

PREPARATION OF POLICIES

Relative Information: The purpose of this policy is to provide guidelines for the formatting, approval, and distribution of Board Policy Manual policies. The intent is to establish a consistent format to simplify reader usability.

The general layout of policies may vary depending on the nature of the material included. Generally, board policies will contain the following main sections.

Relative Information: Provides background information necessary for a clear understanding of reason for the policy.

Policy Statement: The exact wording of the policy as adopted by the Board of Directors.

All new or revised policies are subject to review and approval by the Board of Directors.

Policy Statement: It is the policy of the Board of Directors of Jackson County Fire District 3 that the Board approves all new and/or revised policies and that all policies are formatted as described above.