



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 1.4

Policy Development, Review, and Implementation

I. POLICY

It is the policy of the District to comply with all applicable County Board of Supervisors policies and to develop and implement internal District policies and procedures as defined herein.

II. PURPOSE

To provide structure and direction for development and/or modification of District policies and procedures.

III. IDENTIFICATION OF POLICIES AND PROCEDURES

- A. The County Board of Supervisors/Directors (Board) approves various County Policies that govern countywide operations, such as general government and administration, fiscal and legal, personnel, facilities and equipment, etc. The “J” series of County policies specifically governs Parks and Open Space established policies. These policies are reviewed, approved, and updated as needed.
- B. District Administrative and Personnel Policies, Procedures and Guidelines provide direction and structure for internal processes not requiring Board approval. These policies are in compliance and coordination with Board policy and County Human Resources Department policies & procedures. These policies are approved by the District’s General Manager or Designee and are reviewed annually or more often as needed.
- C. Operational Policies & Procedures govern District operations. These policies are approved by the District’s General Manager or Designee and are reviewed annually or more often as needed.
- D. Administrative Policies and Procedures which are controversial or do not have clearly defined approved guidelines are reviewed and approved by the District Advisory Commission (DAC).



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- E. Bureaus or Divisions of the District may develop internal procedures and processes as long as they do not conflict with other applicable Memorandums of Understanding, Resolutions, or policies and procedures of the Board, County Human Resources, or the District.

IV. PROCEDURES

- A. Need for Development/Revision of Policy and/or Procedure.
1. The first step in the process of policy development begins with recognizing the need for development of or revisions to established policies and/or procedures. On an ongoing basis, all District staff are responsible for providing notice to their supervisors regarding the need for policy development or modifications in order to address inefficiencies and/or changing circumstances.
 2. Appropriate staff shall gather necessary information on the matter and are responsible for researching, drafting, and making policy/procedure recommendations to Managers or Bureau Chiefs. As a part of this process, staff shall consider legal, fiscal, and environmental applications and impacts, exposure to risk, and other factors of the recommended policy/procedure. Staff is to involve outside departments and/or County Counsel for review as appropriate.
- B. Division/Bureau Review and Approval
1. When the issue is appropriately addressed through a specific division and/or Bureau of the District, the Bureau Chief is responsible for final approval, subject to consultation with and approval by the District General Manager.
- C. General Manager Review and Approval



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1. If the development or revision of policies/procedures requires DAC or Board approval, the matter shall be provided to the General Manager or designee. The Bureau Chief shall be responsible for including consideration of the matter on a meeting agenda and for providing all necessary background and other information necessary for consideration by the DAC or Board.
- D. DAC and Board Review and Approval
1. If the matter requires Commission or Board approval, the appropriate Team member shall:
 - a. When necessary for new and unprecedented issues, obtain legal counsel approval of the policy/procedure or revisions thereto as to form.
 - b. Provide a staff report which outlines the policy/procedure to be considered and other background and pertinent information and options for DAC or Board recommendation.
 - c. Provide any additional available information and/or drafts necessary for consideration/approval.
 - d. For Board approval, submit the form 11 and related documents to the Clerk of the Board adding item to Board Agenda, pursuant to Board policy A-5, Board of Supervisors Agenda Procedure.
- E. Both the DAC and Board meet in open session to consider the staff's recommendation for the policy/procedure and determine whether or not to recommend and take action related to the policy/procedure.
- F. Implementation
1. Once policies/procedures have been approved, they shall be distributed to all District management staff at the first regularly scheduled Monthly



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Managers Meeting. District Management is responsible for disseminating the policies/procedures to staff and ensuring they are in compliance. The Chief - Business Operations, shall ensure that all policies and procedures are current on the District's intranet portal.

RivCo Parks Policy 1.4

Policy 1.4 Policy Development and Review

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