



The Arc Mid-Hudson
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POLICY STATEMENT

Topic: Policy Development Date Effective: 2/16/2023

Revised New Section: Corporate Compliance Number: 10.18

Date: 2/28/2023 Approved by: 

POLICY STATEMENT

The Arc Mid-Hudson wishes to establish a standardized process for development, approval, revision and implementation of policies.

This policy applies to all policies developed by the Arc Mid-Hudson.

PROCEDURE

A. Development of Policies

Policies shall be developed and/or revised to meet regulatory requirements and to comply with other Arc Mid-Hudson policies.

The Chief Executive Officer or designee will be responsible for the overall coordination and implementation of any new or revised policy. The Chief Executive Officer, key stakeholders and other members of senior management will be consulted as needed throughout the process of developing or revising any policy and must review all policies prior to approval to assure compliance with regulatory and other Arc Mid-Hudson policies.

Administrative and managerial staff within The Arc Mid Hudson departments shall be responsible to recommend the timely development, review, revision, and implementation of new and existing policies relating to their area of accountability.

Administrative and managerial staff must consult with the Executive Team or other designee prior to developing any new policy to ensure that the policy is necessary and consistent with overall Arc Mid-Hudson operations.

B. Review of Policies

The Director of each department, shall conduct a review of all policies and shall recommend the development of new policies or revision of existing policies on an as-needed or required basis. When the respective department Director determines that a policy needs to be created or revised, the Director or designee shall either (a) draft the new policy or revise the existing policy; (b) request that leadership from all affected departments collaborate on the drafting process; or (c) shall request that inside or independent counsel prepare the policy on behalf of Arc Mid-Hudson. The Arc Mid-Hudson shall utilize the resources of the Arc New York as appropriate.

C. Approval of Policies

All policies shall be approved by the Chief Executive Officer prior to implementation. The date of approval of each policy shall be included on the policy.

D. Maintenance of Policies

The respective Department Director shall assign a number to each policy. All policies will be uniformly created using the same template, that includes page numbers and 12pt Times New Roman font.

The Department Director shall maintain an ongoing file of revised policies, substitute policies and current policies, including an index.

Policies, as they are revised or replaced, shall not be discarded and will be located in a centralized location and in a manner where they cannot be edited.

E. Distribution of Policies & Training

The respective Department Director shall distribute new and revised policies to a standard distribution list which shall include the Chief Executive Officer and all department heads, and if applicable to their scope of responsibilities, all employees. Independent contractors and their subcontractors, and agents will receive only policies that are related to the subject matter of their contract or those policies that are required by regulation or law.