Document Type	Standard and Procedure
Number(s)	GL-S-0001-02
Category	Governance & Legal
Policy Family	Code and Policy Framework
Legal References	
Effective Date	08/24/2026
Last Revised Date	08/24/2026
Owner	GL – City Clerk

Code & Policy Framework Standard and Procedure

Purpose

This standard and procedure implements the Code & Policy Framework Regulation. It defines how employees create, update, align, and retire Code & Policy Documents. It also explains, at a high-level, how they are managed administratively.

Scope

This document applies to all departments and staff who draft, revise, approve, publish, communicate, review, or retire code, regulation, standard, procedure, guidance, and form documents covered by the Code & Policy Framework Regulation.

Definitions

Document Types

Type	Definition	Differentiator
Code (C)	Legislative authority adopted by ordinance of the Council; maintained in codification.	Sets the law.
Regulation (R)	An authoritative rule that operationalizes the City's direction.	What & how to comply. May also set the rule.
Standard (S)	A technical or compliance requirement setting minimum thresholds. Repeatable and measurable.	Defines the minimum.
Procedure (PR)	Step-by-step instructions to perform a task consistently.	Shows how to do the work.

Guidance (G)	Non-mandatory clarification, interpretation, or best practice.	Advises how to apply.
Form (F)	A structured tool to capture, request, or transmit information.	Collects information.

Note on Policy. The standalone “policy” type is retired. Existing policies remain valid and convert, retire, or grandfather through the normal lifecycle over time to a regulation.

Tools

- **Code & Policy Archive (archive):** Where retired or superseded documents are kept for records purposes. They're pulled out of everyday use so no one accidentally follows an outdated version.
- **Code & Policy Register (register):** The master list of every document, what exists, who owns it, and when it's due for its next review. If a document isn't in the register, it isn't official.
- **Code & Policy Repository (repository):** Where the current, approved version of a document lives. This is the one copy people should be using, not a saved-off draft or an old download.
- **Code & Policy Site (site):** The published page where staff and the public go to read it. This is what people see when they look a document up.
- **Metadata**: The basic identifying details associated with every document, like its title, type, category, owner, and effective date, that let the register track it and let people find it.

Responsibilities

- **City Council:** Approves the adoption and amendment of city code.
- **Code & Policy Committee (committee):** Governs the Code & Policy Framework; approves regulations under delegated authority; ensures strategic alignment; resolves cross-departmental ownership issues; and approves authorized exceptions.
- **Code & Policy Department Custodian (custodian):** Maintain departmental document inventories and metadata; initiate and coordinate reviews and updates; track review deadlines; and serve as the department's liaison to the administrator.
- **Code & Policy Document Owner (owner):** Draft and revise document content; engage appropriate stakeholders; serve as the point of contact throughout the

workflow; respond to review feedback; and maintain the document's accuracy over time. Communicates and trains impacted stakeholders, through monthly supervisor meetings, the employee newsletter, departmental announcements, and targeted notices as needed.

- **Code & Policy Administrator (administrator/City Clerk):** Responsible and accountable for the Code & Policy Framework; maintains the Code and Policy Register and documents; enforces lifecycle, review, approval, publishing, and audience-permission requirements; coordinates the review and approval pipeline; assigns risk tiers with Document Owners; monitors compliance and risk; provides executive reporting and escalation; and ensures that retired and superseded documents meet retention, archival, historical-access, and records-law requirements.
- **Community Engagement (CE):** Sets and maintains the city's writing style and brand standards; validates web presentation and accessibility (ADA/WCAG) compliance before and after publication and supports related communications.
- **Department Director (director):** Approves standards and procedures; designates a Code & Policy Department Custodian; and ensures staff participate in required reviews and updates.
- **Employee:** Comply with applicable documents and provide feedback for improvement.
- **Legal Reviewer (Legal):** Reviews documents, as needed, for legal sufficiency and consistency with applicable law, code, and other documents.
- **Policy Site Technology Owner (IT):** Technically administers and sustains the site, register, intake forms, and workflows; configures approved routing, permissions, metadata, controls, and approval logic; maintains system reliability, security, and accessibility; and makes no content or governance decisions.
- **Records Manager (City Clerk):** Confirms retention requirements, archival designation, and historical-access obligations for retired or superseded documents; supports the administrator on records and compliance review.
- **Requestor:** Any employee or owner who initiates a New Request, Revision, or Retirement through the intake process.

