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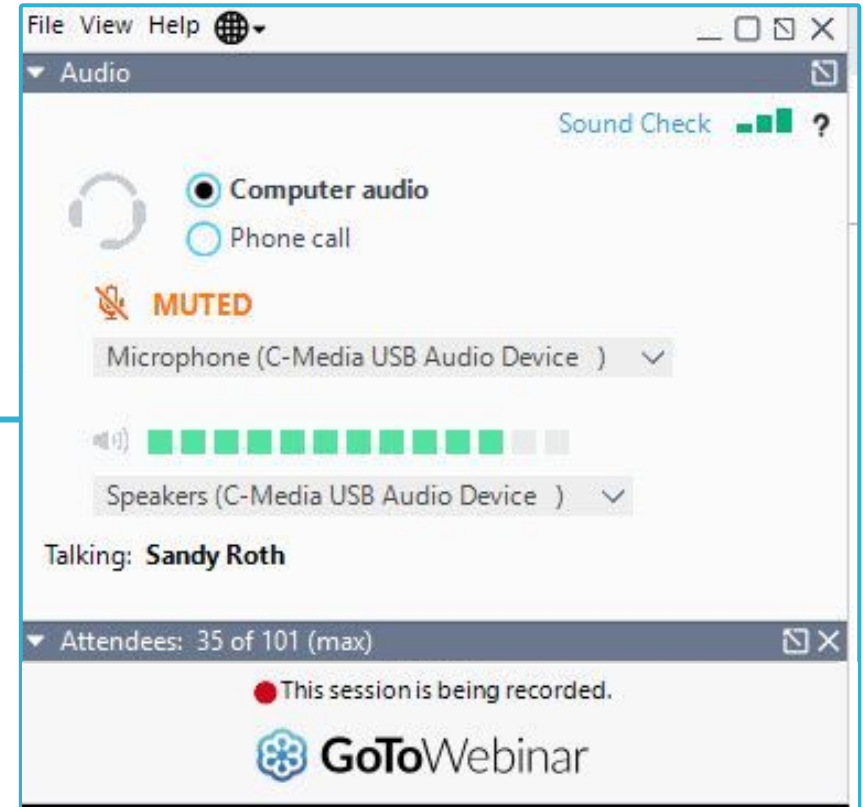
by NEOGOV

Adapting for Excellence

The Future of Policy and Procedure Management

WELCOME ITEMS

- Enter any questions or comments for the **moderator** in the GoToWebinar control panel
- Add **lessons learned and best practices** into the chat and we'll share after the webinar
- **Use the audio drop down box** _____ and select either computer or phone audio for the call-in details if needed.
- Keep an eye out for **tomorrow's email** with recording, slides and best practices



INTRODUCTION



Todd Hurley

Director, Information Systems
City of Grove City, OH



Christina Cook

Director of Product Marketing, NEOGOV

Agenda

Importance of policy signatures

AI in the workplace

Creating great new hire experiences

Benefits of policy management software

Question

Does your organization require employees to sign off on policies?

- A. Employees sign off on some policies
- B. Employees sign off on all policies
- C. We don't require employees to sign policies

Question

Does your agency have a policy that addresses the use of AI?

Yes

No

A woman with curly hair is smiling and looking towards the camera. She is sitting at a desk with a laptop open in front of her. In the background, there are other people in an office environment, but they are out of focus. The entire image has a blue tint.

THE IMPORTANCE OF
Policy Signatures

Why require policy acknowledgment and signatures?



