





Development of Administrative Policy

CHAPTER:	1000	Number:	1040	REVIEWED	6/09/2026
ENACTED	9/24/2003		NEXT REVIEW:		6/09/29
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			Jim Gillard, 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 implement the process, 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 policies need a draft date, an approval date, and an implementation (effective) date.

B. Submittal process

1. The draft policy proposal will begin with the 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



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by interested parties to allow appropriate formal agency notification that a proposal exists. Written policies may be prepared and distributed immediately to the council chairperson in an emergency.

D. Formal Disposition

1. The EMS council will hold a vote after the 60-day review period.
 2. All routine administrative policy updates are intended to occur quarterly or as needed.
 3. Current policies will be added to the existing administrative policy file located on the shared drive.
- E. KCEMS and TCC will maintain a master copy of all policies to be available at the KCEMS &TCC office.