Identify the objective of the directive. (Describe what you are trying to accomplish)

What is the reason for the proposed change? (Check all that apply)

- Change in Legislation #____________
- Change in Statewide/DAS policy #____________
- Business Strategies (Internal control, standardize process(es), efficiencies, customer service, etc.)
- Update (Change in practice or department philosophy, clarify terminology, further define process)
- Strategic Initiative
- Housekeeping (technical corrections, reorganization, etc.)
- Legal (litigation, legal decision)

Purpose of the proposed change (Describe problem you are trying to solve and suggested solution):

What is the impact on department operations and/or stakeholders?

Are there other potential solutions besides proposed change?

Is there an impact on other partners or agencies?

Was this change sent for legal review by DOJ? If no, why did the directive owner choose not to?
Answer all questions below. Enter none or N/A as needed

- Major change_______  Minor change_______

- Is there a fiscal impact? Required for all rulemaking. Attach fiscal impact statement prepared by budget office.

- Any automation requirements? If yes, describe

- Any training requirements? If yes, describe

- Does this require revision or development of other DOC directives? If yes, identify

- Are there any other committees or workgroups working on issues that affect the proposed change?

- Was this approved by the directive owner and the executive team? If not, it must be before it will be signed off.
Instructions for Completing Preplanning Directive Development

Rule (OAR) or Policy Number: Rule division or policy number being revised. If a new directive, type in new

Title: Title of the rule division or policy. Subject matter if a new directive.

Contact Person: The person facilitating the rule or policy development. Include any co-facilitators.

Objective of the Directive: Describe the goal or intended outcome of the directive development

Reason for the Proposed Change: Identify what is driving the need for the change. If it is a change in legislation or statewide policy, include the statute, law or policy number.

Purpose of the Proposed Change: Describe the reason(s) or need solved by the directive development. Refer to the items checked above. Explain clearly and concisely. Indicate if the change is mandated due to legislation or part of a strategic initiative.

Impact on Department Operations and Stakeholders: Describe how the proposed changes will affect functional units, institutions and programs within the Department, and Community Corrections Offices. (Include additional workload, transfer of responsibility from one unit/staff to another unit/staff) What will the impact be to staff, inmates, family and friends of inmates, local government, counties, other states, the general public?

Potential Solutions Besides Proposed Change: Describe any alternative solutions besides rule/policy development.

Impact on Other Partners or Agencies: Describe how the proposed changes will affect local government, community partners, other law enforcement, or other state agencies.

Directive Owner to Decide Legal Review: Directive owner to review content of change and determine if the directive needs to be approved by DOJ before moving forward in the process. Directive owner should follow DOJ guide and provide substantiation as to why directive was/was not reviewed by legal.

Fiscal Impact (Rules Only): Determine if there is a fiscal impact to DOC, local government, inmates or other external stakeholders. Include whether additional staff is required, overtime costs, purchase of specialized equipment, etc. Attach a fiscal impact statement. Provide complete information on the fiscal impact form. Contact Budget Office for fiscal impact form.

Automation Requirements: Identify any automation requirements. Determine when automation requirements should be completed. Consult with IT to prioritize and coordinate with other projects.

Training Requirements: Identify any training requirements. Include who needs to be trained and who will train.

Revision or Development of other DOC Directives: Name other rules or policies that need to be revised or created as a result of this directive development.

Committees or Workgroups Working on Issues That Affect the Proposed Change: Research whether there are any committees, workgroups or individuals discussing or working on issues that affect the directive development. If so, identify.