Directive Development Needed:
- As required by ORS, OAR, or statewide policy/mandate;
- As requested by workgroup or business need; or
- As directed by Directive Owner

Directive Owner:
- Notifies Division Contact
- Assigns a facilitator

Division Contact:
- Tracks directive and name of facilitator

Facilitator:
- Establishes workgroup
- Completes CD1487

Workgroup:
- Drafts directive
- Distributes to DOC stakeholders and Unit Administrator

Unit Administrator/Stakeholders:
- Reviews draft directive
- Provides feedback

Directive Owner:
- Reviews, provides comment
- Approves final draft

Executive Team:
- Approves (as is or with minor changes)
- Returns (substantial changes)

Facilitator requests DOJ review. Incorporates comments/input into final draft

Returned:
- Draft returns to workgroup for changes

Executive Team:
- Approves (as is or with minor changes)
- Returns (substantial changes)

Approved:
- Facilitator submits CD1487, fiscal impact (rules only), and final draft with tracked changes to Rules Coordinator

Policy:
- Policy finalized
- Submitted to Director/Deputy Director for final signature

Rule:
- Proposed rule finalized
- Follows rulemaking process

Rule filed online and becomes effective

Directive Rejected

Policy becomes effective

Rule filed online and becomes effective

Comments shared with facilitator/Directive Owner for consideration. Any changes incorporated and final draft for filing re-submitted to Rules Coordinator.

Attachment A