

POLICY 1.3: MAINTENANCE AND DISTRIBUTION OF POLICY MANUALS

COMPILATION OF POLICY MANUALS

The Chief Executive Officer shall compile all the policies and procedures adopted by the Board into a District Policy and Procedure Manual. The Chief Executive Officer shall be responsible for updating the Manual regularly.

DISTRIBUTION OF POLICY MANUALS

Updated Policy and Procedure Manuals shall be kept at each office or other facility maintained by the District. The following persons shall maintain an updated Manual:

1. All Board members
2. Chief Executive Officer
3. District's attorney
4. Other persons designated by the Chief Executive Officer or the Board

DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC

The Policy and Procedure Manual is a public record. At least one copy of the updated Policy Manual shall be available for inspection and use by the public at the District's main business office during regular business hours.