Policy Suggestions for
Local Health Departments (LHD)

Local Health Personnel (LHP) often gets asked what policies should we have at my LHD. The following list includes policies and procedures that the LHDs in the Personnel Planning Committee (PPC), Spring 2023, helped compile. It is the LHD's choice on what policies they create. Your Board of Health must approve new policies, and we suggest your attorney review them. If you have suggestions to add to this list for all to see, email them to LHP.

Policy Name	Topic Cluster	Description/Comments
Academic Health Dept Policy & Procedure, Student Roster, Approval Process Form, Intern Rotation Checklist, Intern Evaluation Form	Academic	
Access to Medical Records	Medical Records	Requesting/charge for copies of medical records
Accounts and Shared Resources	IT	Security
Active Shooter/Armed Aggressor Policy	Local & Emergency	Procedure for drills and preparedness training
Acts of Sympathy	General	Standard response for community and LHD personnel loss
Adult Day Care Patient Liability Procedure	General	
Adverse Weather Procedure	Personnel	
After-Action Report Review Policy	Local & Emergency	
Agency Closure Procedure	General	
After-hours Contact	Local & Emergency	Staffing for after-hours contact for local & emergency
Agency Vehicles	General	Usage, checking out/in procedures
Alcohol/drugs	Personnel	Suspected substance abuse by employees: policy and procedure
Anthrax Response Standard Operating Guidelines and Attachments	Local & Emergency	
Appeal Procedure for Env Inspection or Enforcement Action	Environmental	
Authorization for Publication Form	General	
Backup Policy	IT	Schedule for data backup and suggested storage requirements
Bed Bug Complaint Procedure	Facilities	
Board of Health Code of Ethics	BOH	
Board of Health Code of Ethics Review Procedure	BOH	
Board of Health Meeting Attendance	BOH	
Board of Health Members Information, Title, Term, Openings	BOH	
Board of Health Orientation Procedure	BOH	

Boil Water Advisory Procedure	Food Service Program	
Branding Materials, Procedure and Publication Standards	General	Use of LHD logo, name, and other images
Breastfeeding Friendly Policy	General	Attitude of LHD toward community and personnel breastfeeding practices
Charge for Personnel file copies	Personnel	Requesting/charge for copies of personnel records
CH-41 Request to Appeal Form		
Cell Phone Compensation Procedure and Form	General	
Civility for staff and clients	Personnel	Behavior expectations for citizens and personnel
Cleaning Schedule	General	Desk, office, break room, refrigerator cleaning schedule and expectations
Client Credit Card Security Policy	General	Handling, saving, discarding citizens financial information
Clinical Programs Quality Assurance Policy	Clinical	
Clinical Site Quality Assurance Policy	Clinical	
Cold Chain Storage Standard Operating Guidelines and Attachments	Local & Emergency	
Collecting and Entering Insurance Information into the Data System	Clerical	Handling, saving, discarding citizens insurance information
Collection of Enteric Specimen Policy	Lab	
Communications Plan	Local & Emergency	
Community Biometric Screening Procedures	Health Ed	
Compliance statement	General	Expectations of employee compliance and procedure for insubordination
Comprehensive Diabetes Self-Management Education Policy	Health Ed	
Compressed Workweek Agreement	Personnel	
Computer Network Infrastructure Security Policy	IT	
Computer Usage and Password Policy	IT	Acceptable use, internet searches, password, etc
Confidentiality	Clinical	See HIPAA
Confidentiality statement	General	Citizen and personnel personal information, use of programs, etc to be kept confidential
Conflict of Interest and Ethics Procedure	General	
Consent for Media Release	General	
Contract for Pre-registration Fees	General	
Customer Service Procedure	General	
Credit Card Purchasing Procedure and Log	General	

Data Analysis Committee to Identify Special Populations at Risk for Poor Outcomes		
Data Management and Quality Assurance Review	Environmental	
DEP Referrals for Recommended Care	Health Ed	
Department Operations Center	Local & Emergency	
Diabetes Education Program	Health Ed	
Digital Media Policy and Procedure	General	
Direct Deposit for Payroll and Travel	General	Requirements for payroll and reimbursement
Disciplinary Procedure	Personnel	
Dispensing Family Planning Supplies (Pill Pick-up)	Clinical	Procedures for maintaining confidentiality and access
Diversity / anti-discrimination policy	Personnel	
Dress Code/Professional Appearance	Personnel	Expectation of staff appearance
Drink and Snack Vending Policy	General	
Drugfree Workplace Policy		
Electronic Records Management Procedure	General	
Electronic Signature Policy	General	
Email Usage	IT	Using email for personal reasons, use of LHD email as a reflection on the agency
Emergency Operations Plan	Local & Emergency	
Emergency Preparedness and Operations Plan	Local & Emergency	
Emergency Shelter Inspection Procedure	Facilities	
Employee Behavior	Personnel	
Employee Benefits Procedure	Personnel	
Employee immunization declination	General	
Employee immunization procedure	General	
Employees with Positive PPD Questionnaire Form	General	
Employee Satisfaction	Personnel	Use of suggestion box, surveys, etc to improve employee satisfaction
Employee Training	Personnel	
Employment Verification	Personnel	Standard for information given for any official VOE
Environmental Disaster Guidebook	Environmental	
Environmental Disaster Guidebook	Local & Emergency	
Environmental Fee Schedule Policy	Environmental	
Epidemiology Rapid Response Team Policy	Local & Emergency	
Equal Employment Opportunity (EEO)	Personnel	Non-discrimination in employment policy
Ergonomics	General	Workflow changes to improve efficiency and reduce injury

