

How to Make the Most of CTSI's Policy Review Services

For many counties, the constant updating of policies and procedures is like doing dirty dishes or the laundry—the task never ends. Did you know that one of the free services that CTSI loss prevention offers is periodic review of your policy manuals? It's in everyone's interest that policies and procedures be accurate, legal and up-to-date. So, let us work with you to take some of the burden out of the task.

With 52 member counties and multiple departments requesting this service, CTSI keeps a record of the date the county policy is in force and the last time it was reviewed by CTSI. We can then focus on the oldest policies or the policies reviewed least recently by CTSI.

Here are a few tips:

Ask for a copy of our checklist for reviewing policies. This helps you prioritize which policies to keep or focus on and which are non-essential for risk management.

Utilize our sample policies. If you call and discuss your particular county needs, we can fax, e-mail or mail samples that meet your needs or ones already being used that are really great. We can also refer you to other great resources on the internet.

Let us know beforehand when you intend to revise your policies. Since not all counties want to use this service, it may be that we can move you up on the list. That way we can also keep your schedule in mind when we set annual priorities.

Let us review your old documents before you do your major or final revision. Our review is not intended as a final edit—it's a set of suggestions to the Board of County Commissioners on what we think works best for risk management. Let us make the first pass. If you want us to do a final edit, please call and let us know ahead of time.

Following these tips, your county can maintain its own traditional or unique approach to operations, instead of being just like everywhere else—while still keeping an eye on risk management.

This service is free to member counties and can be discussed by calling Cynthia Barnes at 303-861-0507.