



El Dorado County Emergency Services Authority

Policy Subject Matter: **Policy Development/Implementation**
Review Date:
Revision Date:
Creation Date: **03.01.99**

I. Purpose:

The purpose of this policy is to outline the process by which policies are developed and implemented and to provide for regular review and revision of previously developed policies.

II. Procedure:

A. Policy Development/Approval

1. Development of policies shall occur under the direction of the JPA Executive Director and at the approval or request of the JPA Board of Directors. Suggestions for development of specific policies may be made by any participant in the EMS system.
2. Draft policies shall be referred to all appropriate Committees for review and discussion at a regularly scheduled meeting.
3. After review and discussion by appropriate Committees, draft policies shall be submitted to the JPA Board of Directors.
 - i. Policies shall be distributed to all board members prior to or during the regular JPA Board of Directors' meeting.
 - ii. Action to approve/disapprove a policy shall only be taken following proper agenda notification.
 - iii. A policy may be approved, disapproved, revised, and/or tabled for future discussion by the JPA Board of Directors through a simple majority vote.
 - iv. Policies shall be approved for implementation upon a simple majority vote of the JPA Board of Directors.

B. Policy Implementation

1. The effective implementation date for policies approved by the JPA Board of Directors shall be the first day of the following month unless otherwise specified by the Board.
2. JPA member agencies and districts shall be responsible to ensure that approved policies are implemented within their jurisdictions.

C. Policy Distribution

1. The Executive Director shall ensure that all member agencies are promptly notified when policies are approved for implementation.
2. The Executive Director shall provide policy manual changes/updates periodically to ensure that all appropriate agencies/individuals have access to current policies.

D. Policy Review/Revision

1. All approved policies shall be reviewed by the Executive Director at a minimum of every two (2) years from the date of implementation to ensure that policies reflect current procedure/practice.
2. Policies revisions shall be developed following the policy development procedure described above.