

Policy of Richland County

Policy Cover	
Title: Policy Establishment	Effective Date: 18 Aug 2020
	Adoption/Revision Date: 18 Aug 2020
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Rules and Resolutions

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

3. Purpose

- a. To establish a format and revision methodology for Richland County policies to promote consistency and uniformity.
- b. To establish when a policy is required and to set standards for updating and maintaining policies.

4. Scope

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
 - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

5. Policy Overview

- a. A policy is a written description of guidelines and directions set by the RCBS, or Richland County governing bodies, to guide the present and future actions of the various departments and services within Richland County.
 - i. A policy typically addresses questions of "who," "what" and "why."
 - ii. A policy may contain specific detailed steps or procedures necessary to implement the intent of a policy. A policy may address questions of "how" and "when," or may defer to administrative procedures.
 1. Refer to "Procedure Establishment Policy" for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
 - i. An administrative policy establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.
 - ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

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6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with this policy upon the effective date of the policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

Policy Content

7. Policy Format and Standards

- a. All policies shall have the same format as set forth in this “Establishment Policy.”
 - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; and 4) Revision History
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
 - i. A “Title” that provides a brief description of the policy.
 - ii. An “Effective Date” that states the date the policy took effect.
 - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
 - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed.
 - v. An “Approving Body” that states which Richland County committee, board or commission shall approve the policy before the policy takes effect.
 - vi. A “Sponsoring Committee, Board or Commission” that states which Richland County committee, board or commission is delegated with jurisdiction and authority to make interpretation of the policy and make recommendations to the board for amendments.
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:
 - i. An “Authority” section that states the state and/or federal law that supports the policy creation.
 - ii. A “References” section that states:
 1. The resolution number, ordinance number, and/or meeting minutes stating the committee, board or commission and date;
 2. The date when the action was taken to approve the policy; and
 3. Related resolutions, ordinances, meeting minutes, and/or policies which are related to policy, or may have impacts on the policy.

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- iii. A “Purpose” section that states the intent of the policy.
 - iv. A “Scope” section that states what and who the policy applies to.
 - v. A “Policy Overview” section that gives context to the need for the policy.
 - vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
- i. A policy may contain specific, detailed steps or procedures necessary to implement the intent of a policy, or may defer to administrative procedures.
 - 1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview/summary of the adoption or revision language; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian, approving body or sponsoring committee, board or commission.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

8. Policy Process

- a. A policy shall be established when:
 - i. Directed by the RCBS.
 - ii. Required by state and/or federal law.
 - iii. Requested by an elected official or Richland County employee and approved by RCBS or other Richland County committee, board or commissions, in accordance with the board rules.
- b. All policies that apply to all Richland County operations shall be approved by the RCBS.
- c. All policies that are specific to certain operations and/or departments may be approved by the responsible committee, board or commission provided they are not in conflict with established county policy, ordinance, or state and federal regulations. Committee, boards or commissions may defer action to the RCBS if deemed appropriate by such body.

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- d. Each policy shall be assigned to a custodian. The custodian shall update the assigned policy as needed. The custodian shall, at a minimum, review the assigned policy annually.
- e. Prior to adoption or administrative revisions of policies, the County Administrator and Corporation Counsel shall review and make recommendations concerning the policy. The proposed policy shall be submitted with the “Policy Review Form” as set forth in Attachment A for review and approval.
- f. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible committee, board or commission with assistance from the County Administrator, County Clerk, and Corporation Counsel.
- g. Once policies are approved, all policies shall be maintained by the policy custodian with copies furnished to the County Clerk’s office and the County Administrator.

9. Attachments

- a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
18 Aug 2020	Original	Resolution 20-93

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Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

Completed by County Administrator

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Custodian	