	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1001 Subject: Policy Generation, Revision, Review and Control Policy	Effective Date: 3/30/2015
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PURPOSE:


It is the purpose of this policy to define the criteria regarding the generation, revision, review and control of policies that guide the Clerk of the Superior Court (COSC).

POLICY:

Policies provided by Management are guidance for current and future decisions. Therefore, it is important to standardize, control, and maintain policies in a consistent format and fashion. Internal policies may be generated to clarify or expand on policy guidance in statute, court rule, or county policy, but an internal policy will not be provided solely to reference or endorse an applicable external policy.

DETAILS:

- I. Reviewed by:
Deputy Director or equivalent
- II. Issuing Authority:
The Chief Deputy
- II. Approving Authority:
The Clerk of the Superior Court
- III. Policy Format:
All policies are to be formatted (as closely as possible) in accordance with the latest issue in effect of F-ODIR-1014: *Policy Template* form.
- IV. Policy Control:
 - A. All policies generated or revised are to be submitted to the Document Control Administrator or designee for review of compliance to format, assignment of control number and revision level.
 - B. After verification of compliance to format and assignment of control number and the appropriate revision level, the policy must be signed by the Issuing Authority and the Approving Authority and dated.
 - C. A pdf of the approved and signed policy is then submitted to the Document Control Administrator or designee for inclusion in the Controlled Document Index (CDI).
 - D. Once the document is available in the CDI, it is available for use and it may be made available for access through the COCweb.

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- E. Policies will be reviewed annually to make sure they are still pertinent or to initiate updates if needed. The review will be controlled and conducted by the Executive Assistant to the Chief Deputy. Additional input will be solicited as needed. After the review is completed, the revision history is updated (indicating that review was conducted if no changes were made), and the policy is approved, signed and dated by the Issuing Authority and the Approving Authority.
- F. Reviewed and/or revised policies are to be resubmitted to the Document Control Administrator or designee for review of compliance to format and for revision level update.

APPLICABILITY:

This policy applies to all employees deputized by the COSC. Failure to adhere to the provisions of this policy may result in disciplinary action up to and including dismissal.

RELATED DOCUMENTS:


- F-ODIR-1014: *Policy Template* form
- BPM-ODIR-1003: Policy Approval Process Flow

OTHER PARTIES INVOLVED:

- N/A

DEFINITIONS:

- Policy: As defined by the Merriam Webster Dictionary
 - A definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions;
 - A high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body.
- CDI: Controlled Document Index

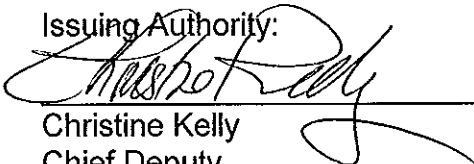
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REVISION HISTORY:

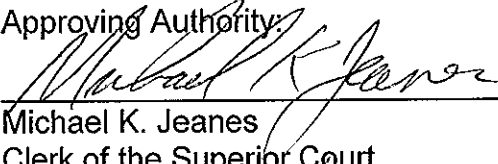
Revision Number	Issuing or Reviewing Authority	Summary of Changes	Approval Date
-	Christine Kelly	Document Origination	3/10/2015
A	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


 Christine Kelly
 Chief Deputy

Approving Authority:


 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: 7/8/15