

**Document Code No.:** INF-7-5-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, RCW 38.25 Emergency Management, WAC Title 118 Department of Emergency Services

**Keywords:** Orders

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



**King County**

**Executive signature:** Dow Corbett

**Effective Date:** 1/11/15

**I. Purpose**

This policy provides a standardized approach to Executive Order and Emergency Order development, including: the content elements to be required; 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 Policies are distinct from Executive Orders, 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 one type of directive at the administrative policy level. They can be proclamations, declarations, orders or other formal statements issued by the Executive stating that an emergency situation exists and authorizing extraordinary actions in response to that 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 one type of directive at the administrative policy level. They are formal statements issued by the Executive mainly for the purpose of delegation of authority and responsibility.

#### IV. Policy

##### A. Developing Orders

1. The Executive has unilateral authority to issue Executive Orders and no process for engagement or review prior to issuance is necessary.
2. Emergency Orders will 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 directive will follow the same approval process as the adoption of a new directive.
4. There are resources to help with drafting guidance documents that are not Executive and/or Emergency Orders, but those other guidance documents are not the subject of this policy.

##### B. Coding/Indexing

King County Executive Orders and Emergency Orders shall be coded and indexed by the Records and Licensing Services Division, Archives, Records Management, and Mail Services Section (ARMMS), or its successor agency that is responsible for archives and records management functions.

##### C. Review and Enactment

1. Review:  
The Executive has unilateral authority to issue Executive Orders and no process for engagement or review prior to issuance is necessary.
2. Executive and Emergency Orders may be routed to ARMMS, or its successor agency that is responsible for archives and records management to be coded and reviewed to ensure proper format.
3. Enactment:  
Executive Orders and Emergency Orders become effective upon signature by the County Executive.
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 sends the original order to ARMMS for preservation and publication.

##### D. Maintenance

1. Executive Orders and Emergency Orders must be maintained as current in order to remain relevant and meaningful. 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 the order, including:
  - a. Tracking the expiration date for the order.
  - b. Preparing any revised or replacement order as needed.
  - c. Providing any necessary communications about the order.
  - d. Ensuring that appendices to the order are kept current.

**V. Implementation Plan**

- A. This policy becomes effective for Executive Branch agencies on the date that it is signed. The Operations Cabinet is responsible for implementation of this policy.
- B. Operations Cabinet members are responsible for communicating this policy to the management structure within their respective agencies and other appropriate parties.

**VI. Maintenance**

- A. This policy will be maintained by ARMMS, or its successor agency.
- B. Changes to the policy may be proposed by ARMMS or the Operations Cabinet.
- C. This policy will automatically expire five years after its effective date, which is the next standard expiration date for policies promulgated after the date this policy becomes effective. A new or revised policy will be initiated by ARMMS prior to the expiration date.

**VII. Consequences for Noncompliance**

Orders that do not conform to this policy will not be recognized as directives of the Executive Branch, and as such will not have the same force and effect of orders.

**Appendices:**

None