

**County Executive Office**  
**County Administrative Policy Cover Page**

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**Steps to completing the Administrative Policy Cover Page**

1. Complete the cover page by providing all requested information.
2. Submit the cover page AND the proposed new policy and procedures, if applicable, in Microsoft Word format, or the proposed revised policy and procedures, if applicable, in Microsoft Word tracked changes format to the Deputy County Executive of Administrative Services.
3. Approval of the Department Director's submission is required as is Deputy County Executive approval, if different than the Deputy County Executive of Administrative Services.

Department:  
Contact Person:  
Telephone:  
Email:  
Date:  
New Policy or Revised Policy

1. What is the purpose of the policy?

2. Provide a short summary of the proposed changes.

3. What prompted this new/revised policy? Provide a short summary of the reason for the proposed new policy or the revisions to the existing policy.

4. Does this policy require employee organization meet and confer? If yes, provide units that were noticed, dates, and any issues not resolved.

5. Were other departments consulted in the drafting of the new/revised policy? If so, what departments were consulted?

**Proposed New Policy/Revisions Approved**

by: N/A

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**Department Director**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Deputy County Executive**

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**Date**