Professionalism

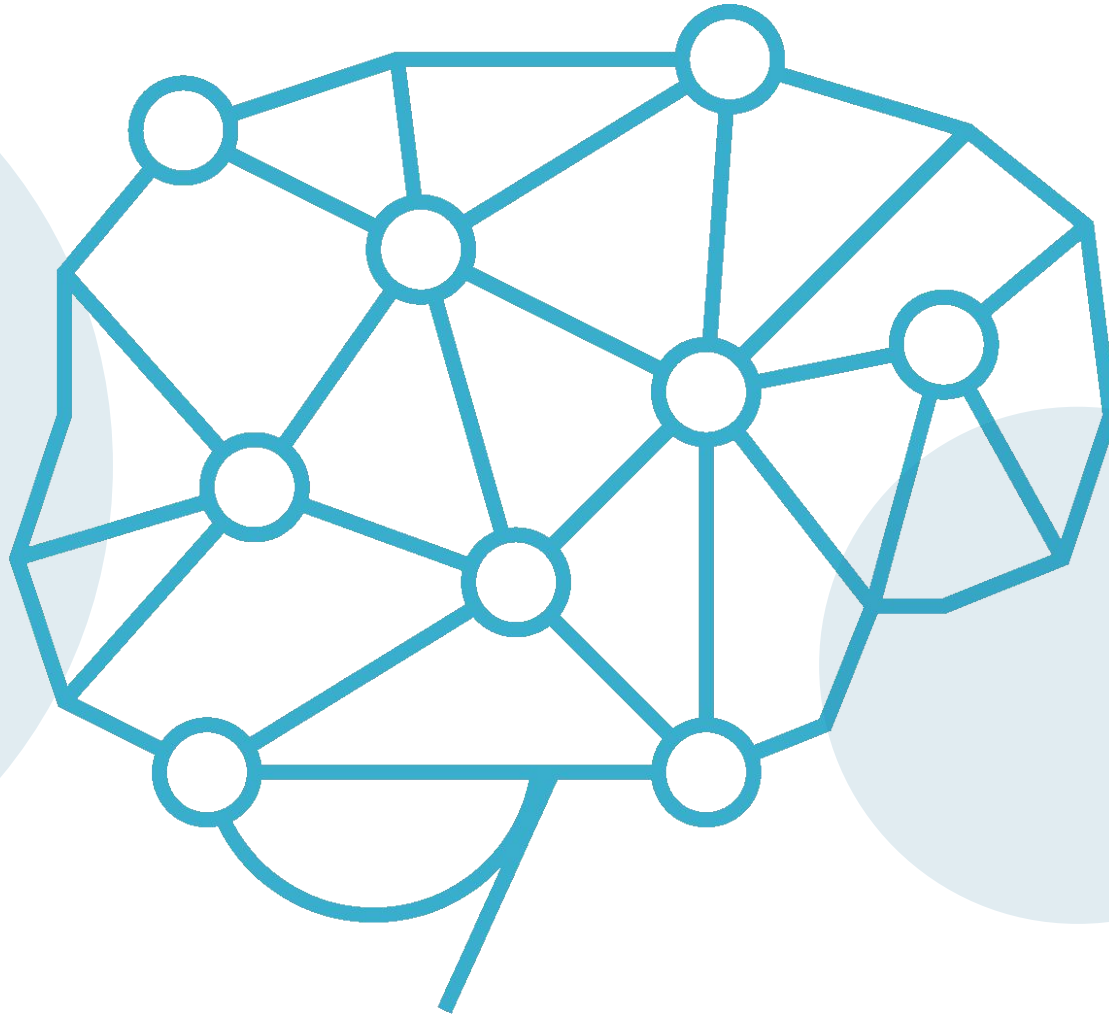


Compliance



Communication

AI



Using AI

- Employees need to understand the appropriate uses and the risks
- The information you provide goes into the public domain - no longer proprietary
- Updated our Appropriate Use Policy to address AI
 - *All uses of AI needs to be approved by Information Systems*
 - *Data classification* - helps you define what can and cannot be used with AI

A man and a woman are sitting at a desk in an office, smiling and talking. The woman is in a wheelchair. The image is overlaid with a blue tint.

