

Why Create Policies?



Why Create Policies?

- **More Efficient Internal Operations**
- **Professional Public Image**
- **Help with Orientation of New Directors & Staff**
- **Time Savings**

Why Create Policies?

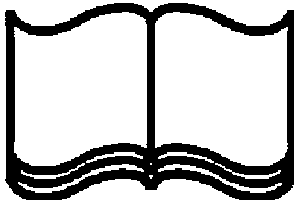
- **Legal Requirements**
- **Contractual Requirements**
- **Reduce the Possibility of District Being Seen as Arbitrary, Biased or Unfair**
- **Capture Board Decisions**

Isn't Creating Policies Complicated?

Most of the Thought
Process can be Guided
by Three Questions:

- 1. For what District Situations, Issues and Programs do we need clear Guidance and Procedures?**

Isn't Creating Policies Complicated?



**2. What Legal or
Program
Requirements
Exist?**

**3. What do we
Intend the
Outcomes or
Purpose of this
Policy to Be?**

What Types of Policies Should Districts Consider?

- **Personnel**
- **Use of Vehicles, Equipment,
Electronic Communications**
- **Staff Appearance and
Conduct**
- **Board Functioning**
- **Fiscal Matters**
- **Dealing with the Public**

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Some Things To Remember About Creating Policies

- Be Proactive, Not Reactive**
- Policies Should be Written**
- Policies Should be Officially Adopted at District Meetings**

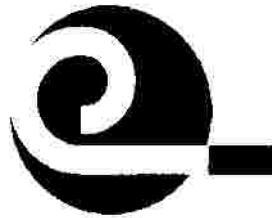


Some Things To Remember About Creating Policies

- Create & Distribute a Policy Manual**
- Have Copies of Policies Available when Appropriate**
- Have a Policy on Policies (Maintenance & Review)**
- Training on Policies**

Some Things To Remember About Creating Policies

- Have Them
Reviewed for
Legal
Accuracy**



A Catalog of Sample Policies for Pennsylvania's Conservation Districts

(August 2002)



**Created by the Pennsylvania Conservation
Partnership's "Building For Tomorrow"
Leadership Development Program**

Catalog of Sample Policies

- **Introduction & Basic Information About Policies**
- **140+ Sample Policies**
- **Policies on Computer Disk for Easier Customization**
- **Have Policies Reviewed for Legal Accuracy**