Title: Creation and Maintenance of Policies			
Policy #: AHD101			
Creation Date: 07.26.2023	**Last Approved Date:** 11.20.2024		Reviewed Annually
Description:	This policy describes the system for creating, reviewing, and revising policies.		
PHAB Domain/ Standard/ Measure:	10.2.1 A: Manage operational policies including those related to equity.		
Statutory Authority/ Evidence Base/ Links:			
Author(s)/ Reviewer(s):	Charles Sepers, Sonja Jensen, Cassidy Walsh, Eric Maggio, Steve Kihl, Megan Ehlert, Breanna Mekuly / Policy and Procedure Committee		

Policy Approval Tracking

Created/ Reviewed/ Revised Date	Legal Services Approval Date	Board of Health Approval Date	Council Approval Date	Health Officer or Designee Signature (Name/Title)
Created 07.26.2023	09.06.2023	09.13.23	09.20.23	*Charles Sepers* / Health Officer
Revised 10.23.24	10.23.24	11.13.2024	11.20.2024	*Charles Sepers* / Health Officer
Revised 9.24.25	12.16.2025			

Purpose

This policy describes the system for creating and reviewing policies.

Policy

Creating Policies

1. Policies created will follow Policy AHD001: Creation and Maintenance of Policies, located within the Policies folder.

2. Staff developing policy will record the new policy information into the Policy and Procedure Index located within the Policies folder. This step assigns the policy number.

https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/EDITABLE/AHD_101_0_Creation and Maintenance of Policies_12.16.2025.docx

3. Policy numbering has three parts: Division Identifier, three-digit number, and "0" to anchor the document as the policy. Each policy name begins with the division identifier followed by the three-digit number assigned by the Policy and Procedure Index in sequential order.

Divisions:

AHD All Health Department

CH Community Health

EH Environmental Health

EM Emergency Management

N Nursing

WM Weights and Measures

4. Policies created will use the Policy Template, located within the Policies folder.

5. Policy documents will follow a standard naming convention: PolicyNumber__0_Policy Name_LastApprovedDate

   (Example: AHD_100_0_Creation and Maintenance of Policies_07.26.2023)

6. The document file path should be listed in the footer of the documents.

7. Typed signatures may be used on policy cover sheets.

8. ~~The level of policy approval is based on the requirements for the policy.~~ At a minimum, policies should be reviewed and approved by the Division Supervisor responsible. Some policies such as Nursing policies may need the approval of the Department Medical Advisor, or consultation with legal services.~~.~~

8.9. The legal approval date is when legal services notifies the Health Officer, or designee, of the approval of the final version prior to submission to Board of Health.

9.10. Once a policy has been approved, it will be filed in the appropriate Division folder located within the Policies folder. If policy has several addendums or attachments, a folder should be created using the standard naming convention and all documents stored within.

10.11. The frequency that policies are to be reviewed is determined by the governing authority for each policy.

Review, Revision, and Sharing of Policies

1. The policy review committee will meet at least quarterly to review and revise policies.

2. Each Division Supervisor is responsible for ensuring that the policies for their areas are reviewed and/or revised within the frequency cycle. The Division Supervisor or designee will update the review/revision due dates in the Policy and Procedure Index located within the Policies folder.

3. Staff should not revise policies directly in the official department policies folder. A working copy should be created by staff updating the policy.

   (Example: AHD_100_0_Creation and Maintenance of Policies_DRAFT)

4. Enable track changes before revision to make clear how the document has been changed from the previous version.

4.5. The updated version of the policy will be saved in the appropriate Division folder. Be sure to update cover sheet and the file path in the footer. Policy documents will follow a standard naming convention: PolicyNumber_0_Policy Name_LastApprovedDate

   (Example: AHD_100_0_Creation and Maintenance of Policies_08.12.2023)

5.6. Typed signatures may be used on policy cover sheets.

6.7. The staff updating the policy will also update Policy and Procedure Index located within the Policies folder.

7.8. Once policy update is completed and approved, the preceding official department policy version will be moved to the archive folder located within the Policies folder.

8.9. All revised and approved policies will be distributed electronically to Health Department staff.

9.10. A copy of all policies shall be maintained in accordance with the City of Appleton document Retention Policy.

10.11. Any Health Department policy contradictory with a City of Appleton policy will be revised to be consistent with City of Appleton Policy.

Definitions

A Policy is a general written document that establishes a standard by which the institution manages its affairs. This written statement mandates, specifies, or prohibits conduct that enhances the institution's mission, ensures coordinated compliance with applicable laws and regulations, promotes operational efficiency, and/or reduces institutional risk.

A Procedure is a description of the operational processes necessary to implement policy. Procedures include information on the offices and positions responsible for policy implementation, instructions regarding how to affect the policy and how to access information.

A Guideline is a general, non-mandatory recommendation that provides readers with helpful information about how to achieve a particular aim; these might include recommendations, administrative instructions, best practices guidance, or frameworks in which to operate.

Attachments

Attachment 1: Policy Template

Title:

Policy #:

Creation Date:	Last Approved Date:	Reviewed Annually

Description:

PHAB Domain/ Standard/ Measure:	

Statutory Authority/ Evidence Base/ Links:	

Author(s)/ Reviewer(s):	

Policy Approval Tracking

Created/ Reviewed/ Revised Date	Legal Services Approval Date	Board of Health Approval Date	Council Approval Date	Health Officer or Designee Signature (Name/Title)
Created				

Purpose

Policy

Definitions

Attachments