

Division of Youth Rehabilitative Services

Chapter 1: Introduction	Policy # 1.2	Page: 1 of 3
Subject: Policy Development	Standards: DSCYF Policy #101, Collective Bargaining Agreement Local 2004 4-JCF-6A-08, 4-JCF-6A-15, 4-JCF-6D-01	
Effective Date: 1/19/10	Revised: 10/31/16	

- I. PURPOSE: To provide agency-wide direction and procedural understanding as to how the agency's work shall be done.
- II. POLICY: It is the policy of the Division of Youth Rehabilitative Services to develop and implement new policies as necessary and to periodically review existing policies to revise or delete them as appropriate.
- III. DEFINITIONS: As used in this document, the following definitions shall apply:
 - A. Policy: Formal guidance to coordinate and execute operations throughout the Division. Policies help focus and align attention, resources, and efforts to achieve the Division's vision and fulfill its mission.
 - B. Procedures: The operational processes required to implement Divisional policy.
- IV. PROCEDURES:
 - A. The Division of Youth Rehabilitative Services shall coordinate a periodic review of existing Divisional and individual program unit policies at least annually.
 - B. Upon completion of this periodic review, the Director shall revise and sign policies as necessary. These revisions shall then be distributed to the program unit administrators and other divisional coordinating groups as appropriate.
- V. DEVELOPMENT, REVIEW AND APPROVAL OF NEW OR REVISED DIVISION POLICIES:
 - A. Upon the request or recommendation of the Division Director or program unit administrator, Quality Improvement Unit, in conjunction with a designated workgroup, will draft a new policy or revise an existing Divisional policy.
 1. The Quality Improvement Unit will ensure that all draft policy includes the current Department/Division philosophy and any other applicable guidelines.
 2. The Quality Improvement Unit will consult with Human Resources, when necessary.

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- B. Per the Collective Bargaining Agreements for Local 2004, management and the Union shall discuss the new rule or regulation at the regularly scheduled Labor-Management Committee meetings when possible. In the event there is no scheduled meeting prior to implementation, the Division Director or program unit administrator shall forward the policy to Union Leadership 30 days prior to implementation
- C. Upon completion of the proposed policy draft or revision, the policy will be forwarded to the Director and the DYRS senior leadership team for review and comments within fifteen (15) working days.
- D. The Quality Improvement Unit will revise the draft policy to incorporate comments and address issues identified in the review by the DYRS senior leadership team.
- E. The Quality Improvement Unit will forward the finalized policy to the Division Director for signature. The policy becomes effective upon the date of the Director's signature and remains in force until revised or deleted.
- F. The Quality Improvement Unit will distribute one (1) copy of each approved policy to senior leadership team and send a universal e-mail notifying DYRS employees of a new or revised Division policy. Superintendents/Chief/Administrator will disseminate division policy as appropriate within their units. Policies will also be published on the DYRS internet, extranet and Department U:Drive.

The original signed copies of Divisional policies will be maintained in the Office of the Director. A copy of the signed policies shall be available in each facility and satellite office in the Division.

V. Dissemination

- A. All Superintendents and the Chief of Community Services will ensure all staff are made aware of and are adhering to the new policy within fourteen (14) days of signature.
- B. All supervisors will be responsible for informing their staff that any questions pertaining to policies can be addressed by the Quality Improvement Unit.

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Review Date:	Reviewed By:
1/19/10	Carlyse Giddins <i>Original signature on file</i>
4/1/14	Nancy Dietz <i>Original signature on file</i>
5/18/16	Nancy Dietz <i>Original signature on file</i>
12/1/16	<i>Nancy S. Dietz</i>

