

Do's and Don'ts of Policy Implementation:

Creating Strong, Trusted Policies for Background Checks & Suitability Adjudication



Do's

- **Align with Tribal, federal, and applicable state laws.**
Ensure your policies meet all regulatory and legal requirements while respecting Tribal sovereignty.
- **Involve stakeholders early.**
Engage leadership, HR, legal counsel, and program managers in drafting and reviewing policies to build ownership.
- **Define clear roles and responsibilities.**
Specify who is responsible for conducting checks, adjudicating findings, and maintaining records.
- **Use clear, consistent, and culturally respectful language.**
Avoid legal jargon or vague statements; make policies understandable and actionable.
- **Protect privacy and confidentiality.**
Implement safeguards for sensitive data, limiting access to authorized personnel only.
- **Provide training and education.**
Ensure all staff, especially managers and adjudicators, understand policy expectations and their responsibilities.
- **Establish a regular review and update cycle.**
Commit to reviewing policies periodically to reflect legal updates and organizational learning.
- **Plan for accountability.**
Define consequences for non-compliance and apply them consistently to maintain trust and credibility.

Your notes:

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Don'ts

- **Don't copy and paste policies from other organizations without customization.**
Tailor your policies to reflect your specific Tribal values, culture, and operational needs.
- **Don't leave policies static.**
Laws and best practices evolve — regularly review and refresh your policies.
- **Don't overlook the appeals or resolution process.**
Employees must have a clear, fair way to challenge decisions or raise concerns.
- **Don't assume everyone understands the policy.**
Provide accessible explanations and regular training to ensure comprehension.
- **Don't compromise confidentiality.**
Mishandling sensitive information damages trust and exposes you to liability.
- **Don't delay implementation once policies are finalized.**
Timely rollout signals commitment and prevents lingering risks.
- **Don't ignore cultural values and community standards.**
Policies must balance legal requirements with respect for community priorities and Tribal traditions.

Your notes:

Important Reminder:

Policies aren't just compliance documents. Policies are trust-building tools. When done well, they protect people, strengthen organizations, and reflect your community's values.