ADMINISTRATIVE PROCEDURE

SECTION General Provisions	**PROCEDURE** 101-A
TITLE Process to Adopt, Amend, or Rescind County Policies and Procedures	**IMPLEMENTED BY POLICY** 101
SPONSORING DEPARTMENT County Administration Office	**R&O** NA
ADOPTED October 13, 2025	**REVIEWED** October 13, 2025 **REVISED:** October 13, 2025

PURPOSE: The purpose of this procedure is to provide a process by which new Administrative Policies and Procedures are established, and existing policies and procedures are amended or rescinded.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 has delegated authority to the County Administrator to, among other things, adopt, repeal, replace or amend administrative policies and procedures for the efficient and effective operation of all departments. §2.04.100.

The formal fundamental organizational principles of the County are expressed through formally adopted, written policy statements. The policy statements serve to result in organizational alignment and provide rules for public officials on the conduct of County business.

The Washington County Administrative Manual resides on the Washington County internal and external websites and is the official record of County Administrative Policy and serves as a centralized repository for all Administrative Policies and Administrative Procedures.

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

GENERAL POLICY: Administrative Policies establish the rules for the operation of Washington County government. Administrative Procedures specify how the policies will be implemented and who is responsible for policy implementation. Generally, all policies will have an implementing procedure, unless the policy states that no procedure is necessary.

Administrative Procedures are subject to change periodically. It is the direction of the Board that any changes to the Administrative Policies and Administrative Procedures along with the Administrative Manual be reviewed annually by the Board.

PROCEDURE GUIDELINES:

1. Responsibilities:
   1.1. The County Administrator or their designee is responsible for overseeing the development and maintenance of County Administrative Policies and Administrative Procedures and for maintaining the policies and procedures in the Administrative Manual.
   1.2. All Administrative Policies and Administrative Procedures must have a departmental sponsor or co-departmental sponsors and an Executive Sponsor. Sponsoring department(s) are responsible for:
      1.2.1. Completing the Administrative Policy/Administrative Procedures Packet for the Executive Leadership Team (ELT) to review.
      1.2.2. Overseeing issues related to a specific County Administrative Policy area, implementing the Administrative Policy and monitoring compliance by all County departments;
      1.2.3. Preparing and updating Administrative Procedures necessary to implement the new or revised Administrative Policy;
      1.2.4. Consulting with stakeholders, as identified or confirmed by ELT, during the development or substantive revision of any Administrative Policy and/or Administrative Procedure. Stakeholders may include those who are most impacted by the Administrative Policy and/or Administrative Procedure, and offices and/or departments that need to be engaged in Administrative Policy and/or Administrative Procedure development work such as: access and opportunity, finance, personnel, and legal, etc;
      1.2.5. Periodically reviewing and monitoring sponsored Administrative Policy and Administrative Procedure for accuracy, efficiency, and effectiveness.
   1.3. Any new Administrative Policy or Administrative Procedure or amendment to an existing Administrative Policy or Administrative Procedure shall be submitted to ELT by the sponsoring department together with the completed Administrative Policy/Administrative Procedure Packet. Changes to existing Policy and/or Procedure will be presented with track changes.

   1.4 The sponsoring department will attend an ELT meeting to present the Administrative Policy or Administrative Procedure, along with supporting information required by the Administrative Policy/Administrative Procedure Packet.

1.4.1 ELT will designate an Executive Sponsor for the Administrative Policy or Administrative Procedure.

1.4.2 ELT will provide policy direction to the sponsoring department as required in the packet. For example, timelines, level of engagement, union review, impact, etc.).

1.5 The Executive Sponsor and sponsoring department will revise the draft Administrative Policy or Administrative Procedure to address any ELT policy direction.

1.5.2 The sponsoring department will work to create a second draft of the policy and/ or procedure.

1.6 The Executive Sponsor will distribute the revised draft Administrative Policy or Administrative Procedure to ELT for review and comment.

1.6.1 If there are no edits to the revised draft Administrative Policy or Administrative Procedure ELT will direct the revised draft Administrative Policy or Administrative Procedure to be sent as directed in 1.4.2

1.6.2 If there are **edits,** the revised draft Administrative Policy or Administrative Procedure will be returned to the Executive Sponsor and sponsoring department for additional revision

1.6.3 Review under 1.6 will continue until ELT directs staff review under 1.6.1.

1.6.4 If it is necessary for the Administrative Policy or Administrative Procedure to take effect immediately, the review process set forth in this section may be revised and may occur after implementation, provided that reasonable review of the Administrative Policy or Administrative Procedure occurs no later than six months after implementation.

1.7 The sponsoring department will compile necessary and relevant feedback from the review set forth in 1.6 and prepare and distribute a final revised Administrative Policy or Administrative Procedure as follows:

1.7.1 For Administrative Policies and/or Administrative Procedures, the Executive Sponsor shall review the sponsoring department's final revised Administrative Policy and/or Administrative Procedure, prepare the documentation needed for final adoption of the Administrative Policy and/or Administrative Procedure, and submit the Administrative Policy and/or Administrative Procedure to the County Administrator for signature of approval.

1.8 Each approved Administrative Policy or Administrative Procedure, shall be updated in the Administrative Manual, updated on the County website, and posted to Horizons.

1.9 The County Administrator may make ministerial or *de minimis* Administrative Policy or Administrative Procedure amendments, as recommended by the sponsoring department or Executive Sponsor, on an as-needed basis. The County Administrator shall make legal and/or policy amendments without completing the review process in 1.6 and 1.7. *De minimis* amendments may include, but are not limited to:

1.9.1 Correcting nouns/pronouns in an existing Administrative Policy or Administrative Procedure;

1.9.2 Correcting typographical, grammatical, and similar errors.

1.10 When an adopted Administrative Policy or Administrative Procedure is determined to be obsolete, the sponsoring department and executive sponsor will request the Administrative Policy or Administrative Procedure be repealed by the County Administrator.

1.11 When an Administrative Policy is repealed, the County Administrator will rescind all related Administrative Procedures.

1 Exceptions:

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

2 Implementation:

The County Administrator has the authority and responsibility to implement this policy and assure compliance by County departments.

3 Yearly Review:

3.1 Sponsoring departments are responsible for reviewing their sponsored Administrative Policies and Administrative Procedures at least every three (3) years and for notifying the Executive Sponsor upon completion of the review. Proposed revisions shall be submitted following the requirements of this policy and any implementing procedures.

3.2 The Executive Office Supervisor will monitor the review of all county policies on a three-year revolving schedule and support the launch of the review process with the sponsoring department and their Assistant County Administrator.

3.3This procedure shall be reviewed by the County Administrative Office every three (3) years, or more often if needed, and updated as necessary.