



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
12/20/23

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 100.100**

**POLICY**

TITLE  
**POLICY DEVELOPMENT AND IMPLEMENTATION**

**REVIEW/REVISION HISTORY:**

Effective: 8/1/80	Revised: 1/8/08 AB 08-001
Revised: 2/28/85	Revised: 5/27/08 AB 08-013
Revised: 4/4/88	Revised: 8/17/09
Revised: 10/15/92	Revised: 1/1/12
Revised: 6/1/96	Revised: 5/20/13
Revised: 2/1/99	Revised: 8/20/21
Revised: 10/1/05	Revised: 9/21/21
Revised: 6/12/06 AB 06-005	Revised: 4/19/22
Revised: 11/3/06	Revised: 12/20/23
Revised: 3/26/07 AB 07-005	

**SUMMARY OF REVISION/REVIEW:**

Added I.B. that policies will be written in Plain Language per Governor's Executive Order  
 I.E. - Added clarifying language  
 II.B.1. & 2., II.C., II.D., III.A.-C., III.D.1., and V.A. & B. - Adjusted language for clarification  
 Added II.B.1.a. that input received from incarcerated individuals for suggested policy changes will be forwarded to the Policy Office  
 Added II.B.1.b. that all suggestions/feedback will be provided to the author for consideration at the next regular review  
 Added V.A. that all policy exceptions must be approved by the Secretary/designee

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

11/28/23  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**

[RCW 72.09.050](#); [WAC 137-28-180](#); [Governor's Executive Order 23-02 Plain Language](#)

**POLICY:**

- I. Policies will promote professionalism, efficiency, and consistency to achieve the purpose and philosophy of the Department.
- II. All employees, contract staff, and volunteers will have access to and be responsible for understanding and complying with all policies.

**DIRECTIVE:**

- I. General Requirements
  - A. All policies require Secretary approval and signature before publication.
    1. Policies concerning healthcare for incarcerated individuals will also require signature by the Chief Medical Officer and Assistant Secretary for Health Services.
  - B. Policies will be written so that everyone is able to easily understand, including those who come from a vulnerable or marginalized community, per Governor's Executive Order 23-02 Plain Language.
- II. Policy Preparation and Review
  - A. The Policy Program Administrator will establish procedures for policy review/revision and make them available in the Policy Guidelines Manual maintained on the Policies page on the Department's internal website.
  - B. Routine policy review/revision will be conducted every other year for Emergency Management System (i.e., 410 series) policies and policies concerning healthcare for incarcerated individuals. All other policies will be reviewed/revised every 3 years unless directed by law or Governor's Executive Order.
    1. Suggestions and feedback for policy revisions may be submitted by anyone through the [Policy Feedback Survey](#).
      - a. Input received from incarcerated individuals (e.g., kites, resolution requests) for suggested policy changes will be forwarded to the Policy Office.

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b. All suggestions/feedback will be provided to the author for consideration at the next regular review of the associated policy.

2. The Policy Office will publish new and revised policies approximately 30 days before the effective date and make them available for employees, contract staff, and volunteers.

C. Policy revisions may occur before their scheduled review to address urgent changes.

1. Urgent revisions will address:

- a. Legislative/regulatory changes,
- b. Legal or budgetary decisions with immediate impact,
- c. Major content errors or conflict between policies, or
- d. Changes as directed by the Secretary.

2. Urgent revisions will be effective at the time of publishing unless otherwise indicated.

D. Policy authors will be designated by the appropriate Senior Director/Assistant Secretary, Deputy Secretary, or Secretary.

### III. Operational Memorandum (OM) Development

A. The Policy Office will identify policies requiring OMs (i.e., facility-specific instructions that specify how a policy will be implemented) and notify Superintendents/Reentry Center Managers (RCMs)/designees.

B. Superintendents/RCMs will establish a process for developing OMs in the format identified in the Policy Guidelines Manual.

C. Superintendents/RCMs/designees will review the OM at the time the driving policy is published.

D. Policy coordinators will forward completed OMs to the Policy Office, to track completion and review for compliance with policy, directives from Department leadership, and the Policy Guidelines Manual before signature.

1. OMs require Superintendent/RCM approval and signature before publication. OMs concerning healthcare for incarcerated individuals also require signature from the facility's senior Health Services Manager.

E. OMs may be revised as needed.

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F. Policy coordinators will maintain all approved OMs.

IV. Policy and OM Availability

A. The Headquarters Policy Office will:

1. Maintain hard copies of the following at Headquarters:
  - a. Department Policy Manual, and
  - b. Emergency Management System (i.e., 410 series) Policy Manual.
2. Ensure policies are available on the Department's internal website.
3. Ensure unrestricted policies are available to the public on the Department's external website.

B. Each Department facility/office will maintain and make available the following hard copy manuals:

1. Department Policy Manual, and
2. Emergency Management System Policy Manual, as appropriate.

C. Prisons and Reentry Centers will maintain and make available the following hard copy manuals:

1. OM Manual,
2. Facility Manual, which includes designated policies and OMs pertaining to incarcerated individuals. These manuals will be accessible to all individuals, including those housed in Restrictive Housing, and
3. A Spanish manual containing policies translated into Spanish available to incarcerated individuals.

V. Policy Exception Request

A. All policy exceptions must be approved by the Secretary/designee.

B. When a facility is unable to adhere to a specific policy requirement, the Superintendent/RCM will submit DOC 16-186 Policy Exception Request to the Policy Program Administrator.

1. The Superintendent will work with the facility Health Services Manager to request exceptions to policies concerning healthcare for incarcerated individuals.



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2. Exceptions to policy require approval from the appropriate Deputy Assistant Secretary/Reentry Center Senior Administrator, Senior Director/Assistant Secretary, Deputy Secretary, and Secretary.
3. An approved exception will be implemented through an OM for the applicable policy.
4. Policy exception requests must be resubmitted for approval each time the applicable policy or OM is revised or will be considered obsolete.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 16-186 Policy Exception Request