

		<b>Policy #</b>  <b>0001</b>
<b>Subject: Administrative Policy Manual</b>		
<b>Responsible Department: County Executive</b>		
<b>Effective Date:</b> 11/16/2017		<b>Revision Date:</b> 9/17/2021
<b>Ann Edwards</b> <b>County Executive</b>		
<b>David Villanueva</b> <b>Deputy County Executive</b>		

1. Purpose  
For the County Executive to establish an Administrative Policy manual. Attachment 1 sets forth the procedures for approval of new or revised County policies.
2. Authority  
County Charter & County Code.
3. Scope  
The County Executive is responsible for the administration of County affairs on behalf of the Board of Supervisors and includes developing and managing administrative policies within the County.
4. Policy  
Policies will be submitted to the County Executive for review and approval for the County Administrative Policy Manual.
5. Review  
As needed, but at least biannually.

**Attachments:**

Attachment 1 – Procedures