Establishment Profile Maintenance Procedure	Environmental	
Ethical Practice of Public Health Policy	General	Ethical expectations of staff for a health agency
Existing Septic System Approval Procedures and Criteria	On-Site Sewage	
Facility Security and Access Control	General	ID cards, keys, restricted access outside of work schedule
Fixed Asset Management Procedure	General	
Food Service Inspection Placard Regulation	Food Service Program	
Food Service Grade Placard Procedure	Food Service Program	
Forms Arrangement for HANDS and Clinic Charts	Medical Records	Procedure for creating charts
Fraud and Abuse Prevention Procedure	General	
Gifts/Awards/Incentives Procedures and Form	General	
Grants Management Policy	General	
Grievances - Public and Employee, Policy and Form	General	Procedure for handling citizen complaints and staff-initiated issues
HANDS Abbreviation List	HANDS	
HANDS Handbook	HANDS	
HANDS Quality Assurance Policy	HANDS	
Harassment and Discrimination Reporting Procedure	Personnel	
Harm Reduction Syringe Exchange Program	HRSEP	Procedures for maintaining confidentiality and access
Health Education Resources, Request Check Out for	Health Ed	Required information, length of check out, penalty for late/missing items
Health Equity Policy and Procedure	General	
Health Insurance Portability & Accountability Act (HIPAA), Security Rule Documentation Procedure	General	Protected Health Information (PHI) of citizens and staff
Healthy Meetings & Events Procedure	General	
Hepatitis B Declination form	General	
Hiring and Posting Procedure	General Employment	Process for internal applicants to apply to open positions
Home Health /ADC/EPSDT Manual Procedure	Home Health/ADC/EPSDT	
Home Health Bed Bug Procedure	Programs	
Bloodborne Pathogens/ HIV in the Workplace	General	Expectations, training, and procedures
Infection Control Policy/Manual	OSHA & TB	
Influenza Declination Form	General	
In-Kind Contribution/Donation/Volunteer Time Procedure and Form		
Internal Control Procedure Manual	General	

Interpreter Service Usage Log	General	
Investment Policy	Accounting/Finance	
Invoice, Permit, and Service Request Number Assignment Procedure	Environmental	
Issuance of Breast Pump	Clinical	Required information, length of check out, penalty for late/missing items
Issuance of Nipple Shield	Clinical	Required information, length of check out, penalty for late/missing items
IT Department Mission and Overview	IT	
Laboratory Services	Lab	
Leave Provisions Procedure	Personnel	
Letterhead	General	
LEP Compliance Plan	General	
LHD mobile phone policy	IT	Agency issues phones, reimbursement and expectations for use of personal phone
Local infrastructure Failure Evacuation Standard Operating Guidelines	Local & Emergency	
Local Protocols	Clinical	
Local Registrars	Vital Statistics	Requirements for fulfilling of this role
Malware Protection Policy	IT	Security requirements
Media Releases	General	
Medical Records Archives and Destruction of Medical Records	Medical Records	Archive requirements and agency procedures
Medical Records Policy	Medical Records	
Medication Policy & Administration	Clinical	
Medical Reserve Corp Volunteer Criminal Record Check and license procedure	General	
Meeting room	General	Usage, reserving, cleaning expectations
Mercury Spill Procedure	Facilities	
MMR Declination Form	General	
Mobile Home Park Plan Submittal Procedure	Facilities	
New Employee Orientation Checklist	General	Items to be discussed/completed during on-boarding
No Home Contact Information	Clinical	
Notice to Abate a Nuisance Procedure	Facilities	
Nutrition Policy	General	Healthy expectations of food for vending machines/ meetings/ breakroom, and agency program events
Occupational Health and Safety	General	
Onsite Sewage Variance Request Procedure	On-site Sewage	
Open Records Request Procedure	General	

