



## Development of Administrative Policy

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APPROVED:	Scott Davarn, Medical Program Director				
APPROVED:	Kim Doyle, Chair				

### I. Purpose:

To provide an efficient means to incorporate policies that promote the administration of Kitsap County EMS & TCC business in a timely manner.

### II. Policy:

The KCEMS & TCC office, working with the KCEMS & TCC Board of Directors, and with a final approval vote of the KCEMS & TCC Council, will submit process and formalize all administrative policies and maintain an original copy within the KCEMS & TCC office.

### III. Procedure:

#### A. Who may submit

1. Any individual associated with the interests of improved Council function may submit policy recommendations for consideration.
2. All draft policy's need a draft date, an approval date, and an implementation (effective) date.

#### B. Submittal process

1. The draft policy proposal will begin in committee for proper wording and discussion.
2. The responsible committee presents the draft policy to the Board of Directors for review and referral to the full EMS council.
3. The board of directors will establish a start date for the review.

#### C. Review Period

1. There will be a 60-day review period. This will normally be provided for input by interested parties to allow appropriate formal agency notification a proposal exist.
2. Written policies may occur in be distributed immediately to the council chairperson in an emergency situation.



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### **D. Formal Disposition**

1. A vote will be held by the EMS council at the conclusion of the 60-day review period.
2. All routine administrative policy updates are intended to occur on a quarterly basis or as needed.
3. Current policies will be added to the existing administrative policy's book.

E. The KC EMS and TCC will maintain a master copy of all policy's to be available at the KCEMS &TCC office.