**POLICY #: 3 EFFECTIVE DATE: 8/13/13 APPROVED:**

**FULL REMISSION DATES: 6/9/22**

**SUBJECT:** Policy and Procedure Development

**POLICY**:

Policy and Procedure Manuals are a living document; they should state clearly practical procedures that are an honest reflection of program operations. They should be easily accessible and usable by all staff.

**PROCEDURE**:

1. Policy and Procedure Manuals will be maintained at the following locations convenient for staff accessibility: Main IMS Office (Airport office) and the Z://drive.
2. IMS must make all policies and procedures available in writing to each staff person.
3. IMS must complete and document a review of policies and procedures *every two years* and update policies and procedures as necessary.
4. Each policy and procedure must identify the date that it was initiated and the dates of all revisions.
5. IMS must clearly communicate any policy and procedural change to each staff person and provide necessary training to each staff person to implement any policy and procedural change.
6. The need for policy change or additions will be identified through current laws, regulations, problems that arise, staff meeting discussions, quality assurance findings, and Administrative or Board recommendation.
7. The written policy will be presented at a meeting of the Board of Directors for a first reading (discussion and recommendations).
8. Any changes will be made, and the policy presented to the Board for approval.
9. All new policies shall be reviewed with staff prior to implementation.

**RESPONSIBILITY:**

The Executive Director is responsible for Policy and Procedure adherence, review, development, and implementation.

The Executive Director or Adult Mental Health Treatment Services Director will be responsible for writing new policy.