ADMINISTRATIVE POLICY

SECTION	POLICY
100 General Provisions	101
TITLE	**IMPLEMENTED BY PROCEDURE**
Administrative Policies and Procedures	101-A
SPONSORING DEPARTMENT	**R&O**
County Administrative Office	16-119
ADOPTED September 9, 2016	**REVIEWED** October 13, 2026 **REVISED:** October, 13, 2025

PURPOSE: The purpose of this policy is to specify the authority by which the Washington County Board of Commissioners, the County Administrator, and County departments and offices establish policies and procedures to govern and manage the business of the County.

AUTHORITY: The Washington County Board of Commissioners may establish rules, regulations, and policies to manage the interests and business of the County and appoint a County Administrator pursuant to the Washington County Charter, Sections 31 and 34.

Washington County Charter

Section 31. POWERS OF THE COMMISSION. The Board shall be the policy-determining body of the County. Except as otherwise provided by the Oregon Constitution or by this Charter, the Board may exercise all the powers granted to the County by this Charter and by the Oregon Constitution and by the laws of the State.

Section 34. COUNTY ADMINISTRATOR. The Board shall appoint a County Administrator who shall be responsible to the Board for the continuous administration of the affairs of County government. The County Administrator's duties and responsibilities shall be more specifically set forth in an ordinance adopted by the Board.

The County Administrator may establish processes and procedures to implement policies adopted by the Board of Commissioners pursuant to the Washington County Code, Chapter 2.04.

Washington County Code

2.04.010 – Purpose.

A. The Board of Commissioners acknowledges its legislative and administrative authority and responsibility as established by the Washington County Charter. The Board recognizes that the County has established an organization of the County and delegated administrative authority to a county administrator, and the Board finds and determines that the interests of the County will be best served by delegating certain administrative authority of the Board to a county administrator who shall be responsible to the Board for the manner of his or her administration.

B. 2.04.100 - Administrator—Authority. Pursuant to Section ~~45~~[34] (See revised Charter, January 1, 2015) of the county Charter, the Board of County Commissioners delegates to the County Administrator that authority defined herein. […] The County Administrator is responsible to the Board for the manner of his or her administration. Except where expressly or by necessary implication delegated, the Board reserves to itself all of its legislative and judicial or quasi-judicial authority.

DEFINITIONS:

"Administrative Policy" is a formalized statement approved by the Board of Commissioners characterized by the following:

- Establishes principles that mandate or constrain actions;
- Sets specific expectations and consequences;
- Changes infrequently and sets a course for the foreseeable future;
- Ensures compliance with applicable state and/or federal laws and regulations;
- Achieves general consistency and uniformity in the handling of the County's business affairs; and
- Communicates policy roles and responsibilities.

"Administrative Procedure" is a formalized process approved by the County Administrator identifying how an administrative policy is implemented and specifying responsibility for policy implementation.

"Operational Policies and Procedures" are policies and procedures prepared by County offices or departments to regulate and guide specific operational activities that are unique to the office or department.

GENERAL POLICY: It is the policy of the Washington County Board of Commissioners to have an online manual of Administrative Policies and Procedure ("Administrative Manual") that governs the functioning of the County organization and to have a process for keeping the manual up-to-date

POLICY GUIDELINES:

1. Responsibilities:
   - 1.1. The Board of Commissioners is responsible and has the final authority for adopting, rejecting, or waiving Administrative Policies for the Washington County government.
   - 1.2. The County Administrator is responsible for:
     - 1.2.1. Developing and approving Administrative Policies;
     - 1.2.2. Developing and approving Administrative Procedures necessary to implement adopted policies; and
     - 1.2.3. Ensuring application of the Administrative Policy Packet to established and new Administrative Policies as appropriate.
     - 1.2.4. Maintaining the County Administrative Manual; and
     - 1.2.5. Recommending the Administrative Manual and Administrative Policies to the Board of Commissioners for approval annually.
   - 1.3. Elected and appointed department directors are responsible for:
     - 1.3.1. Implementing and enforcing Administrative Policies and Administrative Procedures within their respective departments;
     - 1.3.2. Recommending new Administrative Policies and Administrative Procedures and/or revisions to existing policies or procedures to the appropriate Assistant County Administrator.
   - 1.4. County departments and offices may develop and implement Operational Policies and Procedures to regulate and guide the operational activities of the respective departments and offices.

2. Implementation:
   - 2.1. This policy shall be implemented consistent with the authorities, responsibilities, and exceptions noted above.
   - 2.2. Administrative Policies and Procedures are recommended by Assistant County Administrators, approved by the County Administrator and reviewed by the Board of Commissioners together with the Administrative Manual annually. Administrative Policies and Procedures shall become effective upon approval by the County Administrator.

2.3. Operational Policies and Procedures shall not conflict with Washington County Administrative Policies or Procedures approved by the County Administrator unless otherwise agreed upon by the County. When a conflict is identified, the elected or appointed department director, County Counsel and County Administrator shall confirm and acknowledge the appropriateness of the conflict or make recommendations to modify the Administrative Policy or Procedure and/or the Operational Policy or Procedure for the purpose of gaining organizational consistency and uniformity.

3. Periodic Review:
   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.