



OREGON YOUTH AUTHORITY

Policy Statement

Part I – Administrative Services



Subject:

OYA Administrative Rule, Policy, Procedure, and Protocol Development

Section – Policy Number:

E: Information Management – 1.1

Supersedes:

I-E-1.1 (09/11)

I-E-1.1 (07/07)

I-E-1.1 (08/04)

Effective Date:

10/10/2022

Date of Last

Review:

10/10/2024

**Related
Standards
and
References:**

- [ORS 183](#) (Administrative Procedures Act)
- [ORS 420A.025](#) (Rulemaking authority, general)
- [OAR 416-001](#) (Rule Development)
- Oregon Attorney General's Administrative Law Manual and Uniform Model Rules of Procedures Under the APA (2019)
- [Equity Lens Guide](#)

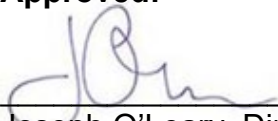
**Related
Procedures:**

- None

Policy Owner:

Rules and Policy Coordinator

Approved:


Joseph O'Leary, Director

I. PURPOSE:

This policy provides general standards for the development, review, revision, and repeal of OYA administrative rules, policies, agencywide procedures and local operating protocols.

II. POLICY DEFINITIONS:

Action plan: Policy owner decision for no change, repeal, or revision of a policy.

Administrative rule: Any agency directive, standard, regulation, or statement of general applicability that implements, interprets, or prescribes law or policy (Oregon Attorney General's Administrative Law Manual). Administrative rules affect the public's livelihood, clarify legislative policy, resolve conflicts within a statute or between statutes, or provide a legal framework within which the agency will operate.

Executive Team: An OYA executive group that provides oversight to agency operations.

General procedure: Directives applicable to all OYA facilities, field offices, or work offices that direct staff in operational details and actions necessary to implement agency policies or administrative rules.

Local operating protocol: Directives applicable to a specific facility, field office, or work area that direct staff in operational details and actions necessary to implement policies or general procedures.

Policy: Directives or guidelines issued by an agency to direct agency staff and to apply consistent standards of operation and public policy within state government. These directives support the mission, vision, goals and responsibilities of the issuing agency.

Policy Committee: An OYA management committee responsible for monitoring the agencywide rule and policy development, review, and implementation process as established by a committee charter.

Policy owner: An Executive Team member or designated management position that reports directly to an Executive Team member who is responsible for reviewing, monitoring, and implementing a specific OYA policy.

Policy Review List: A list of policies that require a review two years after their effective dates.

Rules/policy coordinator: OYA staff member responsible for facilitating and coordinating the OYA policy and administrative rule approval process.

Subject matter expert(s): Person(s) identified by a policy owner who is most knowledgeable to advise on a subject area.

Temporary rules: Emergency administrative rules that become effective upon filing with the Secretary of State's Office, and are effective for a period not longer than 180 days.

III. **POLICY:**

OYA administrative rules define the agency's interpretation of Oregon Revised Statutes (ORS) and the process the agency has developed to ensure its statutory authority is met. The rulemaking process must be followed when OYA institutes directives or processes that affect the public (including youth, youth family members, contractors, and volunteers).

OYA policy defines how the agency implements laws, administrative rules, and juvenile corrections standards in the workplace. OYA policy brings operational consistency throughout the agency by directing OYA staff to adhere to prescribed agencywide standards. OYA policy must be developed in a consistent manner to clearly communicate OYA's expectations and outcomes, and must include appropriate policy owners and subject matter experts in the development process.

OYA is intentional about making its policies and rules equitable and accessible, and strives to ensure that expectations for equity are clear. Each policy owner must ensure OYA's policy equity lens is used when developing, revising, or repealing an OYA policy or other directive. Policy owners must include stakeholder groups in a rule or policy development or revision process when the

rule or policy may impact those groups (e.g., Youth Policy Review Group, Family Advisory Council, cultural advisory groups).

IV. GENERAL STANDARDS:

- A. OYA's rules and policies must reflect OYA's mission, core values, and juvenile corrections professional standards.
 - 1. OYA's mission is to protect the public and reduce crime by holding youth accountable and providing opportunities for reformation in safe environments.
 - 2. OYA core values include:
 - a) Integrity – As stewards of the public trust, we display ethical and honest behavior in all that we do;
 - b) Professionalism – We practice unwavering adherence to professional standards and perform our work competently and responsibly;
 - c) Accountability – We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance; and
 - d) Respect – We treat others with fairness, dignity and compassion and are responsive to their needs.
 - 3. Professional standards may include, but are not limited to, American Correctional Association (ACA) standards and Council of Juvenile Justice Administrators Performance-based Standards (PbS). If there is a conflict between professional standards and the proposed policy direction, the issue may be resolved by the Executive Team.
- B. The OYA Policy Committee reviews all administrative rule and policy proposals, workgroups, and implementation plans to ensure adherence to section A (above) and consistency in the development process.
- C. The rules/policy coordinator is responsible for coordinating the agency's rule and policy development processes, including:
 - 1. Providing the Policy Committee with proposed rule and policy development topics.
 - a) The development process includes recommendations for adoption, amendment, or repeal of administrative rule and policy.
 - b) Staff or stakeholders may suggest topics for policy revision, development or repeal by contacting the rules/policy coordinator.

