

Purpose:

To ensure that Policy/Procedure development maintains a process that assures vetting opportunities are provided for regional stakeholders in a consistent and timely manner.

The development and review of SDCOA polices/procedures should adhere to the following approved sequence of vetting as identified in this document.

OPERATIONAL AREA POLICY DEVELOPMENT PROCEDURE:

1. Initial Request

Originating Section will be responsible for following their policy request through to the final vote of approval by the County Chiefs. The originating section's Chair (or designee) will assist their County Chiefs Section Liaison in accomplishing this. These two individuals will be responsible for guiding the policy through the process outlined in this document and according to the timelines contained herein. Initial requests will have the following information:

- Name of person/section submitting policy addition or update.
- Procedure number wishing to be updated or, if new procedure, subject of new procedure.
- The reason for the addition or update.

- 1a. The policy request will be forwarded to and reviewed by the SDCFCA Executive Board. If the request is approved, a draft policy created by the Originating Section with correct formatting will be forwarded to all other Section Liaison Chiefs simultaneously by the Originating Section's Liaison Chief via Email for a two **(2) week** comment period. Section Liaison Chiefs will share the information with their Section Chairs who, along with the Section body, should be looking for any conflicts with existing policies or need for their involvement in the policy development process moving forward.

2. Originator Draft Update (4 weeks)

Originator to determine value of Step #1 input for its inclusion in the Draft Update. Communicate with Sections for clarification on their respective input. Identify Section Member who will assist County Chiefs Section Liaison in guiding the policy through the process. Determine need for technical subject matter experts and identify/engage them in this step. Forward to Operations Section.

3. **Operations Section First Review: (2 weeks)**
Determine potential impacts or conflicts with existing policies and provide solutions or alternatives. Operations shall forward to appropriate Section(s) (with a 2-week turnaround for all)
4. **All Sections First Review: (2 weeks)**
If appropriate; determine need for an evaluation/vetting process and design if needed. Begin development of training module to support the policy. Determine potential impacts or conflicts with existing policies and provide solutions or alternatives. Forward to Operations Section with sample lesson plans or proceed to evaluation phase if needed.
 - 4a. **All Sections Evaluation Phase: (2 weeks)**
If appropriate, the draft policy should be field tested by Sections and review results for possible policy changes. Forward to Operations Section with sample lesson plans.
5. **Operations Section Second Review: (2 weeks)**
Review draft policy, sample lesson plans and formatting. Make any necessary changes and refer any questions back to the originating Section and/or Training Officers Section. Once reviewed, the Operations Section will forward the latest draft of the policy and sample lesson plans to all Sections for final review.
6. **All Sections Final Review (1 week)**
Sections will review latest draft to determine its readiness for final approval by the County Chiefs and forward any last input to the originating Section.
7. **Final Edits: (2 weeks)**
Originating Section will edit/prepare the draft policy for final approval by the County Chiefs at their next available meeting. Originating Section Chief's Liaison will request the Agenda item.
8. **Approval and Posting of Policy: (Next SDCFCA meeting)**
After approval by the County Chiefs, the Training Officers Section will post newly approved policy on the Target Solutions Enterprise platform. The County Chiefs Chair will ensure that the policy is shared with all Zone Coordinators as well as being added to the County Chiefs shared platform being hosted by North Comm.

Policy 1A Flowchart

