



DEVELOPMENT SERVICES DEPARTMENT POLICY

POLICY NAME:	Standard Policy Approval		
DIVISION/SECTION:	Customer Focus Team	CONTACT:	Glenn Moyer/Beth Grant
POLICY TYPE:	Internal	EMERGENCY?	No

PURPOSE:

To establish a standard DSD policy creation and implementation system.

PROPOSED POLICY:

- All DSD policy proposals shall be administered by the Customer Focus Team (CFT) and shall be submitted to the CFT on the attached "Development Services Department Proposed Policy" form.
- The CFT will contact the submitting division/section for verification and/or clarification if needed prior to presenting the proposed policy to the Executive Management Team (EMT) for review.
- The EMT shall have a maximum of 30 days to review the proposed policy. If the proposed policy is rejected, the rejection will be accompanied by comments from the EMT.
- If the EMT review is not completed within the 30-day period, the proposed policy is deemed approved by the EMT.

Internal Policies

- CFT shall notify all DSD via email. The policy shall become effective on the first Monday of the month following approval by EMT. Policy may be used in the interim.
- The CFT shall forward the policy to the DSD Director for signature.
- If not signed by the director by the effective date, the policy is considered rescinded. The CFT shall notify all DSD divisions/sections via email.
- Within one week of policy effective date, the CFT shall notify all DSD via email, post the policy on the DSD Listserv and the DSD "What's New" page, publish the policy in the DSD Policy Book, and meet with supervisors/managers of effected divisions/sections as appropriate.

External Policies

- CFT shall: 1) notify the submitting division/section via email, 2) post notice of the proposed policy on the DSD Listserv, and 3) post the proposed policy on the DSD "What's New" page for a minimum 30 day public comment period, 4) at the end of 30 days, the CFT will review the comments received and may extend the public comment period a maximum of 15 days to convene a meeting(s) with the stakeholders/interested parties if such a meeting(s) would be beneficial to a thorough and meaningful vetting of the proposed policy.
- At the end of the public comment period (if any) the CFT shall forward the proposed policy and any comments received to the DSD Director for a final decision.
- Approved external policies shall become effective on the first Monday of the month following their approval by the DSD Director; emergency policies shall take effect immediately upon DSD Director approval.

DIRECTOR APPROVAL

Ernie Duarte

 Ernie Duarte, Director

7-7-08

 date

CFT use only	EMT Review Date:	May 29, 2008	
EMT Approval Date:	June 30, 2008	Posting Date:	July 1, 2008
DSD Policy Number:	2008-01 (I) Rev 1	Effective Date:	July 7, 2008