



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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| Subject: GUIDELINES FOR WRITING BOARD OF SUPERVISORS POLICIES | Policy Number: A-2 | Page Number: 1 of 2 |
| | Date Adopted: 06/24/2014 | Last Revised Date: 02/06/2019 |

I. PURPOSE

The purpose of this policy A-2 is:

- A. To establish uniform guidelines for format and style for departments to use in preparing draft policies for inclusion in the Board of Supervisors Policy Manual.
- B. To provide a standard template for Board 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-2 as Exhibit A and in accordance with Policy A-1.
- 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, what relevant prior Board orders or policy positions exist, and whether the prior Board orders or policy positions are being superseded by this policy.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, County ordinances, or other Board action that relates to the policy.
 - 4. RESPONSIBLE DEPARTMENT One or more departments that will be primarily responsible for implementing and updating the referenced policy.
 - 5. DATE ADOPTED, REVISED, NEXT REVIEW Original date of adoption of the policy, date of the last revision adopted by the Board, and next review date 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, thus 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. Such detailed procedures will be drafted by the responsible department and be submitted to the Chief Administrative Office, directly referencing the underlying policy being



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implemented. When necessary and upon approval by the Chief Administrative Officer or designee, the procedure will be distributed as an administrative direction from the Chief Administrative Office.

- B. For policies using technical or otherwise complex terminology, the drafter may include a section of definitions.
- C. The drafter may include sections describing the responsibilities of employees, supervisors, managers, department heads, or other individuals for policy implementation, or such other sections as may be approved by the Board, if inclusion of such descriptive information aids in the application of the policy

IV. REFERENCES

Board of Supervisors Policy A-1, Development and Distribution of Board of Supervisors Policies

V. RESPONSIBLE DEPARTMENT

Board of Supervisors (Office of the Clerk of the Board)
 Chief Administrative Office

VI. DATES (ADOPTED, REVISED, NEXT REVIEW):

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|-----------------------------|------------|---------------------|------------|
| Originally Adopted : | 06/24/2014 | | |
| Last Revision: | 02/06/2019 | Next Review: | 02/06/2023 |



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY
EXHIBIT A TO POLICY A-2

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| Subject: POLICY TITLE | Policy Number: X-X | Page Number: 1 of 1 |
| | Originally Adopted: XX/XX/XXXX | Last Revised Date: XX/XX/XXXX |

I. PURPOSE

The purpose of this policy is to:

II. POLICY

A.

III. PROCEDURE (SECTION OPTIONAL)

A.

IV. REFERENCES

[Identify Related Policies, Ordinances or Statutes]

V. RESPONSIBLE DEPARTMENT(S)

VI. DATES (ADOPTED, REVISED, NEXT REVIEW)

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|----------------------------|------------|---------------------|------------|
| Originally Adopted: | XX/XX/XXXX | | |
| Last Revision: | XX/XX/XXXX | Next Review: | XX/XX/XXXX |