Policy:	**1105**	**Effective:**	**02/22/06**
Procedure:	**1105.01**	**Replaces:**	**1105.01**
Chapter:	**Communications**	**Dated:**	**04/06/05**
Rule:	**Policy and Procedure Development**		

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Policy and Procedure Unit (PPU) shall document and communicate agency policy and procedure to all personnel and the public by maintaining current, consistent, readable manuals and/or automated documents.

Rules:

1. The **PPU** shall develop and maintain policy and accompanying procedures which:
   a. Incorporate professional standards of practice; and
   b. Serve as the authority which develops accountability of all functions within the agency.

2. **ADJC PERSONNEL** shall consider policy as:
   a. A management tool for:
      i. Directing employee behavior; and
      ii. Communicating the agency's vision, values, and guiding principles.
   b. The mandate to all agency personnel;
   c. Absent an Administrative Memo amending the policy or procedure, the rule that takes precedence over all other written and oral management direction;
   d. The guide for performing their job tasks; and
   e. The directives on which everyday common practices are based.

3. The **DIRECTOR, DEPUTY DIRECTOR, LEADERSHIP and/OR DESIGNEE(s)** shall formulate policy decisions and directions for ADJC.
   a. **ADMINISTRATORS OR THEIR DESIGNEE**, with the assistance of the PPU, shall ensure all policies and procedures meet or exceed requirements set forth by applicable federal and state law or by any professional standards adopted by the Department;
   b. **ANY ADJC EMPLOYEE OR INTERESTED PERSON** may forward policy and/or procedural requests and information regarding suggested modifications through the chain of command to the PPU for policy or procedure development or revision;
   c. The **PPU** shall work with process owners to draft new policies and/or procedures or to revise existing ones by:
      i. Responding to suggestions or requests from interested persons and/or process owners;
      ii. Meeting with process owner(s) to review all pertinent information;
      iii. Editing policies and procedures to meet format specifications, style requirements, and standards of English grammar;
      iv. Distributing the draft via ADJC Intranet and/or Internet for feedback, employee and stakeholder review, and comment.

4. Upon receipt of feedback, the **PPU** shall ensure:
   a. Recommendations and/or revisions are added to the draft at the direction of the process owner;
   b. The final version of the policy or procedure is presented to the process owner(s) for review;
   c. The process owner is aware that a new or revised training curriculum and/or a training plan should be developed if employee training is required as a result of a new or revised procedure;
   d. The final policy or procedure is presented to the Director, Deputy Director, or Leadership member for signature along with assurances of appropriate training;

e. Staff Development is notified if the policy/procedure is included in a current curriculum which may need to be changed;
f. Signed policies and procedures are distributed in accordance with Procedure 1105.02 Policy and Procedure Manuals and Compliance and posted on the Intranet.

5. The **DIRECTOR, DEPUTY DIRECTOR, AND THE LEADERSHIP** shall review policies and procedures annually for possible clarification or revision.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/22/06	**Louis A. Goodman**		