

**Richland County Rules and Resolutions Committee**

**Agenda Item Cover**

**Agenda Item Name:** *Policy Establishment*

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	06 August 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	03 August 2020	<b>Referred by:</b>	~none

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend motion to, “approve Richland County Establishment Policy and recommend resolution by the Richland County Board of Supervisors at their August 18<sup>th</sup>, 2020 meeting.”

**Background:** *(preferred one page or less with focus on options and decision points)*

This establishment policy is to set the blueprint and format for future Richland County policy development. It is intended to promote consistency and helps define roles in policy maintenance and revisions. Following additional revisions with Corporation Counsel it is returning to the committee for consideration.

**Attachments and References:**

Policy Review Form	
Policy Establishment - Policy	

**Financial Review:**

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

No anticipated financial impacts

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Policy of Richland County

Policy Cover	
<b>Title:</b> Policy Establishment	<b>Effective Date:</b> 21 July 2020 <b>Adoption/Revision Date:</b> 21 July 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS) <u><b>Authority Body Sponsoring Committee, Board or Commission:</b></u> Rules and Resolutions

**1. Authority**

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

**2. References**

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-xxxx
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

**3. Purpose**

- a. To establish a format and revision methodology for Richland County policies to promote consistency and uniformity.
- b. To establish when a policy is required and to set standards for updating and maintaining policies.

**4. Scope**

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County’s operations.
  - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

**5. Policy Overview**

- a. A policy is a written description of guidelines and directions set by the RCBS, or Richland County governing bodies, to guide the present and future actions of the various departments and services within Richland County.
  - i. A policy typically addresses questions of “who,” “what” and “why.”
  - ii. A policy may contain specific detailed steps or procedures necessary to implement the intent of a policy. A policy may address questions of “how” and “when,” or may defer to administrative procedures.
    - 1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
  - i. An administrative policy establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.
  - ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

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## 6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with this policy upon the effective date of the policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## Policy Content

## 7. Policy Format and Standards

- a. All policies shall have the same format as set forth in this “Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; and 4) Revision History
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
  - i. A “Title” that provides a brief description of the policy.
  - ii. An “Effective Date” that states the date the policy took effect.
  - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed.
  - v. An “Approving Body” that states which Richland County governing body shall approve the policy before the policy takes effect.
  - vi. An ~~“Authority Body~~ “Sponsoring Committee, Board or Commission” that states which Richland County governing body is delegated with jurisdiction and authority to ~~make future changes to the~~ make interpretation of the policy and make recommendations to the board for amendments.
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:
  - i. An “Authority” section that states the state and/or federal law that supports the policy creation.
  - ii. A “References” section that states:
    1. The resolution number, ordinance number, and/or meeting minutes stating the governing body and date;
    2. The date when the action was taken to approve the policy; and
    3. Related resolutions, ordinances, meeting minutes, and/or policies which are related to policy, or may have impacts on the policy.

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- iii. A “Purpose” section that states the intent of the policy.
  - iv. A “Scope” section that states what and who the policy applies to.
  - v. A “Policy Overview” section that gives context to the need for the policy.
  - vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
- i. A policy may contain specific, detailed steps or procedures necessary to implement the intent of a policy, or may defer to administrative procedures.
    - 1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview/summary of the adoption or revision language; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian, approving body or authority body.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

## **8. Policy Process**

- a. A policy shall be established when:
  - i. Directed by the RCBS.
  - ii. Required by state and/or federal law.
  - iii. Requested by an elected official or Richland County employee and approved by RCBS or other Richland County governing body, in accordance with the board rules.
- b. All policies that apply to all Richland County operations shall ~~originally~~ be approved by the RCBS. ~~Authority to revise, amend, or discontinue the policy may then be delegated to supervisory committee at the discretion of the RCBS.~~
- c. All policies that are specific to certain operations and/or departments may be approved by the responsible governing body provided they are not in conflict with established county policy, ordinance, or state and federal regulations. Governing bodies may defer action to the RCBS if deemed appropriate by such body.

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- d. Each policy shall be assigned to a custodian. The custodian shall update the assigned policy as needed. The custodian shall, at a minimum, review the assigned policy annually.
- ~~e. All policies, excluding ordinances, may be revised administratively to make format changes; corrections to reflect organizational changes or typos; or similar non-material, non-substantive changes without RCBS or governing body approval.~~
- f.e. Prior to adoption or administrative revisions of policies, the County Administrator and Corporation Counsel shall review and approve the policy. The proposed policy shall be submitted with the “Policy Review Form” as set forth in Attachment A for review and approval.
- g.f. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible governing body with assistance from the County Administrator, County Clerk, and Corporation Counsel.
- h.g. Once policies are approved, all policies shall be maintained by the policy custodian with copies furnished to the County Clerk’s office and the County Administrator.

## 9. Attachments

- a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	Original	

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

### **Policy Review Form**

#### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

#### **Completed by County Administrator**

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

#### **Completed by Corporation Counsel**

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Custodian	