



North Carolina Department of Public Safety

Prisons

Roy Cooper, Governor
Erik A. Hooks, Secretary

Kenneth E. Lassiter, Director

August 6, 2018

MEMORANDUM

TO: All Prisons Staff

FROM: Kenneth Lassiter, Director
Prisons

SUBJECT: **Summary**
A.0600 Policy and Procedure Development Policy

This memorandum summarizes significant updates to Policy A.0600 entitled Policy and Procedure Development which governs the management of Prisons' internal policies and procedures. This policy supersedes the policy dated 1/16/08. The purpose of this updated policy is to establish a coordinated system for the drafting, annual review, and dissemination of written agency policies, procedures, and operations manuals. The revised policy reflects Prisons' goal to facilitate increased staff involvement in developing and maintaining current and meaningful policies and procedures that will assist in ensuring compliance with agency directives, professional standards, legal requirements and requirements mandated by relevant external agencies.

A summary of all changes are outlined below with accompanying page notations:

General Changes

- "Division of Prisons" is changed to "Prisons" throughout the policy document to reflect the current Division of Adult Correction and Juvenile Justice organizational structure.

Specific Changes

- **.0602 Purpose**
 - Page 1: Revised language to clarify purpose of policy to establish a coordinated system for drafting, review and dissemination of agency policies, procedures and operation manuals. Provide guidelines to ensure input from appropriate stakeholders.
- **.0603 Scope**
 - Page 1: Revised language to clarify scope of the policy.
- **.0604 Definitions**
 - Pages 1 – 2: Adds language to include new or revised terms and definitions for "Draft," "Policy Coordinator," "Policy Management Process," "Policy Owner," and "Variance."
 - "Policy Coordinator" is added to identify that an employee will be designated to administer and coordinate policy development and review.

- “Policy Management Process” is added to describe the process of creating, distributing, implementing and developing new/revised policies and procedures.
- “Policy Owner” is the employee assigned to write, revise, and/or maintain a policy draft.
- “Variance” is an approved deviation from a policy or procedure.
- **.0605 Policy**
 - Page 2: New section describes this Prisons policy.
 - Specifically, to facilitate increased staff involvement to develop and maintain current and meaningful policies and procedures that will assist in ensuring compliance with agency directives, professional standards, legal requirements and requirements mandated by relevant external agencies.
- **.0606 Policy and Procedure Development**
 - Page 2: (a) Initiation: Adds language clarifying that new policy should not be developed when the matter is covered in a current policy and can be revised.
 - Page 3: (d) Development, #1: Adds language establishing research and coordination expectations for staff involved in drafting new policy.
 - Page 3: (e) Review, #3: Adds language requiring a “Policy Impact Analysis” be completed for all new or revised policy and/or operations manuals. A Policy Impact Analysis form is attached to the policy.
 - Page 5: (h) Distribution, #5: Adds language requiring Facility Heads to ensure all staff are notified about their ability to access Prisons policies through access online via the DPS web page.
- **.0607 Policy Rescission**
 - Page 5: (a) Rescinding Policies: Adds language establishing the process to rescind policies. All staff should be notified when a policy is rescinded.
- **.0608 Public and Offender Access**
 - Page 5: (b) Adds language establishing that security related policies and operations manuals are not public information and are exempt from public and offender access.
- **.0609 Exceptions**
 - Page 5: Adds language establishing the process to implement immediate revisions to policy outside of the annual review process for valid, urgent situations.
- **.0610 Variance**
 - Pages 5 – 6: Adds language establishing the process for facilities to request a waiver or deviation from Prisons policy. A new Prisons Variance Form is attached to the policy.
- **.0612 Facility Standard Operating Procedures Manual**
 - Page 6: (a) Added language clarifying that Facility standard operating procedures may not conflict with Prisons policies.

For additional information, questions, or concerns please contact Loris Sutton, Assistant Director of Prisons, at 984-255-6031.

Your continued support and commitment to our agency is acknowledged and deeply appreciated.



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