

APPLICABILITY DEPARTMENT WIDE

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NUMBER **DOC 100.100**

POLICY

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 6/1/96 5/20/13 Revised: Revised: 8/20/21 Revised: 2/1/99 Revised: 10/1/05 9/21/21 Revised: Revised: 6/12/06 AB 06-005 Revised: 4/19/22 Revised: 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

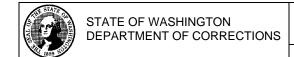
II.B.1. & 2., II.C., II.D., III.A.-C., III.D.1., and V.A. & B. - Adjusted language for clarification Added II.B.1.a. that input received from incarcerated individuals for suggested policy changes will be forwarded to the Policy Office

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		
	11/28/23	
CHERYL STRANGE, Secretary	Date Signed	
Department of Corrections	3	



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REFERENCES:

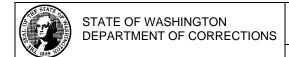
RCW 72.09.050; WAC 137-28-180; Governor's Executive Order 23-02 Plain Language

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.
 - 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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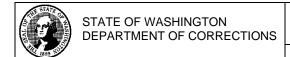
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POLICY DEVELOPMENT AND IMPLEMENTATION

- 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.
 - 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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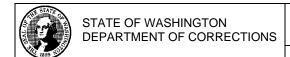
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- F. Policy coordinators will maintain all approved OMs.
- IV. Policy and OM Availability
 - A. The Headquarters Policy Office will:
 - 1. Maintain hard copies of the following at Headquarters:
 - a. Department Policy Manual, and
 - b. Emergency Management 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:
 - OM Manual.
 - 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