



**DEPARTMENT OF CORRECTIONS
Administration**



Title:	Procedure Development	DOC Policy: 10.4.2
Effective:	03/10/20	Supersedes: N/A
Applicability:	All Employees	
Directives Cross-Reference: DOC Policy 10.4.1		
Attachments: Attachment A – Procedure Development Guidelines Attachment B – Procedure Development Flowchart		

I. PURPOSE

The purpose of this policy is to provide general standards for the development, review, and revision of DOC procedures. Health Services policies, procedures, and protocols are maintained by Health Services and do not fall under the provisions of this policy.

II. DEFINITIONS

- A. Confidential Procedure: A departmental procedure not published for AIC or public viewing due to content sensitivity which, if obtained, could compromise the safety or security of staff, AIC, or a functional unit. Confidential procedures will be labeled “Confidential” on each page.
- B. Division Contact: Staff person assigned by a division assistant director or administrator to be division point of contact for the Rules Coordinator. The division contact is responsible for tracking the development and review of rules, policies, and procedures for their respective division.
- C. Facilitator: The person assigned by the functional unit manager to oversee the development or revision of a specific procedure.
- D. Functional Unit Manager: Any person within the Department of Corrections who reports either to the Director, Deputy Director, an Assistant Director or administrator and has the responsibility for the delivery of program services or the coordination of program operations. In a correctional setting that is the superintendent.
- E. Procedure: An internal management directive developed at the functional unit level that provides staff direction on how to implement a task or program. A procedure is staff directed, but is written in instructional, specific, and detailed language when compared to a policy. A procedure applies to a specific functional unit or program.

- F. Rules Coordinator: The agency Rules Coordinator maintains DOC administrative rules and policies.

III. POLICY

- A. Each functional unit may develop procedures to implement the provisions set forth in a policy, or to provide staff direction for a specific task or program when no other administrative rule or department policy exists.
- B. The functional unit manager will assign a facilitator to oversee the development or revision of a procedure to ensure it implements current functional unit or program practices, and applicable DOC rules and policies.
- C. All procedures must be formatted following the guidelines in Attachment A and will include the following sections:
 - 1. Purpose: Statement describing purpose of procedure.
 - 2. Definitions: Only when necessary and organized in alphabetical order.
 - 3. Procedure: Identifies standards and the processes that constitute the main body of the procedure. Provides specific instructions on how to perform a task or implement a policy.
 - 4. Signatures: As directed by this policy.
- D. Signature Approval Process of Procedures
 - 1. Institution procedures:
 - a. The final draft procedure with tracked changes will be submitted to the superintendent for review, approval, and signature.
 - b. Once approved by the superintendent, the procedure will be submitted to the institution administrator for review and final signature.
 - c. The institution administrator's designee will save an electronic copy of the signed procedure to the designated network folder, and the original signed procedure will be returned to the functional unit.
 - d. Confidential procedures will only be saved to the network folder upon approval by the superintendent or institution administrator.
 - 2. Non-institution procedures:

- a. The final draft procedure with tracked changes will be submitted to the administrator for review, approval, and signature.
- b. Once approved and signed by the administrator, the procedure will be submitted to the division assistant director or designee for review and final signature.
- c. The original signed procedure will be maintained by the division contact.
- d. Confidential procedures will not be saved to the network folder unless otherwise approved by the division assistant director or designee.

E. Maintenance of Procedures

1. Procedures will be reviewed and updated every two years at a minimum.
2. The review shall ensure the procedure is current and aligns with DOC policies, practices, and general procedures.
3. If no revisions are required, the facilitator will update the effective dates and submit the procedure for new signatures following the process described above.
4. Each institution will maintain a master list of all current procedures and provide an updated list quarterly to the institution administrator's designee.
5. Each division contact will maintain a master list of the division's current non-institution procedures and will provide an updated list quarterly to the DOC Rules Coordinator.

IV. IMPLEMENTATION

Each functional unit may develop procedures to implement the provisions set forth in this policy. This policy will be adopted immediately.

