

# **P-000 How to Draft a Policy**

Category: **ADMINISTRATION**

Issued By: Date of Issue: 1999/11/30

Approved By: Revision Date: 2015/12/18

## **PURPOSE:**

The purpose of this policy is to develop criteria for the creation and/or revision of policies for Halifax Regional Fire & Emergency (HRFE).

## **OBJECTIVE:**

The objective of this policy is to ensure policies are created and/or revised using the correct criteria developed by the Halifax Regional Fire & Emergency.

## **SCOPE:**

This policy applies to all career and volunteer members

## **POLICY:**

### **Creating/Revising a Policy:**

Any member of HRFE may create, draft, or submit recommendations for revision to a policy which he/she feels necessary to facilitate the operation of HRFE.

All policies shall be drafted using the Policy Template and submitted to the Project Administrator in Administration.

The Development and Review Team will meet once a month, or as necessary, to review all submissions.

Accepted submissions will then be issued for 30 days to the following staff as a Data Book Entry for comments:

- Chief Director
- Deputy Chief Director
- General Managers
- Platoon Chiefs
- Managers
- Union Executives
- Safety Committee
- Divisions
- Stations
- ER Zones

All comments shall be in writing and forwarded to the Project Administrator, Administration, within the 30 day time frame.

The Review Team will then review the submissions and make revisions if required and forward to the Chief Director for approval and signature.

The approved policy will be issued a number (if new or revised), date (if revised) then forwarded for distribution.

### **Maintenance of Policies:**

The Approved Policy(s) is to be placed in the appropriate binder by Administrative Support Staff, Station Officer or designate.

If applicable, the expired Policy shall be removed and destroyed by Administrative Support, Station Officer or designate.

### **RELATED POLICIES/OPERATING GUIDELINES:**

- Policy Template

### **POLICY REVIEW:**

This policy will be reviewed when the criteria for policy creation and/or revision changes or is updated.