

Policy of Richland County

Policy Cover	
Title: Procedure Establishment	Effective Date: 18 Aug 2020
	Adoption/Revision Date: 18 Aug 2020
Custodian: Administrator	Approving Body: Richland County Board of Supervisors
	Sponsoring Committee, Board or Committee: 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: Policy Establishment Policy

3. Purpose

- a. To establish a format and revision methodology for Richland County employees to establish procedures to promote consistent and uniform operations in compliance with County policy.
- b. To establish when a procedure is required and to set standards for updating and maintaining procedures.

4. Scope

- a. Applies to the development, implementation, and revision of all Richland County procedures that impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
 - i. Department specific procedures, including procedures that adhere to state or federal uniformity regulations, are exempt from this policy.
 - ii. Committee, Board, or Commission specific procedures directed by ordinance, resolution or county board rules are exempt from this policy.

5. Policy Overview

- a. A procedure is a written description of specific steps or tasks necessary to implement and achieve the intent of a policy, or in support a policy, as established by the Richland County Board of Supervisors (RCBS) or Richland County governing bodies.
 - i. A procedure typically addresses questions of "how" and "when."
 - ii. Refer to "Policy Establishment" on establishing a policy.
- b. A procedure is intended to be rigid in nature by providing clear definition to a defined process.
- c. A procedure is not intended to replace management decision authority or discretion, but to promote consistent practices in implementing policy.

Policy of Richland County

6. Policy Performance

- a. All future Richland County procedure development and revisions shall comply with this policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County procedures, except as described in 4(a)(i).

Policy Content

7. Procedure Format and Standards

- a. All procedures shall have the same format as set forth in the “Procedure Establishment Policy.”
 - i. Format shall not include all capital letters or underlines.
- b. Each procedure shall contain the following sections: 1) Procedure Cover; 2) Procedure Content; 3) Attachments; and 4) Revision History.
- c. Each procedure shall contain the following components in a table format as part of the “Procedure Cover”:
 - i. A “Title” that provides a brief description of the procedure.
 - ii. An “Effective Date” that states the date the procedure took effect.
 - iii. An “Adoption/Revision Date” that states when the procedure was most recently adopted or revised.
 - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the procedure when needed.
- d. Each procedure shall contain the following components in a numbered format on the first page of the procedure as part of the “Procedure Cover”:
 - i. An “Authority” section that states the county policy, state and/or federal law that the procedure supports.
 - ii. A “References” section that states the associated policies and other procedures that may be impacted.
 - iii. A “Purpose” section that states the intent of the procedure.
 - iv. A “Scope” section that states what and who the procedure applies to.
 - v. A “Procedure Overview” section that gives context to the need for the procedure.
 - vi. A “Procedure Performance” section that states procedure expectations and quantifiable performance indicator(s) to gauge the effectiveness of the procedure.
- e. Each procedure shall contain a “Procedure Content” section that provides detailed steps in systematic sequence (when appropriate) for an activity or task.

Policy of Richland County

- f. Each procedure shall contain an “Attachment” section that lists all attachments that are referred to in the procedure itself. Referred to attachments shall be attached to the procedure under “Procedure Attachments”.
- g. At the end of the procedure, a “Revision History” table shall be included that tracks historical changes to the procedure by tracking: 1) the adoption or revision date; and 2) an overview of the adoption or revision.
- h. Depending on the length and complexity of the procedure, the procedure may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each procedure shall include page numbers in the footer.

8. Procedure Process

- a. A procedure shall be established when:
 - i. Required by state and/or federal law.
 - ii. Directed by the RCBS or other Richland County Committee Board, or Commission.
 - iii. Directed by an elected official with authority of service function
 - iv. Directed by Richland County administration or management.
- b. A procedure shall be based on an approved or proposed policy, or in support of a policy, or in support of an approved function or service.
- c. A procedure shall be developed by gaining a detailed understanding of the process that is being defined as well as an understanding of risks associated with the process.
- d. A procedure shall be approved by the custodian of the policy in which the procedure supports, and the responsible subject matter expert of the procedure. A procedure does not require RCBS or Richland County Committee, Board or Commission approval. The proposed procedure shall be submitted with the “Procedure Review Form” as set forth in Attachment A for review and approval.

9. Attachments

- a. Attachment A — Procedure Review Form

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

Policy of Richland County

Policy Attachments

Attachment A

Procedure Review Form

Completed by Procedure Subject Matter Expert

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

Completed by Policy Custodian:

Procedure Received On	
Procedure Approved/Denied On w/ Reason	
Procedure Approved/Denied By	
Procedure Storage Location	
Procedure Circulated to Employees –date/method	