

Chapter 1: Introduction	Policy # 1.2	Page 1 of 2
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: 1/19/2010	Revised: 10/31/2016, 6/15/2023	
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- I. PURPOSE: The purpose of this policy is to ensure that the Division of Youth Rehabilitative Services has guidelines for the development and communication of new division policies and the review, revision, and archival of existing policies.

- II. POLICY: It is the policy of the division to develop and implement new policies as necessary and to periodically review existing policies to revise or archive 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.

 - C. Policy Committee: division workgroup chaired by the professional standards manager responsible for assuring the regular review, revision, and archival of existing department policies and the development of new policies.

- IV. PROCEDURES:
 - A. The division shall coordinate a periodic review of existing division policies at least once every three years.

 - B. Upon completion of this periodic review, the policies will be dated and signed by the director as having been reviewed or revised. The policies will then be distributed to staff as appropriate.

- V. DEVELOPMENT, REVIEW AND APPROVAL OF NEW OR REVISED DIVISION POLICIES:
 - A. Requests for development of new policy will be made to the professional standards manager by the division director, deputy director, chief of community services or superintendents. The policy committee will review new policy drafts and recommend changes and/or adoption of the policy.

1. The policy committee will ensure that all draft policy includes the current department/division philosophy and any other applicable guidelines.
 2. When necessary, the professional standards manager will consult with human resources.
- B. Per the Collective Bargaining Agreements for Locals 2004 and 117, 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 designee shall forward the policy to union leadership thirty (30) days prior to implementation.
- C. Once finalized, the professional standards manager will forward the policy to the division director for signature. Policies will be considered effective from the date of approval by the division director unless otherwise specified and will remain in force until revised or archived.
- D. The professional standards manager and policy committee will coordinate with the Center for Professional Development for new and revised training as needed. Training can include review and acknowledgment of the policy, incorporation of policy information into existing training curricula or development of training specific to the policy based on needs of the division.
- E. The director's office will send a universal e-mail notifying employees of new or revised division policy. Policies will also be published on the internet, extranet and department U:Drive.
- VI. **RESPONSIBILITY FOR THIS POLICY:**
- A. 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 policy dissemination.