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**POLICY**

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**WHAT IS POLICY**

- A guideline for future discretionary action;
- Aim, purpose or objective to be achieved;
- A general guideline based upon a body of principles

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**VALUES OF POLICY SETTING**

- Promotes continuity, stability and consistency of decision making;
- Maintains the departmentation of elected officials setting policy and administration carrying out policy;
- Saves time and effort;
- Allows for an orderly review of current policies;
- Provides positive direction and leadership;
- Reduces uncertainty for staff and elected officials;
- Assists in orientation of newly elected officials and staff;
- Enables clear and consistent reviews of existing programs and services.

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**WHAT IS PROCEDURE**

For the purpose of this policy manual, and to ensure that all parties affected by it are clear as to the meaning of the terms used, procedure shall be defined as follows:

- Establishment of uniform procedures that are consistent with the policies of the County;
- Specifications for required action;
- Who does what, how and why;
- Manner and method for carrying out policy.