

# Richland County Rules and Resolutions Committee

## Agenda Item Cover

**Agenda Item Name:** *(Establishment Procedure)*

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	2 July 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	29 June 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 Procedure and recommend to the Richland County Board of Supervisors for action by resolution as their July 21<sup>st</sup>, 2020 meeting.”

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

This establishment procedure is to set the blueprint and format for future Richland County procedure development. It is intended to promote consistency and helps define roles in procedure maintenance and revisions.

### Attachments and References:

Policy Review Form	
Establishment Procedure - 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:**

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

**Review:**



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



# Policy of Richland County

Policy Cover	
<b>Title:</b> Procedure 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
	<b>Authority Body:</b> 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: Policy Establishment Policy

## **3. Purpose**

- a. To establish a format and revision methodology for Richland County employees to establish procedures to promote consistent and uniform operations in compliance with County policy.
- b. To establish when a procedure is required and to set standards for updating and maintaining procedures.

## **4. Scope**

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

## **5. Policy Overview**

- a. A procedure is a written description of specific steps or tasks necessary to implement and achieve the intent of a policy, or in support a policy, as established by the Richland County Board of Supervisors (RCBS) or Richland County governing bodies.
  - i. A procedure typically addresses questions of "how" and "when."
  - ii. Refer to "Policy Establishment" on establishing a policy.
- b. A procedure is intended to be rigid in nature by providing clear definition to a defined process.
- c. A procedure is not intended to replace management decision authority or discretion, but to promote consistent practices in implementing policy.

## **6. Policy Performance**

- a. All future Richland County procedure development and revisions shall comply with this policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent

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(100%) compliance for all new and/or revised Richland County procedures, except as described in 4(a)(i).

## **Policy Content**

### **7. Procedure Format and Standards**

- a. All procedures shall have the same format as set forth in the “Procedure Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each procedure shall contain the following sections: 1) Procedure Cover; 2) Procedure Content; 3) Attachments; and 4) Revision History.
- c. Each procedure shall contain the following components in a table format as part of the “Procedure Cover”:
  - i. A “Title” that provides a brief description of the procedure.
  - ii. An “Effective Date” that states the date the procedure took effect.
  - iii. An “Adoption/Revision Date” that states when the procedure was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the procedure when needed.
- d. Each procedure shall contain the following components in a numbered format on the first page of the procedure as part of the “Procedure Cover”:
  - i. An “Authority” section that states the county policy, state and/or federal law that the procedure supports.
  - ii. A “References” section that states the associated policies and other procedures that may be impacted.
  - iii. A “Purpose” section that states the intent of the procedure.
  - iv. A “Scope” section that states what and who the procedure applies to.
  - v. A “Procedure Overview” section that gives context to the need for the procedure.
  - vi. A “Procedure Performance” section that states procedure expectations and quantifiable performance indicator(s) to gauge the effectiveness of the procedure.
- e. Each procedure shall contain a “Procedure Content” section that provides detailed steps in systematic sequence (when appropriate) for an activity or task.
- f. Each procedure shall contain an “Attachment” section that lists all attachments that are referred to in the procedure itself. Referred to attachments shall be attached to the procedure under “Procedure Attachments”.
- g. At the end of the procedure, a “Revision History” table shall be included that tracks

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historical changes to the procedure by tracking: 1) the adoption or revision date; and 2) an overview of the adoption or revision.

- h. Depending on the length and complexity of the procedure, the procedure may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each procedure shall include page numbers in the footer.

## **8. Procedure Process**

- a. A procedure shall be established when:
  - i. Directed by Richland County administration or management.
  - ii. Directed by the RCBS or other Richland County governing body.
  - iii. Required by state and/or federal law.
- b. Requested by an elected official or Richland County employee. A procedure shall be based on an approved or proposed policy, or in support of a policy, or in support of an approved function or service.
- c. A procedure shall be developed by gaining a detailed understanding of the process that is being defined as well as an understanding of risks associated with the process.
- d. A procedure shall be approved by the custodian of the policy in which the procedure supports, and the responsible subject matter expert of the procedure. A procedure does not require RCBS or Richland County governing body approval. The proposed procedure shall be submitted with the “Procedure Review Form” as set forth in Attachment A for review and approval.

## **9. Attachments**

- a. Attachment A — Procedure Review Form

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

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## **Policy Attachments**

### **Attachment A**

#### **Procedure Review Form**

##### **Completed by Procedure Subject Matter Expert**

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

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

Procedure Received On	
Procedure Approved/Denied On w/ Reason	
Procedure Approved/Denied By	
Procedure Storage Location	
Procedure Circulated to Employees –date/method	