

DEVELOPMENT OF POLICIES AND GUIDELINES

Objective:

To simplify the process and assign responsibility for the development of district Policies and Guidelines.

Definitions:

- A. Policy: Establishes the district’s general guiding principles within statutory or discretionary authority of the Board of Trustees. Those policies include, but are not limited to, matters that:
 - 1. Have a direct and significant economic impact (either revenues or expenditure) on the district;
 - 2. Affect personnel benefits or working conditions, generally;
 - 3. Employment matters;
 - 4. Have a substantial (long term and/or far-reaching) impact on the operations and/or administration of the district;
 - 5. And/or are required by law.

Only the Board of Trustees is authorized to enact or modify district policy. A policy may stand alone, or may include, amend, supersede, replace, or remove a Standard Operating Guideline. The Chief may recommend to the Board of Trustees the adoption of policies that he/she deems appropriate. All policies will remain in effect until revoked, modified, or replaced by subsequent policy. To the extent the policy may conflict with state or federal law, state or federal law shall control.

- B. Guidelines: Standard Operating Guidelines and Position Descriptions are developed and issued by the Chief. They include those matters relating to the daily management of the district, which do not fall within the parameters of a policy. Guidelines and Position Descriptions are a valid exercise of the Chief’s authority and shall remain in place, in full force and in effect, until such time as modified by the Chief or by the Board of Trustees. The Board of Trustees may, at any time, choose to revoke, modify, or replace any of these guidelines. To the extent any guideline conflicts with the provisions or intent of a policy, the policy shall control, unless superseded by state or federal law. All guidelines may be periodically reviewed and revised, as appropriate.

Policy:

- A. The Board of Trustees recognizes the responsibility of the Chief to provide an effective framework for the orderly and proper operation of the district. This framework includes the development and enforcement of Guidelines, as well as adhering to and enforcing district policy.

- B. It is the intent of the Board of Trustees to assign to the Chief the responsibility for the development of Guidelines that support policy, and assure appropriate operation of the district.