

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
DEPARTMENT/DIVISION AND/OR SECTION POLICY
IMPLEMENTATION PROCEDURE

Purpose -

To provide a systematic process by which individual department/division/section policies and procedures are initiated, properly reviewed, enacted and disseminated. (See Policy #1001 for countywide policy implementation procedure.)

Reference -

The process herein described is pursuant to Salt Lake County Code of Ordinances 2.08.070 et seq., which provide for the definition, recording, enactment and distribution of County policies and procedures within individual divisions or agencies.

1.0 Definitions

- 1.1 Division/section policies are those that affect that organization within Salt Lake County Government. Offices, departments, divisions and sections within the County are responsible for policies that relate solely to their operations. These responsibilities include the implementation, modification, and distribution of policies, which must conform to existing departmental and countywide policies and procedures, ordinances and state laws.
- 1.2 Standard operating manuals encompass types of regulations that do not rise to the level of formal policies. Such manuals deal with and provide direction for day-to-day operations.

2.0 Policy Initiation, Modification, and Implementation

- 2.1 Any policy statement made by the Department/Division/Section director shall be transmitted, along with appropriate notes or minutes, to the appropriate staff person.
- 2.2 The staff person, in coordination with the appropriate organization, shall adapt the proposed policy statement into proper policies and procedures format.
- 2.3 Should there be any question of the language or intent of the proposed policy, or its consistency with applicable laws and ordinances, the issuing organization shall contact the Attorney's Office for clarification.
- 2.4 The Attorney shall review the proposed policy, stamp it "Approved as to Form", or provide written documentation why it cannot be so approved and return such to the appropriate Department and division/section director.
- 2.5 The proposed policy must then be submitted to the appropriate department for approval.

- 2.6 The department must submit the proposed policy to the County Council for final approval.
- 2.7 After adoption, policies shall be printed and distributed to all appropriate persons.
- 2.8 There shall be an official record of these policies and provision for any changes, additions or deletions.
- 2.9 Policies shall become effective fifteen (15) calendar days after approval by the County Council unless otherwise specified.

3.0 Standard Operating Manuals

- 3.1 Offices, departments, divisions and sections may adopt standard operating manuals which deal with and provide guidance to employees regarding day-to-day operations, safety concerns, the operation of equipment, vehicles and devices, approved methods of accomplishing tasks and work assignments, and similar matters.
- 3.2 Standard operating manuals shall be approved by the department director or elected official, but need not be reviewed and approved by the County Council or the Attorney's Office.
- 3.3 Should there be any concerns regarding the manual or its consistency with applicable laws and ordinances, the Attorney's Office should be contacted for assistance.
- 3.4 Offices, departments, divisions and sections shall be responsible for ensuring that standard operating manuals are kept current and are made readily available to all employees affected thereby.

APPROVED and PASSED this 20 day of December, 2000.

BOARD OF COUNTY COMMISSIONERS
OF SALT LAKE COUNTY

Mark Shurtleff, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date