

 <p><b>Guidelines for New Policies and Procedures</b> Doe Mountain Recreation Area (DMRA)</p>	<p><b>PROCEDURE</b></p>
	<p>Effective Date: <b>07-01-2020</b></p>
<p>Approved By:</p> <p>_____</p> <p><b>DMRA Board Chairman</b></p>	<p>First Issue Date: 07-01-2020 Review/Revised:</p>
<p>SUBJECT: Guidelines for development of new policies and procedures and their review and revision.</p>	

**I. RESPONSIBLE OFFICE**

The Doe Mountain Recreation Authority Board (DMRA Board) is responsible for overseeing these Guidelines for New Policies and Procedures.

**II. PURPOSE**

The purpose of this written procedure is to provide guidelines for development of new DMRA policies and procedures and their review and revision.

**III. DISCLAIMER**

The guidelines under this procedure are a basis for internal administrative review and guidance only. They are not intended to, do not, and may not be relied upon to create any substantive or procedural rights.

**IV. SCOPE**

Doe Mountain Recreation Area, Johnson County, Tennessee.

**V. AUTHORITY**

Tennessee Code Annotated § 11-25-103

**VI. GENERAL**

In general, this procedure will:

- A. Give instructions for filing and distribution of DMRA policies and procedures.
- B. Explain DMRA policy and procedures revision methods.
- C. Require annual review for all DMRA policies and procedures.

## VII. PROCEDURES

A. All policies and procedures will be maintained on the Doe Mountain Recreation Area website and kept on file in paper form at the park for audit purposes.

B. When a policy or procedure is revised, a new policy or procedure will be issued in its place bearing the same policy or procedure number. Immediately under the date of the original issue, a revised date will be added indicating that the policies and procedures were revised on this date. The revised policy or procedure rescinds the original policy or procedures, and the original policy or procedure should be removed from the file.

C. The Executive Committee of the DMRA Board and the DMRA Executive Director will review all policies and procedures annually, and policies or procedures requiring changes will be updated.

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