



SECTION:	General Provisions	POLICY #:	102
TITLE:	Establish New, Amend or Rescind County Policies	PROCEDURE #:	102-A
		ORDER #:	12-49
DEPT:	Board of Commissioners' Office	DIVISION:	
ADOPTED:	4/84 as Policy 101	REVIEWED:	REVISIED: 5/12

PURPOSE:

The Marion County Board of Commissioners establishes administrative policies to align operations, set expectations across all county departments and operations, ensure compliance with appropriate state and federal laws and regulations, and communicate policy roles and responsibilities.

This policy is established to provide a process by which new administrative policies and procedures are created, and existing policies and procedures are amended or rescinded.

AUTHORITY:

The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body's formal, organizational position of fundamental principles and alignment of operations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Marion County Administrative Policies and Procedures Manual outlines the forms and processes through which the board takes official action on administrative policy, and is the official record of county administrative policy.

APPLICABILITY:

All county departments and employees

GENERAL POLICY:

Administrative policies set the rules for operations for Marion County governance. Policies address specific expectations and consequences. Administrative procedures specify how the policies will be implemented and who is responsible for policy implementation.

County policies are subject to change periodically. It shall be the policy of the Board of Commissioners to amend, revise or rescind policies in this manual as needed.

SUBJECT: ESTABLISH NEW, AMEND OR RESCIND COUNTY POLICIES

POLICY GUIDELINES:

1. Responsibilities:

- 1.1 The Board of Commissioners' Office has the responsibility for the coordination of all county policies.
- 1.2 All policies must have a sponsoring department. The sponsoring department is responsible for implementation of policy and assuring compliance by county departments.
- 1.3 When a new policy is required, or additions or changes to an existing policy and/or procedure become necessary, the sponsoring department shall submit a draft of the new or revised policy and procedures to the Board of Commissioners' Office.
- 1.4 The board's office shall coordinate the review of all new and revised policies and procedures and prepare the documentation for final review by the Board of Commissioners.
- 1.5 Administrative policies will be approved by board order.
- 1.6 Policy implementation procedures will be written separately from the general policy and do not require adoption by the Board of Commissioners.
- 1.7 When a policy becomes obsolete, the sponsoring department will submit a draft order rescinding the policy and procedure and submit to the Board of Commissioners' Office.
- 1.8 The Board of Commissioners' Office will be responsible for distribution of the adopted, revised and/or rescinded policy and procedures.

2. Exceptions:

Exceptions may only be granted by the Marion County Board of Commissioners.

3. Implementation:

The Board of Commissioners' Office has the authority and responsibility to implement this policy and assure compliance by county departments.

4. Periodic Review:

- 4.1 Sponsoring departments are responsible to review policies and procedures at least every three years for any necessary revisions. Revisions are submitted following the guidelines of this policy and procedure.

SUBJECT: ESTABLISH NEW, AMEND OR RESCIND COUNTY POLICIES

- 4.2 The Board of Commissioners' Office will monitor the review of all county policies on a three-year revolving schedule and support the review process with the sponsoring department.
- 4.3 This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted as Policy 101: 4/84

Revised 3/07

Rescinded 5/12

Approved as Policy 102: 5/12