

	<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>ADM-122</b>
	<b>CHAPTER:</b>	<b>COMMUNITY/DEPARTMENTAL OBJECTIVES</b>	
	<b>DIRECTIVE:</b>	<b>DECISION MAKING MODEL-LITMUS TEST (High Risk)</b>	

**122.01 SUMMARY**

No written directive can be written to cover all possible circumstances and/or situations an employee may encounter. This directive describes the process to be used when making decisions about operational issues or in other situations where either a written directive does not exist or is inadequate. Employees should use this guide when they are in doubt about proceeding with a duty, task, or other action or if a Supervisor is not readily available.

**122.02 LITMUS TEST**

- **Does your decision help us accomplish our mission?**
- **Is your decision consistent with our values?**
- **Is your decision consistent with our guiding philosophies?**
- **Is your decision legal, ethical, and moral?**
- **Would you be proud to have your decision and your subsequent behavior featured on television or in the newspaper?**
- **Would someone that you really respect be proud of your decision?**
- **Can your decision be implemented consistently by all teams?**

If the answer is “yes” to all the questions and there are no financial consequences, you or your team may proceed with the action without further approval. If the answer is “no” to any of the above questions, you should not proceed with your decision and other options should be considered.

