



# Taylor County

## Board of County Commissioners'

### Policy Manual

#### INTRODUCTION:

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#### STATEMENT OF PURPOSE

The Board of County Commissioners is responsible for establishing policy to guide the administrative functions of County. Board policies are established either by ordinance and codified in the Taylor County Code or by motion for inclusion in the County Policy Manual. The County Administrator in conjunction with the County Attorney directs the preparation of County Policies through the appropriate Department Head.

It is the intent of the Board of County Commissioners that the Board Policy Manual will be online and will include the administrative policies adopted by the Board of County Commissioners that apply to all or most County departments and that are *not* codified in the County Code. The Board Policy Manual will be continually updated to reflect current policy.

The Board of County Commissioners may instruct the County Administrator to personally develop written statements reflecting the Board's policy or allow the Administrator to delegate the responsibility as the Administrator sees fit. The County departments that generally will prepare administrative Policy Manual Statements include Office of the County Administrator, Building and Planning, County Extension, Community Services (Grants, Airport, Veterans), Engineering, Environmental Services (Animal Control, Mosquito Control, Recycling, Solid Waste), Human Resources, Informational Services (Library), Informational Systems (Technology and Asset Management), Public Safety (Fire and Emergency Management), and Public Works (Roads and Parks), and Purchasing. The County Administrator is responsible to ensure that policies are reviewed in accordance with their sunset review dates. In most instances, Policy Manual Statements must be approved by the Policy Committee as described below. The Policy Committee is comprised of the County Administrator, the County Attorney and the Assistant to the County Administrator.

Each policy statement shall be prepared in a standard format as set forth in Policy No. 1.020 of this manual. A department that drafts a Policy Manual Statement is responsible for establishing internal reviews and controls to ensure the information contained in a policy statement is accurate. All such statements must be reviewed and approved by the Department Head prior to being forwarded to the Policy Committee.

## PROCEDURES

When preparing a Policy Manual Statement for inclusion in the manual, download the Policy Manual Form template into your word processing software. (See Section "1.010 Policy Template Downloading Procedures".) Enter the text of the Policy Manual Statement onto the template and save it.

### Board-Initiated Policy Manual Statements

1. When an administrative policy is revised or a new administrative policy is established; whether at the direction of the Board of County Commissioners, the County Administrator, or the initiative of a Department Head, the procedure is the same.
2. The County Administrator or the responsible department drafts the new or revised Policy Manual Statement, which must be approved by the County Administrator or the Department Head, and submits the draft to the County Administrator's office by sending an e-mail to [admin.assist@taylorcountygov.com](mailto:admin.assist@taylorcountygov.com). The County Administrator or the responsible Department Head is to ensure that all documentation such as justification, minutes, staff studies, or previous Policy Manual Statements are included. A representative of the responsible department is required to attend the Policy Committee meeting to answer any questions that the Committee Members may have regarding the new or revised Policy Manual Statement. It is the responsibility of each Department Head to ensure that an appropriate sunset review date has been assigned for each policy.
  - A. Once directed to submit the policy to the Board of County Commissioners, the County Administrator or the responsible Department Head will ensure the policy is properly prepared and submitted for Board approval on the approved Agenda Request Form. The responsible department will ensure that the draft policy conforms to the standardized policy format including a recommended sunset date of no more than five years unless otherwise stated and approved by the Policy Committee. Once the policy is approved by the Board of County Commissioners, the County Administrator's office will; assign a policy number, unless the Department is replacing an obsolete policy; and add the approving Board Motion information, if necessary. The Informational Systems Department uploads the new statement onto the County Intranet web site in the appropriate section of the online Policy Manual and if necessary deletes the old Policy Manual Statement.

## Sunset Review

The Policy Committee is responsible for inputting and controlling the sunset review of the Board Policies included in this manual. A standard five-year sunset review date will be applied unless otherwise recommended by the Policy Committee and approved by the Board of County Commissioners.

1. Three months prior to the sunset review date contained in the Policy Manual Statement, the County Administrator sends notice of the required sunset review to the responsible department, with a copy to the Policy Committee. The notice shall contain a deadline of six (6) weeks from the date of the notice by which the responsible department shall submit a recommendation and, if needed, a revised Policy Manual Statement to the Policy Committee for consideration
2. The responsible department submits a recommendation, which must have the Department Head's approval, to the Policy Committee by sending an e-mail to the Office of the County Administrator at [admin.assist@taylorcountygov.com](mailto:admin.assist@taylorcountygov.com). In addition, any accompanying documentation such as Board minutes, recommendations, the previous Policy Manual Statement should be sent to: Policy Committee at the Office of the County Administrator, 201 E. Green Street, Perry, FL 32347 or by email to [admin.assist@taylorcountygov.com](mailto:admin.assist@taylorcountygov.com). A representative of the responsible department is required to attend the Policy Committee meeting to answer any questions that the Committee Members may have.
3. The Policy Committee reviews the recommendation from the responsible department and either authorizes the Department Head to submit an Agenda Request making a recommendation to the Board to accept revision(s) or to repeal the policy; or to extend the policy.
  - A. If the Board accepts revision(s) to the policy, the County Administrator's Office notifies County departments of the Board's action by email and assigns and records a new sunset review date, if needed. The Information Systems Department uploads the Policy Manual Statement with the new sunset review date onto the County Intranet web site.
  - B. If the Board repeals the policy, the County Administrator's Office notifies County departments of the Board's action by email and has the Information Systems Department delete the Policy Manual Statement from the County Intranet web site.
  - C. If the Board changes and approves the revised policy, the County Administrator's Office notifies the responsible department.

1. The responsible department redrafts the Policy Manual Statement based on the Board's direction and submits the draft, which must have the Department Head's approval, to the Policy Committee by e-mailing the County Administrator's Office to [admin.assist@taylorcountygov.com](mailto:admin.assist@taylorcountygov.com). In addition, any accompanying documentation such as the previous package submitted to the Board Minutes and the previous Policy Manual Statement should be sent to: Policy Committee, c/o Office of the County Administrator, 201 E. Green St., Perry, FL 32347 or by email at [admin.assist@taylorcountygov.com](mailto:admin.assist@taylorcountygov.com). A representative of the responsible department is required to attend the Policy Committee meeting to answer any questions that the Committee Members may have.
2. The Policy Committee notifies the responsible department of approval of the Policy Manual Statement or directs the department to make changes and to resubmit the Policy Manual Statement to the Committee for additional review.
3. Upon receipt of approval from the Policy Committee, the Department Head submits the revised Policy Manual Statement back to the Board of County Commissioners for approval. The Department Head will prepare and submit the Policy Manual Statement for Board approval on the approved Agenda Request Form. The responsible department will ensure that the draft policy conforms to the standardized policy format including a recommended sunset date of no more than five years unless otherwise stated and approved by the Policy Committee. Once the policy is approved by the Board of County Commissioners, the County Administrator's office will; assign a policy number, unless the Department is replacing an obsolete policy; and add the approving Board Motion information, if necessary. The Informational Systems Department uploads the new statement onto the County Intranet web site in the appropriate section of the online Policy Manual and if necessary deletes the old Policy Manual Statement.