

# #1-001 Development and Revision of Policies

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Section: County Administration

Department: County Administration

Original/Revision Date(s): 10/2025

Last Reviewed: 10/2025 Board or Administrative: Board

Board Resolution # or Administrator Signature: #2025-45

Related Policies:

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## STATEMENT

Waseca County policies describe the County’s position on issues concerning its effective operation and the preferred method for accomplishing its objectives. By doing so, these policies serve to communicate the County’s philosophy; establish the County’s direction among financial, personnel, liability, and other countywide issues; promote professionalism; and transfer authority and responsibility to staff.

## DEFINITIONS

*Policy:* A concise and unambiguous statement of the County’s position on an issue concerning its effective operation.

*Procedure:* A detailed, step-by-step description of the sequence of activities necessary for the achievement of a policy.

## SOURCE

The general authority for developing and implementing policies resides in the statutory duties of the County Administrator (Minn. Stat. § 375.A06) and in specific adopted policies of the County Board. Policy topics may originate in department activities, administrative and operational problems, state statutes, Board resolutions, and local and state regulations.

## POLICY

Policy content reflects organizational philosophy, legal and professional requirements, and operational realities. Policy statements are general but directive, expressed in complete sentences which reflect action, provide rationale, and are concise, clear and unmistakable.

Procedures identify steps in a sequence, define responsibilities, indicate when and where activities occur, identify forms and communication methods, and outline how to address major issues or areas of staff discretion.

The County Administrator’s Office holds overall responsibility for the development, maintenance, and implementation of Waseca County’s policies and procedures.

### Board Policies

Board policies serve as overarching frameworks and guiding principles for the entire organization. They may:

- Affect outside stakeholders
- Establish immunity from tort liability

- Be required by statute to be set by elected officials
- Guide decisions with significant financial impact.

Board policies provide the direction and framework for operations but do not include procedural content. Administrative policies and procedures are developed to support and implement Board policy.

### **Administrative Policies**

Administrative policies establish internal directives for staff and provide the operational structure necessary to support Board policy. The County Administrator's broad statutory authority to execute the orders of the County Board allows most policies to be developed in this manner.

Policies are not contradictory and are consolidated by topic to the greatest extent possible. Each policy addressing a specific or related topic is combined into a single, clearly titled document that reflects the full intent of the County Board or County Administrator.

### **Structure and Consistency**

Whenever possible, policies will maintain:

- A uniform reference system and structure.
- Consistent terminology.
- Uniform voice and tense.
- Regular review and implementation standards.

Policies are reviewed on a schedule approved by the County Administrator and are numbered according to a standard reference system.

All Waseca County policies are available electronically on the County's intranet site. Implementation of policies is the responsibility of managers and supervisors.