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1 Introduction

1.2 Purpose and Intent

- **1.2.1 Purpose**

The Board of Supervisors of the County of Glenn hereby enacts and adopts the policies and procedures set forth herein for the purpose of obtaining uniformity in the conduct of its business and the business of the people of the County and for the purpose of establishing a systematic, central and uniform method of adopting and compiling the written policies of the County.

- **1.2.2 Name**

These policies and procedures shall be known and may be cited as "The Book of Administrative Policies and Procedures of the County of Glenn", which may be referred to as the "Administrative Manual".

- **1.2.3 Copies**

The Administrative Manual shall be compiled by the Clerk of the Board and a copy thereof, including all amendments thereto, shall be kept in his office for public inspection at all times. A copy shall be distributed by the Clerk to each department head within the County. Additional copies may be obtained upon request.

1.4 Amendments

- **1.4.1 Resolution**

This Book of Administrative Policies and Procedures or any part hereof, may be amended from time to

time by the Board of Supervisors by resolution.

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1.4.2 Review

The ex-officio Clerk of the Board Office shall arrange to meet with the appropriate department head to review certain titles of the Administrative Manual that may pertain to a particular department. Upon review, the ex-officio Clerk of the Board Office and/or Department Head shall bring recommended changes before the Board of Supervisors for approval during a regular Board meeting. This review process shall be on an annual basis.

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