Approval Authority

The following parties approve the following documents:

Document Type	Approval Authority
Code	City Council (by ordinance), notice/visibility to Policy Committee
Regulation	Policy Committee (delegated by mayor)
Standard	Department Director or designee
Procedure	Department Director or designee
Guidance	Department Director or designee (CE inclusion if external-facing)
Form	Department Director or designee (CE inclusion if external-facing)

Procedures

The following workflows describe how documents move through the lifecycle.

New Request

Create and approve a new document that does not yet exist.

Step	Role	Actions	Outcome
Step 1 Request initiation	Requestor	• Submit a New Document Request via the intake form. • Provide required inputs: document type, owning department, proposed Document Owner, purpose/summary statement and legal justification, priority level, desired review cadence, and desired effective date.	*Request enters the triage queue.*
Step 2 Intake & governance validation	Administrator	• Confirm this is a net-new document; validate classification, review cadence, and approval authority. • Confirm Document Owner and department accountability. • Communicate the approval path and expectations to the Document Owner.	*Request is accepted, returned for clarification, or rejected.*
Step 3 Drafting & review coordination	Document Owner	• Draft the document using the approved template and writing guide.	*Draft submitted for coordinated review.*

		• Engage stakeholders; distribute to required reviewers with purpose, expectations, and deadline. • Collect and consolidate feedback; confirm revisions are addressed.	
Step 4 Approval preparation	Administrator	• Review the final draft; confirm required legal and stakeholder review occurred. • Validate alignment with templates and guidelines. • Place the document on the agenda for authoritative review and prepare the Document Owner for it.	*Review-ready version prepared for approval.*
Step 5 Approval	Approving Authority (by type)	• Review the final draft. • Approve, approve with conditions, or deny.	*Formal approval decision recorded.*
Step 6 Finalization & publication	Administrator	• Confirm approval documentation and metadata completeness. • Validate accessibility compliance with CE. • Publish on the authoritative site and schedule the review cycle.	*Document becomes active and governed.*

Revision

Revise an active document to reflect legal, operational, or organizational change while preserving governance, approval authority, and auditability. Triggered on an ad hoc basis, by legislative changes, or by a routine review. Routine reviews are based on time elapsed since last effective/review date. Legislative changes are initiated through the city's annual review of each Idaho Legislative Session and are incorporated into code and policy by July 1 or the effective date of the legislation.

Step	Role	Actions	Outcome
Step 1 Revision request	Requestor / Document Owner	• Submit a Revision/Update request with the Register ID, description and reason for change, a preliminary impact assessment (minor or substantive), and requested effective date.	*Revision request enters governance review.*
Step 2 Intake & impact determination	Administrator	• Confirm the document is active and in scope; validate the change description.	*Revision path assigned.*

		• Determine whether the change is minor or substantive and confirm required reviewers and approval authority.	
Step 3 Revision	Document Owner	• Revise using the approved template with changes tracked; engage stakeholders as appropriate. • Submit the revised draft for review. • When a substantive code amendment is identified, a council explanatory memo may be required to document the proposed changes, rationale, impacts, and recommendations.	*Revised draft ready for review.*
Step 4 Review coordination	Administrator	• Distribute to required reviewers; communicate the scope of change and expectations. • Collect feedback and confirm revisions are addressed. • When a council explanatory memo is required, confirm it is complete, save the approved memo with the case, and transmit it through the established process	*Revision ready for approval.*
Step 5 Approval	Approving Authority (by type)	• Approve, approve with conditions, or deny. Required when changes are substantive or alter risk, intent, or compliance.	*Approval decision recorded.*
Step 6 Publication & review-cycle reset	Administrator	• Confirm approval, update metadata and version history. • Publish the revised version and reset the review cycle as appropriate.	*Revised version becomes active.*

Decision rule. Substantive changes (intent, scope, risk, compliance) require full review and re-approval. Minor changes (clarity, formatting, administrative) may follow an expedited path, except when changing code.

