



Member Owned, Member Driven

THE IMPORTANCE OF POLICIES

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Policies – Why are they Important?



Framework for decision making



Ensure consistency



Maintain transparency & accountability

Guidance & Direction

Policies offer clear guidelines & directions for public officials, helping you understand your roles & responsibilities.

Ensures everyone is working towards common goals & objectives.



Consistency

Policies ensure decisions & actions are consistent across the organization.

Helps maintain uniformity & fairness in conduct of duties.

Transparency

Well-defined policies promote transparency by making decision-making process clear & understandable to everyone.

Builds trust & confidence in governmental entities.



Accountability

Policies establish accountability by setting standards & expectations for performance.

Public officials held accountable for actions based on established policies.

This illustration features a large central clipboard with the word "COMPLIANCE" at the top. The clipboard has four green checkmarks in a column on the left side. Surrounding the clipboard are numerous office and business items: a magnifying glass, a calendar, a newspaper with charts, a man sitting on it, a pencil holder with pens, three orange binders, glasses, a smartphone, a gavel, a man standing next to it, a man pointing at the clipboard, a calculator, a man pointing at it, a red stapler, a cup of coffee, a man writing in a notebook, a man standing by a desk, a pen, a highlighter, and a small eraser. The entire scene is set against a plain white background.

A graphic with a teal background and a white rounded rectangle containing text about policies.

Policies ensure you comply with laws & regulations.

Reduces risk of legal issues & promotes ethical conduct.

Reduces risk of legal issues & promotes ethical conduct.



Efficient

A structured approach to decision making & operations, policies improve efficiency & effectiveness.



IMPORTANT POLICIES TO HAVE



Personnel

Employee Status Management

Setting & managing employee status is crucial for ensuring legal compliance.

Roadmap for Addressing Workplace Issues

Discrimination, harassment, whistleblower & retaliation complaints is vital for maintaining a safe & fair work environment.

Workplace Rules & Discipline

Establishing clear workplace rules & managing employee discipline helps ensure order & compliance.

Employee Benefits & Compliance

Informing employees of benefits, FMLA, fitness for duty exams, & telecommuting policies.



Components



General Code of Conduct

Confidentiality

Code of Ethics

Relationships

Attendance, Punctuality, Time Off

Benefits

Employee Created Materials

Separation

Flextime

FMLA/ADA

Compensation

Work Schedules

Travel, Credit Card Use

Communicable Disease

Hiring

Personnel Files

Discipline

Discrimination & Retaliation

Fitness for Duty

**Law
Enforcement**

Patrol & Jail

Most important
policies for
liability purposes.





Components



Conduct On/Off Duty

Code of Ethics

Use of Force/Weapons

Restraint Use

Search/Seizure

Arrest/Custody

Emergency/Pursuit Driving

Field Responses

Investigations

Audio/Video Recordings

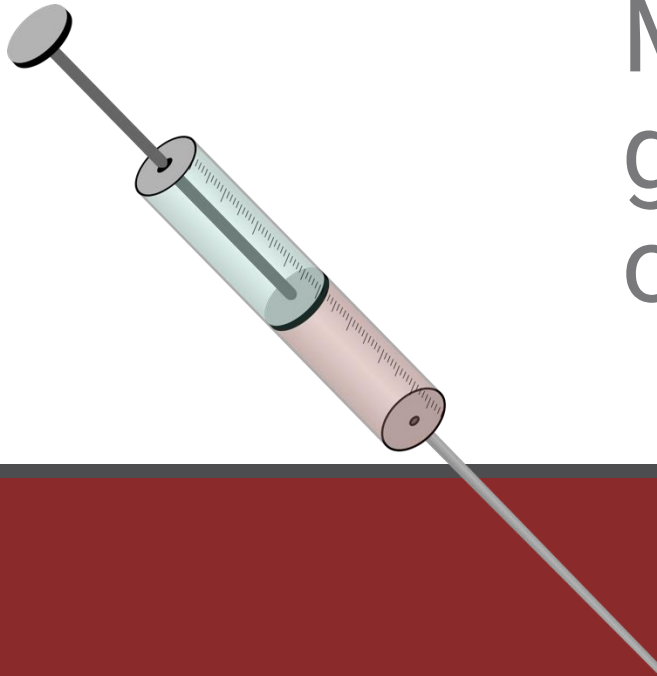
Training

Overtime/Compensation

Fitness for Duty

Infectious Disease

Drug & Alcohol Use & Testing Policies



More restrictive on
governmental employers than
on private employers.