2. Coordinating Policy Committee meetings and work sessions;
3. Researching applicable laws, rules or standards that define the rule or policy topics;
4. Reviewing current practice within OYA and other agencies, if applicable;
5. Noting areas where practice and professional standards may deviate, and reviewing agency direction with the Policy Committee;
6. Convening workgroups, writing issue papers, or other targeted correspondence designed to define rule or policy;
7. Soliciting staff and stakeholder input, including providing drafts for review;
8. Filing administrative rule notices and orders in the Oregon Administrative Rules Database;
9. Recommending staff policy training or implementation, and assisting in the development of appropriate curriculum or other media;
10. When necessary, recommending an expedited process that allows for more immediate rule or policy adoption; and
11. Publishing and distributing electronic copies of final rules and policies.

D. Administrative Rules

1. The rules/policy coordinator must ensure administrative rules are adopted, amended, or repealed according to the Attorney General's Administrative Law Manual and related state laws.
2. Administrative rules adopted after January 2005 must be reviewed no later than five years after the rule was adopted, as described in ORS 183.405. The rules/policy coordinator must coordinate the review.

The following factors must be considered in each review:

- a) Whether the rule had its intended effect;
- b) Whether OYA overestimated or underestimated the rule's fiscal impact;
- c) Whether subsequent law changes require rule changes; and
- d) Whether the rule continues to be necessary.

3. Notice of Administrative Rulemaking must be provided to interested persons/entities that have requested to be notified of OYA's rulemaking activity, OYA staff, and agency stakeholders.
 - a) The rules/policy coordinator must maintain and update the mailing list as necessary.
 - b) The rules/policy coordinator must maintain a record of all notices of administrative rules mailed.
4. No later than February 1 of each year, the rules/policy coordinator must provide a report to the Legislative Assembly on the number of rules adopted, amended, repealed, or suspended through the rulemaking processes during the previous year. A justification of temporary rules adopted must be included in the report, as described in ORS 183.403.

E. Policy Format

OYA policy must be formatted in a consistent style, as determined by the rules/policy coordinator. Instructions for the format is attached to the policy template upon request.

F. Policy Implementation

Policies must be implemented in batches to avoid multiple, sporadic policy implementations. Only the director may make exceptions to this standard.

1. Hard copy or electronic policy implementation packets, or eLearn policy information courses, may be distributed by the rules/policy coordinator to appropriate supervisors or affected staff members.
 - a) Policies that are catalogued and indexed as Part 0 and Part I are distributed to all OYA staff for implementation.
 - b) Policies that are catalogued and indexed as Part II are distributed to all facility staff for implementation.
 - c) Policies that are catalogued and indexed as Part III are distributed to all Community Services staff for implementation.
2. The rules/policy coordinator must notify all staff of the policy implementation via e-mail announcement or intranet (OYANet) alerts.
3. Hard copy or electronic policy implementation packets, or eLearning courses may include:
 - a) An overview of the packet's or eLearning course contents;
 - b) The policy(s);

- c) Policy review materials;
- d) Instructions on how to access computer-based reviews or other media regarding the policies;
- e) Related forms; and
- f) General procedures or local operating protocols (if applicable).

- 4. Each supervisor and staff must document their policy review according to the policy implementation instructions.

G. Expedited Policy Implementation

- 1. Only the director may approve expediting a single policy implementation outside of a batch policy implementation.
- 2. The rules/policy coordinator must notify all staff of the policy implementation via e-mail announcement or OYANet alerts. The announcement and alerts must contain instructions for implementation.

- H. Agency administrative rules and policies are maintained on OYANet by the rules/policy coordinator. The rules/policy coordinator must notify staff when new rules or policies are posted on OYANet, and when rules or policies are repealed.

I. OYA Policy Review Standard

Each OYA policy must be reviewed at least every two years from its effective date or most recent review/revision date.

- 1. The rules/policy coordinator must provide a quarterly list to policy owners projecting policies due for review in six months, including those past due. The Policy Review List is retained on OYANet.
 - a) The Policy Committee must monitor policy review status during its monthly meeting.
 - b) The rules/policy coordinator will remind policy owners of policies lacking action plans four months prior to the policy's review due date.
- 2. The policy owner must choose an action plan, in consultation with a subject matter expert when appropriate, and record the plan on the OYANet Policy Review List at least three months prior to the policy's review due date.

The action must be one of the following:

- a) No change;

- b) Repeal; or
 - c) Revision.
3. Policies that do not require revision as determined by the policy owner will reflect the current review date in the policy header.
 4. Policies requiring a substantive revision may be subject to the development process described in section C above.
 5. Policies recommended for repeal must be reviewed by the Policy Committee for repeal or retention.

J. General Procedure and Local Operating Protocol Development

1. Agency areas may develop general procedures and local operating protocols. The purpose for these procedures or protocols may be to -
 - a) implement the provisions specified in an agency policy; or
 - b) provide staff direction in the absence of administrative rules or agency policies.
2. General procedures and local operating protocols must be reviewed and approved by the appropriate Executive Team member, or designee, to ensure compliance with OYA administrative rules and policies.
3. Policy-related general procedures and local protocols must be reviewed for change by the procedure or protocol owner during the corresponding policy's review period or sooner.
4. General procedures and local protocols must be posted in OYANet on the procedure or protocol owner's site.
5. Procedure and Protocol Template

General procedures and local operating protocols must be formatted in a consistent template, as determined by the rules/policy coordinator.

Templates are available on OYANet on the Procedure Site.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO