

**Subject** Local government policies and procedures available to public

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## Summary

This bill requires counties and home rule charter and statutory cities to have hard copies of operating policies, procedures, forms, deadlines, due dates, or payment requirements relating to each duty or operation of the local government on file in the applicable local government office and made available for employee training and for inspection by the public. The manuals may simultaneously be published on the local government's website, with a note about the location of the hard copies. The information in the manuals does not include information not available to the public under the Administrative Procedure Act.

Manuals relating to payments of fees or assessments must include detailed information or instructions about forms, payment information, and other requirements. Law enforcement procedures relating to investigations or similar activities may only be included in a manual if approved by the chief law enforcement officer of the local government, or by at least two other law enforcement officers with decision-making authority if the chief law enforcement officer is absent.

The terms "each duty or operation of the county or city" and "fee or assessment" are defined.