Countywide Administrative Procedures Manual

Administrative Procedure

Regulation Number: AP-41 Effective Date: 03/03/04___

Review Date: February 2005 Revised Date: _____

ADMINISTRATIVE PROCEDURES PROCESS
(CREATION – APPROVAL - DISTRIBUTION)

Purpose:

To establish the process in which all Alachua County departments under the Board of County Commissioners will develop, modify, distribute, and implement county-wide administrative procedures/policies. Administrative procedures/policies generally establish and interpret rules, procedures, and practices that affect more than one County department.

Policy:

Under authority granted in the Alachua County Charter, the County Manager will promulgate administrative procedures/policies as deemed necessary. All departments are required to follow the outlined procedures in order to get an administrative procedure/policy approved, distributed, and implemented for use by Alachua County employees under the Board of County Commission.

Procedure:

Identifying The Need For A Procedure/Policy

1. The need for an administrative policy or procedure can be identified by departmental staff, Functional Group members, or the County Manager.

2. If the need to develop a policy or a procedure is identified, a memo will be sent to the County Manager advising of the need and requesting approval to create a policy.

3. The approval memo will be returned to the originator for action.

Creation

1. Each department will receive a template of the Countywide Administrative Procedure Form to be used in preparing their procedure/policy. (See attached form).

2. The following format will be used in writing the procedure/policy:

   a. Name of the Procedure
   b. Purpose
   c. Policy

d. Procedure for Implementing

3. The originator of the policy will assign a date for the policy to be reviewed again in the future.

Approval Process

- County Attorney's Review

    1. The originator of a draft procedure/policy will send a copy to the County Attorney's Office to obtain input on legal issues.

    2. Upon approval by the County Attorney's Office, the originator will proceed with scheduling a presentation of the procedure on a Finance Team meeting agenda (if applicable), or a Support Services Group meeting agenda.

- Finance Team Review

    1. If the procedure/policy is determined to address fiscal issues, the originator will present it to the Finance Team for approval.

    2. Upon approval by the Finance Team, the originator will proceed with scheduling a presentation of the procedure on a Support Services Group meeting agenda.

- Support Services Group Review

    1. The originator of the procedure/policy will present it to the Support Services Group for approval.

    2. Upon approval by the Support Services Group, the Support Services Group Leader will submit the procedure/policy and a memo to the County Manager requesting his review and approval to move forward in the review process.

- County Manager's Review

    1. The County Manager will review the procedure/policy and return it to the Support Services Group Leader with comments or suggested changes as necessary.

    2. If changes are not necessary, the County Manager's Office will schedule the policy to be presented at a Leadership Team meeting. The County Manger's Office will notify the appropriate staff person of the date and time they are to present the policy to the Leadership Team.

- Leadership Team Review

    1. The Leadership Team will hear a presentation on the new or revised policy, provide their comments, and either approve or request changes be made.

- County Manager's Signature

    1. Upon approval of the procedure/policy by the Leadership Team, the County Manager will sign and date the policy.

    2. The County Manager's Office will assign a regulation number and effective date to the procedure/policy.

Distribution:

After final approval of the county-wide administrative procedure/policy, the County Manager's Office will:

a. place the original in the master Administrative Policy Manual in the County Manager's Office
b. provide a copy of the signed procedure/policy to each department
c. place the procedure/policy on the County's Intranet under "Administrative Policies"
d. place the procedure/policy on the "Tip of the Day" section of the Intranet advising everyone about the new or revised policy, and the link to the "Administrative Policies" site.

Implementation

1. Administrative procedures/policies are effective as of the date approved by the County Manager, unless otherwise noted, and will remain in effect until superseded or cancelled in writing by the County Manager.

2. Department Directors are responsible for keeping a copy of the Administrative Procedures Manual current and available to all staff.

3. Department Directors are responsible for instructing their staff on the procedures to ensure implementation.

Approved and signed by Randall H. Reid, County Manager March 3, 2004