Retirement

Formally retire and archive a document that is obsolete, superseded, or no longer required, while preserving records, auditability, and historical access. Remove from site and manage in accordance with the Records Retention Schedule.

Step	Role	Actions	Outcome
Step 1 Retirement request	Requestor / Document Owner	• Submit a Retirement/Archival request with the Policy Register ID, reason for retirement, replacement document (if any), and requested retirement date.	*Request enters governance validation.*
Step 2 Intake & validation	Administrator	• Confirm the document is active and in scope; validate the rationale. • Confirm whether a replacement exists or is required and identify the approval authority.	*Request accepted, returned for clarification, or rejected.*
Step 3 Records & compliance review	Records Manager (with Administrator)	• Confirm retention requirements and archival designation. • Validate historical-access expectations.	*Records clearance granted.*
Step 4 Approval	Approving Authority (by type)	• Review and approve, approve with conditions, or deny. Authority mirrors the original approval.	*Formal decision recorded.*
Step 5 Archival execution	Code and Policy Administrator	• Update Register status to Archived; remove the document from active listings and link any replacement. • Confirm the review cycle is closed.	*Document formally retired.*
Step 6 System enforcement & closeout	Policy Site Technology Owner (IT)	• Remove the document from active guidance while preserving access for records purposes. • Confirm the audit trail is complete.	*Workflow closed; document preserved as a historical record.*

Standard

This section describes the standards for the Code & Policy Framework.

Accessibility & Style

Documents are to be written in accordance with the city's writing guide and meet WCAG 2.1 AA; use approved templates; keep headings, labels, and link text screen-reader friendly and consistent with brand standards.

Categories

Documents will be classified by following categories:

Category	Abbrev	Examples
City Code	CC	Zoning, permits, licensing
Governance & Legal	GL	Legal/ethical framework: policy development, ethics, records, IP, nondiscrimination, signing authority.
Finance	FIN	Budgeting, revenue, expenditure, purchasing, grants, accounting, money handling.
Human Resources	HR	Recruitment, classification, compensation, benefits, conduct, discipline, separation.
Risk, Safety & Physical Security	RSS	Emergency prep, hazard control, workplace violence, safety, physical security.
City Facilities & Assets	CFA	Facilities, assets, fleet, parking, ADA access, real estate, archives, artifacts, public art.
Community Engagement	CE	Public information, media, social media, internal comms, City brand.
Technology & Data	TD	IT, cybersecurity, data privacy, open data, emerging technology.
Departmental	DEP	Department-specific documents, subcategorized by department.

Metadata

Every document recorded in the Register requires basic information, including the following:

Field	Definition
Identifier	Unique key
Title / Type / Category / Subcategory	Classification and naming
Description	1–2 sentence summary of purpose and scope
Legal References	Governing law and regulations
Review Timeline	Review cadence
Division/Owner	Team and person responsible
Department Custodian	The department's records-and-coordination steward for the document
Effective / Revised / Last Revised	Dates

Quality Control and Reporting

- The administrator will work with custodians on a quarterly basis to resolve overdue document reviews
- The administrator will escalate overdue reviews to the committee, as needed

Compliance

All code and policy documents must comply with this standard, or they are not considered valid or enforceable.

Related Information

- Code & Policy Framework Regulation
- City Regulation Template
- City Standards and Procedure Template
- Records Retention Schedules (City Clerk / Records Manager)

Approval and Revision History

Dates	Changes
08/24/2026	Establishes the operational workflow that carries out the Code & Policy Framework Regulation, the day-to-day steps for creating, revising, and retiring documents; merges the code review and policy review procedures into a single workflow.