



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

MARK A. COOPER
DIRECTOR

Policy Task Force
Policy Number: GEN - 0008

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Revised Date:

Approval:


Mark A. Cooper, Director

I. POLICY

It shall be the policy of GOHSEP to establish and maintain a Policy Task Force responsible for the development, review, and modification of all policies within the Agency.

II. PURPOSE

To establish a formal Task Force to develop and maintain clear, concise, and consistent policies and procedures within the Agency. The mission of the Task Force will be to review existing or proposed Agency policy, determine the need for such policy, and provide recommendations to the Director of GOHSEP. The Task Force will be responsible for the development of the Agency Policy Manual.

III. APPLICABILITY

This policy applies to all organizational units and personnel of GOHSEP. The Task Force shall have the authority to initiate, review or amend existing or proposed policies.

IV. Definitions

A. Agency Policy

Agency policy shall be those policies affecting organizational units and employees of the agency. Agency policies are those such as General (GEN), Human Resources (HR), and Unusual Occurrences or Disasters (UD).

B. Divisional Policy

Divisional policies shall be those policies affecting Divisional organizational units headed by an Assistant Deputy Director. Divisional policies are those such as Executive Office (EX), Emergency Management Division (EM), Homeland Security Division (HS), Support Services and Interoperability Division (SI), and Disaster Recovery Division (DR).

C. Task Force Composition

The Task Force shall be comprised of one representative of the four Divisions within GOHSEP. Divisional representation shall be a Section Chief, Assistant Section Chief or Branch Manager. Divisions represented on the Task Force are as follows:

- Support Services and Interoperability
- Emergency Management
- Homeland Security
- Disaster Recovery

D. Advisors to the Task Force

GOHSEP Executive Counsel and the Manager of Human Resources will serve in an advisory capacity to the Task Force.

E. Appointment to the Task Force

Task Force members will be appointed by the Deputy Director of GOHSEP

F. Meetings

The Task Force shall at a minimum meet quarterly to review, discuss, approve or deny policies within the Agency.

G. Special Meetings

The Deputy Director may convene a meeting of the Task Force as necessary.

H. Direct Report

The Task Force will report directly to the Deputy Director.

I. Policy Manual

- The Task Force will be responsible for the development of the Agency Policy Manual.
- GOHSEP Human Resources will serve as the official repository of the Agency Policy Manual.
- GOHSEP Human Resources will be responsible for distribution of all approved policies to Section Chiefs. Section Chiefs will be responsible for distribution of all approved policies to employees assigned to their Section.

J. Submission of Proposed Policy

All initial or amended policy proposals shall be submitted to the Task Force by an Assistant Deputy Director, Deputy Director, or Director.

K. Policy Status

The Task Force will review all Agency and Divisional policy proposals. The Task Force will use the following decision making sequence:

Approvals:

- Approved by Task Force, forward to Executive Counsel for seven day review by Assistant Deputy Directors
- Approved by Assistant Deputy Directors, forward to Deputy Director
- Approved by Deputy Director, forward to Director
- Approval by Director, forward to Human Resources for distribution

Denials:

- Denied-already addressed within existing Agency or State Policy
- Denied-no relevance to proposed policy or Agency mission
- Denied-proposed policy conflicts with existing Agency or State Policy
- Denied-pending further details or modifications

Note: All denials will be returned to the originating Division with explanation.

L. Appeals Process:

In the event of Task Force denial, the appropriate Assistant Deputy Director may appeal the decision of the Task Force.

Upon second denial of a proposal, the Assistant Deputy Director may appeal the recommendations of the Task Force to the Director.

M. Policy Identifiers

Alpha sequencing

- Agency policies will be sequenced using an alpha numeric system
 - General policies will begin with the alpha sequence (GEN)
 - Human Resources policies will begin with the alpha sequence (HR)
 - Examples: Leave, Work hours, FMLA, etc.
 - Unusual Occurrences or Disaster policies will begin with the alpha sequence (UD)
- Divisional policies will be sequenced using an alpha numeric system.
 - Executive Office Policies will begin with the alpha sequence (EX)
 - Examples: Press Communications, Legislative Contact, etc.
 - Emergency Management Division Policies will begin with the alpha sequence (EM)
 - Examples: Parish and State Agency Plan Review Process
 - Homeland Security Division Policies will begin with the alpha sequence (HS)
 - Examples: Employee Training Requirements, Exercise Request Procedures

- Support Services and Interoperability Division Policies will begin with the alpha sequence (SI)
 - Examples: Computer Usage Policy, etc.
- Disaster Recovery Division Policies will begin with the alpha sequence (DR)
 - Examples: Public Assistance Team Composition, etc.

Numerical Sequencing

- Following the alphabetic designator each policy will receive a numerical identifier beginning with 0001.
 - Example 1: Leave Policy identified as HR-0004
 - Example 2: Emergency Management Division Policy identified as EM-0001

V. RESPONSIBILITY:

Director

- Approves all Agency Policies.

Deputy Director

- Appoints members to the Policy Task Force Chair.
- Reviews the findings or recommendations of Task Force meetings and submit proposals to the Director for action.

Assistant Deputy Directors

- Submits the proposed policy to the Task Force Chair and Deputy Director for review.
- Recommends Task Force appointments to the Deputy Director.
- Reviews final policy drafts approved by the Task Force.

Policy Task Force

- Reviews and/or initiate proposed Agency and Divisional policies.
- Recommends approval of initiated or amended policy proposals.
- Reviews proposals and either approve or deny the submission.
- Develops the Agency Policy Manual
- Within 30 days of meetings, prepare and submits to the Deputy Director it's findings and policy recommendations.

Task Force Chair

- Schedules and manages meetings of the Task Force.
- Submits findings and recommendations of meetings to the Deputy Director within 30 days of the meeting date.
- Ensures the Task Force follows established Policy Development and Approval Guidelines.

Task Force Members

- Participates in task force meetings.
- Reviews submissions to the task force.
- Represent sthe views of their respective Branch, or Section and Division.
- Reviews final policy drafts.

Human Resources Manager

- Serves in an advisory role to the Task Force.
- Maintains the Agency Policy Manual.
- Distributes approved Policies to Section Chiefs.

Executive Counsel

- Reviews proposals submitted to the Task Force.
- Serves in an advisory role and provides legal counsel to the Task Force.
- Presents approved Task Force Policy to the Assistant Deputy Directors for seven day review and comment period.

VI. EXCLUSIONS:

Exclusions to this Policy must be approved by the Director.

VII. QUESTIONS:

Questions related to this Policy should be referred to the Policy Task Force Chair.