



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

### Introduction

#### STATEMENT OF PURPOSE

The Board of Supervisors is responsible for establishing policy to guide the administrative functions of County departments. Board policies are established either by ordinance in the County of El Dorado Ordinance Code or as a result of an order of the Board.

This online Board of Supervisors Policy Manual (Policy Manual) contains administrative policies adopted by the Board of Supervisors that apply to all or most County departments and that are *not* codified in the Ordinance Code. The Policy Manual will be continually updated to reflect current policy.

When adopting policy on an administrative matter, the Board of Supervisors may instruct a specific County department to develop a written policy. If no department is designated, the Chief Administrative Officer will determine the appropriate department based on the subject matter of the policy to be written. The County departments that generally will prepare draft policies for inclusion in the Policy Manual include Human Resources, Auditor-Controller, Chief Administrative Officer, and County Counsel. The Clerk of the Board is responsible for ensuring that policies are reviewed in accordance with their sunset review dates. In most instances, draft policies must be approved by group of subject matter experts appointed by the Chief Administrative Officer, as described in Policy A-1 of this Policy Manual.

Each draft policy shall be prepared in a standard format as set forth in Policy A-1.1 of this Policy Manual. A department that drafts a policy is responsible for establishing internal reviews and controls to ensure the information contained in a draft policy is accurate. All such draft policies must be reviewed and approved by the department head prior to submission to the Chief Administrative Office for review by a group of subject matter experts.

Questions regarding maintenance of the Policy Manual should be directed to the Clerk of the Board.

#### PROCEDURES

##### Policy Developed in Response to a Board Order or Initiated by a Department

Policies may be initiated by the Board of Supervisors or by a department. In either case, a draft policy shall be proposed by the primarily affected department and submitted to the Chief Administrative Officer. Prior to submission to the Board of Supervisors for approval, an group of subject matter experts appointed by the Chief Administrative Officer shall review the proposed policy and make a recommendation to the Board.

Detailed procedures for processing proposed policies are found in Policy A-1 of this Policy Manual.

## **Sunset Review**

In order to ensure the timely review and updating of all Board-adopted policies, each policy shall include a sunset review date. The Clerk of the Board is responsible for inputting and controlling the sunset review of the Board policies included in this Policy Manual. A standard four-year sunset review date will be applied unless otherwise approved by the Board.

Detailed procedures for periodic review of policies are set forth in Policy A-1 of this Policy Manual.

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