How Policy Management can create a
Great New Hire Experience

Role of Policies in Onboarding

- Sets expectations day one
- Get employees up and running quicker
 - Acknowledge and sign Appropriate Use and ID Policy prior to start date

A man and a woman are shaking hands in an office setting. The woman is seated in a wheelchair. The image is overlaid with a blue tint. The text "Build vs Buy" is centered in white.

Build vs Buy

Questions to ask when building vs. buying



Resources

- What's the best use of your staff's time?



Expertise

- Are you experts in policy management?



Cost

- When does outsourcing pay off?

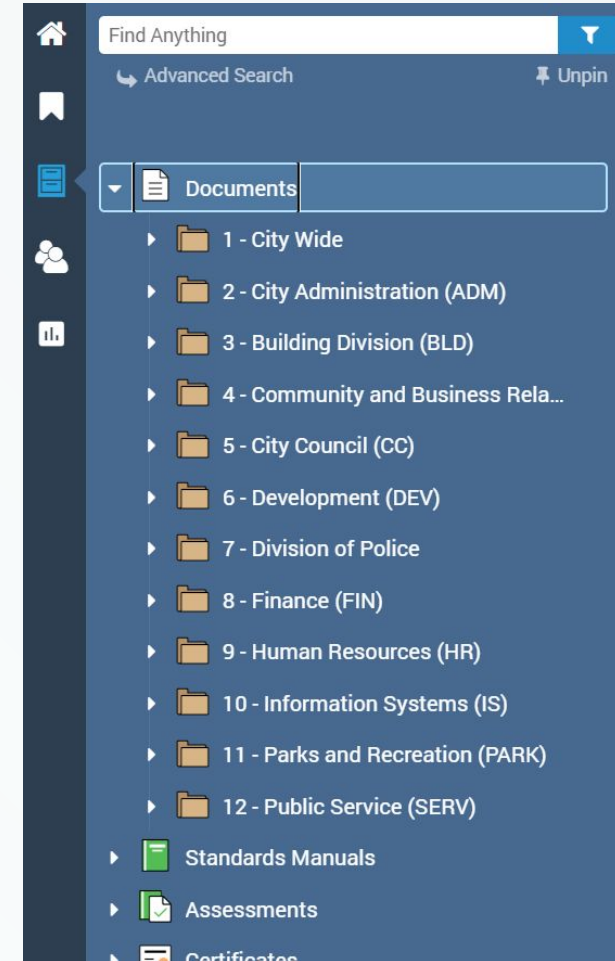


Benefits of

Policy Management Software

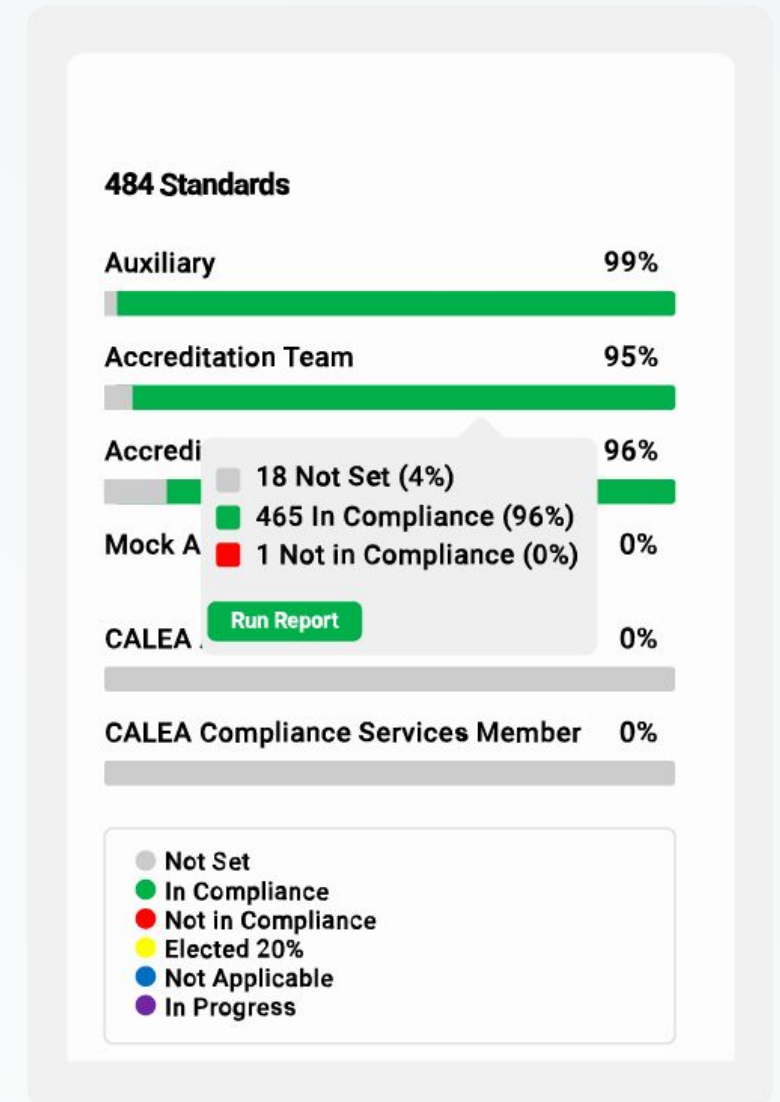
Accessibility

- One place for critical information
- Clear folder structures and each department can manage their own content
- Mobile (on-the-go) access



Accreditation

- Law enforcement (CALEA)
- Parks and Recreation (CAPRA)
- Fire (CPSE)




Accountability & Compliance

- Policies become enforceable
- Provides needed documentation in the event of an incident or termination

The image shows a document titled "Sexual Harassment Policy" with a "Document Type" of "Policy". A modal dialog box is overlaid on the document, prompting the user to "Enter your Username and Password to sign this document." The dialog contains two input fields for "Username" and "Password", and two buttons: "Sign" (green) and "Cancel" (white with a grey border). The background document is partially obscured by the dialog and has some text redacted with grey bars.

Efficiency

- Manage more than just policies
- Procedures
- Step-by-step instructions for redundant tasks
