



Policy of Clark County, Wisconsin

Policy Cover	
Title: Policy Establishment Policy	Effective Date: July 20, 2017
	Adoption/Revision Date: July 20, 2017
Custodian: Administrative Coordinator	Approving Body: Clark County Board of Supervisors

1. Authority

- a. Wis. Stat. 59.02, 59.03, and 59.51

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution xx-xx-xxxx
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

3. Purpose

- a. To establish a format and revision methodology for Clark County policies to promote consistency and uniformity.
- b. To establish when a policy is required and to set standards for updating and maintaining policies.

4. Scope

- a. Applies to the development, implementation, and revision of all Clark County policies that apply to multi-departmental functions of Clark County or have countywide impact on Clark County’s operations.
 - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

5. Policy Overview

- a. A policy is a written description of guidelines and directions set by the CCBS, or Clark County governing bodies, to guide the present and future actions of the various departments and services within Clark County.
 - i. A policy may contain specific, details steps or procedures necessary to implement the intent of a policy.
 - 1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
 - i. An administrative policy establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.
 - ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

6. Policy Performance

- a. All future Clark County policy development and revisions shall comply with this policy.



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- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Clark County policies.

Policy Content

7. Policy Format and Standards

- a. All policies shall have the same format as set forth in the “Policy Establishment Policy.”
 - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; 4) Revision History; and 5) Policy Attachments (if applicable)
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
 - i. A “Title” that provides a brief description of the policy.
 - ii. An “Effective Date” that states the date the policy took effect.
 - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
 - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed.
 - v. An “Approving Body” that states which Clark County governing body shall approve the policy before the policy takes effect.
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:
 - i. An “Authority” section that states the state and/or federal law that supports the policy.
 - ii. A ”References” section that states:
 - 1. The resolution number, ordinance number, and/or meeting minutes stating the governing body and date;
 - 2. The date when the action was taken to approve the policy; and
 - 3. Related resolutions, ordinances, meeting minutes, and/or policies.
 - iii. A “Purpose” section that states the intent of the policy.
 - iv. A “Scope” section that states what and who the policy applies to.
 - v. A “Policy Overview” section that gives context to the need for the policy.
 - vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
 - i. A policy may contain specific, details steps or procedures necessary to implement the intent of a policy.



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1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview of the adoption or revision; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian and approving body.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

8. Policy Process

- a. A policy shall be established when:
 - i. Directed by the CCBS.
 - ii. Required by state and/or federal law.
 - iii. Requested by an elected official or Clark County employee and approved by CCBS or other Clark County governing body.
- b. All policies that apply to all Clark County operations shall be approved by the CCBS.
- c. All policies that are specific to certain operations and/or departments may be approved by the responsible governing body or referred to the CCBS if deemed appropriate by such body.
- d. Each policy shall be assigned to a custodian. The custodian shall update the assigned policy as needed. The custodian shall, at a minimum, review the assigned policy annually.
- e. All policies, excluding ordinances, may be revised administratively to make format changes; corrections to reflect organizational changes or typos; or similar non-material, non-substantive changes without CCBS or governing body approval.
- f. Prior to adoption or administrative revisions of policies, the Administrative Coordinator and Corporation Counsel shall review and approve the policy. The proposed policy shall be submitted with the “Policy Review Form” as set forth in Attachment A for review and approval.
- g. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible governing body with assistance from the Administrative Coordinator, County Clerk, and/or Corporation Counsel.
- h. Once policies are approved, all policies shall be maintained by the Administrative Coordinator.



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9. Attachments

- a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	Original	



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Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

Completed by Administrative Coordinator

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Administrative Coordinator	