

## PROCEDURES MANUAL UPDATING

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### SUMMARY

This procedure explains how to update, add or delete a procedure, along with how to view the County Procedures Manual.

A procedure is appropriate when a County department, agency or office creates an administrative process under its purview that is comprised of standard steps that all departments must follow.

### PROCEDURE

County departments are responsible for the content of procedures under their purview, including updating or deleting procedures when necessary. The Office of Management and Budget (OMB) is responsible for updating the online County's Procedures Manual upon being notified by County departments when changes occur.

The following are procedures for adding, updating and deleting procedures. For all of these, Department Director approval is required. This may be in the form of an email from the Director, or a scanned copy of a signed approval document.

#### Submitting New Procedures

1. Prepare new procedure in Microsoft Word. The following format is suggested:
  - Font: Arial / Font Size: 11
  - Margins and Header/Footer: 1 inch*Note: Procedures may be returned to the department for modification if their appearance differs substantially from the suggested format.*
2. Email the procedure with Department Director approval to OMB, along with the contact person name and phone number.

#### Changing an Existing Procedure

1. Prepare revised procedure
2. Email the procedure with Department Director approval to OMB, along with the contact person name and phone number.

#### Deleting a Procedure

1. Send OMB an email or memo requesting deletion of a procedure with Department Director approval. Include the procedure number and title to be deleted, along with the contact person name and phone number.

#### Viewing the Procedures Manual

1. The Procedures Manual is maintained on the County's Internet site on OMB's departmental web page. A link to the Procedures Manual can also be found on the Intranet for County employees.
2. The Table of Contents lists all procedures in numeric order and is grouped by category. An

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alphabetical index is also available.

3. To view a specific procedure, scroll through the index until you reach the desired procedure and then click on that link.

**CONTACT(S):**

Office of Management and Budget