
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY:

COUNTY MANAGER: BQC
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SUBJECT: FUNCTION OF THE POLICY AND PROCEDURE MANUAL

I. PURPOSE: This procedure describes the purpose and format of the Douglas County Administrative Policies and Procedures Manual.

II. POLICY: The Douglas County Policies and Procedures Manual is designed to be a comprehensive manual incorporating all policies, procedures, Commission Regulations and directives that affect and guide the actions of all county departments.

A. DEFINITIONS:

1. Policy: A basic rule established to govern functions so that they are performed in line with desired objectives. A general guideline that regulates organization actions.
2. Procedure: The act, method or manner of proceeding in some process or course of action; the sequence of steps to be followed.

III. PROCEDURE:

A. FUNCTION:

1. The Administrative Policies and Procedures Manual will be a resource for all countywide procedures, policies and directives.

B. REASONS FOR ESTABLISHING A POLICIES AND PROCEDURES MANUAL:

1. To improve communications.
2. To promote uniformity of action.
3. To improve direction setting.

C. CONTENT: The following types of policies and procedures will be included in the manual.

1. Those policies and/or procedures, which cross department lines and require action, compliance or give direction to more than one department.
2. Those policies and/or procedures that provide information of value to all county departments.

- D. County Policies and Procedures shall be reviewed and signed by the County Manager, and authorized by the Board of Commissioners prior to implementation. Final approved policies shall be forwarded to the Human Resources Division for distribution.

- IV. **RESPONSIBILITY FOR REVIEW:** The Human Resources Manager will review this policy every 5 years.

6/9/03