



Policy of Clark County, Wisconsin

Policy Cover	
Title: Procedure 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 22-7-17
- b. Other applicable Resolutions/Ordinances/Policies: Policy Establishment Policy

3. Purpose

- a. To establish a format and revision methodology for Clark County employees to establish procedures to promote consistent and uniform operations in compliance with County policy.
- b. To establish when a procedure 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 procedures that apply to multi-departmental functions of Clark County or have countywide impact on Clark County's operations.
 - i. Department specific procedures, including procedures that adhere to state or federal uniformity regulations, are exempt from this policy.

5. Policy Overview

- a. A procedure is a written description of specific steps necessary to implement and achieve the intent of a policy as established by the Clark County Board of Supervisors (CCBS) or Clark County governing bodies.
 - i. Refer to "Policy Establishment Policy" shall guidance on establishing a policy.
- b. A procedure is intended to be rigid in nature by providing clear definition to a defined process.

6. Policy Performance

- a. All future Clark County procedure development and revisions shall comply with this policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Clark County procedures.



Policy of Clark County, Wisconsin

Policy Content

7. Procedure Format and Standards

- a. All procedures shall have the same format as set forth in the “Procedure Establishment Policy.”
 - i. Format shall not include all capital letters or underlines.
- b. Each procedure shall contain the following sections: 1) Procedure Cover; 2) Procedure Content; 3) Attachments; and 4) Revision History.
- c. Each procedure shall contain the following components in a table format as part of the “Procedure Cover”:
 - i. A “Title” that provides a brief description of the procedure.
 - ii. An “Effective Date” that states the date the procedure took effect.
 - iii. An “Adoption/Revision Date” that states when the procedure was most recently adopted or revised.
 - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the procedure when needed.
- d. Each policy shall contain the following components in a numbered format on the first page of the procedure as part of the “Procedure Cover”:
 - i. An “Authority” section that states the state and/or federal law that supports the procedure.
 - ii. A ”References” section that states the associated policy.
 - iii. A “Purpose” section that states the intent of the procedure.
 - iv. A “Scope” section that states what and who the procedure applies to.
 - v. A “Procedure Overview” section that gives context to the need for the procedure.
 - vi. A “Procedure Performance” section that states procedure expectations and quantifiable performance indicator(s) to gauge the effectiveness of the procedure.
- e. Each procedure shall contain a “Procedure Content” section that provides detailed steps in systematic sequence for an activity or task.
- f. Each procedure shall contain an “Attachment” section that lists all attachments that are referred to in the procedure itself. Referred to attachments shall be attached to the procedure under “Procedure Attachments”.
- g. At the end of the procedure, a “Revision History” table shall be included that tracks historical changes to the procedure by tracking: 1) the adoption or revision date; and 2) an overview of the adoption or revision.
- h. Depending on the length and complexity of the procedure, the procedure may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.



Policy of Clark County, Wisconsin

j. Each procedure shall include page numbers in the footer.

8. Procedure Process

- a. A procedure shall be established when:
 - i. Directed by Clark County administration or management.
 - ii. Directed by the CCBS or other Clark County governing body.
 - iii. Required by state and/or federal law.
- b. Requested by an elected official or Clark County employee. A procedure shall be based on an approved or proposed policy.
- c. A procedure shall be developed by gaining a detailed understanding of the process that is being defined as well as an understanding of risks associated with the process.
- d. A procedure shall be approved by the applicable Clark County employee who is responsible for the subject matter of the procedure. A procedure does not require CCBS or Clark County governing body approval.

9. Attachments

- a. n/a

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
July 20, 2017	Original	Resolution 22-7-17