Certified: __signature on file_____

Michelle Mooney, Rules Coordinator

Approved: __signature on file _____

Heidi Steward, Deputy Director

Attachment A – Procedure Guidelines

- **Font type and size**
 - Headlines and titles: Calibri 12-16pt
 - Body of procedure: Calibri 9-12pt
- **Heading Section**
 - Institution Procedures: Institution Name with Operations Division listed below:
Two Rivers Correctional Institution
Operations Division
 - Non-Institution Procedures: Department of Corrections with applicable division listed below:
Department of Corrections
Correctional Services Division
- **Confidential Procedures will be marked as such underneath the division name.**
Two Rivers Correctional Institution
Operations Division
CONFIDENTIAL PROCEDURE
- **Procedure will be formatted using the template outline on page 2 of this attachment and in accordance with the policy.**



DEPARTMENT OF CORRECTIONS
Division



Title:	Procedure Number:
Effective:	Supersedes:
Applicability:	
Directives Cross-Reference:	
Attachments:	

I. PURPOSE

II. DEFINITIONS:

A.

1.

a.

(1)

(a)

(i)

III. PROCEDURE:

A.

1.

a.

(1)

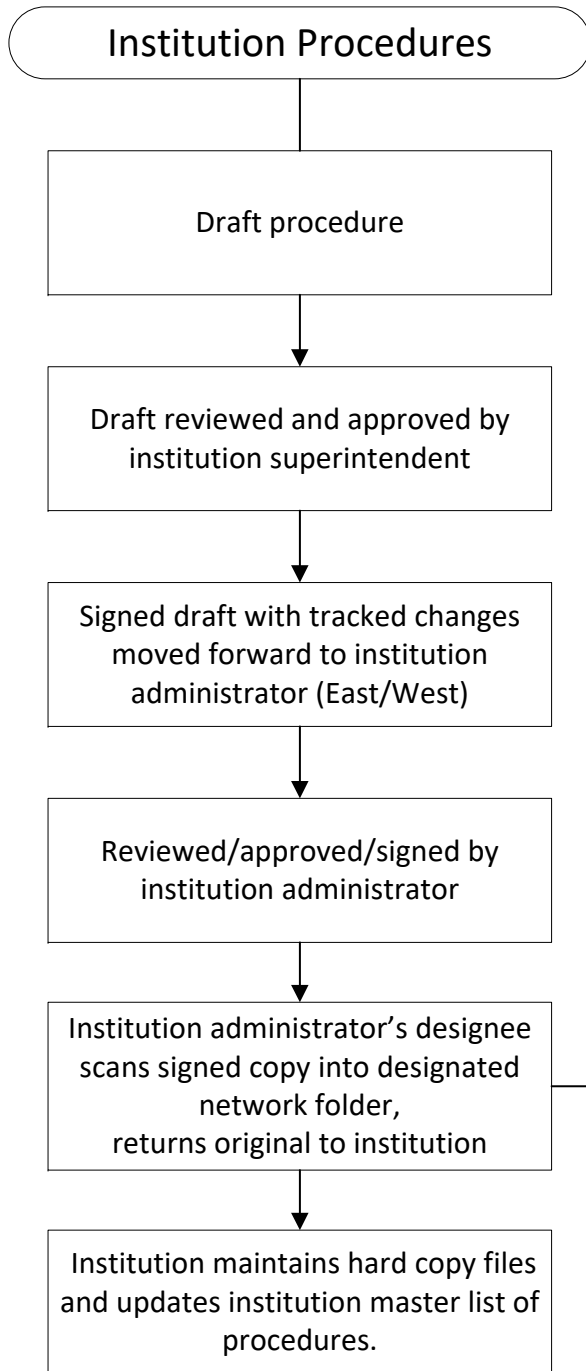
(a)

IV. SIGNATURES

Approved: _____
(Name), Functional Unit Manager/Administrator

Approved: _____

(Name), Institutions Administrator/Assistant Director



Designated Network Folder
All procedures accessible by all staff

Rules Coordinator Maintains master list for all non-institution procedures

