

Salt Lake Countywide Policy 2: Policy Enactment, Maintenance, and Implementation

Purpose –

To provide a systematic process by which county policies and procedures are initiated, reviewed, formatted, enacted, and maintained.

I. Policy

It is the policy of the County to set forth a process to enact policies and procedures that are lawful, accessible, and subject to periodic and consistent review.

II. Procedures

A. Policy Initiation, Modification and Implementation

1. The County Council may initiate, consider, and pass countywide policies. The Council shall submit all proposed policies to the Attorney for review as to form and legality prior to consideration.
2. Proposed countywide policies originating from an elected office or from a county department that impact more than one elected office or county department shall be sent to the Mayor's Office.
3. The Mayor's Office and the Attorney's Office, in coordination with the proposing organization, shall format the proposed policy statement into proper policies and procedures format and assign it a number. The attorney shall review the proposed policy as to form and legality.
4. Should there be any question of the language or intent of the proposed policy, the Mayor's office or the Attorney's office shall contact the proposing organization for clarification.
5. The Mayor's Office will place the proposed policy on the agenda of the next Steering Committee meeting.
6. The Mayor may request the presence of a representative of the organization initiating the policy or may request additional information.
7. The Steering Committee shall discuss the proposed policy and record any advisory comments.
8. A final draft of the proposed policy shall be sent to the Attorney's office. The Attorney's Office shall review and format the proposed policy and, if

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appropriate, review it as to form and legality.

9. The Mayor's office shall transmit the policy proposal and any supporting documents to the County Council for review.
10. Upon receipt, the Council chair shall place the policy proposal on the earliest possible Council meeting agenda.
11. If the policy proposal amends an existing countywide policy, the supporting documents for the Council meeting agenda should contain a draft version of the policy in legislative format, including strikethroughs and underlines, so that the proposed amendments may be clearly understood.
12. If the County Council adopts the proposed policy, the Mayor's office, in coordination with the Clerk's office, shall post the policy on the Salt Lake County website. The Mayor's office shall maintain and post all countywide policies consistent with best practices, including ensuring that copies of posted policies are accurate and include all necessary signatures required by County ordinance. The policy webpage shall include a statement of its last review and update, reflecting the date of most current update. The Clerk's office shall maintain an official record of all countywide policies consistent with its statutory responsibilities.
13. Countywide policies shall become effective upon approval by the County Council unless otherwise specified.

B. Internal Policies

County elected offices, departments, divisions, and agencies may enact internal policies consistent with Salt Lake County Ordinance § 2.08.070. Any internal policies that conflict with a countywide policy or that have a budgetary impact must be approved by the County Council.

C. Policy Style and Formatting

1. The Attorney's office shall develop and maintain a uniform style and format for county policies, and, as part of its review of each county policy, shall see that such style and format is observed and maintained.

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2. The Attorney's office may review, examine, and correct any technical errors in County policies that have been previously approved by the County Council, and is authorized to:
 - adopt a uniform system of punctuation, capitalization, numbering, and wording;
 - eliminate duplicative, previously-repealed, or expired policies or provisions, including renumbering when necessary;
 - correct defective or inconsistent section and paragraph structure in the arrangement of the subject matter of existing policies;
 - correct obvious errors and inconsistencies including those involving punctuation, capitalization, cross references, numbering, and wording.

D. Policy Review

1. Within two years of the enactment of this revised policy, the Mayor and County Council, working in conjunction with the Attorney's office and other relevant stakeholders including, where appropriate, other elected officials and the Steering Committee, shall conduct a systematic review of all existing countywide policies. This policy review shall seek to identify obsolete policies that should be repealed or amended, with the purpose of better conforming each existing policy with existing law, other countywide policies, budget guidance or legislative intent, and the practical realities of Salt Lake County government.
2. Before enacting new or amended policies, the County Council will consider whether sunset provisions or other mechanisms requiring regular policy review and reconsideration are appropriate.

- E. The Mayor and the County Council shall review this policy within five years of its passage.

III. References

- A. The process herein described is pursuant to Salt Lake County Code of Ordinances

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Chapter 2.08, which provides for the definition, recording, enactment, and distribution of County policies and procedures.

APPROVED and PASSED this 3rd day of October, 2023.

SALT LAKE COUNTY COUNCIL

Aimee Winder Newton, Chair

ATTEST:

Lannie Chapman, County Clerk

REVIEWED AS TO FORM AND LEGALITY:

District Attorney's Office Date