Current Process for Policy Creation & Storage



**Solutions**

**1) Policies are added or changed to the current format seen below**

**POLICY TITLE:**

**POLICY LOCATION:**

**EFFECTIVE DATE:**

**DATE REVIEWED/REVISED:**

**AUTHORIZED BY:** Jane Ford-Witthoff, Director

**DOCUMENT LINK:**

**PURPOSE STATEMENT:**

**POLICY:**

**PROCEDURE:**

***REFERENCES/LEGAL AUTHORITY:***

**2)Policy is reviewed by staff & director**

1. **Policy is added to the shared folder “Current Policies”**
2. **Person who added the policy to shared folder adds their name to the Sign-in Sheet**