

## CHAPTER GP - GENERAL PROVISIONS

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I. POLICY AND RULES

A. GENERAL PROVISIONS AND PRELIMINARY CONSIDERATIONS

CHAPTER GP - GENERAL PROVISIONS

SECTION 1 INTENT, PROCEDURE AND INTERPRETATION

GP-1.01-1 AUTHORITY AND INTENT

(1) Title

This manual shall be known as, referred to, and cited as the Kenosha County Policy and Rules Manual and hereinafter referred to as the "Manual".

(2) Authority

This manual and the policies incorporated herein, are created and adopted by the Kenosha County Board of Supervisors pursuant to the authority granted by the Wisconsin Statutes, including but not limited to Chapter 59 of the Wisconsin Statutes and those sections of the Wisconsin Statutes giving the largest measure of Home Rule authority to Kenosha County. Any mandatory amendments, repeals or recreations to State Statutes pertaining to the subject matter of this manual are to be incorporated in this manual by reference as if fully set forth herein as of the effective date of the amendment, repeal or recreation.

(3) Purpose

It is the finding of the Kenosha County Board of Super-visors that the efficient administration and management of Kenosha County Government will be enhanced by a clear statement of the policies of the Kenosha County Board of Supervisors and the rules and procedures to be followed in the day-to-day operations of county govern-ment. It is the further finding of the Board of Super-visors that the development of a Policy and Rules Manual in a joint effort between the County Board of Supervisors and the County Executive's office for use by all elected officials, department heads, employees and citizens will better enhance the understanding of county government in its operations, so as to clearly define the goals and objectives of the Board of Super-visors, and the means by which they are to be achieved as allowed under legislation.

(4) Intent

By the enactment of these policy and rules, it is the intent and objective of the enacting authority to accomplish, without limitation due to enumeration, the following:

- (a) To clearly designate all county board policies and the rules, regulations and procedures to be utilized in furtherance of those policies.
- (b) To define the responsibilities and objectives of each county department, agency and board.
- (c) To clearly establish a chain of command in each department.
- (d) To define the scope of employment of county employees.
- (e) To define policies and procedures applicable to all county departments.
- (f) To provide a central source of reference for questions relating to the operations of county government and the objectives of county government.
- (g) To provide a system of maintaining, updating, and publishing the policies and rules applicable to Kenosha County government.
- (h) To provide policies and procedures to be utilized in emergency situations.
- (i) To better enable Kenosha County to define risks inherent in county government so as to better manage and insure against potential claims and losses.
- (j) To provide for a system of resolving conflicts within county government where conflicting or ambiguous policies or customs exist.
- (k) To provide for consistency in the operation of various aspects of county government.
- (l) To provide for a means of orientation of newly-elected officials and employees as to the operation of county government.
- (m) To serve as a measure of employee job performance and as a basis for discipline.
- (n) To provide for a means of enforcing the policy and rules of Kenosha County government.
- (o) To further any other legitimate purpose of county government.

GP-1.02-1 POLICY AND RULES COMMITTEE

The Policy and Rules Committee of the Kenosha County Board of Supervisors is delegated, pursuant to section 2.05(1)(i) of the Municipal Code of Kenosha County, the responsibility for initiating, coordinating and maintaining the Policy and Rules Manual and making recommendations to the County Board of Supervisors relative to provisions contained therein.

GP-1.03-1 POLICY AND RULES ENACTMENT AND MAINTENANCE

(1) Recommendations

Any standing committee of the Kenosha County Board, as well as the Policy and Rules Committee of the Kenosha County Board, the County Executive or any Department Head may make recommendations relative to the enactment or creation of a policy or rule to be incorporated herein. Department Heads making recommendations and who are appointed by the County Executive shall submit their recommendations through the office of the county executive. County Board committees or supervisors may, however, direct department heads to draft policies initiated by committees. Notice of such requests shall be forwarded to the county executive.

