

**GILA COUNTY**  
**DEVELOPMENT, REVIEW & APPROVAL OF POLICIES & PROCEDURES**  
**PROCEDURES**

**I. DEFINITIONS:**

None

**II. DEVELOPMENT OF POLICY & PROCEDURE:**

A County department/division or elected office proposing a new policy and procedure to be adopted by the Board of Supervisors (BOS) will draft the policy and procedure in the established format as shown in Exhibit A. The policy number will be assigned by the Clerk of the Board in accordance with the *Board of Supervisors' Countywide Policies & Procedures Manual - Table of Contents* as shown in Exhibit B. The responsible department/division head or elected official will submit the proposed new policy and procedure to the office of the County Manager.

**III. COUNTYWIDE POLICY COMMITTEE REVIEW:**

The County Manager will establish the meeting date and time to review the proposed new policy and procedure with the Countywide Policy Committee (Committee). The department/division head or elected official will be invited to the meeting with the Committee in order to respond to any questions or concerns of the Committee. If any revisions are made to the policy or procedure, the department/division head or elected official will be required to submit the revised new policy and procedure to the office of the County Manager within a time frame established by the County Manager.

**IV. MANAGEMENT TEAM REVIEW:**

The County Manager will establish the meeting date and time to review the new proposed policy and procedure with the Management Team after it has been approved by the Committee. If any additional revisions are made to the policy or procedure, the County Manager will notify the department/division head or elected official and a time frame will be established for the return of the revised new policy and procedure to the office of the County Manager.

**V. COUNTY ATTORNEY REVIEW:**

The new proposed policy and procedure will be sent to the Deputy County Attorney/Civil Bureau Chief after it has been reviewed by the Committee. If any additional revisions are made to the policy or procedure, they will be provided to the Clerk of the Board for the

County Manager. Note: The Deputy County Attorney/Civil Bureau Chief will also review and approve the proposed new policy and procedure at the time it is placed on a BOS meeting work session agenda and a BOS regular meeting agenda.

**VI. BOARD OF SUPERVISORS REVIEW:**

The County Manager will establish the meeting date and time to review the new policy and procedure with the BOS during a BOS Work Session. The Clerk of the Board will submit the proposed new policy and procedure into the BOS electronic meeting agenda system. The department/division head or elected official will be invited to the BOS Work Session to present the proposed new policy and procedure to the BOS and address any questions or concerns of the BOS. If any revisions are made to the policy or procedure, the department/division head or elected official will be required to submit the revised draft policy and procedure to the Clerk of the Board for placement on a future BOS Regular Meeting agenda within a time frame established by the County Manager. Depending on the outcome of the discussion with the BOS, the policy and procedure may or may not continue to a BOS Regular Meeting agenda for the BOS' consideration to adopt the policy and procedure.

**VII. BOARD OF SUPERVISORS ADOPTION OF POLICY AND PROCEDURE:**

The County Manager will establish the meeting date and time to request the BOS to adopt the policy and procedure during a BOS Regular Meeting. The Clerk of the Board will submit the proposed new policy and procedure into the BOS electronic meeting agenda system. The County Manager will present the proposed new policy and procedure to the BOS during a BOS Regular Meeting.

**VIII. ADOPTED POLICY AND PROCEDURE PUBLICATION:**

After obtaining the BOS Chairman's signature on the newly adopted policy and procedure, the Clerk of the Board will make them available, both electronically and physically, by publishing them on the Gila County website and filing the original document in the *Board of Supervisors' Countywide Policies & Procedures Manual* that is maintained by the Clerk of the Board.

**IX. POLICY AND PROCEDURE REVISIONS:**

Any proposed revision to a policy or procedure previously adopted by the BOS must go through the same process as presenting a new policy and procedure.

**EXHIBIT A**

**FORMAT FOR POLICIES AND PROCEDURES ADOPTED BY THE  
BOARD OF SUPERVISORS (BOS)**

**POLICY** – The policy shall be a one-page document.

Margins:     Top 1.0”  
                  Bottom 1.0”  
                  Left 1.0”  
                  Right 1.0”  
                  Footer 0.5”

Justification:   Align text to the left.

Spacing:        Single, except for double spacing between each section title.

