

POLICY 1.10 (01) ESTABLISHING POLICY STRUCTURE

Policy Committee Chair

Don Mead, Ed. D.
Superintendent, Echo Glen
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Approved


John Clayton, Assistant Secretary
Juvenile Justice & Rehabilitation Administration
10/6/2014

Authorizing Sources

RCW 13.40.460
RCW 72.05.130

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Effective Date

10/17/2014

Sunset Review Date

10/17/2018

I. PURPOSE AND SCOPE

This policy establishes a structure and expectations for the development, revision, review, approval, and distribution of Juvenile Rehabilitation (JR) policies and interim directives within the Juvenile Justice and Rehabilitation Administration.

All staff, contractors, volunteers, and interns working in the Division of Juvenile Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

II. POLICY

POLICY COMMITTEE

- 1. The Assistant Secretary establishes a Policy Committee and delegates to it authority and responsibility for coordination, review, and development of JR Policies.**
- 2. The Policy Committee must prepare new policies and review existing JR policies in accordance with JR's identified business needs.**
- 3. The Policy Committee ensures that:**
 - 3.1. Policies reflect the rehabilitative mission of JR and the agency priorities as outlined in the JR Strategic Plan.
 - 3.2. Policies are consistent with statute, rule, Governor and legislative directives, and DSHS Administrative Policies.
 - 3.3. Policies are clear, concise, logical, user friendly, and promote efficiency.
 - 3.4. The development, review and revision of the Administration's policies are timely.
 - 3.5. Policies are developed using a standardized format and process.

Policy 1.10 (01), Establishing Policy Structure, 10/17/2014

- 4. The Policy Committee meetings are held on the second Thursday of each month. Attendance, preparation and participation are expected.**
 - 4.1. Members are required to attend in person a minimum of 75% of the committee meetings in one year. If a member falls below this level, the Policy Committee Chair or designee will contact the member's appointing authority to discuss the feasibility of that member's continued participation.
 - 4.2. Partial attendance at Policy Committee meetings will count as attended provided the member is engaged and participating while present.
 - 4.3. Members may participate by GoToMeeting if needed.
 - 4.4. If a member is unable to attend the meeting, he or she will request assistance from another member of the committee for presentation of prepared materials.
- 5. A representative of the Attorney General's Office, the JR Forms Manager, JR program experts and a representative from the JR Information Services Unit will provide technical assistance and consultation to the Policy Committee as needed.**
 - 5.1. The Policy Committee may invite/involve other subject matter experts as necessary.
 - 5.2. The Policy Committee may utilize small-group work sessions to conduct policy reviews for multiple policies with common topics. The assigned policy lead and the Policy and Planning Administrator must coordinate and lead these meetings. The final work product will be presented to the policy committee by the assigned policy lead.
- 6. Policy Committee members may attend policy development training approved by the Policy Committee Chair, if funding is available.**

POLICY COMMITTEE MEMBERSHIP

- 7. The Assistant Secretary appoints the Chair of the Policy Committee and the members of the committee.**
- 8. Policy Committee membership must include at least one representative from:**
 - 8.1. Each state operated institution
 - 8.2. Each region
 - 8.3. State operated community facilities
 - 8.4. JR Central Office
- 9. The Policy Committee Chair will review the membership with the Assistant Secretary annually. During the review process, staff development, membership longevity, and record of current member participation must be considered**
- 10. The Policy Committee Chair will develop a Charter for the Policy Committee which must be reviewed at least biennially by the Committee and approved by the Assistant Secretary.**
- 11. The Policy and Planning Administrator is assigned from Central Office to support the work of the Policy Committee Chair and the Committee members.**

Policy 1.10 (01), Establishing Policy Structure, 10/17/2014

12. Terms of appointment will be at least two years.

12.1. If there is interest in continuing membership on the committee, members may be reappointed for one additional term.

12.2. Members intending to leave the committee at the end of their appointed term will provide three months notice to the Chair.

12.3. The Chair may be appointed to no more than three consecutive terms as Chair.

13. Members of the Policy Committee will be formally appointed with an appointment letter that will be placed in the member's personnel file. At the time the member leaves the committee, the term of service will be acknowledged with a letter which will also be placed in the personnel file. Letters will be issued by the Assistant Secretary.

14. The appointment process will be coordinated by the Policy and Planning Administrator, the Policy Committee Chair, and the Assistant Secretary.

JR POLICIES

15. JR policies must follow a prescribed format.

16. The Assistant Secretary approves and issues JR policies.

17. A representative of the Office of the Attorney General must review JR policies before final approval of the Assistant Secretary.

18. The Policy Committee Chair reviews final drafts of policies and recommends them for approval by the Assistant Secretary.

19. Stakeholders may provide feedback to the Policy Committee on any JR policy.

19.1. The Policy Committee will provide opportunities for stakeholder feedback from management teams during the revision process.

19.2. The Policy Committee will ensure that feedback is received from the statewide Youth Voice group and the Diversity & Inclusion Resource Group on all policies during the revision process.

