

## SALT LAKE COUNTY ORDINANCE

ORDINANCE NO. \_\_\_\_\_

, 2019

### INTERNAL POLICIES, PROCEDURES AND EXECUTIVE ORDERS

AN ORDINANCE REPEALING AND REPLACING SECTION 2.08.070 ENTITLED "DEPARTMENTAL AND DIVISIONAL INTERNAL POLICIES AND PROCEDURES AND EXECUTIVE ORDERS," OF THE SALT LAKE COUNTY CODE OF ORDINANCES, 2001, REGARDING THE ADOPTION OF INTERNAL POLICIES AND PROCEDURES AND EXECUTIVE ORDERS TO ENHANCE INTERNAL OPERATIONS; AND MAKING RELATED CHANGES.

The County Legislative Body of Salt Lake County ordains as follows:

Section I. Section 2.08.070, entitled "Departmental and divisional internal policies and procedures and executive orders" of the Salt Lake County Code of Ordinances, 2001 is repealed and replaced. Section 2.08.070 is hereby repealed as follows:

#### **2.08.070 – Departmental and divisional internal policies and procedures and executive orders.**

~~The offices, departments, sections and divisions of county government shall prepare such written policies and procedures and standard operating manuals as may be useful for their internal administration, utilizing a standard format. Policies adopted by the mayor may take the form of executive orders.~~

~~A. All matters or procedures having countywide impact including major operations and procedures, relations with other offices, divisions or departments, employee rights and benefits, purchasing or contracting; cash handling; budgeting; debt financing; or significant contact with the public, shall be adopted in the form of policies and procedures which must be~~

approved by the council and may not be in conflict with law, ordinance or countywide policy.

~~All other policies may be adopted by the mayor or other offices. Executive orders implementing ordinances or countywide policies and procedures or addressing the operations and programs of the executive department may be adopted by the mayor. Offices are encouraged to adopt written policies and procedures.~~

B. Departments, offices, divisions and sections of county government are encouraged to adopt a class of county policy or regulation, to be known as a standard operating manual, regarding activities and operations which are of a character which does not arise to the level of a formal policy and procedure. Such manuals shall refer to and provide guidance to county employees regarding day to day operations, safety concerns, the operation of equipment, vehicles and devices, approved methods for accomplishing tasks, operations and work assignments, and similar matters. Subjects regarding major operations and procedures, relations with other divisions or departments, employee rights or benefits, cash handling, or significant contact with the public, may not be encompassed in a standard operating manual, but must be covered by formally approved and adopted policies and procedures. Standard operating manuals shall be kept current and shall be made readily available to all employees and supervisors affected thereby. Standard operating manuals must conform to applicable laws, ordinances and policies, and the provisions of a law, ordinance or policy will prevail over a conflicting provision in a standard operating manual. Manuals need not be approved by the council. County employees may be liable for disciplinary action for failure to follow or abide by the provisions of a standard operating manual, policies or procedures, or executive orders.]

Section II. Section 2.08.070, entitled "Internal policies and procedures and executive orders" of the Salt Lake County Code of Ordinances, 2001 is hereby enacted to read as follows:

2.08.070 - Internal policies and procedures and executive orders.

A. Elected offices, county departments, divisions, agencies and sections may prepare internal policies such as standard operating manuals and bylaws that are useful for internal administration. Internal policies should enhance efficiency in day-to-day operations and relations with the public. Policies shall not conflict with any law or county ordinance. Proposed policies which conflict with human resources policy or countywide policy or have a budgetary impact shall be approved by the council. Internal policies and procedures shall be approved by the appropriate elected official or designee.

B. Policies adopted by the mayor may take the form of executive orders. Executive orders implementing ordinances, countywide policies and procedures, or addressing the operations and programs of the executive department may be adopted by the mayor and shall comply with state statute regarding executive orders

Section III. This ordinance shall become effective fifteen (15) days after its passage and upon at least one publication of the ordinance or a summary thereof in a newspaper of general circulation in Salt Lake County.

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

SALT LAKE COUNTY COUNCIL:

By: \_\_\_\_\_  
Richard Snelgrove, Chair  
Date: \_\_\_\_\_

ATTEST:

Sherrie Swensen  
Salt Lake County Clerk

APPROVED AS TO FORM:

Gary J. Anderson  
Deputy District Attorney

Date: 17 April 2019

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Ghorbani voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____

VETOED and DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
Jennifer Wilson, Mayor

(Complete as Applicable)

Veto override: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Ordinance published in newspaper: Date \_\_\_\_\_

Effective date of ordinance: \_\_\_\_\_

SUMMARY OF  
SALT LAKE COUNTY ORDINANCE NO. \_\_\_\_\_.

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019, the County Council of Salt Lake County adopted Ordinance No. \_\_\_\_\_, which repeals and re-enacts section 2.08.070, entitled "Departmental and divisional internal policies and procedures and executive orders," of the Salt Lake County Code of Ordinances, 2001, regarding the adoption of internal policies and procedures and executive orders to enhance internal operations; and making related changes.

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

SALT LAKE COUNTY COUNCIL:

By: \_\_\_\_\_  
Richard Snelgrove, Chair

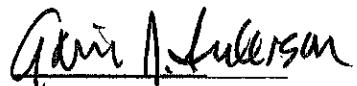
Date: \_\_\_\_\_

ATTEST:

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Sherrie Swensen  
Salt Lake County Clerk

APPROVED AS TO FORM:



Gavin J. Anderson  
Deputy District Attorney  
Date: 17 April 2019

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Ghorbani voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____

A complete copy of Ordinance No. \_\_\_\_\_ is available in the office of the Salt Lake County Clerk, 2001 South State Street, N2700A. Salt Lake City, Utah.