



Policies & Procedures

Article: 1.3

Effective Date: 08/30/2012

Revised Date:

POLICY DEVELOPMENT

PURPOSE

This policy will detail the administrative procedures that will be utilized when developing, revising, approving, and implementing policies, practices, and procedures at VCES.

POLICY

In order to maintain a consistent set of standards, it is important for VCES to develop and maintain a method by which policies are developed and/or modified and a procedure for providing notice of policies and modification thereof.

I. Policy/Procedure Development:

- A. It is the responsibility of the Chief to determine when a new policy/procedure should be developed, or when an existing policy or procedure should be revised. Input for this process can come from many different sources, including members from any area of VCES. Once the need for a policy/procedure is identified, an individual shall be assigned to research, develop or revise the policy/procedure. This research should include discussions with affected areas of VCES and officers and a review of area/industry practice, and may also involve the use of outside consultants, attorneys, etc.
- B. When developing or revising policies or procedures, the factors to be considered shall include:
 1. Applicable State and Federal Laws.
 2. Impact on Safety, Quality, Production, Efficiency, Etc.
 3. EEO/Affirmative Action Impact
 4. Industry Practice
 5. Area Practice
 6. Applicable Collective Bargaining Agreements
- C. When VCES has completed the formulation or revision process, the policy/procedure shall be submitted to the Chief for review and comment.

II. Policy/Procedure Approval:

- A. The policy/procedure shall be considered approved after it is signed by the Chief of VCES or the Board of County Commissioners of Valencia County if the policy addresses issues beyond the daily operation of the Department.

III. Policy/Procedure Implementation:

- A. Once a policy/procedure has received necessary approval, it will then be distributed for inclusion in the Policy/Procedure Manual.
- B. A memo shall be prepared that communicates and explains the new policy.
- C. Any questions concerning application of any policy/procedure should be directed to the member's immediate supervisor.