

DEVELOPMENT OF CDD POLICIES

Developing CDD policies shall be coordinated by the District manager.

The actual writing will be delegated to the staff manager responsible for that activity.

The responsible staff manager will develop drafts in conjunction with the Board chairman.

The drafts will then be presented to the Board for comments .Upon board agreement as to the specific updates of the policy, the responsible staff manager shall update the policy and review the written changes with the chairman prior to resubmitting to the board for approval.

The District manager shall prepare policy ring binders. All policy drafts and approved policies shall go into the policy books. A policy book shall be given to the Operations manager and each supervisor with a copy maintained by the District manager. It will be the responsibility of the recipient of the binder to maintain their binder with updates provided by the district manager

Distribution of initial or updated policies shall be made on the first Friday of the month. This will allow recipients time to review them prior to receiving the regular monthly board meeting packages on the Friday before the board meeting.

Updates to policies shall be noted by underlining the current update. The previous update underlining shall be deleted.

Minor updates shall be reviewed at the following board meeting to facilitate policy approval.

Major changes or new policies in a section shall be reviewed after the initial round of policy reviews is completed to facilitate the initial review of the manual.

Each update requires a draft update date both on the policy document and the index sheet to assure control of policy changes.

The Board meetings to discuss and approve the **initial** policies are not public hearings for public discussion. However short public comments can be made and noted for discussion for subsequent discussion and policy updates.

Upon the departure of a supervisor from the board, the supervisor shall turn in his Operations Manual to the District Manager. The District Manager shall keep the manual updated until a replacement supervisor is elected, either temporary or through the election. The District manager shall then give the manual to the new supervisor.