



ELBERT COUNTY GOVERNMENT

Policy Management

Policy# A-00

Title: Policy Management

1. Purpose: This document identifies policies required to ensure adequate governance in Elbert County and to guide the provision of day-to-services to our citizens. Additionally, it describes a method for organizing and indexing county policy, requirements for review and updates, and requires that adopted policy is readily available to both employees and the public.

2. Applicability: This policy applies to all policies generated by the Elbert County Board of County Commissioners and other county-level elected officials and updates of previously published policies.

3. Proponent: County Manager

4. General Information: By statute, decisions of the Board of County Commissioners can only be made during properly noticed public meetings. Policies adopted by the board are the basis of authority required for staff and other employees to make decisions and execute operations on behalf this elected board during periods when the board is not in formal session. Furthermore, policies provide predictability for citizens and ensure standardization in addressing recurring issues and employee matters.

5. Policy:

a. Required Policies: Elbert County shall have published policy regarding the following subject areas.

- (1) Section A: Foundations & Basic Commitments
- (2) Section B: Open Government /Transparency
- (3) Section C: Board of County Commissioners Governance
- (4) Section D: General County Administration
- (5) Section E: Personnel Management
- (6) Section F: Fiscal Management
- (7) Section G: Property Management
- (8) Section H: Information Technology
- (9) Section I: Public Works Policy & Regulation
- (10) Section J: Land Use Policy & Regulation
- (11) Section K: Office of the Clerk & Recorder Policy & Regulation
- (12) Section L: Office of the Treasurer Policy & Regulation
- (13) Section M: Office of the Assessor Policy & Regulation
- (14) Section N: Office of the Sheriff Policy & Regulation
- (15) Section O: Office of the Coroner Policy & Regulation
- (16) Section P: Office of the Surveyor Policy & Regulation

b. Structure & Content: All new policy will adhere to the basic structure outlined below unless otherwise approved during adoption by the Board of County Commissioners (e.g. Employee Hand Book, etc.). Existing policy will be reorganized as needed during periodic review and update.

(1) Policy Index Number: Each policy will be numbered in accordance with the list below with section and a two-digit serial number (e.g. A-00).

- (2) Title: Each Policy will have a simple title to allow quick reference (e.g. *Policy Management*)
- (3) Purpose Statement: A high-level overview of the document content.
- (4) Applicability Statement: A description of which employees or portions of the county structure that are bound by the contents of the document.
- (5) Proponent: The primary office or individual responsible for implementation and update.
- (6) General Information: A concise statement that explains the importance of the policy subject.
- (7) Body of the Policy: The specific directives, authorities, etc.
- (8) References: Statute, Regulation, or other policy that is impacted by or provides authorities for the document.
- (9) Adoption, Update, and Review Dates: Date of initial adoption and subsequent reviews and or updates will be entered on policies when recorded.

c. Review and Update: All policies will be reviewed at least once every 4 years and updated as necessary. Once reviewed and/or updated and approved by the BOCC, the policy will be officially recorded.

d. Open Records Requirements: The most recent recorded version of all BOCC policies will be made readily available online to all employees and citizens of Elbert County. Recorded copies of previous versions of policies will be made available upon receipt of an Open Records Request. The process for such requests is provided in Elbert County Policy B-XX, *Open Records Requests*

e. Policies of Other Elected Offices: In order to provide consistency to the general public, the BOCC encourages the officials of other elected offices to adopt the numbering, titling, and policy document structure standards outlined in this document. Current versions of all official policies promulgated by other elected offices, if provided, will be made available online in the same manner as BOCC policy.

6. References.

Policy B-XX, *Open Records Requests*

7. Adopted: DD-MMM-YYYY. Previous versions of policy regarding this subject are rescinded.

8. Reservation of Authority: The Board of County Commissioners reserves the right to alter, amend, add to, and/or revoke all or part of this policy at any time.

ADOPTED BY MOTION ON THE ___ DAY OF _____, 2017.

_____ AYE
DANNY WILLCOX, CHAIRMAN

_____ AYE
CHRIS RICHARDSON, VICE CHAIRMAN

_____ AYE
GRANT THAYER, COMMISSIONER

ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: _____
DEPUTY, CLERK TO THE BOARD