

Document Code No.: INF-7-5-1 EP

Title: Drafting and Implementing Executive and Emergency Orders

Affected Agencies: All Executive Branch Agencies of King County Government

Authorities: King County Charter Sections 320.20 Powers and Duties, King

County Code 12.52, RCW 38.52 Emergency Management, WAC

Title 118 Department of Emergency Services

Keywords: Orders

Sponsoring Agency: Department of Executive Services, Records
and Licensing Services Division

Type of Action: Supersedes INF-7-5 EP, January 11, 2016



King County

Executive signature: Dow Couste

Effective Date: 2/22/21

I. Purpose

This policy provides a standardized approach to Executive Order and Emergency Order development, including: required organization of content; the review and approval process; and centralized coding/indexing, maintenance, and distribution for all Executive and Emergency Orders.

- II. Applicability and Audience** This policy applies to the administrative offices and executive departments supervised by the King County Executive. The audience may include King County offices, departments, officials, employees, boards, commissions, committees, or similar entities as well as contractors and grantees.

Executive Orders are distinct from Executive Policies, the development of which are provided for in INF-7-4-EP, Drafting and Implementing Executive and Department Policies.

III. Definitions

Administrative Offices: The administrative offices shall consist of those agencies of the Executive Branch that provide administrative services for the various agencies of county government.

Agency: For the purposes of this policy, "agency" means administrative offices and executive departments that are organized under the direction of the King County Executive.

Communications: Communications that support policies or guidelines such as announcements or accompanying statements of principles.

Emergency Orders: Emergency orders are orders issued by the Executive that authorize or direct actions in response to an emergency.

Executive Departments: The executive departments consist of those agencies of the Executive Branch that are primarily engaged in the execution and enforcement of ordinances and statutes concerning the public peace, health and safety and which furnish or provide governmental services directly to or for the residents of the county.

Executive Orders: Executive Orders are orders relating to the supervision, administration, and operation of Administrative Offices and Executive Departments.

IV. Policy

A. General Principles

1. **Drafting and Routing:** The County Executive Office will initiate Executive and Emergency Orders, working closely with the County's Emergency Manager and County Administrative Officer for the drafting and routing of Emergency Orders.
2. Emergency Orders may override all other Executive Orders or Executive Policies and Procedures for the duration they are effective or as provided by state law and county ordinance.
3. Amending, superseding, or repealing an existing order will follow the same approval process as the adoption of a new order.

B. Coding/Indexing

The Records and Licensing Services Division, Archives, Records Management, and Mail Services Section (ARMMS), or its successor agency, shall code and index King County Executive Orders and Emergency Orders.

C. Review and Enactment

1. **Review:**
The Executive has unilateral authority to issue Executive and Emergency Orders and no process for engagement or review prior to issuance is necessary.
2. Executive and Emergency Orders shall be routed to ARMMS, or its successor agency, to be coded and reviewed to ensure proper format.
3. **Enactment:**
Executive Orders and Emergency Orders typically become effective upon signature by the County Executive. Electronic signature using DocuSign is permitted.
4. The original signed Executive and/or Emergency Order shall be transmitted to the Department of Executive Services, Records and Licensing Services (RALS) Director by whose signature attests that the order has been filed. The RALS Director will send the original order to ARMMS for preservation and publication. This may be done electronically using DocuSign for signatures.

D. Maintenance

1. Executive Orders and Emergency Orders may include an expiration date in the text of the document.

2. The County Executive Office is responsible for maintaining Executive Orders and Emergency Orders, including:
 - a. Tracking the expiration dates, if any;
 - b. Preparing any revised or replacement orders as needed;
 - c. Providing any necessary communications about the orders; and
 - d. Ensuring that appendices to the orders are kept current.

V. Implementation Plan

- A. This policy becomes effective for Executive Branch agencies on the date that it is signed.
- B. Department directors and agency heads are responsible for implementation of this policy.
- C. Department directors and agency heads are responsible for communicating this policy to the management structure within their respective departments, agencies, and other appropriate parties.

VI. Maintenance

- A. This policy will be maintained by ARMMS or its successor agency.
- B. Changes to this policy may be proposed by ARMMS, by the Executive's Office, or by Executive Cabinet members.
- C. This policy will automatically expire five years after its effective date. A new or revised policy will be initiated by ARMMS prior to the expiration date.

VII. Consequences for Noncompliance

Not applicable.

Appendices:

None