(2) Policy Enactment

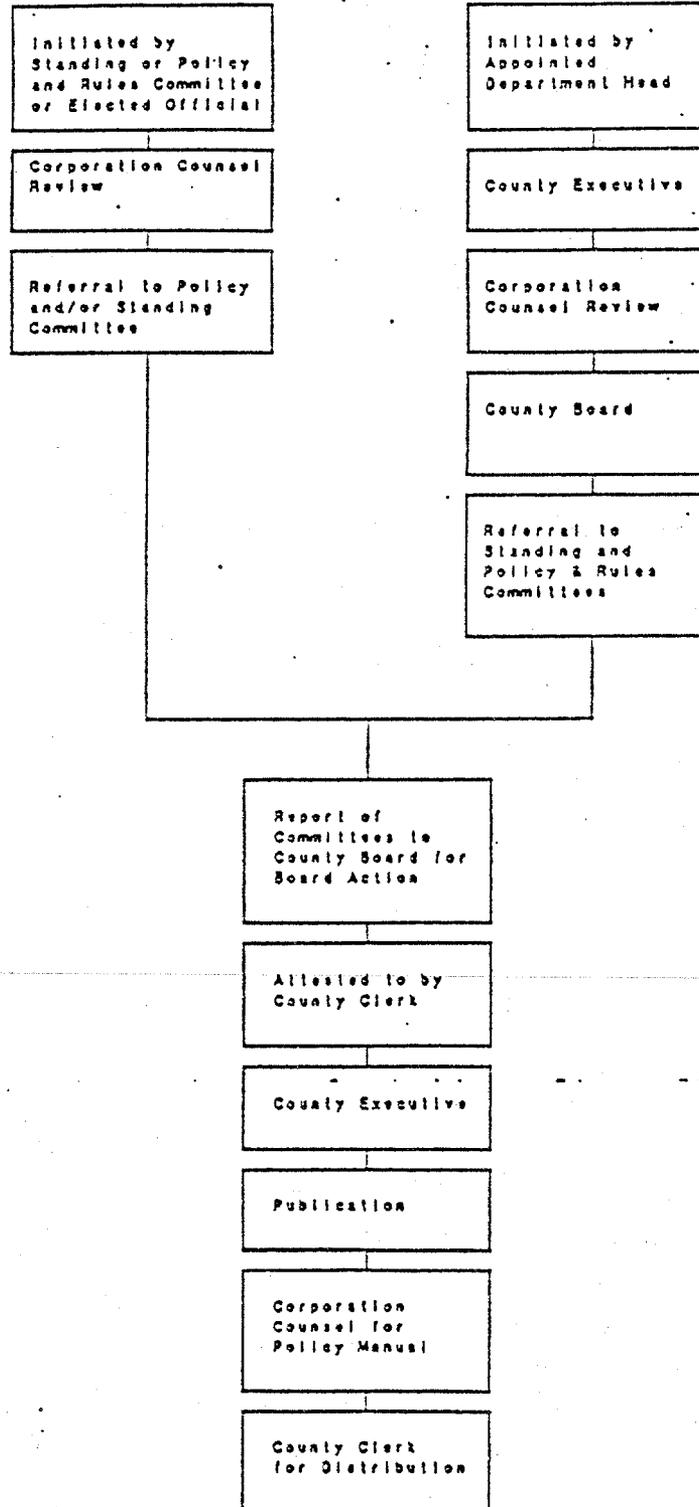
All proposed policies shall be referred to both the appropriate standing committee as well as the Policy and Rules Committee of the Kenosha County Board of Supervisors prior to the presentation of the proposed policy to the Kenosha County Board as a whole. Any such policy so presented shall contain therein as deemed necessary an appropriate administrative, fiscal and legal note and shall be on an appropriate standardized form as hereinafter set forth. (GP-Forms 1-3). Any such policy shall be in the form of either an ordinance or policy resolution.

