



PIMA COUNTY, ARIZONA

BOARD OF SUPERVISORS POLICY

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Purpose

The Board of Supervisors determine the overall policy direction of County Government. Among their principal objectives is the establishment of a manual which will serve as a guide to the activities of Pima County Government. The purpose of the Manual is to: (1) Document policies of the Board of Supervisors in a compendium fashion, and (2) Serve as a reference and information source for County Elected Officials, Administrators and supporting staff, and (3) To establish procedures for the preparation, distribution and maintenance of Board policies and the Board of Supervisors Policy Manual.

Background

The Board of Supervisors of Pima County is charged with the responsibility of establishing policy to guide the various functions of County Government and, where necessary, to establish procedures by which functions are performed. There is a need to compile, in a reference document for easy access, policies adopted by resolution or any other statement of action of the Board of Supervisors.

The manual to be established should generally be limited to policies having impact on current issues and, once adopted, supplements of which will be issued periodically to keep information current.

Policies will be selected from resolutions, ordinances, and study session or regular session motions passed by the Board of Supervisors. Information from communications with the governing body, county documents, etc., will be included to clarify intent, or provide useful background to staff or the governing body when faced with recurring issues.

Selection of material for the Policy Manual will be guided by the following definition.

POLICY - Instructions from, adopted by, or approved by the Board of Supervisors that define a recurring or long term course of action to be followed by county officials, administrators, and staff in making decisions and operating County Government; and/or a specific decision or set of decisions designed to carry out the selected course of action.

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As further background in the cited need to consolidate policy statement into a reference document for easy access, the listing below provides specific criteria which will guide staff in the selection process for inclusion:

- A. Decisions or actions that are relevant to future decisions and address important and/or controversial issues likely to recur [Including decisions to table an item, take no action, or not accept a recommended policy].
- B. Reaffirmation of previous policies and/or programs.
- C. Ordinances related to critical current issues.
- D. Resolutions that affirm policy actions, new programs, important issues [Those not recorded in other county documents.]
- E. Materials, other than formal board materials, that contain procedures or directions that become accepted as policy.

The Policy Manual is an extension of the "Rule of Law". As such, related ordinances, state legislation, etc., will be occasionally paraphrased and referenced throughout.

A Table of Contents and a Keyword Index are to be included for each major section of the Policy Manual. Periodically, staff will compile and distribute a Master Index for the entire manual.

Policy

It is the Policy of the Board of Supervisors that:

1. There is hereby established a "Board of Supervisors Policy Manual" which shall contain all Board Policy which is adopted by resolution or other policy statement of the Board of Supervisors.
2. Any action item considered by the Board to be in the nature of Board policy, be stated as such, the instructions of which shall include:
 - (a) A statement of purpose,
 - (b) a background description of the problem,
 - (c) other criteria or procedural sections,
 - (d) the responsible agency(ies), and

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- (e) a review for continuance date.

Procedure

1. The County Manager shall be responsible for initial development of the Policy Manual and an accompanying guide for proper use of the manual.
2. The members of the Board of Supervisors, County Manager, Elected Officials, Department Heads, and County Boards and Commissions may originate policy proposals to the Board of Supervisors for their formal consideration.
3. The preparation of policy matters for approval by the Board of Supervisors will be the responsibility of the initiating office.
4. Proposed policy items will be submitted to the County Manager for review and recommendation to the Board of Supervisors for action.
5. The Clerk of the Board of Supervisors, after the Policy Manual is initially developed, shall be responsible for the continuing maintenance and distribution of the document and additions or deletions thereto.

Responsible Department

1. County Manager for initial development
2. Clerk of the Board of Supervisors for ongoing maintenance and distribution.

Sunset Provision

This policy will be reviewed for continuance by 12-31-93.

Effective Date: 10/30/90