
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC

COUNTY MANAGER: LAW

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SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES POLICY

DOUGLAS COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

1.0 PURPOSE:

Douglas County maintains an Administrative Policies and Procedures Manual setting forth the major policies and procedures of its organizational departments and offices. The manual is intended to serve as a centralized reference source for County policies and procedures and to help provide a unified approach to County operations. This policy establishes how policies and procedures are developed, coordinated, issued or deleted.

2.0 DEFINITIONS:

- 2.1 Department/Office: Shall mean the departments under the responsibility of the County Manager and the offices of the County Elected Officials.
- 2.2 Policy: A general principle, plan or course of action the County or a department/office intends to pursue. Countywide policies may only be established by action of the Board of County Commissioners.
- 2.3 Operating Procedure: Specific instructions to implement policies. Countywide procedures may only be established by action of the County Manager except as otherwise provided herein.

3.0 PROCEDURE:

- 3.1 All departments/offices are responsible for providing analysis and recommendations for improved administrative techniques and for preparing policy and procedure documents for the County.
- 3.2 All policy and procedure documents must be reviewed by the Internal Review Committee and the County Manager prior to publication in order to ensure appropriateness to subject matter and adherence to format.

3.3 Coordination and Approval

3.3.1 New or revised policies and procedures shall be drafted by a department director, manager or elected official. Any suggested policies and procedures drafted must be submitted to any directly or indirectly affected County Department Directors and Elected Officials for review. Where there is non-concurrence, reasons and/or alternatives should be included in the comments.

3.3.2 Final approval of a new or revised policy can only be made by the Board of County Commissioners.

3.3.3 Final approval of a new or revised procedure can only be made by the County Manager

3.4 Distribution

3.4.1 Approved policies and procedures will be dated and numbered by the Human Resources Department and entered into the Douglas County Administrative Policies and Procedures Manual.

3.4.2 The Human Resources Department will distribute the policy or procedure in accordance with the appropriate distribution list.

3.4.3 All employees will be asked to sign a statement indicating they have read and understand the policies and procedures. [Effective when appropriate county process in place.]

3.5 Accountability

3.5.1 All county personnel are responsible for keeping themselves informed of policies and procedures as they affect their job responsibilities and must immediately implement all new or revised policies and procedures. An employee is not excused from implementing or following a new or revised policy or procedure simply because he/she has not accepted the new policy or procedure.

3.5.2 Department Directors and Elected Officials are encouraged to periodically review the policies and procedures with their employees.

3.6 Relationship to Collective Bargaining Agreements

These policies and procedures are intended to apply to employees covered by collective bargaining agreements only in those situations where the agreement is silent. In the absence of a collective bargaining agreement that covers a specific policy or procedure set forth in the Douglas County Administrative Policy and Procedure Manual, all employees shall be governed by the policies and procedures set forth in the manual.

- 3.7 **This Manual Does Not Create a Contract of Employment**
The contents of this manual, or any department/office specific manual, do not create contracts of employment for any person employed by Douglas County.
- 3.8 **Amendments**
The policies and procedures are subject to change and modification from time to time.
- 3.9 **Maintenance of Douglas County Administration Policies and Procedures**
 - 3.9.1 The Human Resources Department will assign a specific time period for review of the policy or procedure.
 - 3.9.2 The Human Resources Department will establish and maintain a tickler file to identify those policies and procedures due for review.
 - 3.9.3 The policies and procedures needing review will be sent to the Department/Office responsible for performing the review.
 - 3.9.4 The Department/Office responsible for reviewing the policy or procedure will be asked to review and make appropriate changes to correct or revise the policy or procedure.
 - 3.9.5 Implementation of all changes will follow the procedures outlined under creating policies or procedures.

4.0 DELETING A POLICY OR PROCEDURE

Deletion of an existing policy or procedure requires the same procedures as creation or revision. A thorough justification for deletion must be presented.

5.0 DEPARTMENT/OFFICE SPECIFIC POLICIES AND OPERATING PROCEDURES

- 5.1 Department Directors and Elected Officials may prepare and adopt department specific policies and administrative procedure manuals for the department's operation, provided that such manual is not in conflict with the Douglas County Administrative Policy and Procedure Manual.
- 5.2 Department Directors and Elected Officials are responsible for originating and drafting their procedures for their respective areas of responsibility.
- 5.3 Assistance in coordinating procedures and finalizing and distributing procedures will be provided by the County Manager. Requests for assistance should outline the subject, describe the intended procedure, indicate the responsibility of those involved and make reference to all appropriate Board of County Commissions policy actions.

6.0 RESPONSIBILITY FOR REVIEW OF PROCEDURE

The County Manager shall review this procedure as needed or at least once every 5 years.

END OF SECTION