

Category: 100 – GENERAL/ADMINISTRATIVE

Number: 111

Subject: **POLICIES/PROCEDURES**

1. **PURPOSE:** The purpose of this policy is to establish a system for the preparation and issuance of policies/procedures promulgated by the Board of Commissioners of the County of St. Clair. The policies should provide written guidelines for actions, achieve consistency and uniformity in the handling of business affairs and improve internal communications and understanding.
2. **AUTHORITY:** The St. Clair County Board of Commissioners. Policies shall be subject to revision or termination by the Board of Commissioners at its discretion.
3. **APPLICATION:** This policy/procedure applies to all Department Heads, Elected Officials and Agencies of the St. Clair County Government.
4. **RESPONSIBILITY:** The Board of Commissioners shall be responsible for the adoption of all policies.

4.1 Elected Officials, Department Heads and County Agencies shall be responsible for:

- 4.1.1 Implementing policies adopted by the Board of Commissioners and published herein, as stated.
- 4.1.2 Developing procedures, as required, for the appropriate policy adopted by the Board of Commissioners and published herein.
- 4.1.3 Maintaining a complete and up-to-date Policy Manual.
- 4.1.4 Distributing appropriate policies to their employees and securing compliance with the provisions of said policies including all requirements and procedures related thereto.
- 4.1.5 Notifying their employees of appropriate new and revised County policies.

4.2 The Board Coordinator of the Board of Commissioners shall be responsible for:

- 4.2.1 Assigning the appropriate three-digit codes to policies.
- 4.2.2 Maintaining a record of all policies approved by the Board of Commissioners.
- 4.2.3 Distributing stamp-approved copies of all new and revised or amended policies to Elected Officials, Department Heads and Agencies of St. Clair County, as well as to the citizens of St. Clair County and others, as appropriate.
- 4.2.4 Submitting revisions to the Central Electronic File Repository.

## 5. DEFINITIONS:

- 5.1 Policies. A Statement that makes Board action available in a form that is convenient for the conduct and management of the administrative affairs of County government.
- 5.2 Procedures. A clear guide that states specific parameters and steps required to implement each policy, including whom is responsible for drafting, control and administration.
- 5.3 Policy Manual. A loose-leaf binder containing administrative policies/procedures issued by the St. Clair County Board of Commissioners, complete with an index of all policies.

## 6. POLICY:

- 6.1 Subject Categories. Policies will be issued under one of the following four (4) subject categories:
  - 6.1.1 General/Administrative – 100
  - 6.1.2 Financial – 200
  - 6.1.3 Personnel – 300
  - 6.1.4 Facilities/Equipment – 400
- 6.2 Numbering System. Policies will be numbered sequentially according to the three-digit code assigned each subject category.
- 6.3 Policy Form. Policies shall be written in the following manner:
  - 1. Purpose
  - 2. Authority
  - 3. Application
  - 4. Responsibility
  - 5. Definitions
  - 6. Policy
  - 7. Administrative Procedure
  - 8. Controller/CAO Legal Counsel Review
- 6.4 Review of Proposed Policies. Drafts of proposed policies or proposed amendments to existing policies will be submitted to the Board of Commissioners. Once a policy is introduced at a Board of Commissioners meeting, they will review the policy for at least 30 days before taking any action. The appropriate Standing Committee will research and review the need for the proposed policy and, whenever suitable, will approve the drafts for submission to the Board of Commissioners.
- 6.5 Exceptions to Policy Guidelines. Policies are intended to serve as guidelines for the administration of St. Clair County government. All Committees of the Board, Department Heads, Elected Officials and Agencies shall follow the guidelines contained in each policy. When it is determined to be in the best interest of the County that policy guidelines should be waived, the recommending Committee shall state in the recommendation to the Board of Commissioners the reason for variance from the policy guidelines.

**7. ADMINISTRATIVE PROCEDURES:**

7.1 The Department Head or Elected Official identified in the responsibilities section of any policy shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in a policy.

8. **CONTROLLER/CAO LEGAL COUNSEL REVIEW:** The Controller/CAO shall sign off on all new and amended policies as to substance. The County Civil Counsel shall sign off on all new and amended policies as to legal content. These signoffs shall accompany and be completed prior to submission to the Board of Commissioners for consideration and approval.

**Adopted: May 24, 2000**