

## **POLICY STATEMENT IMPLEMENTATION PROCEDURE**

### **1. Purpose**

The purpose of this procedure is to describe the process for formalizing Policy Statements within DSRA that shall provide guidelines to the operation of DSRA. These guidelines, while providing more detail than found in the DSRA Bylaws, shall remain consistent and supportive of the DSRA Bylaws. Their purpose is to fill the gap, where necessary, between DSRA Bylaws and DSRA Operating Procedures.

### **2. Scope**

The scope of this procedure covers all aspects of the Policy Statement implementation process to include: the determination of the need; the actual writing of the Policy Statement; the approval of the document; the placement of the document into the Document Control System; and the communication, and if necessary the training, of the use of the document to those who have a need. This procedure may include the implementation of a new Policy Statement or also the amendment of an existing Policy Statement.

### **3. Responsibilities**

Any DSRA Member in good standing who has been either elected or nominated to position within DSRA can accept the overall responsibility to implement a new Policy Statement or amend an existing Policy Statement. However, the approval of the Policy Statement is the responsibility of the Board of Directors and the placement of the Policy Statement into the DSRA Document Control System is the responsibility of the Secretary of DSRA or a designee.

### **4. Process Steps**

- 4.1 Any Member of DSRA in good standing who determines that either a new Policy Statement is needed or an existing Policy Statement needs modification may bring this need to the attention of the DSRA Board of Directors.
- 4.2 It shall be the responsibility of the Board of Directors to approve the need for a new or amended Policy Statement, provide general direction for the content of the Policy Statement, and assign the task for Policy Statement implementation to a DSRA Member.
- 4.3 The DSRA Member assigned this task shall take the general direction provided by the Board of Directors and compare it to relevant portions of the DSRA Bylaws to assure that the Policy Statement shall be consistent with and complement the content of the Bylaws. If it does not, then the Member is responsible to bring this to the attention of the Board.
- 4.4 Once verified, the Policy Statement shall then be written or amended in the format prescribed in Appendix I of this procedure.
- 4.5 Once the Policy Statement has been written, the originator of the document shall submit it to the DSRA Secretary, or designee, for placement into a secure location of the DSRA web site set aside for Board Members to review these documents.

- 4.6 The Secretary of DSRA shall then place the review for approval of this document onto the agenda of the next scheduled DSRA Board Meeting. The Policy Statement must receive a majority vote of Board Members for final approval.
- 4.7 If the Policy Statement is approved, the Board shall determine if new DSRA Operating Procedures need to be written or existing procedures need to be amended in order to fully implement the new Policy Statement. If they are, the Board shall assign the responsibility to a DSRA Member to write and implement the procedure[s] in accordance with DSRAPROC 100.
- 4.8 If the Policy Statement is not approved, the originator shall rewrite the document in accordance with feedback provided by the Board and repeat the above steps.
- 4.9 Once the Policy Statement is approved the DSRA Secretary, or designee, shall assign the appropriate Document Control Number and enter the document into the DSRA Document Control System in accordance with DSRAPROC 101. A log of change levels, approval dates and reasons for change shall be maintained with each Policy Statement.
- 4.10 Also upon approval, the originator of the document, or others as assigned by the Board, shall, as necessary, communicate the new or amended Policy Statement to other Members of DSRA who may have a need to use the document. If training is needed for successful implementation of the Policy Statement, the assigned individual shall be responsible for providing such training.

## 5. Record Keeping Requirements

The DSRA Secretary or designee shall maintain a copy of approved DSRA Policy Statements with their Change History Log to the latest approved revision levels as a record of approved changes.

## 6. Forms

DSRA Policy Statements shall use the format provided in Appendix I of this procedure and shall track a history of approval dates and change levels within each Policy Statement.

## 7. Glossary

Policy Statement: A DSRA Document that provides general guidelines to be used in the application of DSRA beliefs and values while conducting the business of the DSRA. Policy Statements provide more detail than what may be found in the Bylaws but are not as detailed or as task specific as found in Operating Procedures. They provide a bridge between the two documents.

## 8. References

DSRA Bylaws

Operating Procedure Implementation: DSRAPROC 100

Document Control System Procedure: DSRAPROC 101

## 9. Change History Log

REV	APPROVED	DESCRIPTION OF CHANGE
000	3/4/2010	Initial App'l for DSRAPROC 103


## **APPENDIX I**

### **DSRA POLICY STATEMENT FORMAT**

#### **Header**

The Header [top right] shall contain the Document Control System information; Doc Control #, revision level, approval date, and the title of the originator [not be name].

#### **Policy Statement Title**

The Title of the Policy Statement shall be centered below the header information.

Following are Paragraph Titles which shall be located to the left side of the document below the Policy Statement Title

#### **Policy Statement**

This paragraph shall be a clear and concise statement of the DSRA Policy which shall be consistent with and compliment the relevant portion of the DSRA Bylaws.

#### **Purpose**

This paragraph shall contain a brief statement as to why this policy statement is needed and what it expects to accomplish.

#### **Scope**

This paragraph provides in more detail a description of what this particular Policy Statement includes and, if necessary, what it excludes. This section of the Policy Statement becomes an outline for the rest of the document with each of the following sections of the Policy Statement being an individual topic described in this outline.

#### **Policy Specific Headings**

The remaining sections of the Policy Statement shall be policy specific following the general outline of topics as described in the "SCOPE" of the Policy Statement. Each section shall provide additional detail for that topic without becoming too task specific which shall be left to Operating Procedures.

#### **Change History Log**

This final section of the Policy Statement shall provide a log sheet of: revision levels, approval dates, and descriptions of change for the given Policy.

#### **Footer**

The left side of the bottom of the page contains the DSRA Policy Number

The center of the bottom of the page contains the page number and a statement that printed copies of this document are not controlled.

The right side of the bottom of the page shows the date that the document was viewed or printed.