

Salt Lake Countywide Policy 2: Policy Enactment, Maintenance, and Implementation (2018)

Purpose –

To provide a systematic process by which county policies and procedures are initiated, reviewed, enacted and maintained.

I. Policy

It is the policy of the County to set forth a process to enact policies and procedures that are lawful, accessible, and subject to periodic and consistent review.

II. Procedures

A. Policy Initiation, Modification and Implementation

1. The County Council may initiate, consider, and pass countywide policies. The Council shall submit all proposed policies to the attorney for review and approval as to form prior to consideration.
2. Proposed countywide policies originating from an elected official, or from a department or division director, shall be sent to the Mayor's Office.
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. The attorney shall review the proposed policy as to form and content.
4. Should there be any question of the language or intent of the proposed policy, the Mayor's office or the attorney shall contact the issuing organization for clarification.
5. The Mayor's Office will place the proposed policy on the agenda of the next Steering Committee meeting.
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.
7. The Steering Committee shall discuss the proposed policy and record any advisory comment.
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 and, if appropriate,

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approve it as to form.

9. The Mayor shall transmit the policy proposal and any supporting documents to the County Council for review.
 10. Upon receipt, the Council chair shall place the policy proposal on the earliest possible Council meeting agenda.
 11. If the County Council adopts the proposed policy, the Mayor's office shall post the policy on the Salt Lake County website. The Mayor's office shall maintain and post all countywide policies consistent with best practices.
 12. County policies shall become effective upon approval by the County Council unless otherwise specified.
- B. Internal Policies and Standard Operating Procedures
1. Except as set forth herein, an elected office, department or division may enact internal office policies and standard operating procedures so long as the policies or procedures do not conflict with state law, county ordinance, countywide policy, or county human resources policy.
 2. An internal policy or procedure that is not consistent with county policy shall not go into effect unless approved by the County Council.
- C. The Salt Lake County Mayor and the Salt Lake County Council shall review this policy within four years of its passage.

III. References

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

APPROVED and PASSED this ____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL

Aimee Winder Newton, Chair

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ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date