



**DEPARTMENT OF CORRECTIONS
Administration**



Title:	Change of Director Reviews	DOC Policy: 10.2.3
Effective:	5/1/16	Supersedes: N/A
Applicability: All functional units		
Directives Cross-Reference:		
Attachments: None		

I. PURPOSE

The purpose of this policy is to establish a process to review separation procedures when senior management, the Deputy Director, or the Director of DOC leaves the agency.

II. DEFINITIONS

Senior Management: DOC Assistant Directors and Administrators who report directly to the Deputy Director and/or the Director of the Department of Corrections.

III. POLICY

- A. Internal Audit will perform timely reviews of senior management, the Deputy Director, and the Director after separation from the department. The reviews will be based on the Oregon Secretary of State Change of Director template, which has been used when a state agency director separates from state service.
- B. Reviews may include examination of dates of service, agency-assigned assets, access to electronic systems, travel and non-travel reimbursements, timesheets and payroll-related documentation, and contracts. Reviews may be expanded if additional risk areas are identified.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Kim Brockamp, Deputy Director