(3) Rule Creation

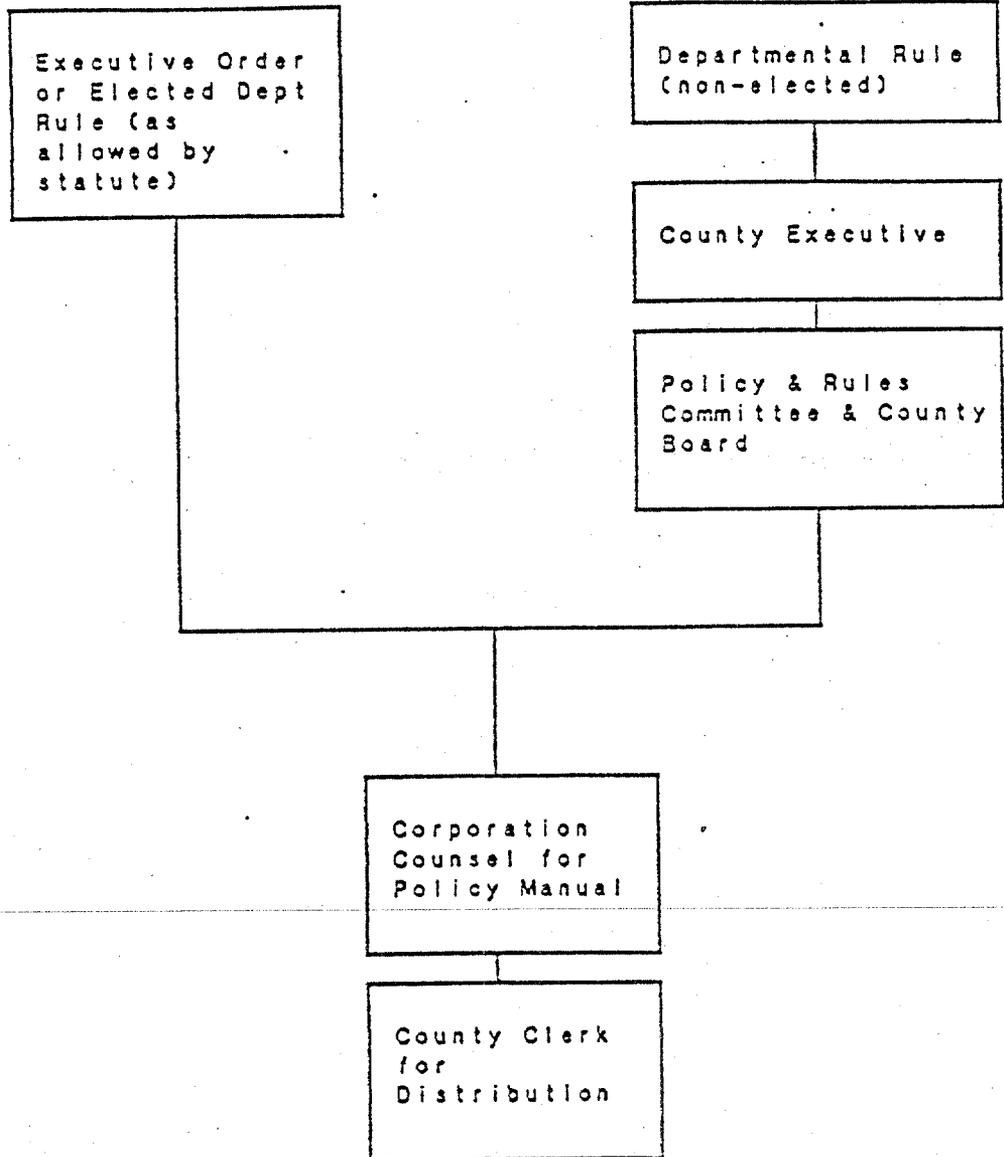
Administrative procedures shall be created by executive order or department rule and copied to the Policy and Rules Committee for incorporation into the Policy and Rules Manual. Rules, except for executive orders, are subject to county board change.

Policy and Rules Committee for incorporation into the Policy and Rules Manual. Rules, except for executive orders, are subject to county board change.

POLICY ENACTMENT



RULE ENACTMENT



- (4) Form  
The forms, formats and uniform numbering system set forth in the Appendix to this section shall be used in formulating policies and rules.
- (5) Maintenance and Distribution  
All policies and rules as set forth in the proceedings of the Kenosha County Board of Supervisors shall be incorporated into the county's computerized word processing system by the corporation counsel's office to be distributed in written form to each county department and to each subscriber of said manual and its updates. The county clerk's office is responsible for distribution of said manual and its updates and for maintaining a mailing list of subscribers. Each department head is responsible for keeping their department's copy(s) of said manual updated and current.
- (6) Department Head Responsibility.  
Department Head's responsibility includes:
- (a) Taking necessary steps to ensure that policies adopted by the Kenosha County Board of Supervisors are carried out and complied with.
  - (b) Compiling departmental procedures, a copy of which shall be forwarded to, reviewed and maintained by the Policy and Rules Committee.
  - (c) Disseminating contents of policies and rules within their own departments and recommending procedures to ensure compliance according to adopted policies.
  - (d) Maintaining a complete and up-to-date Policy and Rules Manual.
  - (e) Notifying departmental employees of new and revised county policies, rules and procedures.
- (7) Public Sale  
Said manual or portions thereof shall be available for sale to the public at a cost to be established in accordance with the Wisconsin Public Records Law:
- (8) Budget  
The County Board shall appropriate sufficient funds annually for publication and maintenance of said manual.

