

## **5122-26-04 Policy and procedure manual.**

(A) Each agency shall develop a written manual of policies and procedures regarding all services and activities of the agency.

(B) The policy and procedure manual shall be available for review by staff, persons served and their family and significant others.

R.C. [119.032](#) review dates: 11/29/2010 and 11/29/2015

Promulgated Under: [119.03](#)

Statutory Authority: 5119.61(A), 5119.611(C)

Rule Amplifies: 5119.61(A), 5119.611(C)

Prior Effective Dates: 1/1/91