

JEFFERSON COUNTY BOARD OF HEALTH  
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**POLICY ON THE DEVELOPMENT, ADOPTION  
AND REVIEW OF BOARD OF HEALTH POLICIES**

**APPROVED: October 1, 2007**

**PURPOSE**

To establish standardized procedures for the development of new policies and the review of existing policies by the Board of Health.

**RATIONALE**

Although the requirements for developing and adopting policies are less stringent than for actual regulations, policies often have the same force and effect. Therefore, careful consideration should be given to the manner in which this is accomplished, including reasonable public notice and the opportunity for input from the public and other interested parties.

**STATEMENT OF POLICY**

IT IS THE POLICY OF THE JEFFERSON COUNTY BOARD OF HEALTH that the following procedures shall govern the development of new policies and the review of existing policies:

**PROCEDURES FOR NEW POLICIES**

1. Policies may be developed and adopted to establish administrative procedures, address issues not covered in regulation, interpret or clarify sections of the regulations, or for other matters in which a formal set of procedures or requirements are desired. Members of the Board, staff, and the public may request development of policies.
2. The Board shall vote to approve the development of a policy during the regular monthly business meeting and shall provide general guidelines for staff about the content of the policy.
3. Staff shall then develop a draft policy for consideration of the Board following a standardized format that includes:
  - Name of Policy
  - Purpose of Policy – *a brief statement about what the policy will do*
  - Rationale – *the reasons for adopting the policy*
  - Discussion (if necessary) – *facts or additional background information*
  - Statement of Policy – *the demarcation point where the actual policy begins*
  - Procedures or Requirements – *the specific actions or procedures established by the policy*

4. Staff shall disseminate the draft policy during the monthly business meeting of the Board. Discussion will occur at the following monthly meeting, but the Board will be encouraged to submit questions to staff in the interim via phone or email.
5. All policies under consideration shall be placed on the Department's website and added to the following month's agenda as a discussion item.
6. During the next business meeting, staff will present the draft policy for discussion. The Board shall accept testimony from the public about the policy. At the conclusion of the discussion, the Board shall vote to approve the draft policy or continue it for discussion at a future date, which will be reflected in the agenda for that month and each succeeding month until approved.
7. Once approved, the policy shall be added to the Department's website.

#### **REVIEW OF EXISTING POLICIES**

1. At a minimum, existing policies shall be reviewed annually. However, Board members, staff and the public may request review of any existing policy at any time.
2. The Board shall consider and approve requests to review a policy during the regular monthly business meeting and, if appropriate, shall provide staff with direction as to any changes they deem necessary or desirable.
3. At a regular monthly business meeting, staff shall provide the Board with a copy of the current policy and proposed new policy (or recommendation for revocation, if appropriate). Discussion will occur at the following monthly meeting, but the Board will be encouraged to submit questions to staff in the interim via phone or email.
4. All policies under consideration shall be placed on the Department's website and added to that month's agenda.
5. During the next business meeting, staff will present their policy recommendations for formal discussion. The Board shall accept testimony from the public. At the conclusion of the discussion the Board shall vote to approve the policy recommendations or to continue the discussion at a future date, which will be reflected in the agenda for that month and each succeeding month until a final decision is made.

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