

1.01 Modifying the Administrative Manual of Operating Procedures (AMOP)

Procedure Number: 1.01
Procedure Title: Modifying the Administrative Manual of Operating Procedures
Original Issue Date: N/A
Revision Date: N/A
Appendices: None
Forms: Form 1.01(a) - Request for AMOP Modification
Statutory References: Wisconsin Statutes 59.17(2)
Ordinance References: None
Department Responsible for Updates: DAS
Date for scheduled procedure review: 01/01/2017

1. OBJECTIVE

To create a procedure for establishing new procedures, modifying existing procedures, and periodically reviewing and updating procedures in the Administrative Manual of Operating Procedures.

2. DEFINITIONS

- A. Impact Review. A review conducted by designated department or division staff for assessing the impact of the new or revised procedure on day-to-day operations and existing financial and human resources.
- B. Content Review. A review by the designated staff of the Department of Administrative Services for assessing the relevancy and appropriateness of the new or revised procedure.
- C. Pending Procedure. A Procedure that has been drafted by the Department of Administrative Services and posted for public notice and comment.
- D. Procedure. A prescribed set of steps, actions or activities generally needed to obtain consistent results. New or revised procedures do not require legislative review, but final procedures need to be posted in the online Administrative Manual of Operating Procedures.
- E. Published Procedure. The final and enforceable Procedure published on the online Administrative Manual of Operating Procedures.
- F. Responsible Department. The department or division within the County that is responsible for preparing the appropriate language for new or updated policies or procedures, and for routinely reviewing policies or procedures.

3. PROCEDURE

- A. Requesting a New or Updated Procedure. Any employee or department may request that a Procedure be created, amended or removed by submitting Form 1.1 – Request for AMOP Modification to the Director of the Department of Administrative Services (DAS).

- B. Preparation of New or Updated Rule. Based on the receipt of a Form 1.1, or as otherwise determined necessary by the DAS Director, DAS may prepare draft Procedures.
- C. Impact and Content Review. Prior to publishing a Procedure: (a) DAS may request an Impact Review from impacted departments, (b) DAS may conduct a Content Review to determine the appropriateness of the rule, and (c) DAS may solicit feedback from other officials impacted by the Procedure, including without limitation the Comptroller and Corporation Counsel.
- D. Notice and Comment. Prior to publishing a Procedure, DAS shall post the Pending Procedure for public comment by both: (a) sending an electronic notification of the Pending Procedure using the County’s E-Notify system, or a successor notification system, and (b) posting the Pending Procedure on the online Administrative Manual of Operating Procedures. Unless there is an emergency procedure created under subsection 3(G) below, Pending Procedures shall be published no sooner than 10 days after posting on the online Administrative Manual of Operating Procedures (“Notice Period”).
- E. Publishing a Procedure. After the Notice Period, DAS may make changes to the Pending Procedures based on comments received. Unless otherwise specified in the Procedure, the effective date of the Published Procedure is the date the Published Procedure is published on the online Administrative Manual of Operating Procedures.
- F. Removing a Procedure. DAS may remove a Procedure at any time.
- G. Creating an Emergency Procedure. If the DAS Director determines that a Procedure is needed to protect public safety or the assets of Milwaukee County, the Procedure may become effective without the Notice Period if the Emergency Procedure is published on the online Administrative Manual of Operating Procedures. After publishing, DAS will use its best efforts to provide for a Notice Period in a timely manner.

4. FORMS

The following attached forms are to be used in compliance with this procedure:

| Form # | Form Title |
|---------------|-------------------------------|
| 1.01(a) | Request for AMOP Modification |
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