



# Stanislaus County

## Emergency Medical Services Agency

**Policy:** 132.00  
**Title:** Policy Revision Process

**Review Date:** 10.01.2023  
**Effective Date:** 10.17.2022

APPROVAL SIGNATURES ON FILE AT EMS AGENCY OFFICE

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### POLICY REVISION PROCESS

#### I. AUTHORITY

Division 2.5, Health and Safety Code, Section 1797.220

#### II. PURPOSE

To provide a mechanism for the revision of EMS policies and procedures.

#### III. POLICY

The revision of EMS policies, procedures, standards and guidelines, hereafter referred to as policies, shall:

- A. Include a mechanism for the initiation of a draft document;
- B. Provide a mechanism for review and input of the draft document by the Agency Director
- C. Receive final approval by the Chief of Emergency Services, or his/her designee; and
- D. Allow for the development of emergency policies by the Agency Medical Director for the protection of the public health and safety.

#### IV. PROCEDURE

##### A. Format

- 1. A standard policy format shall be maintained.

##### B. Process

- 1. The Director of Stanislaus County EMS Agency, or his/her designee, will assign staff draft policies to review, revise, and create as needed.
- 2. The Director of Stanislaus County EMS Agency will proof and distribute to the Chief of Emergency Services, or his/her designee for review, preferably 5 workdays after received.
- 3. After review and approval from the Chief of Emergency Services, or his/her designee, the draft(s) policies will be placed on the Agency's website for public review. A memo will be sent to all EMS stakeholders advising of the 14-day public review.

4. After the 14-day review/comment period the Agency's Director and assigned staff will meet to review the comments and either approve or deny recommended changes.
5. After final approval from the Chief of Emergency Services, or his/her designee, the draft policies will be converted to final pdf policies and placed on the Agency's web site on the effective date of policy.
6. All current draft policy revisions that are in the development process shall be maintained by Stanislaus County EMS Agency.

C. Emergency Policy Revision

If the Agency's Medical Director, with the concurrence of the Agency's Director, believes there is an imminent threat to the public health and safety, the policy may be implemented immediately for 120 days. The Chief of Emergency Services, or his/her designee, will approve/deny Emergency Policies after the 120-day implementation period.