

Scheduled Policy Review Process

DOC Policy Office



FAST FACTS

- DOC policies are on either a 1, 2, or 3 year review schedule.
 - 3 year reviews 297
 - 2 year reviews 39
 - 1 year reviews 38
- Based on the information above, the goal for scheduled reviews is equal to 157 annually.
- Policy may be applicable to one or more divisions or Department wide, but will be managed by one division for efficiency.
 - Prisons 138
 - Administrative Operations 57
 - Office of the Deputy Sec 54
 - Reentry 46
 - Health Services 37
 - Community Corrections 32
 - Office of the Secretary 10

NUMBERS AT A GLANCE

374

Total number of policies

2,309

Total number of Operational Memorandum (OMs)

1,333

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.

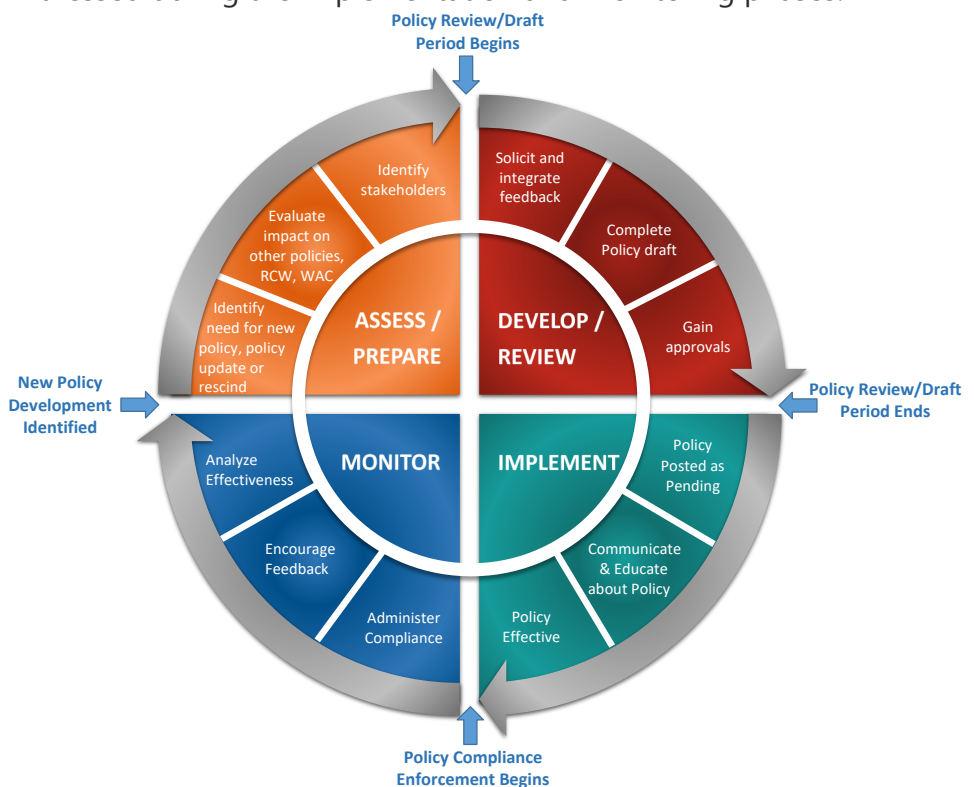
Scheduled policy reviews are part of the greater Policy Lifecycle.

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 two phases have the most effect on the agency as a whole. These phases are when the implemented policy will guide the agency'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, collected 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.

Public Comment Period

The draft policy will be posted on the internal and external websites to allow feedback.

Final Draft Preparation

If concerns are presented during Public Comment Period, 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.

Final Preparation

If concerns are presented during Assistant Secretary review, the author will review and determine if any changes are needed. The Policy Specialist will ensure all concerns are addressed and transfer the policy file to the Policy Program Manager to prepare for Secretary review 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 Manager will post the policy as pending. The policy will remain in pending until they are 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 write a policy without seeking the input of all stakeholders. Stakeholder work done during the drafting periods 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 stakeholder list with the policy file and will send when initially assigned. A master stakeholder list will also be available to assist policy authors in identifying additional stakeholders not listed on the suggested stakeholder list.