



FEATHER RIVER RAIL SOCIETY POLICY

FORMAT POLICIES

Effective Date: 11/01/2000

Legal Review Date:

Next Review Date: 11/01/2025

Replaces:

Policy Statements should be prepared in the following general format.

[TITLE]

Statement of Policy

[A brief statement of the policy and why it has been established, preferably in one or two sentences, starting "It is FRRS's policy to..."]

Overall Accountability

[A statement indicating the officer with overall responsibility for issuing and updating the policy statement and for monitoring compliance with it.]

Scope

[Indication of whether the policy applies to the entire Feather River Rail Society or to a specific department.]

Definitions

[A definition of each significant term used in the policy statement.]

Implementation

[A series of brief statements indicating how the policy is to be implemented and who is accountable for doing so. If there are separate implementation procedures for a department.]

References

[References to specific implementing procedures or other relevant documents issued to implement the policy.]

Date Issued/Updated

[The date on which the policy statement was issued or last updated.]

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		11/1/2000
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021