



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: GUIDELINES FOR WRITING ADMINISTRATIVE POLICIES	Policy Number: A-.1.1	Page Number 1 of 2
	Date Adopted:	Effective Date:

I. PURPOSE

The purpose of this policy A-1.1 is:

1. To establish uniform guidelines for format, style and usage for departments to use in preparing draft policies for inclusion in the Board of Supervisors Policy Manual.
2. To provide a standard template for policies.

II. POLICY

- A. All administrative policies proposed for inclusion in the Board Policy Manual shall be submitted using the template attached to this Policy A-1.1 as Exhibit A, with such additions and amendments as shall be approved by the Legislative Audit Committee.
- B. All policies shall include the following sections:
 1. Purpose (a brief statement addressing why the policy is being proposed, the issues that it will address, prior Board orders or policy positions that address the subject matter, and whether those prior policies or positions are being superseded by this policy).
 2. Policy (a concise statement of the proposed policy, in outline form for ease of reference; and a description of the persons or situations affected by the policy;).
 3. References (a description of any underlying state or federal statutes, Board ordinances, or other Board action that relate to the policy).
 4. Responsible department (one or more departments that will be primarily responsible for implementation and updating the referenced policy).
 5. Issue date, revision dates, and sunset review dates (original issue date for the policy, dates of any revisions to the policy, and sunset review dates relating to each of the foregoing).

III. ADDITIONAL SUBJECT AREAS

- A. The drafter may include procedures for implementation of the policy; however, Board

policies are not meant to include detailed procedures, requiring Board review and action every time a clerical or other minor procedure is changed. Alternatively, the policy may recommend that a particular department be responsible for developing detailed procedures to implement the policy, including forms to be used. Such detailed procedures shall be issued as a directive from the Chief Administrative Officer directly referencing the underlying policy being implemented and included within an Administrative Procedures Manual maintained by the CAO's office.

- B. For policies using technical language, the drafter may include a section of definitions.
- C. The drafter may include a section describing the responsibilities of employees, supervisors, managers, department heads, or other individuals for policy implementation.

IV. REFERENCES

V. RESPONSIBLE DEPARTMENT

Clerk of the Board
Chief Administrative Office

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue date:

Sunset review date:

Revision date:

Sunset review date: