



POLICY AND PROCEDURES MANUAL

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Deborah Allen





What's Been Done

- Consolidation
- Restructuring
- New Additions
 - Concealed Carry
 - Medical Marijuana
 - Social Media





Distribution

- Every current employee will receive a hard copy
- Electronic version available on intranet Crossroads
- Additional hard copies available at all remote locations
- New employees will receive a hard copy at processing



Format

- All employees will sign acknowledgement form
- The new policy manual will be in a three-ring binder format
 - Dated information can be easily removed and replaced so that manual remains current

THANK YOU

