



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: DEVELOPMENT & DISTRIBUTION OF BOARD OF SUPERVISORS POLICIES	Policy Number A-1	Page Number: Page 1 of 2
	Date Adopted: 03/31/1987	Revised Date: 09/19/1989

BACKGROUND:

This policy is written to accomplish the following:

- (a) Establish a formalized process for the development, review, approval, and distribution of Board of Supervisors policies;
- (b) Establish a policy numbering system for easy reference of policies by County officials and the public
- (c) Standardize the format of Board policies;
- (d) Insure prompt distribution of policies countywide to County department heads and officials as designated.

POLICY:

1. The Board of Supervisors directs department heads, as needed, to develop written Board policies to formally convey a new or revised Board of Supervisors policy. Unless otherwise directed, the primary affected department head shall draft such polio within 30 days after Board policy direction. In addition, department heads may, upon their own initiative, develop proposed policies for Board consideration.
2. Departments listed on policies as the "primary department" shall be responsible for initiating policy revisions in order to deep policy manuals accurate and current.
3. All Board of Supervisors policies shall be set forth on a standardized form (attached), and such form shall be used for all pages of a policy, except for exhibits.



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4. Proposed new and/or revised policy statements shall be submitted in the approved policy format to the County Chief Administrative Officer and all departments which would be directly affected by the proposed policy at least one week prior to submission to the Board Clerk.
5. The Chief Administrative Officer (CAO) shall review proposed policies and make recommendations as to form and content, and the appropriateness for inclusion in the Board of Supervisors Policy Manual.
6. The Administrative Office shall be responsible for assigning policy numbers to new Board policies after policies have been adopted by the Board of Supervisors.
7. The Administrative Office shall distribute all newly adopted policies within 30 days after final adoption, according to the Board and/or CAO approved distribution list.

Primary Department: Chief Administrative Office

References: County Ordinance No. 3966



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Subject: (SAMPLE POLICY - TYPE TITLE IN CAPITAL LETTERS)	Policy Number	Page Number: Page 1 of 2
	Date Adopted: 12/22/1987	Revised Date:

BACKGROUND:

(Why is this policy being issued, and what issues will it address? Does this policy supersede previous Board direction? If so refer to previous date, ordinance, etc.)

POLICY:

1. (Concisely state policy position.)
2. (Number sections or elements within policy for ease of reference in the future.)
3. (Notice that the information presented is organized into four subsections – Background, Policy, Primary Department, References. The Background and Procedures sections may be omitted, if appropriate.)

PROCEDURE:

1. (Provide procedures if appropriate; however if too detailed, and inappropriate for Board to review every time clerical or other minor procedures are changed, do not include as part of Board policy. Procedural instructions may be issued as a directive from the Chief Administrative Officer or as a request from the concerned department head to all other affected department heads.)
2. (All policies should be prepared in 10 pitch type, with lines of text spaced 1 1/2 lines apart, and with paragraphs 2 1/2 lines apart.)
3. (Title of policy should be typed in capital letters. Leave policy number blank since a policy number will be assigned after approval by the Board of Supervisors.)



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	Date Adopted: 12/22/1987	Revised Date:

Primary Department: Designation of primary department should not be considered exclusive. Any department may propose a revision, but must coordinate policy review with the primary department.)

References: None (If authority for policy is set forth in Government Code or the County Code, or other legal reference, enter name of reference here, and delete the word "none".)