
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 001
EFFECTIVE DATE: 09/18/07
REVISED: 02/20/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: FUNCTION OF THE POLICY AND PROCEDURE MANUAL

I. Purpose:

This procedure describes the purpose and format of the Storey County Administrative Policies and Procedures Manual.

II. Policy:

The Storey County Policies and Procedures Manual is designed to be a comprehensive manual incorporating all policies, procedures, commission regulations and directives that affect and guide the actions of all county departments. They are intended to respect department specific approved policies and be consistent with the provisions of collective bargaining agreements.

1. DEFINITIONS:

- a. Policy: A basic rule established to govern functions so that they are performed in line with desired objectives. A general guideline that regulates organization actions.
- b. Procedure: The act, method or manner of proceeding in some process or course of action; the sequence of steps to be followed.

III. Procedure:

1. FUNCTION:

- a. The Administrative Policies and Procedures Manual will be a resource for all countywide procedures, policies and directives.

2. REASONS FOR ESTABLISHING A POLICIES AND PROCEDURES MANUAL:

- a. To improve communications.
- b. To promote uniformity of action.
- c. To improve direction setting.

3. CONTENT: The following types of policies and procedures will be included in the manual.

- a. Those policies and/or procedures, which cross department lines and require action, compliance or give direction to more than one department.
- b. Those policies and/or procedures that provide information of value to all county departments.

4. County Policies and Procedures shall be reviewed and signed by the County Manager and authorized by the Board of Commissioners prior to implementation.

IV. RESPONSIBILITY FOR REVIEW: This policy will be reviewed every 5 years or as necessary by the County Manager's office.