Directive Development Flowchart

**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

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

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

**Facilitator:**
- Requests DOJ review (if determined appropriate by Directive Owner)
- Reviews and incorporates DOJ comments/edits as appropriate
- Submits final draft to Directive Owner for approval.

**Directive Owner:**
- Reviews final draft (returns to facilitator if revisions necessary)
- Approves final draft
- Requests directive be added to executive team agenda for approval.

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

**Returns:**
- Draft returns to workgroup for changes

**Approved:**
- Facilitator completes form CD1487
- Requests a Fiscal Impact statement from DL Fiscal Impacts (rules only), include the completed CD1487 and final draft

**Returned:**
- Facilitator submits CD1487, fiscal impact statement, 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

**Policy becomes effective**

**Rule:**
- Proposed rulemaking notice filed
- Review/Comment period

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

**Final draft approved and submitted to Director/Deputy Director for signature**

**Rule filed online and becomes effective**

**Directive Rejected**

**Directive Owner:**
- Reviews final draft (returns to facilitator if revisions necessary)
- Approves final draft
- Requests directive be added to executive team agenda for approval.