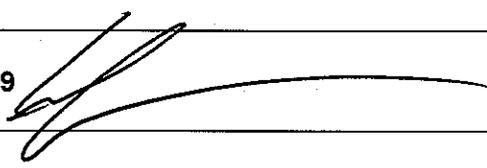


**MULTNOMAH COUNTY, OREGON
ADMINISTRATIVE PROCEDURE ADM-01**

SUBJECT: Administrative Procedure Process

ORGANIZATION RESPONSIBLE: Chair's Office

DATE: January 27, 2009 

ORGANIZATIONS AFFECTED: All Departments/Offices

LEGAL CITATION/ REFERENCE: Multnomah County Home Rule Charter Section 6.10 and MCC 7.007

A. ROUTING

Responsible Department (Department) creates and routes the procedure or removal (deletion) request to the County Attorney's Office, affected officers and departments or appropriate staff for comment.

B. NUMBERING & ANNOTATION

The Department finalizes the procedure and assigns it a unique number in sequence. If new numbering sequence, contact the Chair's Office, Executive Assistant for guidance. If removal is requested, state notation to be posted with respect to deletion (ex: DELETED – See XXX).

C. APPROVAL & NOTICE

The Department sends the procedure or removal request to the Chair's Office, Executive Assistant to obtain Chair's approval, signature, and date. The Chair's Office will notify the Department of approval, and the Department is responsible for notifying affected parties of new procedures, updates or removals.

D. DISTRIBUTION

Chair's Office will keep hard copy of the procedure or removal request on file in office, send original to County Records Management for archiving and electronic copy to Assistant Board Clerk for posting to MINT.