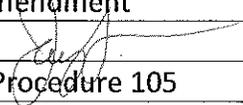


 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>105</h1>
Chapter:	Organization, Administration & Management	
Subject:	Policy Creation and Amendment	Page 1 of 1
Approved:	Jay Simons, Director 	Effective: 3/5/2018
Supersedes	Woodside Policy and Procedure 105	Dated: 5/2013

Purpose

To outline a consistent approach to establishing and updating Woodside procedures.

Policy

Woodside establishes policy and procedure in the Woodside Policy and Procedures Manual. The Policies and Procedures contain specific information about Woodside practices, specific tasks and timelines, supervision, training and administration.

The Woodside Director will maintain an electronic file and a hard copy of the most current manual.

Woodside staff members are expected to follow all Woodside Policies and Procedures as written. Exceptions may be authorized by the Woodside Director in writing.

Creation and Amendment of Policy

Any person may recommend the creation or amendment of a procedure but only the Woodside Director may finalize new or amended policies. When a policy is changed or amended the Woodside Director or designee is responsible for reviewing revisions with appropriate staff members.

New procedures will be distributed, during development, to stakeholders for comment. The Juvenile Justice Director or designee will review the policy to ensure that there is no conflict with other Family Services Division Policies.

Review Cycle for Existing Policy and Procedure

Woodside strives to review all policies and procedures every three years, to ensure that they are current.