- Police/Fire
 - Local building plans, BOLO's, etc.



**City of Grove City
Information Systems Procedures**

Active Directory Account Management					
Procedure #	10.3.1.9	Effective Date	08/22/2023	Email	kiltman@grovecityohio.gov
Version	3.0	Contact	Kevin Litman	Phone	614-277-3005

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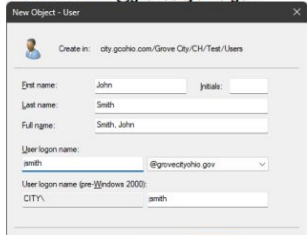
OVERVIEW

This procedure documents how to add a new user to Active Directory, which a member of the Information Systems Department will perform.

PROCEDURE

Adding an Active Directory User

1. Launch **Active Directory Users and Computers**.
2. Navigate to the OU where the new user will be located.
3. Right-click and select **New – User**.
4. Fill in all necessary fields as shown below. The **Full Name** will be in **Last Name, First Name** format. If the account will have an email address, the **User logon name domain** must be **@grovecityohio.gov**.



Takeaways

- Don't treat policy management like a checkbox but see it as an opportunity to promote efficiency and excellence
- The workplace is evolving so should your approach to policies
 - **Have you put a policy in place for the use of AI?**
- Collect and track signatures on critical policies - it protects employees and the agency
- Technology can enhance your policy management while helping your agency operate more efficiently

Resources

[5 Benefits of Policy Management Software in Government](#)

QUESTIONS?



THANK YOU FOR ATTENDING!

**Keep an eye out for the webinar recording
and slides in your inbox tomorrow!**

Have more questions?

Set up a free consultation at powerdms.com to learn more.

THANK YOU

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