20. The Policy Committee will accept questions, concerns and recommendations for policy development or revisions at any time.

21. The Policy Committee will establish a sunset review schedule for review of existing policies to evaluate the need for revision or deletion.

21.1. Policies will be reviewed at least every four years. A more frequent review may be required by standard and will be conducted accordingly.

21.2. Policies may be reviewed or updated at any time prior to the sunset review date to align with a JR business need.

22. The Policy Committee may make housekeeping changes to policies without completing the full review process.

22.1. The Policy Committee Chair must approve changes prior to signature and reissue.

Policy 1.10 (01), Establishing Policy Structure, 10/17/2014

22.2. Housekeeping changes do not result in a change to the revised date or the sunset review date.

- 23. JR policies may include procedures associated with the policy which apply to the JR enterprise.**
- 24. Division Directors, Superintendents, and Regional Administrators must establish local procedures and practices consistent with JR policies.**
- 25. The Policy and Planning Administrator coordinates with the Forms Manager on development of DSHS forms associated with policies.**

LOCAL POLICIES AND STANDARDS

26. The Policy Committee may contribute to the review and development of:

- 26.1. Institution Policies
- 26.2. Community Facility Standards
- 26.3. Parole Standards

27. Local policies and standards will be issued in a consistent format with JR policies.

28. Local policies and standards must not conflict with agency policy.

INTERIM DIRECTIVES

28. Interim Directives will be issued only in emergent situations where there is no time to develop and issue a policy.

29. The Assistant Secretary or designee will issue Interim Directives.

30. Interim Directives will be issued in a consistent format with JR policies. The Policy and Planning Administrator will assist with review and formatting for consistency.

31. Each interim directive issued should be reviewed by the Policy Committee within two months of release. The review is to plan for inclusion of the Interim Directive into policy and to assign a sunset date to the directive.

32. If an Interim Directive is not directly linked to a policy, the Interim Directive should be reviewed annually for re-issuance or termination of the Interim Directive.

33. If an interim directive is to be rescinded, the notification will occur in the cover memo of the revised policy when it is issued.

34. The Policy and Planning Administrator will coordinate and maintain an Interim Directive tracking system to ensure Interim Directives are tracked in an orderly and consistent manner.

Policy 1.10 (01), Establishing Policy Structure, 10/17/2014

OTHER SOURCES OF GUIDANCE

- 36. The creation and development of other sources of guidance such as Operational Directives and All-Staff Memos must be consistent with JR policies. Each source of guidance must be issued by the Assistant Secretary or the Division Directors.**

DISTRIBUTION

- 37. JR Policies and Interim Directives will be published on the administration's Intranet site and on the public Internet site. Each institution, region, and state community facility will appoint one person to maintain a printed copy of the Intranet documents.**
- 38. Notification of Intranet publication of administration's policies and Interim Directives will be made via e-mail by a designated Central Office staff member using the Policy email address. Stakeholders without access to the Intranet must be provided hard copy distribution through Central Office, as appropriate.**

COMPLIANCE

- 39. Staff is responsible for reviewing and complying with current agency policies and interim directives.**
- 40. Division Directors, Superintendents and Regional Administrators must ensure that staff have reviewed and received training or guidance specific to JR policies and interim directives.**
- 41. Division Directors, Superintendents and Regional Administrators must ensure that contractors are provided copies of DSHS administrative policies and agency policies and interim directives which they are expected to follow within the terms of their contract.**

Policy 1.10 (01), Establishing Policy Structure, 10/17/2014

III. DEFINITIONS

All-Staff Memo: A written communication issued by JR Executive Management intended to clarify an issue or provide general education or information.

Forms Manager: The Central Office staff person designated to coordinate JR forms in accordance with DSHS Administrative Policy.

Housekeeping change: a change to the policy, such as the correction of a typo or grammatical error, update of a phone number or link, or the addition of clarifying language that does not change the effect of the policy.

Interim Directive: A written guideline issued by the Assistant Secretary, Division Directors or jointly that focuses on policy establishment or major revisions to existing policies based on agency needs.

Operational Directive: A written document issued by the Directors to the appointing authorities intended to guide a change to local practice or procedures.

Policy: A written document issued by the Assistant Secretary intended to provide expectations and guiding principles for decision-making and actions. Local policies and procedures may be developed in accordance with national standards, but must be in alignment with agency policy.

Policy Lead: A member of the Policy Committee assigned to a policy to manage the review and revision process.

Procedure, Protocol or Practice: Specific guidelines developed at the local level that identifies the ways that JR policy is to be implemented for that site. JR policies may include procedures that apply to the JR enterprise.

Stakeholders: Individuals or agencies who have an interest in JR's work.

Strategic Plan: The outline of JR's mission, core values, vision, statutory authorities, and organizational goals and objectives.

IV. REFERENCES

DSHS Administrative Policy 11.08

DSHS Administrative Policy 2.11

Governor's Executive Order 97.02 (Regulatory Reform)

DSHS Secretary's Executive Order (Regulatory Improvement)

RCW 34.05 (Administrative Procedures Act)

Policy Committee Charter
