

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.1.5
SECTION:	1	General Administration	EFFECTIVE DATE: 03 / 09 / 2020
SUBJECT:	5	Policy and Procedures Manual	
STANDARDS: ACA 4 – ALDF – 7D-06, 7D-07, 7D-08			
APPROVED:			REVIEW DATE: 2 / 23 / 21
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 3 / 23 / 21
Rescind: 1.1.5 dated 3/10/10 Cancel:			

I. POLICY

The Division of Corrections will establish and maintain a manual of policy and procedures to implement the Division’s duties as set forth by court decisions, statutes, regulations, and approved correctional standards and practices.

II. PURPOSE

To establish uniform procedures for the development, review, approval, and monitoring of the Division of Corrections policy and procedures manual.

III. RESPONSIBILITIES

All Division of Corrections staff, volunteers, and contractors are responsible for adhering to the following procedures.

IV. DEFINITIONS

Policy and Procedures Committee: A team consisting of the Correctional Center Superintendent, Detention Center Superintendent, Chiefs of Security, Unit Manager, Coordinators, Shift Supervisor, CO II, CO I and subject matter specialists. This committee is responsible for developing, reviewing, and revising policies and procedures consistent with local, state, and federal laws, and in compliance with American Correctional Associations (ACA) Standards

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Policy and Procedures Committee Chair: The Correctional Center Superintendent is the policy committee chair person and, is responsible for the overall leadership and direction of the Division's policy and procedures committee.

Policy and Procedures Committee Coordinator: The staff for policy research and coordinates the development, review, revision, distribution and on-line management of Division's policies and procedures.

Policy and Procedure Statement: A document which contains essential information and instructions regarding a specific facility operation or function, which is developed by following an established format.

Policy and Procedure Statement Format: An established format designed to assist the writer develop a thorough and defensible policy and procedure statement.

Policy and Procedure Statement Guidelines: A list of suggestions designed to help the writer develops a policy and procedure.

Training Coordinator: Staff responsible for coordinating training.

V. GENERAL INFORMATION

1. The Policy and Procedures Committee will meet as needed to review, revise, and develop policies and procedures for the Division of Corrections.
2. Any employee of the Division may recommend the development of a new policy/procedure or a change to an existing one. All proposals and/or revisions of policies and procedures will be coordinated through the Policy and Procedures Committee Chair.
3. When possible, relevant community agencies are encouraged to participate in policy development, coordinated planning, and interagency consultation with the Division.
4. Policies and procedures are placed on-line (non-restricted) electronically available and accessible to staff. Policy and Procedures manual will be placed in the following locations as indicated:

	Policy and Procedure Manual	Forms Manual	Post Order Manual
Information Center	1		1
Medical Department	2		

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Policy Development Unit	1	1	1
Training Department	10	10	10

5. The Policy and Procedure Manual is available for staff use as needed.
6. All policy and procedures construct remain gender neutral. Words such as: “example, however, meanwhile, etc., are not used in policy and procedures.
7. All non-confidential policies, procedures, and regulations are public information and therefore available to the general public and the inmate population.
8. All confidential policies, procedures, and memorandums will be accessed only by Division staff, the Director of Public Safety's office, City Counselor's office, by court order, or at the direction of the Commissioner of Corrections.
9. All policies, procedures relating to Health Care Services will be reviewed for input, by the Health Services Administrator prior to approval and signature by the Commissioner of Corrections.
10. Employees will be oriented and/or trained on all newly established and revised policies and procedures. It is the responsibility of each unit head and/or supervisors to ensure that newly published and distributed policy and procedures are reviewed and acknowledged by staff.
11. As determined by the commissioner/designee, policy and procedures audit will be conducted to ensure that all policies, procedures, and operations manual are current, operationally sound, and consistent with the goals and philosophy of the Division.

VI. PROCEDURES

A. Development or Revision of Policy and Procedures

1. Any staff member or volunteer who identifies a need to revise or create a policy and procedure submits a Policy Change Sheet to the Policy and Procedures Committee Chair stating what the staff member wants to achieve and why.
2. The Policy and Procedures Committee Chair will place the request on the agenda.
3. The committee members will evaluate the request and approve or deny it within ten days of receipt, informing the requesting staff of the decision and the reason behind the decision in memorandum form.

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4. If the committee members approve the proposal the Policy and Procedures Committee Chair will assign a committee member to coordinate the development of the policy. The committee member will either prepare a draft or assign a knowledgeable staff member (Writer) to develop a draft of the policy and procedures
5. In developing the draft, the Writer obtains input from appropriate staff.
6. The Writer uses the Policy and Procedure Statement Format so the draft follows the correct format and contains the necessary elements and develops any needed forms.
7. If the Writer is different from the requestor, the Writer will provide a copy of the policy and procedure to the requestor for review and comment.
8. The Writer makes revisions as necessary, repeating the previous steps.
9. The Writer forwards electronic copy of the draft to the Committee Chair who schedules a Policy and Procedures Committee meeting to review the draft.
10. If necessary, the Committee makes revision to the draft. The Committee Chair forwards the suggested changes to the Writer, who incorporates them into the draft.
11. The Writer forwards the revised draft to the Committee Chair who reviews it a second time and submits the final edited draft to the Commissioner for review.
12. The Commissioner reviews the policy and procedures and signs it, if it is approved, and returns it to the Committee Chair for cataloguing and distribution.
13. Policies not approved will be returned by Commissioner to the Committee Chair with instructions for revision. The author of the policy is responsible for revisions and providing copies of completed drafts to the Committee Chair and members for review. After review, the revised draft is resubmitted to the Commissioner for approval and signature.
14. All newly established and revised policies will be cross referenced with other existing policies that impacts on the new policy and procedures. The Writer updates all affected policy and procedures for conformity.
15. As appropriate, new or revised policies and procedures having direct impact on inmate services and programs will be communicated to the inmate population.
16. If the change requires a revision of the Inmate Handbook, the Detention Center Superintendent/designee coordinates the revision process. (See DOC #3.3.1: Inmate Handbook).
17. Divisional staff is issued all new or revised policy and the staff members sign the Policy and Procedure Acknowledgment Form.

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18. The Shift Supervisor and appropriate supervisors forward the signed Policy and Procedure Acknowledgment Form to the Division's Training Coordinator to be filed in the staff members Training file.

B. Policy and Procedures Review

1. All policies and procedures will be reviewed on an annual basis, or sooner and revised if needed.
2. Policy and procedures review scheduling is established and coordinated by the Policy and Procedure Committee Chair.