GP-1.04-1

EMERGENCY AND TEMPORARY RULES PROCEDURE

Rules may be created and enforced by the county executive in an emergency situation as defined in section GP-1.05-

1(10)(a) as hereinafter defined. In an emergency situation, the county executive may enact rules affecting individual departments by posting a notice, (Form GP-5) of such rule and the circumstances necessitating the need to utilize these emergency procedures. Said posting shall be forwarded immediately to the offices of the County Board Chairman and the Chairman of the Policy and Rules Committee and the Corporation Counsel's Office. Said emergency rules may remain in effect for a period not to exceed fourteen (14) days, unless at any time the County Board of Supervisors has authorized by posted notice their continuation or that they be discontinued.

GP-1.05-1 INTERPRETATION

- (1) Adoption, Approval and Effective Dates  
Resolutions that reflect the policy of the Kenosha County Board of Supervisors, shall become effective upon approval or waiver of the County Executive and in the case of ordinances, upon publishing or in the event that the County Executive vetoes said policy, upon the override of said veto and in the case of an ordinance, upon subsequent publication of the proposed ordinance creating such policy, unless another effective date is stated in the resolution or ordinance. Executive orders are effective on the date of signature or as otherwise stated therein.
- (2) Scope and Exclusive Policy  
Except as may be hereinafter set forth, the policies and rules set forth in this manual shall be the exclusive policies of the Kenosha County Board of Supervisors with respect to any particular subject matter.
- (3) Jurisdiction  
Except as may hereinafter be set forth, the policy and rules set forth herein shall apply to all county departments and employees. Said policy shall also apply to all elected officials and department heads unless specifically precluded by law.
- (4) Repeal Conflicting Ordinances and Greater Restrictions  
Except as may hereinafter be provided, all prior policies of the Kenosha County Board of Supervisors, re hereby repealed and superseded by the policies set forth in this manual to the extent that prior policies and rules are less restrictive than those set forth herein.
- (5) Projects in Progress  
Provisions of this manual shall not apply to any project in progress which was commenced based upon prior policies of the Kenosha County Board of Supervi-

sors.

(6) Abrogation

It is not intended by this manual to repeal, abrogate, annul, impair and interfere with any existing project previously commenced pursuant to prior policies and rules of the Kenosha County Board of Supervisors, nor is it the intent of this manual to abrogate, impair or interfere with the legal rights of individuals as they may have been guaranteed by the State and Federal constitutions, statutes, and administrative rules.

(7) Rules of Construction

The generally accepted rules of statutory construction shall be utilized in the interpretation of this manual.

(8) Severability

If any section, clause or provision of this manual is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this manual shall not be affected thereby.

If any application of this manual to a particular individual or in a particular situation is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall be applicable only to the extent that it effects said individual or said set of circumstances, and shall not be applicable in those circumstances or to those individuals not specifically included in said judgment.

(9) Incorporation by Reference

All pertinent state and federal statutes and administrative rules and all amendments thereto as may be applicable to the operations of Kenosha County government are herewith incorporated by reference and made a part hereof as if fully set forth herein, including, but not limited to, those laws, rules and regulations affecting the Kenosha County Board of Supervisors, Kenosha County Department of Social Services, Kenosha County Comprehensive Board, Kenosha County Department of Emergency Government, Kenosha County Highway Department and Brookside Care Institution.

(10) Definitions

(a) Emergency: An emergency situation is defined as a set of circumstances which in the opinion of the department head requires immediate action where without such action, an existing or potential danger or hazard could be detrimental to the health, safety, general welfare or property of the citizens or employees of Kenosha County.

- (b) Policy: A definite course or method of action selected from among alternatives and in the light of given conditions which determines present and future decisions.
- (c) Rule: A formal written administrative process or executive order detailing the means by which county board policy will be carried out within individual County departments.

