

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
POLICY IMPLEMENTATION

Purpose –

To provide a systematic process by which countywide policies and procedures are initiated, properly reviewed, enacted and disseminated.

Reference –

The process herein described is pursuant to Salt Lake County Code of Ordinances 2.08.040 and 2.08.050 et seq., which provide for the definition, recording, enactment and distribution of County policies and procedures.

1.0 Definition

Countywide policies are those, which affect each organization within Salt Lake County Government. The Mayor's Office has responsibility for processing and distribution of policies which are countywide in nature and which are not specific to an individual organization. The Human Resources Division has responsibility for countywide policies that are primarily personnel policies. Other organizations within the County are responsible for countywide policies that relate to their operations. These responsibilities include the implementation and modification of policies.

2.0 Policy Initiation, Modification and Implementation

- 2.1 Any proposed policy direction offered by the County Council shall be transmitted, along with appropriate notes or minutes from the Council, to the Mayor's Office.
- 2.2 Proposed countywide policies originating from an elected official, or from a department or division director, shall be sent to the Mayor's Office.
- 2.3 The Mayor's Office and the Attorney's Office, in coordination with the appropriate organization, shall format the proposed policy statement into proper policies and procedures format and assign it a number.
- 2.4 Should there be any question of the language or intent of the proposed policy, the issuing organization requesting the policy shall be contacted for clarification.
- 2.5 The Mayor's Office will place the proposed policy on the agenda of the next Steering Committee meeting.
- 2.6 The chair of the Steering Committee may request the presence of a representative of the organization initiating the policy or may request additional information.

- 2.7 The Steering Committee shall discuss the proposed policy and record any advisory comment.
- 2.8 A final draft of the proposed policy shall be sent to the Attorney's office. The Attorney's Office 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 chair of Steering Committee.
- 2.9 The Mayor shall transmit the policy proposal and any supporting documents to the County Council Legislative Committee for review.
- 2.10 Upon review of the Legislative Committee, the chair shall place the policy proposal on the earliest possible Council meeting agenda.
- 2.11 After adoption by the County Council, policies that are contained in the countywide policy manual shall be sent to the Mayor's Office. The Mayor's Office shall maintain the original policy in the master file, distribute copies to all manual holders, and provide for adequate publication of the policies.
- 2.12 After adoption by the County Council, policies not contained in the countywide policies manual shall be sent to the appropriate organization, which shall distribute copies and provide for adequate publication of the policies in accordance with countywide policy #1000. The appropriate organization shall maintain the official record of those policies and provide for any changes, additions, or deletions.
- 2.13 Policies shall become effective fifteen (15) calendar days after approval by County Council unless otherwise specified.

APPROVED and PASSED this 15 day of July, 2008.

SALT LAKE COUNTY COUNCIL

Michael Jensen, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date