Operation & Maintenance for Alternative Onsite Sewage Disposal	On-site Sewage	
Operator Not Available to receive Inspection Report Procedure	Environmental	
OSHA Cleaning Guidelines: Clinic and Laboratory	Clinical	
OSHA Recordkeeping Policy	OSHA & TB	
Overnight and Travel Policy	General	Procedure for requesting approval and reimbursement
Participation in Community Charity Events	Health Ed	Standard or flow chart for deciding if and how agency would participate
Patient complaint Form	General	
Patient Privacy	Clinical	See HIPAA
Patient Screening and Management Policy	General	
Pay Procedure	Personnel	
Payroll/Reimbursement Direct Deposit Form	Personnel	
Performance Evaluation Procedure	Personnel	
Performance Improvement Plan Form	Personnel	
Personnel Action Request Form	Personnel	
Placement of Records Received	Medical Records	Procedure for processing patient records
Point of Dispensing SOG	Local & Emergency	
Policy on Policies	General	Procedure for creating/modifying/discontinuing agency policies including templates
Population Based Services	Health Ed	
Postage Usage Policy	General	
Press Release Form	General	
Program Development & Evaluation Procedure	Programs	
Protection of Human Subjects and Surveillance Data Procedure	General	
Public Building Plan Submittal Procedure	Facilities	
Public Communications	General	
Public Health Code of Ethics Policy	General	
Purchasing Gifts for Retirees	General	Standard for gifts given to retiring employees
Quality Assurance for Medical Charts Procedure	Quality	
Quality Improvement Policy & Plan	Quality	
Rabies Response Policy/Plan/Declination Form	Environmental	
Recording Devices in the Workplace	General	
Recording of Immunization Records Received	Medical Records	
Records Retention	General	
Recreational Vehicle Electric Release	Environmental	

Reduction in Workforce Policy	Personnel	
Reimbursement of Registration Fees	General	Procedure for requesting approval and reimbursement
Religious Accommodation Request form	Personnel	
Research	General	
Ryan White Authorization Policy	Ryan White	
Resignation Form, Acceptance of Written	Personnel	
RV Park Plan Submittal Procedure	Facilities	
Ryan White Financial Policy	Ryan White	
Ryan White Program Quality Assurance Policy	Ryan White	
Sanitation of Information Technology Equipment And Electronic Media	IT	
School health Clinic Medication Administration Policy	Clinic	
Second employment	Personnel	Employee other employment/conflict of interest
Sewage Permit Transfer and Expiration	Environmental	
Sexual harassment	Personnel	Unacceptable employee behavior that could create a hostile work environment or quid pro quo situation, training, reporting, and investigation
Signature Policy	General	
Significant Events Reporting	Local & Emergency	
Site Evaluation Requirements for Repairs to Septic Systems	On-Site Sewage	
Social media	Personnel	Unauthorized use of agency name/logo or other information in personal social media
Specimen Collection and Handling	Lab	
Speedway Gas Card Policy	Ryan White	
Swimming Pool Plan Submittal Procedure	Facilities	
Staff Emergency Information Form Maintenance	Local & Emergency	
Staff Notification Policy	Local & Emergency	Communication platforms for delays or closures or other pertinent information
Staff Participation in Diabetes Prevention Program	Health Ed	
Staff Participation in Local Health Fairs	Health Ed	
Strategic National Stockpile Plan	Local & Emergency	
Submitting Food Inspection Reports to Newspapers	Environmental	
Suspend/Demote Form, Request to	Personnel	
TB Exposure Control Plan	OSHA & TB	Testing and Exposure protocols
TDAP Declination Form		
Temp Food Service Guidelines	Environmental	

Time Worked in Excess of 99 Hrs Per Month	Personnel	Regulation requirement and agency procedure
Tobacco Free Employees	General	Incentives, programs and assistance for employees
Travel Policy, Reimbursement Form	General	
Tuition Assistance Policy & Form	Personnel	Regulation requirement and agency procedure
Tuition Assistance Agreement & Authorization for Repayment	Personnel	
Two-Way Radios Standard Operating Guidelines	Local & Emergency	
Unauthorized Personnel Policy	Personnel	
Upgrade and Maintenance of Information Management Systems	IT	Expectations for employees to maintain equipment
Verbal Admonishment Form	Personnel	
Volunteer Procedure & New Volunteer Checklist	General	
Voting Leave Policy	Personnel	Regulation requirement
Water Emergency Procedures	Food Service Program	
Whistleblower Protection Policy	Personnel	Policy of open communication without retribution for staff or citizens regarding personnel or program information
WIC Conflict of Interest & Tracking Form	Clinical	Staff requirements for issuing or receiving WIC benefits
WIC Scheduling & Case Management Procedure	Programs	
Wireless Network Connection Usage Policy	IT	Security for wifi network for staff and citizens
Workplace Safety	Personnel	Weapons allowed/not allowed and by whom
Work Schedule Procedure	Personnel	Expectation of days and times for work, flexible scheduling options and procedure for requesting
Written Warning Form	Personnel	