GP-1.06-1

ENFORCEMENT

Any breach of the policies and rules set forth herein may be the subject matter of disciplinary action by Kenosha County. Furthermore, any breach of policy or rules may be raised as a defense by Kenosha County in any litigation involving Kenosha County as a result of said breach.

APPENDIX

FORMS

- (1) GP-1, Policy Resolution
- (2) GP-2, Uniform Numbering System for Policies and Rules
- (3) GP-3, Ordinance form and format
- (4) GP-4, Executive Order format
- (5) GP-5, Emergency Rule



Page 2 Policy Resolution # \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## UNIFORM NUMBERING SYSTEM

When drafting Policies and Rules, the following sample format and outline sequences shall be utilized:

## CHAPTER (P) - TITLE OF CHAPTER (PERSONNEL)

## SECTION 1 CAPITAL LETTERS

P-1.01-1 CAPITAL LETTERS AND UNDERLINED \*RV 6386 R85-73 07185

P-1.02-1 CAPITAL LETTERS AND UNDERLINED

P-1.03-1 CAPITAL LETTERS AND UNDERLINED

(1) Lower case letters and underline a subtitle

(2) Lower case letters and underline a subtitle

(a)

(b)

1.

2.

3.

a.

b.

c.

## SECTION 2 CAPITAL LETTERS

P-2.01-1 CAPITAL LETTERS AND UNDERLINED

P-2.02-1 CAPITAL LETTERS AND UNDERLINED

Prev. p.6

Page 7  
(6-14-85)

Next Page 7a

\* code indication  
STATUS

STATUS	DATE PASSED		NUMBER OF O/R/EO/DR	EFFECTIVE DATE
C=Created RV=Revised RR=Repealed & Recreated A=Amended R=Repealed	6/3/86	O=Ord. or R=Resolu- tion, EO=Exec. Order or DR=Dept. Rule	85-73	07-01-85

Kenosha



County

BOARD OF SUPERVISORS

ORDINANCE NO. 0-85-

Subject: An Ordinance to	
Index Headings	
Original <input type="checkbox"/>	Corrected <input type="checkbox"/> 2nd Correction <input type="checkbox"/> Resubmitted <input type="checkbox"/>
Date Submitted:	Date Resubmitted:
Submitted By:	Date Acted Upon:
Fiscal Note Attached <input type="checkbox"/>	Legal Note Attached <input type="checkbox"/>
Administrative Note Attached <input type="checkbox"/>	State/Federal Enabling Leg: <input type="checkbox"/>
Prepared By:	Signature:
County Executive Signature:	Date:      Effective Date: / /      / /
County Board Chairman Signature:	County Clerk Signature:

The Kenosha County Board of Supervisors does hereby ordain that

Page 2 Ordinance # \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ORDINANCE FORMAT

When drafting ordinances, the following outline sequences shall be used:

CHAPTER \_\_\_\_\_

TITLE OF CHAPTER

\_\_\_\_.01 CAPITAL LETTERS AND UNDERLINED

\_\_\_\_.02 CAPITAL LETTERS AND UNDERLINED

\_\_\_\_.03 CAPITAL LETTERS AND UNDERLINED

(1) Lower case letters and underline a subtitle

(2) Lower case letters and underline a subtitle

(a)

(b)

1.

2.

3.

a.

b.

c.

d.

\_\_\_\_.04 CAPITAL LETTERS AND UNDERLINED

\_\_\_\_.05 CAPITAL LETTERS AND UNDERLINED

etc.

COUNTY OF KENOSHA  
OFFICE OF THE COUNTY EXECUTIVE

EXECUTIVE ORDER

ADMINISTRATIVE ORDER \_\_\_\_\_

DATE  
TIME

TITLE

NOTICE OF  
EMERGENCY RULE

PURSUANT TO THE PROVISIONS OF SECTIONS GP-1.04-1 AND  
GP-1.05-1(10)(a) OF THE KENOSHA COUNTY POLICY AND RULES MANUAL, THE  
FOLLOWING EMERGENCY RULE OF THIS DEPARTMENT WILL BE IN EFFECT:

EFFECTIVE DATES: From \_\_\_\_\_ To \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
County Executive

cc: County Board Chairman  
Chairman, Policy & Rules Committee  
Corporation Counsel