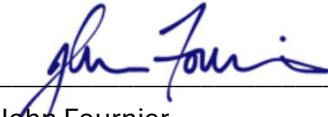


COUNTY OF



ALLEGHENY

Name Of Policy: AP 101 - Establishment of Administrative Policies	Original Date Issued: 8/14/25
Date(s) Revised: This policy supersedes and replaces all previously issued policies related to Countywide Administrative or Department Policy Adoption and Enforcement.	Issued By Direction Of:  John Fournier County Manager, Allegheny County

Scope:

This policy applies to the following individuals:

	Applies (X)		Applies (X)
Non-Union Full-Time Employees	x	Contract Employees	x
Non-Union Part-Time Employees	x	Temporary Employees	x
Union Full-Time Employees	x	Contractors	x
Union Part-Time Employees	x	Any Person Who Works as an Agent for the County in Any Other Capacity	x

1. Introduction

1.1 Objective

This policy establishes the authority of the Allegheny County Manager to issue policies affecting the operation and interoperability of county departments in the conduct of Allegheny County business.

1.2 Memorandum

Prior to the issuance of this memo, County policies existed in a disorganized and scattered state. Each department would issue policies that affected their portfolios with sub-optimal coordination and review from important stakeholders. Compliance with policies was also uneven as issuance of policies lacked the imprimatur of the County Manager.

The Home Rule Charter vests the responsibility to “supervise all Executive Branch departments and agencies” to the County Manager, and specifically vests the following responsibilities in the County Manager:

- A. Implement policies established by the Chief Executive and the County Council;
- B. In consultation with the Chief Executive, appoint and remove the directors of all Executive Branch departments except the Law Department;
- C. Prepare and administer a personnel system;
- D. Hire, discipline, or discharge, or delegate the authority to do so for any employee under the jurisdiction of the County Manager;
- E. Prepare for the Chief Executive and administer for the County the comprehensive fiscal plan;
- F. Ensure the maintenance of a management information system dealing with County services and operations;
- G. Perform all duties required by ordinance or by this charter or assigned by the Chief Executive.

Pursuant to this authority and responsibility vested in the County Manager under the Home Rule Charter, and in an effort to improve the quality, communication, and compliance with County policies, the County Manager has established operating procedures for the administration of County administrative functions.

2. Policy

The County Manager hereby establishes a system of interdepartmental policies that promote efficiency, consistency, and compliance in county operations. The County Manager:

- A. Supervises the amendment and adoption of revised policies.
- B. Oversees compliance with these policies and addresses issues of non-compliance.
- C. Publishes all county-wide policies to the county intranet for centralized access.

The County Manager hereby empowers the Department Directors to:

- A. Draft policies specific to their department's operations that may impact multiple departments and submit these drafts to the County Manager for review and issuance.
- B. Document their own internal policies for their departments that affect exclusively their own internal operations, and ensure these internal policies are managed according to the Document Control Processes outlined in this policy.

- C. Ensure departmental compliance with all policies issued by the County Manager affecting interdepartmental processes.
- D. Ensures county policies are available for employees whose work does not allow regular access to the internet.
- E. Conduct periodic reviews and self-audits to assess compliance with county and departmental policies
- F. Publish department-specific policies and procedures to departmental shared drives for staff access.

3. Procedures

3.1 Administrative Policies issued by the County Manager

- A. Draft policies will be developed by ad hoc committees convened by the County Manager or a Department Director and shall consist of important stakeholders and subject matter experts either internal or external to the County who will develop draft policies for the County Manager's review.
- B. The County Manager will review draft policies that are recommended by these ad hoc policy committees, and will provide feedback and edits that will result in a revised draft policy.
- C. The County Manager shall provide a revised draft policy to all Department Directors, including the County Solicitor and the Chief Executive, for their review and feedback.
- D. After review and feedback from Department Directors and the County Solicitor, a final draft policy shall be rendered.
- E. The County Manager, in consultation with the Chief Executive, shall then sign and issue the policy to the organization, ensuring it is communicated to all employees and posted on the County's intranet.

3.2 Departmental Policies issued by Department Directors

The following standards must be implemented by all departments:

- A. Document Creation and Review: All departmental policies must follow standardized formats as established by each department. All document formats must include:
 - a. Policy Number
 - b. Name of Policy/Procedure
 - c. Issuing Department
 - d. Approved By: [Title and Name]
 - e. Effective Date
 - f. Revision Date and Revision History
 - g. Applicability to Employee Groups

In certain circumstances where departments are utilizing existing software platforms to manage their policy development and issuance, there may be formatting limitations that would prevent the above mentioned data from being listed on the policy documents. In that case, it will be suitable to simply ensure that the above mentioned data is tracked and managed separately and made available for inspection wherever the policies are also available. As software platforms are replaced, newly procured platforms should comply with the above formatting requirements.

- B. Approval and Revision: Policies must be approved by the Department Director or their designee before distribution or implementation. Revisions to any document should be tracked, with clear notations of changes and dates.
- C. Legal Review. Policies should be reviewed by the County Solicitor prior to being issued.
- D. Communication and Access: Policies must be posted on an internal intranet and must be available in writing for employees without internet access or County emails.

3.3 Compliance and Enforcement

Regular audits will be conducted to ensure departmental compliance with this policy. Departments found in non-compliance will be subject to corrective actions as directed by the County Manager's office.

3.4 Review and Revision

This policy will be reviewed periodically by the County Manager or designated personnel to assess its effectiveness and alignment with current legal requirements and operational needs. Revisions may be made as necessary.

4. Record Retention

None

5. Attachments

None

6. Questions/Contact Information

Questions concerning this policy should be directed to:

Allegheny County Manager's Office
119 Courthouse
436 Grant Street
Pittsburgh, PA. 15219
Phone: (412) 350-5300

7. Miscellaneous

None