|  |  |  |  |
| --- | --- | --- | --- |
| **Policy XXX.XX Title of Policy** | | | |
|  | | | |
| **Policy Category**: | Choose one | | |
| **Distribution Level**: | | Choose one | |
| **Responsible Party**: | | | Enter responsible office(s) |
|  | | | |
| **Approved by** Chief/Deputy **on** Date | | | |

1. **PURPOSE (mandatory element)**

State the purpose, intent, or rationale for this policy and any benefits to clients, employees, and contractors. Policies are not guidelines; policies are mandatory, while guidelines are recommendations.

Policies distributed to both directly-operated programs and contracted agencies (a.k.a. Level 2 policies) must include the following statement: Contracted agencies shall develop an internal policy and associated procedures that are consistent with their organizational practices and meet the requirements set forth in this policy.

1. **DEFINITION(S) (optional element)**

Provide the intentional meaning and interpretation of important terms used in the policy. For example:

***Mandated Reporter***: Any person who has assumed full or intermittent responsibility for care or custody of an elder or dependent adult, whether or not that person receives compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elderly or dependent adults.

1. **POLICY (mandatory element)**

Provide the actual department policy/set of rules covering topics that include specific information on the policy subject, duties assigned to responsible parties, and other involved/related parties as necessary.  If applicable, provide a brief description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs.

1. **PROCEDURES (mandatory element)**

Provide the procedures/steps to be followed that will ensure that the policies are adhered.  Most polices will have associated procedures. If there are procedures, a link will be created. If there are no procedures, sate "No procedures are associated with this policy."

1. **AUTHORITY (mandatory element)**

List and hyperlink federal, State, and County statutes, regulations, or policies; executive orders; or other relevant authority governing the policy.

1. **ATTACHMENT(S) (optional element)**

List and hyperlink resources, documents, or forms that are integral elements of the policy.