

 <b>Lake County Policy</b>	<b>1.1 Policy Making Framework</b>
	Approved by the County Board on: <b>May 13, 2025</b>

## 1. Purpose and Intent

- 1.1 The purpose of this policy is to establish a structured, transparent, and consistent framework for the development, approval, implementation, and review of policies within the organization. This framework ensures policies align with applicable statutes, ordinances, and organizational directives while promoting efficiency, accountability, and compliance.
- 1.2 The intent of this policy is to ensure that Lake County Board approved policies are established, applied, monitored and reviewed consistently and appropriately.

## 2. Background

- 2.1 Policies guide decision-making, operational procedures, and governance within the organization. A clear policy-making process ensures that policies remain relevant, enforceable, and adaptable to evolving needs. This framework defines roles, responsibilities, and procedures for policy formulation, review, amendment, and repeal.

## 3. Scope

- 3.1 This policy serves as the foundational guideline for policy-making processes and applies to all departments, divisions, boards, committees, and employees involved in the development, approval, and implementation of policies.
- 3.2 This policy also guides external stakeholders, such as contractors, consultants, and vendors, where organizational policies impact regulatory or compliance requirements.

## 4. Authority

- 4.1 The following entities have roles in policy development and enforcement:
  - 4.1.1 **Lake County Board:** Approves and adopts ordinances and policies
  - 4.1.2 **Committees:** Provide recommendations on ordinance and policy needs and content.
  - 4.1.3 **County Administration:** Provides recommendations on ordinance and policy needs and content, implements policies, ensures compliance, and provides interpretation and guidance. Issues directives.
  - 4.1.4 **Department Heads and Directors:** Develop operating procedures within their areas, ensuring alignment with overarching organizational policies, directives, and laws.

## 5. Policy

- 5.1 **Hierarchy of Authorities and Governance – Definitions, Examples, and Differences**

Policies and procedures within the organization follow a structured hierarchy, ensuring compliance with higher authorities and establishing a clear chain of governance. Below is a breakdown of each level in the hierarchy, including definitions, examples, and key differences.

#### 5.1.1 **Statute and Law**

- a. Definition: Statutes and laws refer to federal, state, or local legislation that governs organizational operations. These laws are enacted by legislature and must be followed by all entities within their jurisdiction.
- b. Example: The Americans with Disabilities Act (ADA) mandates accessibility requirements for public spaces.
- c. Audience: Applies to all residents, businesses, and organizations operating within the legal jurisdiction.
- d. Key Differences
  - I. Legally binding at the highest level.
  - II. Cannot be overridden by lower-level policies or ordinances.
  - III. Enforced by courts and regulatory agencies.

#### 5.1.2 **Ordinance**

- a. Definition: An ordinance is a local law enacted by the governing body of a county, city, or municipality. Ordinances address local issues and must comply with state and federal laws.
- b. Example: A Zoning Ordinance regulating land use and building codes within the county.
- c. Audience: Applies to Lake County residents, businesses, and organizations.
- d. Key Differences
  - I. More localized than statutes and laws.
  - II. Can be enforced through fines, penalties, or administrative action.
  - III. Approved at the County Board level.

#### 5.1.3 **Policy**

- a. Definition: A policy is an official organizational rule or guideline approved by the County Board. Policies provide broad directives for decision-making and administration.
- b. Example: A Workplace Conduct Policy outlining behavioral expectations for employees.
- c. Audience: County Administration
- d. Key Differences
  - I. Guides decision-making within the organization.

- II. Not legally enforceable like laws or ordinances, but must be followed by employees.
- III. Approved at the County Board level.

#### 5.1.4 **Directive**

- a. Definition: A directive is a formal instruction issued by the County Administrator to provide specific guidance on implementing policies and county-wide procedures. Directives are typically operational and focus on internal procedures.
- b. Example: A Telework Directive from the County Administrator providing guidance and direction to departments on how to implement remote work options.
- c. Audience: Applies to county departments and staff.
- d. Key Differences
  - I. More specific and immediate than policies.
  - II. Can be temporary or situational (e.g., during emergencies).
  - III. Issued by the County Administrator.

#### 5.1.5 **Operating Procedure**

- a. Definition: Operating procedures provide detailed, step-by-step instructions for implementing policies and directives. These are developed at the department or administrative level to standardize work processes.
- b. Example: A Payroll Processing Procedure detailing how employees submit timesheets and receive pay.
- c. Audience: Applies to county staff performing daily operations.
- d. Key Differences
  - I. Most detailed level of governance.
  - II. Focuses on execution, not decision-making.
  - III. Can be updated frequently to reflect changes in workflows.

This structured approach ensures clear governance while maintaining compliance with applicable laws and operational needs.

## 5.2 **Policy Specifics (Requirements and Limitations)**

- 5.2.1 Consistency: Policies must align with applicable laws, ordinances, and organizational directives.
- 5.2.2 Review and Approval: Policies require a structured review process before adoption, amendment, or repeal.

- 5.2.3 Stakeholder Engagement: Relevant stakeholders must be consulted during policy & directive development to ensure reasonableness of adoptability of policy across all stakeholder groups.
- 5.2.4 Format: Policies shall be well organized, clearly written, and consistent with the policy standard format set forth within this framework.
- 5.2.5 Documentation and Accessibility: Policies must be documented, and easily accessible.
- 5.2.6 Implementation and Compliance: Departments must ensure policy compliance and integrate policies into operational procedures.
- 5.2.7 Periodic Review: Policies shall be reviewed at least every five years or as needed due to legal or operational changes.

### 5.3 Policy Areas

- 1. General
- 2. Personnel
- 3. Finance
- 4. Facilities
- 5. Enterprise Information Technology
- 6. Sustainability
- 7. Diversity, Equity & Inclusion
- 8. Miscellaneous

### 5.4 Policy Standard Format

- 5.4.1 With the exception of personnel policies, all proposed policies shall follow the Policy Standard Format as listed below:
  - 1. **Purpose and Intent:** A brief statement about why the policy is being proposed and the intended issues it will achieve.
  - 2. **Background:** Provides context for the policy and may include historical information related to the policy, applicable laws or statutes prompting the policy, or previous actions or positions taken by the County Board.
  - 3. **Scope:** Defines who and what the policy applies to.
  - 4. **Authority:** Identifies the legal, regulatory, or organizational authority of the policy
  - 5. **Policy:** Details the requirements, expectations and limitations.
  - 6. **Severability:** The standard severability statement shall be used.
  - 7. **Non-Discrimination:** The standard non-discrimination statement shall be used.

8. **References (if applicable):** Lists related documents or referenced materials
9. **Definitions (if applicable):** For complex subjects or terminology, a definitions section may be added.

5.4.2 To accommodate the Policy Standard Format, the County Administrator has the authority to reformat or renumber approved policies, as necessary.

## 5.5 Resources

Departments and committees responsible for policy development shall have access to legal counsel, administrative guidance, and relevant regulatory documents to ensure compliance.

## 5.6 Reporting

Each department shall designate a policy coordinator responsible for reporting policy status, compliance issues, and recommended revisions to the administration and governing board as needed.

## 5.7 Enforcement

The policy-adopting standing committee shall be informed by the County Administrator of any non-adoption or non-compliance by any department or county-wide office.

## 6. Severability

6.1 If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

## 7. Non-Discrimination

7.1 Lake County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity housing status, or any other protected category established by law, statute, or ordinance.

Policy History			
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