

SECTION 400 - PROCEDURES MANUAL UPDATE PROCEDURES

1. The Procedures Manual shall be updated annually, prior to or during the last regularly scheduled Board meeting in December every year.
2. Departments shall submit proposed revisions or new policies and procedures, upon request, to the County Administrative Office in November. After review, the County Administrative Office shall compile the proposed revisions for presentation to the Board of Supervisors.
3. Language recommended for deletion shall be presented in strike-out format. New language shall be indicated by underlining. Departments shall submit strike-out and clean copies to the County Administrative Office.
4. Upon approval of the proposed policy and procedures changes by the Board, the Clerk of the Board will forward clean copies to the Information Services Department for inclusion in the on-line Policy and Procedures Manual.
5. Departments may also present revised or new procedures to the Board of Supervisors outside of this schedule, as necessary.