Font:            Times New Roman 12

Heading:        The policy heading should be in the following format with all wording in bold lettering and the policy title and number capitalized:

<b>Gila County Policy MINUTES OF THE BOARD OF SUPERVISORS’ MEETINGS</b>	<b>Policy Number: BOS-COB-001</b>	<b>Page</b>
	<b>Adopted by BOS: 08-05-14</b>	<b>1 of 1</b>
	<b>Revised:</b>	

Policy No.:     The numbering system for all policies adopted by the BOS shall follow the *Board of Supervisors’ Countywide Policy Manual - Table of Contents* as shown in Exhibit B, and will be assigned by the Clerk of the Board.

Sections:       Each section shall be numbered using Roman numerals with the section title and number in bold lettering and capitalized. The remainder of each section would not be in bold lettering. The first section of the policy shall state the purpose of the policy; the second section shall state the departments/divisions or elected offices which are affected by the policy and procedures; and the third section shall state the policy, as follows:

**SECTION I. PURPOSE**

**SECTION II. APPLICABILITY**

**SECTION III. POLICY**

Signatures: The BOS Chairman is required to sign and date all policies approved by the BOS. The signature line should be capitalized and in bold lettering, as follows:

**SIGNATURE:**

\_\_\_\_\_ **CHAIRMAN, BOARD OF SUPERVISORS** \_\_\_\_\_ **DATE**

Footer: If there are procedures for the policy, the footer font shall be in Times New Roman 9 and in bold lettering as follows:

+ See attached administrative procedures.

**PROCEDURES** – The procedures shall be a separate document which follows the policy.

Margins: Top 1.0”  
Bottom 1.0”  
Left 1.0”  
Right 1.0”  
Footer 0.5”

Justification: Align text to the left.

Spacing: Single, except for double spacing between each section title.

Font: Times New Roman 12

Heading: The procedures heading shall be in the following format with all wording in bold lettering and capitalized, and centered on the page:

**GILA COUNTY  
MINUTES OF THE BOARD OF SUPERVISORS’ MEETINGS  
PROCEDURES**

Sections: Each section shall be numbered using Roman numerals with the section title and number in bold lettering and capitalized. The remainder of each section would not be in bold lettering.

The first section of all procedures shall contain the definitions in order to define common words and key terms.

Footer: The footer for the procedures shall be centered on the page. The font shall be Times New Roman 9. The first line shall contain the policy title and number and the second line shall contain the page number, as follows:

Minutes of the Board of Supervisors' Meeting Procedures Referencing Policy No. BOS-COB-001

Page 1 of 2

**EXHIBIT B**

**GILA COUNTY BOARD OF SUPERVISORS'**

**COUNTYWIDE POLICY MANUAL**

**TABLE OF CONTENTS**

<b><u>ASSESSOR</u></b>	<b><u>SECTION</u></b>
ASR-001 .....	001
<b><u>ATTORNEY</u></b>	
ATTY-001 .....	002
<b><u>BOARD OF SUPERVISORS</u></b>	
BOS-ADM (ADMINISTRATIVE).....	003
BOS-COB (CLERK OF THE BOARD) .....	004
BOS-FIN (FINANCE) .....	007
BOS-HRS (HUMAN RESOURCES) .....	009
BOS-SSE (SAFETY, SECURITY & EMERGENCY).....	010
<b><u>CLERK OF THE COURT</u></b>	
COC-001 .....	011
<b><u>COMMUNITY SERVICES</u></b>	
CSS-001.....	012
<b><u>CONSTABLE-GLOBE</u></b>	
CNG-001 .....	013
<b><u>CONSTABLE-PAYSON</u></b>	
CNP-001 .....	014
<b><u>COMMUNITY DEVELOPMENT</u></b>	
DSS-001 .....	015

**ELECTIONS**

ELS-001.....016

**HEALTH & EMERGENCY SERVICES**

HES-001 .....017

**JUSTICE COURT-GLOBE**

JCG-001.....018

**JUSTICE COURT-PAYSON**

JCP-001 .....019

**LIBRARY DISTRICT**

LD-001 .....020

**PROBATION**

PB-001 .....021

**PUBLIC FIDUCIARY**

PFD-001 .....022

**PUBLIC WORKS**

PWS-001 .....023

**RECORDER**

RCR-001.....024

**SCHOOL SUPERINTENDENT**

SCS-001.....025

**SHERIFF**

SHF-001 .....026

**SUPERIOR COURT**

SPC-001.....027

**TREASURER**

TRR-001 .....028