



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
5/20/13

PAGE NUMBER
1 of 5

NUMBER
DOC 100.100

POLICY

TITLE
POLICY DEVELOPMENT AND IMPLEMENTATION

REVIEW/REVISION HISTORY:

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

SUMMARY OF REVISION/REVIEW:

II.D. and III.C.2. - Added clarifying language
III.A. - Adjusted language for clarification


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

4/19/13

Date Signed

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REFERENCES:


[RCW 72.09.050](#); [WAC 137-28-180](#); [ACA 4-4004](#); [ACA 4-4012](#); [ACA 4-4013](#); [ACA 4-4014](#); [ACA 4-4049](#); [ACA 4-4174](#); [ACA 4-4424](#); [ACA 7B-07](#); [ACA 7B-08](#); [ACA 7B-09](#); [Policy/Operational Memorandum Guidelines Manual](#)

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. [4-4012] [4-4174] [7B-07]

DIRECTIVE:

- I. Policy Preparation and Review
 - A. The Policy Program Manager will establish procedures for policy review/revision and make them available in the Policy/Operational Memorandum Guidelines Manual.
 - B. Routine policy review/revision will be conducted every other year for Emergency Management System (i.e., 410 series) policies and policies concerning offender health care. All other policies will be reviewed/revise every 3 years.
 1. Employees, contract staff, and volunteers may offer suggestions for policy revisions and provide other feedback before the scheduled policy review date on the [Policy Comments](#) site on InsideDOC. [4-4004] [7B-09]
 2. The Policy Office will publish new and revised policies approximately 30 days before implementation and make them available for employees, contract staff, and volunteers. [4-4014] [7B-08]
 - C. Policy revisions may occur before the scheduled review to implement urgent changes. [4-4174]
 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.

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

D. All policies require Secretary approval and signature before publication.

1. Policies concerning offender health care also require signature by the Assistant Secretary for Health Services and Chief Medical Officer. [4-4424]

II. Prison Operational Memorandum/Work Release Procedure Development

A. The Policy Office will identify policies requiring operational memorandums/procedures (i.e., facility-specific instructions that specify how a policy will be implemented) and notify Superintendents/Community Corrections Supervisors/designees.

B. Superintendents/Community Corrections Supervisors will establish a process for developing operational memorandums/procedures in the format identified in the Policy/Operational Memorandum Guidelines Manual.

C. Superintendents/Community Corrections Supervisors/designees will review the operational memorandum or applicable procedures at the time the driving policy is published. [4-4049]

D. Policy coordinators will forward completed operational memorandums/procedures to the Policy Office, which will track completion and review for compliance with policy, directives from Department leadership, and the Policy/Operational Memorandum Guidelines Manual before signature. [4-4049]

E. Operational memorandums/procedures require Superintendent/CCS approval and signature before publication. [4-4049]

1. Operational memorandums/procedures concerning offender health care also require facility Health Authority signature. [4-4424]


F. Operational memorandums/procedures may be revised as needed. [4-4012] [4-4013] [4-4014] [4-4049] [4-4174] [7B-08]

G. Policy coordinators will maintain all approved operational memorandums/procedures.

III. Policy and Operational Memorandum/Procedure Availability

A. [4-4012] [4-4174] The Headquarters Policy Office will:

1. Maintain hard copies of the following at Headquarters:

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- a. Department Policy Manual, and
 - b. Emergency Management System (i.e., 410 series) Policy Manuals for Prisons and for Field and Work Release.
2. Make policies available on InsideDOC.
 3. Make non-restricted policies available to the public via the Department's internet 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 for Prisons or for Field and Work Release, as appropriate.
- C. Prisons and Work Releases will maintain and make available the following hard copy manuals:
1. Operational Memorandum/Procedures Manual, and [4-4012] [4-4013] [4-4174] [7B-07]
 2. [4-4014] [7B-08] Offender Manual, which includes designated policies and operational memorandums pertaining to offenders. These manuals will be accessible to all offenders, including those housed in segregation, Secured Housing, and Intensive Management/Treatment Units.
 - a. Prisons will make a manual containing policies translated into Spanish available to offenders.
- IV. Policy Exception Request
- A. In limited cases when a facility is unable to adhere to a specific policy requirement, the Superintendent/Community Corrections Supervisor will submit DOC 16-186 Policy Exception Request.
1. The Superintendent/Community Corrections Supervisor will work with the facility Health Authority to request exceptions to policies concerning offender health care.
- B. Exceptions to policy require approval from the appropriate Assistant Secretary.



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1. For exceptions to policies concerning offender health care, approval from the Assistant Secretary for Health Services is also required.
- C. An approved exception will be implemented through an operational memorandum/procedure for the applicable policy.

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](#)