Components



Drug/alcohol use on or off duty

Intoxication at work

Conditions for testing

- Pre-employment
- Post-accident
- Reasonable suspicion
- Random

Testing procedures



VEHICLE USE & MVR CHECKS

WHO CAN USE

AGENCY OWNED VEHICLES

PERSONAL VEHICLE USE

CDL DRIVERS

DRIVER EVALUATION

SEATBELT USE

CELL PHONE USE

SMOKING

IMPAIRED DRIVING

ACCIDENT REPORTING

TRAFFIC VIOLATION
REPORTING

MAINTENANCE/REPAIR

Technology Systems

Definitions of Who is a User

Defining Appropriate Use & Rules

Monitoring Will Occur

Password Compliance

Connecting External Devices

Email Retention

Document Retention

Business Continuity/Breach Response



Social Media

Define Use, Management, Administration & Oversight

Who has social media access to agency account

What content can be posted on agency account

Personal Use of Social Media by Employees on and off duty

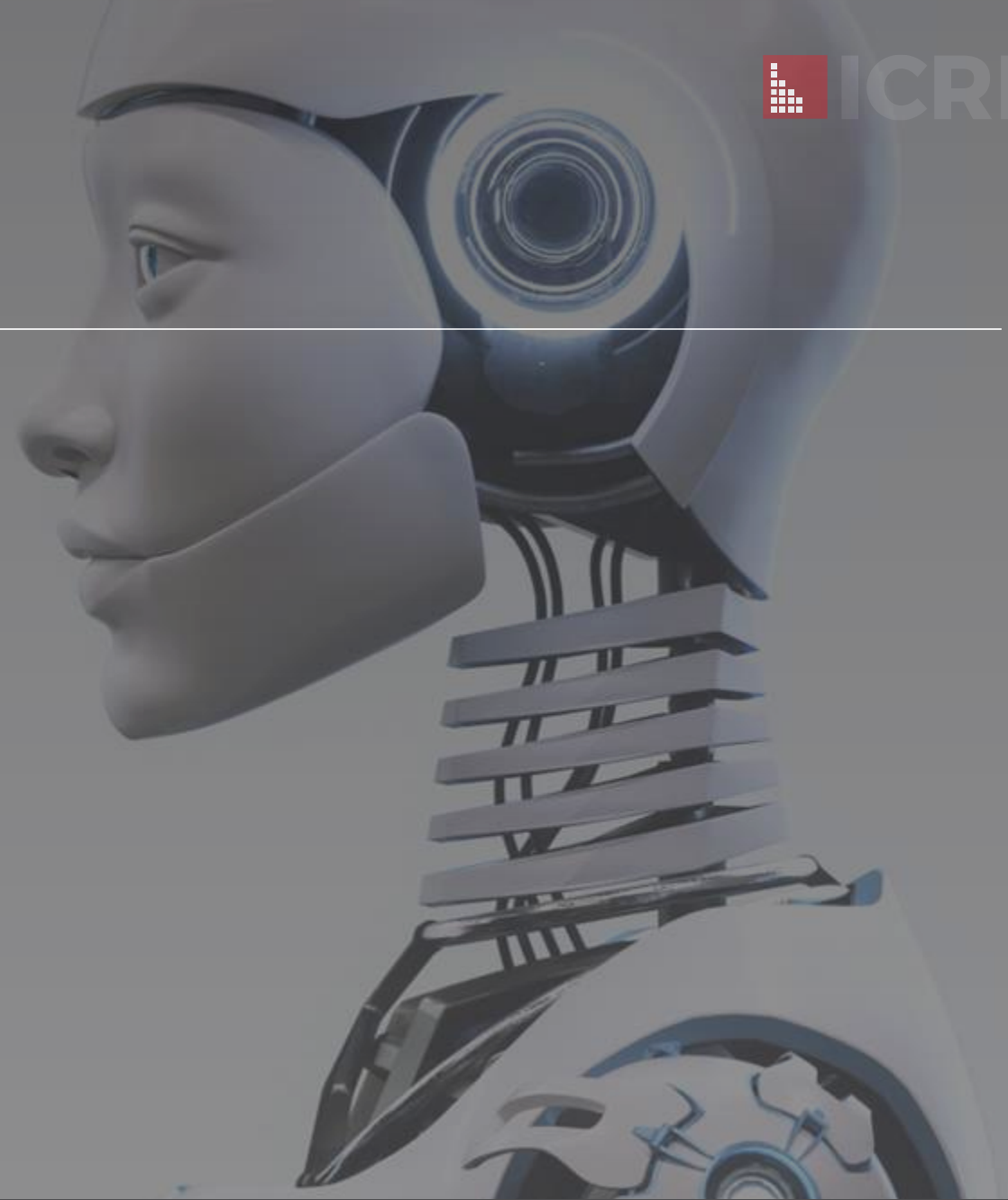
Artificial Intelligence

Use of AI

Agency adopted AI tool

What not to do with AI

Disclosure of Use



Drone Use

Permissible UAS Uses

Compliance with FAA rules

Operating Procedures

Certification/Training

Payload Authorizations

Prohibited Uses


Data Collection/Retention


Accidents/Incidents


Sanctions





Human Resources


 Your Account


 User Management


 Assign Trainings


 Policies


 Reports & Transcripts

 Resources

 Your Training

 Insurance

 Claims


 Discount Program

Contact

Privacy Policy

Legal Disclaimer







Open Admin Panel

 Sign Out

- ALL
- HUMAN RESOURCES
- LAW ENFORCEMENT
- DRIVING
- GOVERNANCE
- CYBER
- FACILITIES
- HEALTH & SAFETY

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 ADA Title 1 Q&A Webinar	48 min	Elected Officials, Supervisors, Manag...	<div>Enroll</div>
 Bystander Training	11 min	All Employees	<div>Enroll</div>
 Coaching Culture	10 min	Elected Officials, Department Heads, ...	<div>Enroll</div>
 Customer Service	5 min	All Employees	<div>Enroll</div>

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Human Resources Downloads

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ICRMP Sample Policies

City Personnel Policy

Communicable Disease Policy

County Personnel Policy

Sample Flextime Policy

Sample Personnel Policy (Library Districts)

Sample Personnel Policy (Special Districts)

Sample Social Media Policy

ICRMP Sample Forms

Links From ICRMP

Other ICRMP Downloads

Questions?