



# CITY OF PHILADELPHIA

*Department of Behavioral Health and Intellectual disAbility Services*  
*Promoting Recovery, Resilience & Self Determination*

**Jill Bowen, Ph. D.**  
Commissioner

**Roland Lamb, M.A.**  
Deputy Commissioner

**Sosunmolu Shoyinka, M.D.**  
Chief Medical Officer

**ORIGINATING DIVISION(S) RESPONSIBLE FOR REVIEW OF POLICY:** Division of Administration and Finance

**EFFECTIVE DATE:** 1-28-20

**LAST REVISION DATE:** 3-24-21

**POLICY NAME:** Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) Policy for Developing Policies and Procedures

**SCOPE:**

This policy addresses the process for developing, issuing and maintaining all DBHIDS policies and procedures and applies to all Divisions of DBHIDS. All policies developed for DBHIDS will be developed in accordance with city rules and regulations and will identify which Division is responsible for a particular policy. It is understood that all policies will first be compliant with city regulations as the governing body for DBHIDS and will then be in compliance with Division regulations.

**POLICY STATEMENT (PURPOSE/INTENT):**

The purpose of this policy is to ensure that DBHIDS employees have access to policies that:

- support the Department’s vision and mission;
- are well-developed and easy to find.

All DBHIDS policies and procedures will be:

- presented in a common format (template);
- maintained by the Commissioner’s Office;
- accessible to all employees via the intranet.

NOTE: Work processes that apply to the operations of individual units may not conflict with department wide policy and must be kept organized in a centralized place that everyone on a unit can access.

**POLICY PROCEDURE:**

1. A Policy Initiator (PI) identifies a policy issue, requiring a policy be developed.
2. The PI then submits a policy proposal to their supervisor for review and endorsement and thereby becomes the Policy Owner (PO).
3. If the policy is endorsed, the PO will create a draft policy, place it onto the [DBHIDS Policy Template](#) and will submit it to [DBHIDSPolicies@phila.gov](mailto:DBHIDSPolicies@phila.gov) for review, with a cc: to the Senior Manager of Executive Operations (SMEO) ([dana.careless@phila.gov](mailto:dana.careless@phila.gov)).
4. The SMEO will review the policy draft, ensure proper formatting, and send it back to the PO with feedback.
5. The PO will bring the policy draft to their supervisor for final review and approval and send a revised draft to the SMEO.
6. The SMEO will review the policy draft with the Chief of Staff and Operations and any additional feedback will be sent back to the PO.
7. The PO will make final edits and send back to the SMEO to initiate the signature process.
8. Once the policy is signed and dated, a hard copy will be delivered to the SMEO for filing and storage, and the PO will email a signed, electronic copy to [DBHIDSPolicies@phila.gov](mailto:DBHIDSPolicies@phila.gov) for record-keeping.
9. The SMEO will send a calendar invitation to the PI from the [DBHIDSPolicies@phila.gov](mailto:DBHIDSPolicies@phila.gov) account to ensure responsible parties know when the policy is up for review.
10. The SMEO will have the policy posted onto the Intranet, shared via The Pulse, and communicated to the Executive Management Team.

**DEFINITION(S):**

Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to employees.

Policy Initiator: The Policy Initiator is any employee who identifies a department or division-level issue and develops a policy proposal.

Policy Owner: The Policy Owner is the staff person who oversees the subject matter of the policy.

Policy Administrator: The Policy Administrator is the Executive Coordinator for Operations and Leadership who manages the policy and procedure process.

**DEPUTY COMMISSIONER OF ADMINISTRATION + FINANCE APPROVAL**

**DATE:**

**COMMISSIONER APPROVAL**

*Jill Bowen, PhD*

**DATE:** 4/1/2021