

**Administrative  
Policy and  
Procedure  
Policy**

**Board of Selectmen  
Policy Template  
Approved June 19, 2012**

**PURPOSE:**

Briefly summarize the information covered in the policy. A concise summary of the objective may also be given if it helps to clarify the subject matter. The purpose statement should inform readers why the policy was issued and what information they will find there.

**POLICY:**

The policy statement is the governing principle, plan, or understanding that guides the action. It states what we do, but not how. The policy statement should be brief, and concise.

**APPLICABILITY**

Exactly who the policy applies to and the consequences for non-compliance if applicable.

**IMPLEMENTATION PROCEDURE:**

Procedures section describes how the policy is implemented. The action steps included here should be clearly and accurately describe the process and responsibility for accomplishing tasks governed by the policy. The procedures should be organized for ease of use. Procedures are the required process for the specific situation. In addition to supplying procedures, you may want to include guidelines. Guidelines provide suggested methods for accomplishing tasks governed by the policy, but are not mandatory procedures.

**DEFINITION**

When the subject matter requires a precise understanding of terms, include them here.

**REGULATORY / STATUTORYS REFERENCES:**

List the sources if applicable upon which the policy is based, including related policies or procedures, guidelines, Town Bylaws, State or Federal laws.

**APPROVED BY:**

*Board of Selectmen, Chair:* Kenneth E. Picard \_\_\_\_\_

*Board of Selectmen:* James A. Brochu \_\_\_\_\_

*Board of Selectmen:* Robert J. Fleming \_\_\_\_\_

**Original date:** ..... August 28, 2012

**Revised dates:** .....