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07/13/04

Ordinance 752

Amending chapter regarding the adoption of Administrative Policies

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS

Chapter 3.07

POLICY

Sections:

- 3.07.010 Purpose.
- 3.07.020 Applicability.
- 3.07.030 Development and Organization.
- 3.07.040 Administrative policies to be adopted after public hearing.
- 3.07.050 Administrative policies adopted by reference.
- 3.07.0460 Implementation/Effectuation.
- 3.07.050 Severability.
- 3.07.060 Effective date.

SOURCE:	ADOPTED:
Ord. No. 159, 1982	03/09/82

**3.07.010 Purpose.**

The Board of Clallam County Commissioners (Board) finds that the effectiveness effectuation of County policies would be improved by: (1) requiring that policy resolutions of the Board and other County policy-making bodies be maintained in a well-organized and accessible fashion; (2) requiring notice and public hearing prior to the adoption of administrative policies, (3) adopting the County's administrative policies by reference; and (4) requiring County Officials to follow policies adopted after public hearing. ~~and that failure to follow such resolutions be subject to disciplinary sanctions.~~

**3.07.020 Applicability.**

This chapter shall apply to all County Officials and employees. For purposes of this ordinance, County Officials include Elected Officials, appointed Department Heads, and the County Administrator. ~~policies that have been or may be adopted in written resolution form by the Board or by any other County policy making body acting within the scope of its authority.~~

**3.07.030 Development and Organization.**

(1) The County Administrator shall cause to be developed and recommend policies and procedures for the efficient and effective operation of County functions and services. Adopted policies and procedures shall be organized by the County Administrator and known as the County Administrative Policies. The County Administrator shall make the County's administrative policies accessible to the public, except those policies and procedures detailing emergency procedures for County employees that, if released, may impair vital governmental interests and functions shall be maintained separately and not made accessible to the public. Requests for opportunities to inspect or copy sensitive policies and procedures shall be discussed with the Prosecuting Attorney to determine what portion, if any, may be withheld from disclosure.

~~(2) Clerk of the Board, and t~~The clerk or secretary of any other County policy-making body subject to this chapter, shall maintain all policy resolutions in a well-organized, up-to-date, and accessible fashion so that County ~~department heads~~ Officials have ready access to them.

**3.07.040 Administrative policies adopted after public hearing.**

County administrative policies and procedures shall be adopted by resolution at regular public meetings of the Board after public hearing. Notice shall be published in the County legal newspaper at least ten (10) days prior to the hearing.

**3.07.050 Administrative policies adopted by reference.**

The County policies and procedures contained in the County Administrative Policies, now or as hereinafter amended, are adopted as a part of this ordinance by reference.

**3.07.0460 Implementation/Effectuation.**

(1) All County ~~Officials~~ department heads shall be aware of County ~~Administrative p~~ Policies ~~adopted by resolution and shall adhere to and enforce effectuate~~ said policies in the operation of their departments.

~~(2) A department head's unjustified failure to follow County policies adopted by resolution shall be subject to disciplinary action.~~

(3) ~~County Officials~~ The department heads may use their best judgment in not following County ~~Administrative p~~ Policies ~~adopted by resolution~~ in emergency situations when there is insufficient time for rescinding or amending the applicable ~~policy~~ resolution; provided, that the ~~department head~~ County Official will report to the Board in writing as soon as possible explaining the nature of the emergency situation, the action taken in contravention of the applicable resolution, and the reasons therefore.

**3.07.0580 Severability.**

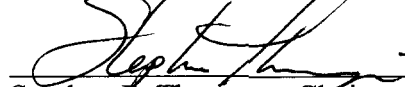
If any section, subsection, paragraph, sentence, clause, or phrase of this chapter is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this chapter; it being hereby expressly declared that this chapter and each section, subsection, paragraph, sentence, clause and phrase thereof would have been adopted irrespective of the fact that any one or more other sections, subsections, paragraphs, sentences, clauses or phrase be declared invalid or unconstitutional.

**3.07.0690 Effective date.**

This chapter shall take effect ten (10) days after adoption.

ADOPTED this thirteenth day of July 2004

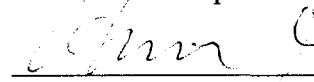
BOARD OF CLALLAM COUNTY COMMISSIONERS

  
Stephen P. Tharinger, Chair

  
Michael C. Chapman

ATTEST:

  
Trish Perrott, CMC, Clerk of the Board

  
Howard V. Doherty, Jr.