

# Scheduled Policy Review Process

DOC Policy Office

## FAST FACTS

- DOC policies are on a One, 2, or 3 year review schedule
  - Three year reviews 300
  - Two year reviews 77
  - One year reviews 1
- The goal is to assign 142 policies for regular review annually
- A policy may be applicable to one or more divisions or Department wide but will be managed by one division for efficiency
  - Prisons 128
  - Employee & Business Support Services Administration 57
  - Community Corrections 36
  - Health Services 35
  - Office of the Deputy Secretary 61
  - Budget, Strategy, and Technology Administration 25
  - Reentry 28
  - Office of the Secretary 8

## NUMBERS AT A GLANCE

**378**

Total number of policies

**3,861**

Total number of  
Operational Memorandums (OMs)

**1,400**

Total number of forms

## Scheduled Policy Reviews

The scheduled policy review process is a collaboration between the policy author, the Policy Specialist, and affected stakeholders.

The scheduled review process is expected to take 6 months from initial assignment of a policy to its effective date.

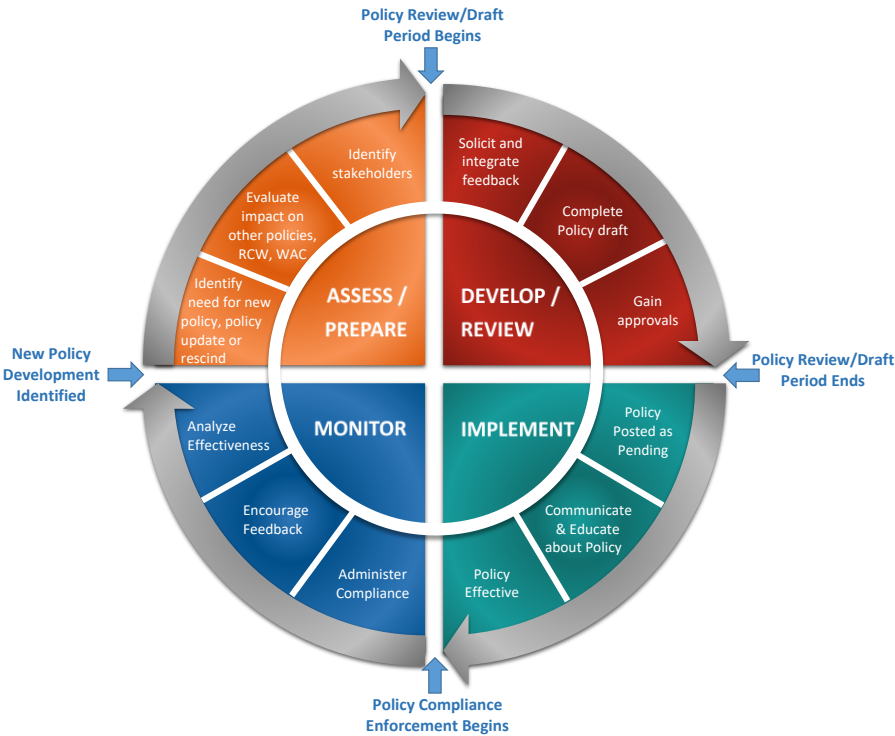
Scheduled policy reviews are part of the greater Policy Lifecycle.

## Policy Lifecycle

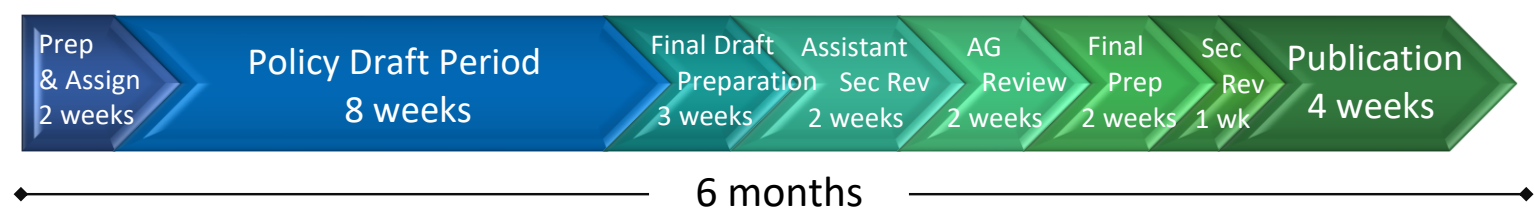
The Policy Lifecycle is comprised of four main phases: Assessment and Preparation, Development and Review, Implementation, and Monitoring.

Although most of the effort goes into the Assessment and Preparation, and the Development and Review phases; it is imperative to understand and recognize the importance of the quieter phases of policy work, which are the Implementation and Monitoring phases.

The Implementation and Monitoring phases are most important because these 2 phases have the most effect on the department as a whole. These phases are when the implemented policy will guide the department's work. The real product and purpose of policy work is truly witnessed during the Implementation and Monitoring phases.



# Scheduled Policy Review Timeline and Expectations



## Preparation & Assignment

The Policy Specialist will prepare the policy, suggested stakeholder list, and collect comments and related documents.

## Policy Draft Period

The policy author will work collaboratively with the Policy Specialist and identified stakeholders to review and collect additional feedback on needed changes to the policy. The policy author is responsible for drafting the policy but should work in tandem with the Policy Specialist to ensure that changes stay within the scope of the policy.

## Final Draft Preparation

If concerns are presented during the review stage, the author will review and determine if any changes are needed. The Policy Specialist will ensure all concerns are addressed before the policy moves to Assistant Secretary Review.

## Assistant Secretary Review

The Policy Specialist will share a copy of the draft policy with agency leadership. This review ensures that there are no unidentified implications prior to final review and signature.

## Attorney General’s Office Review

The draft policy will be sent to the Attorney General’s Office to review and provide feedback.

## Final Preparation

If concerns are presented during Assistant Secretary or Attorney General’s Office review, the author will determine if any changes are needed based on an analysis of feedback. The Policy Specialist will ensure all concerns are addressed and forward to the Policy Program Administrator to prepare for approval and signature.

## Secretary Review & Signature

Health Services policies are reviewed and signed by the Chief Medical Officer and Assistant Secretary for Health Services. All policies will be reviewed and signed off by the Secretary prior to publication.

## Publication Period

Upon approval from the Secretary, the Policy Program Administrator will post the policy as pending. The policy will remain in pending until it is effective. This pending period is designed to allow communication regarding changes, training, and implementation plans to be developed prior to the policy’s effective date.

# The Value of Stakeholder Work

Stakeholder engagement is a critical component of policy review. An author should not revise a policy without seeking the input of all appropriate stakeholders. Stakeholder work done during the policy draft period will ensure less issues and delays later in the process or after the policy goes into effect. When stakeholders are not engaged it can cause great implications for other units or divisions.

The Policy Office maintains a suggested stakeholder list and will provide it to an author when the policy is initially assigned. Policy authors should consider including additional stakeholders who might be affected by policy content (e.g., subject matter experts, other divisions) or provide valuable insight and input for the policy’s revision.