
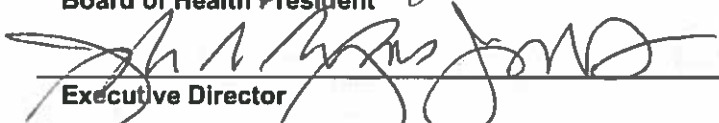




Tri-County Health Department Administration and Finance / Executive	Short Title: Policy and Procedure Establishment Protocol
Subject: Policy on policy and procedures	Effective Date: December 12, 2017
Revision Date:	
Approved by:  Board of Health President	<u>12/12/17</u> Date
 Executive Director	<u>12/13/17</u> Date

Purpose	To (1) establish a general protocol for the implementation and governance of business, operational, technical, and/or administrative policies and procedures for the Tri-County Health Department ("TCHD"), that may be required or advisable from time-to-time, (2) to provide authority to TCHD management to implement such policies and procedures, and (3) to set standards for updating and maintaining such policies and procedures.
Scope	This is a TCHD organization-wide protocol. Its scope involves defining the standardized process and procedure that TCHD will use to create, implement, and maintain policies and procedures pertaining to the day-to-day management of TCHD's business, operational, technical, regulatory, and administrative functions and activities.
Policy	A uniform Policy and Procedure Establishment Protocol ("Protocol") shall be approved by the TCHD Board of Health and implemented by TCHD Executive Director, or when appropriate, his or her designee, to ensure consistent development, implementation, and management of current and future policies and procedures. This Protocol shall establish an approved set of standards (format, style, and content) to ensure that TCHD organizational plans, acceptable practices and procedures, rules and regulations are being followed.
Applicability / Responsibility / Enforcement	<ol style="list-style-type: none"> 1. Applicability <ol style="list-style-type: none"> I. Pursuant to, and in conformance with, this Protocol, the TCHD Board of Health grants and authorizes the Executive Director, by and through designated TCHD Staff, the authority to establish policies and procedures pertaining to the day-to-day management of TCHD's business, operational, technical, regulatory, and administrative functions and activities. II. Policies and procedures are to provide a written description of directions, standards, and plans that will guide and govern the present and future actions of the Department, Divisions, and Sections within TCHD. III. Policies and procedures may be applicable to TCHD as a whole, to one or more of the Divisions of TCHD, or to one or more of the Offices of TCHD.

<p>Applicability / Responsibility / Enforcement, Cont...</p>	<ol style="list-style-type: none"> 2. Policies may be administrative or regulatory. <ol style="list-style-type: none"> i. Administrative policies establish powers, responsibilities, and/or rules for TCHD, its staff, its Directors, and Board members. ii. Regulatory policies establish rules or orders having the force of law. 3. A policy shall be established when: <ol style="list-style-type: none"> i. Required in accordance with State or Federal law, or ii. Directed by the Board of Health, or iii. Directed by the Executive Director, or iv. Directed by designated TCHD Staff 4. Policy Standards <ol style="list-style-type: none"> i. Policies may not be inconsistent with or violate Federal, State, or Local laws and/or applicable governmental regulatory or compliance standards. ii. TCHD Division or Office - specific policies may not conflict with approved and implemented TCHD organization-wide policies. iii. Policies shall use a standard format and style and contain adequate information and content to provide clear guidance to TCHD Staff. iv. Approved policies will be assigned an Effective Date, and provide Revision Date or Dates showing the History when updates or revisions are made. v. Approved and implemented policies shall be kept in electronic and hard-copy format in a centrally available and easily accessible location by all TCHD staff and others governed by the policies. One electronic copy of all such approved policies, or any revisions thereto, shall be transmitted to the office of Executive Director. One hard copy will be housed in the Administration and Finance Division. vi. Each policy shall be assigned a custodian. <ol style="list-style-type: none"> 1. The Custodian shall update assigned policies and/or procedures, as needed. 2. The Custodian shall review assigned policies and/or procedures, at least annually. 5. Policy Approval and Compliance <ol style="list-style-type: none"> i. The TCHD Board of Health works with the Executive Director and other Division Directors to approve policies regarding statutory authority, such as fee setting, rules, regulations, overarching practices, or others, as mandated. ii. The TCHD Board of Health works with the Executive Director and Director of Administration and Finance to approve and apply policies and procedures for financial regulatory compliance. iii. All other policy approval must include, at a minimum, the Executive Director and, as appropriate, the Deputy Director and/or Division Director responsible for the policy's domain. iv. Upon approval and implementation, policy domain and scope adherence will be required by TCHD staff, contractors, or consultants working for TCHD, and/or external individuals who use TCHD resources or services, as appropriate. v. Policy updates or revisions require the same approval process as defined for new policies.
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<p>Applicability / Responsibility / Enforcement, Cont...</p>	<p>6. Procedures</p> <ul style="list-style-type: none"> i. Procedures provide the approved and accepted documentation, standards, and written guidance necessary to implement and/or govern a policy. ii. Policies may be implemented through the development of a procedure. All policies may not require a procedure. iii. When a procedure is necessary, the responsible Division Director(s), or their staff, and, as appropriate, the Executive Director, will work to develop, implement, and approve such rules and regulations governing the procedure as considered necessary and advisable. iv. TCHD and Divisions may develop procedures to promote efficiency and consistency throughout TCHD or within a particular Division or Office. <p>7. Exceptions: No exceptions to this Policy and Procedure Establishment Protocol shall be permitted without prior approval from the Executive Director, or his or her designee, and/or the TCHD Board of Health, as applicable.</p>
<p>Responsibly / Custodian</p>	<p>1. Responsibilities</p> <ul style="list-style-type: none"> i. The TCHD Executive Director maintains ultimate responsibility for all Department-wide policies and high-level or cross-cutting Divisional policies. ii. The TCHD Executive Management Team is responsible for (1) assuring that policies comply with all laws, regulations, and Department-wide policies, (2) are accurate and optimized for efficiency, and (3) that staff are aware of and comply with approved policies. iii. TCHD staff, consultants or contractors working for TCHD, and/or external individuals who use TCHD resources or services, as appropriate, are responsible for complying with approved policies. <p>2. Custodian: The Custodian of this Policy and Procedure Establishment policy is the Director of Administration and Finance.</p>
<p>Definitions</p>	<p><u>Custodian</u> – One who has ownership and responsibility of maintaining or developing a policy or procedure.</p> <p><u>Department</u> – Tri-County Health Department</p> <p><u>Division</u> – An operating unit within TCHD.</p> <p><u>Executive Management Team</u> – The Executive Director, the Deputy Director, and each of the Division Directors.</p> <p><u>Office</u> – The administrative office and each satellite office of TCHD.</p> <p><u>Policy</u> – Policies are the business rules and guidelines of the Agency that ensure consistency and compliance with the Department’s strategic direction. The Policies lay out the business rules under which a Department, division, or section will operate.</p>

Definitions, Cont.	<p><u>Procedure</u> – Procedures define the specific instructions necessary to perform a task or part of a process. Procedures can take the form of a work instruction, a desk top Procedure, a quick reference guide, or a more detailed Procedure.</p> <p><u>Sections</u> – The various segments of the Divisions, usually headed up by a Supervisor.</p> <p><u>Template</u> – The outline documents – one for Policy and one for Procedures – to be used by all Divisions.</p>
Forms, Supporting Documents, & References	<p>Policy Template and Procedure Template</p>
Policy Authors	<p>Executive Director Deputy Director</p>