

**ROUTT COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES
Policy Number X.XX**

TITLE Policy Administration	Date of First Approval
RESPONSIBLE DEPARTMENT County Manager	Date Last Revised October 26, 2021

Purpose 1: This Policy describes and establishes processes and standards for developing, reviewing, approving, amending, and rescinding County Administrative Policies and Procedures. By adopting this Policy, the County seeks to enhance ethics and integrity, operational efficiencies, best practices, effective decision-making and compliance with laws and regulations.

Purpose 2: To help ensure that County Policies are easily accessible and understandable, widely disseminated, consistent and standardized to the extent reasonable, and approved in an appropriate way.

Department(s) Affected: All.

Waiver Authority, if any: County Manager.

I. Definitions.

- A. A “County Policy” (or County Policy and Procedure) is a policy with broad application across numerous, if not all, departments. This Policy does not apply to policies and procedures that by their purpose and scope apply only to a specific department.
- B. The “Policy Administrator” is the individual identified by the County Manager responsible for maintaining the published form of all County Policies and Procedures and is responsible for ensuring that all policies are periodically reviewed by the Responsible Department.
- C. “Responsible Department” is a County department (or departments) that is responsible for the development, review, and amendment of specific policies assigned to that department. Responsible Departments are not responsible for compliance oversight of other departments. Generally, Responsible Departments will have some specialized knowledge of the subject area addressed by the relevant policy.

II. Policy Development or Amendment.

- A. Any County department may initiate the development or the possible amendment of a County policy as follows:
 - 1. Present the policy concept or proposed amendment to the County Manager and County Attorney’s Office.

- a. All departments that may have some interest or may be impacted by any new or amended policy should be involved or consulted.
 - b. Any required research may be assigned to a County employee, department, or third-party.
 - c. Any existing policies that may be affected by a new or amended policy must be reviewed to ensure consistency across all County Policies and Procedures.
 - B. New or amended policies must be adopted by the Board of County Commissioners by Resolution and recorded.
 - C. Adopted policies must be submitted to the Policy Administrator for cataloging, publication, and maintenance.
 - D. It is the responsibility of the Responsible Department, or in the case of a new policy the policy proponent, to complete all steps in the process.
- III. Policy Maintenance. It is imperative that all existing, new, or amended policies be maintained in an orderly manner, broadly published to all County departments and employees, and regularly updated.
- A. The Policy Administrator shall ensure publication of all new or amended policies by email to all Department Heads. Department Heads shall ensure that all department staff received copies of the policies in paper or electronic format.
 - B. The Policy Administrator shall publish all current policies on the County's intranet or website as directed by the County Manager.
 - C. The Policy Administrator shall review all policies on a predetermined basis by referring the policy to the Responsible Department. The Responsible Department shall review the policy for any needed amendments or possible rescinding of the policy.
- IV. Rescinding a Policy.
- A. Policies may only be rescinded by Board of County Commissioner approval.
 - B. Resolutions rescinding a policy must be recorded.
 - C. Rescinded policies must be reported to the Policy Administrator for removal from the Policies and Procedures publication(s).
 - D. The Policy Administrator shall keep a record of all rescinded policies.