



Policy Making Framework

**County Administrator
April 3, 2025**

Background



- **Structure used during COVID pandemic operations**
 - **Administration issuing directives to Departments**
- **Previously presented concepts in 2022**
- **Current policies are being reviewed/updated and new policies are being created across numerous departments**
 - **Need for consistency, structure**

Why this Policy Matters



- Ensures transparency, consistency, and accountability in policy development
- Aligns organizational policies with legal and operational requirements
- Creates a structured framework for approval, implementation, and review
- A strong foundation:
 - Efficiency & compliance
 - Consistency across departments

Setting Responsibilities



- **Lake County Board:** Approves and adopts ordinances and policies
- **Committees:** Recommendations on ordinance and policy needs
- **County Administration:** Provides recommendations and implements policies. Ensures compliance.
- **Departments:** Develops operating procedures to ensure implementation.

Policy Hierarchy



- **Statute & Law – Federal / State regulations**
- **Ordinance – Local laws addressing county-specific issues**
- **Policy – County-wide rules guiding administration**
- **Directive – internal instructions and detail for policy execution**
- **Operating Procedure – step-by-step guidelines for employees**

Key Principles



- **Consistency – must align with higher regulations**
- **Review & approval – structured process**
- **Stakeholder engagement – collaboration ensures practical application**
- **Clarity & accessibility – policies must be well-organized and easy to find**
- **Regular review – policies must stay relevant and updated**

Differences in Hierarchy



- **When to use policy:**
 - **Broad, long-term guidance that applies to entire organization**
 - **Establishes principles and expectations rather than specifics or instructions**
 - **Allows for flexibility for interpretation and implementation**
- **When to use directive:**
 - **Specific instructions with details**
 - **Enforceable within the organization but not by law**
- **Policy: Broad principle that guides decisions**
- **Directive: specific instruction with detail on how to carry something out**

Example

- **Remote Work Implementation**
- **Policy: *Workplace Flexibility Policy*** – approved by the County Board allowing remote work under specific circumstances
- **Directive: *Telework Directive*** – issued by the County Administrator, outlining eligibility, approval process, and expectations for remote work.
- **Operating Procedure: *Remote Work Application Procedure*** – issued by a department head providing step-by-step instructions on how to apply for remote work, detailing required information.

Example

- **P-Card policy**
- **Policy: *P-Card Policy*** – the County can have a P-Card program that does not include County Board Members
- **Directive: *P-Card Program Directive*** – issued by the County Administrator, outlining details on who can receive a P-Card, and how the program needs to be managed with compliance structure, reporting, etc.
- **Operating Procedure: *P-Card Procedures***– issued by the Finance Director with detail/forms on how to comply with the policy in departments

Next Steps



- **Adoption of Framework by Board**
- **Drafting and adoption of policies by Board in alignment with framework**
- **County Administration draft directives based on adopted policies**
 - **Directives available to Board for informational purposes**
 - **Policies made available to all staff**



Questions