

Department of Human Services' Guidelines

POLICY WRITING

A. Purpose

Weld County Department of Human Services' (WCDHS) policies provide best practices, structure, training, and guidance for staff on the processes of Weld County, State of Colorado, and Federal policies.

B. Definition

Policies are mandatory formal statements. Policies can be department-wide, issue-specific, or system specific. They should reflect the mission of WCDHS with the intent to be in place for several years.

C. Policy Initiation or Amendment

Any WCDHS' staff may provide recommended revisions to existing policies, or may propose new policies. These recommendations must be submitted to their manager/supervisor in writing for initiation of the approval process. The manager/supervisor is responsible for reviewing the submission to ensure no clarification is needed. The next step is to obtain agreement and approval from the Director and/or Deputy Director to move the revision or new policy forward.

Policy Initiation and Amendment Steps

1. A new or revised policy should be developed using the information outlined on the Policy Writing Exhibit A.
2. New or revised policies should include a watermark on each page, indicating a draft document ready for review and the approval process.
3. When revising a policy, ensure "track changes" is selected so that all suggested revisions/edits are clearly noted.
4. Submit the working document for review of the tracked changes to the manager(s)/supervisor(s) of the Division being affected by the policy.
5. Once the manager(s)/supervisor(s) reviewed and agree with the suggested revisions/edits, the working document should be forward to the Division Head(s) for further review.
6. Additional edits should be made at this level until the Division Head(s) is confident the policy is relevant to practice and county, state and federal regulations.
7. Once the working document has been endorsed by the Division Head(s), the Division Head(s) will submit via email the recommendation for the revision or new policy to the Deputy Director, with a copy of HS_contractmanagement@co.weld.co.us (HSCM). This

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submission should include a summary of significant changes for use in a pass around to the Board of County Commissioners (BOCC).

8. Upon receipt of the request, the Deputy Director will ensure the policy conceptualizes the proper direction the Department will move forward with. If approved to move forward, the Deputy Director will communicate this via "reply all" on the email submission.
9. Upon approval to move forward, HSCM will review for grammar, punctuation, style, syntax, and format. These revisions will then be sent back to the division head, administration support unit supervisor, Deputy Director, and BOCC legal representative for final review and approval. Once all parties have provided their approval, circulation of the policy (red-lined version if revised) will be pushed forward with the pass around for BOCC approval.
10. Upon receipt of the approved pass around, HSCM will follow the steps necessary with Clerk to the Board to ensure placement on the BOCC agenda.

D. Approved Policy or Guideline

1. Upon formal approval of the BOCC, with the signed resolution, the policy is now ready to be formalized through MuniCode. HSCM will submit to MuniCode for codification and finalization.
2. At the same time, HSCM will notify applicable division head(s) of the BOCC formal approval.
3. Upon notification of placement in the Department's Operations Manual in MuniCode, HSCM will notify via email department-wide of the new/updated guideline.

The Department's Operations Manual can be located on the Intranet at:

https://library.municode.com/co/weld_co/codes/departments_of_human_services_policies_and_guidelines_manual

3. The authors of each policy are accountable for reviewing and revising the policy when updated information becomes available.

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Policy Writing - Exhibit A

Style and Layout of Policy

The policy format is structured so the document is easy to modify and locate information.

1. Policies are written in an active voice with plain and simplistic language. Sentences are concise, without unnecessary jargon, legal terminology and phrases.
2. Policies should only include information that will not be outdated in the near future. Items such as names of people should be replaced by position titles to remain relevant for the long term. If information is expected to update frequently, and has a purpose for placement in the policy, this information should be included as an exhibit to allow for easier updating of the policy.
3. Use bold labels and headings and a consistent format and margins.
4. The following key elements should be included in all policies:
 - a) Purpose and/or Introduction
Basic explanation of the policy and identification of whom the policy affects/applies to.
 - b) Scope
Description of the processes or requirements of staff
 - c) Policy Number
Established by HSCM and division head(s).
 - d) Effective or Revision Date
Indicated in the document footer
 - e) Additional Authority
Statute, regulation, State Policy, Executive Order, etc., if any.
 - f) Definitions
Words needing a definition within the policy.
 - g) Procedure
The detailed steps for internal use and application.
 - h) Format
1-inch margins; Times New Roman font; 12pt font.

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Policy Numbering Format

Use the following outline for each policy. The policy number format is as follows:

1. Insert Header, underlined and bolded: **Department of Human Services' Policies**
2. **CHAPTER NUMBER - DIVISION/UNIT NAME**
3. **ARTICLE NUMBER – Article Name**
4. **Section Number (assigned by HSCM and Division Head) – The Name of the Policy**

Department of Human Services Policies Formatting Example

Policy Chapter (text indented 0" from left)

Policy Article (text indented 0" from left)

Section Number (Assigned by OSD) - Section Name (text indented 0" from left)

A. Section Detail (Upper-case alphabetic with text indented .25" from left)

1. Subsection detail, if necessary, (Numeric with text indented .5" from left)
 - a) Subsection detail, if necessary, (Lower-case alphabetic with parenthesis, text indented .75" from left)
 - i. Subsection detail, if necessary, (Lower-case Roman numerals, text indented 1." from left)
 - 1) Subsection detail, if necessary, (Numeric with parenthesis, text indented 1.5" from left)

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CHAPTER NUMBER – DIVISION OR UNIT NAME

ARTICLE NUMBER – Article Name

Sec. Number – Policy Name

A. Purpose or Introduction

A basic explanation of the guideline and the authorizing division or group responsible.

B. Process or Subsection Details

A brief explanation of the process of subsection details.

1. Subsection details, if necessary
 - a) Additional details, if necessary
 - i. Additional details, if necessary
 - 1) Additional details, if necessary
2. Subsection details, if necessary
 - a) Additional details, if necessary
 - i. Additional details, if necessary
 - 1) Additional details, if necessary