Administrative Procedures, the County Administrative Office shall review and finalize the procedure in cooperation with the sponsoring department/division and submit it to the County Administrator for approval.
- 1.4. The County Administrator may make ministerial or *de minimis* Administrative Policy amendments, on an as needed basis. The County Administrator is not authorized to change legal and/or policy principles. Authorized amendments shall be limited to:
  - 1.4.1. Correcting nouns/pronouns where they do not change the essence of a policy, but rather result in "cleanup" of the policy (i.e., easier to read);

- 1.4.2. Making administrative/procedural changes that do not change the essence of the policy, but rather result in efficiencies, cost savings, improved customer service and the like; and
    - 1.4.3. Correcting typographical, grammatical and similar errors.
  - 1.5. When an Administrative Policy becomes obsolete, the sponsoring department/division will request that County Counsel prepare a draft Resolution and Order rescinding the Administrative Policy and submit it to the County Administrative Office for review and processing.
  - 1.6. When an Administrative Policy is rescinded by the Board, the County Administrator will rescind all related Administrative Procedures.
2. Exceptions:

Exceptions may only be granted by the Washington County Board of Commissioners unless such authority has been delegated to the County Administrator.
3. Implementation:

The County Administrator has the authority and responsibility to implement this policy and assure compliance by County departments.
4. Periodic Review:
  - 4.1. Sponsoring departments/divisions are responsible for reviewing their sponsored Administrative Policies and Administrative Procedures at least every three (3) years for needed revisions and for notifying the County Administrative Office upon completion of the review. Proposed revisions are submitted following the requirements of this policy and any implementing procedures.
  - 4.2. The County Administrative Office will monitor the review of all county policies on a three-year revolving schedule and support the review process with the sponsoring department/division.
  - 4.3. This policy shall be reviewed by the County Administrative Office at least every three (3) years, or more often if needed, and updated as necessary.