

Juvenile Rehabilitation Division Policy

1.10 Establishing Policy Structure

Original Date: January 1, 1987
Revised Date: January 1, 2021
Sunset Review Date: January 1, 2025
Approved by: Jody Becker, Deputy Secretary of Children & Families

Purpose

The purpose of this policy is to provide structure and expectations for the development, review, revision, approval, and distribution of division policies and directives.

Scope

This policy applies to all Juvenile Rehabilitation employees.

Laws

RCW 13.40.46 Juvenile Rehabilitation Programs – Administration
RCW 72.05.130 Powers and duties of department – “Close security” institution designation

Policy

1. Policy Committee
 - a. The assistant secretary must:
 - i. Establish a Policy Committee with delegated authority and responsibility for the development, coordination, and review of policies.
 - ii. Appoint the Policy Committee chair, administrator, and members.
 - iii. Meet with the policy chair:
 - A. Annually to review committee membership.
 - B. Every two years to review the committee charter.
 - b. Appointing authorities will nominate members of the committee, and a policy administrator to support the work of the policy chair and committee. Committee membership must include at least one representative from each of the following areas:
 - i. Each institution
 - ii. Every two combined regions
 - iii. Community facilities (representing all CFs)
 - iv. Headquarters
 - v. ACT development team (consultation as needed)
 - c. The Policy Committee chair will:
 - i. Develop and review the Policy Committee charter with the Policy Committee every two years.
 - ii. Seek charter approval by the assistant secretary.
 - iii. Interview nominated Policy Committee members prior to appointment.
 - iv. Review membership, employee development, membership longevity, and member participation with the assistant secretary annually.
 - v. Hold Policy Committee meetings the second Thursday of each month, or a substitute agreed upon by the committee.
 - vi. Contact policy committee members' appointing authorities to discuss members who do not meet minimum attendance and participation.

- d. The policy administrator will:
 - i. Coordinate the appointment process with the assistant secretary and chair, including:
 - A. Issuing an appointment letter signed by the assistant secretary and sending a copy to the member's personnel file.
 - B. Issuing a thank you letter signed by the assistant secretary acknowledging the length of service on the committee and sending a copy to the member's personnel file.
 - ii. Schedule policy meetings, and document attendance.
 - iii. Monitor the policy mailbox regularly for policy questions or requests.
 - e. Policy Committee members must:
 - i. Attend and participate in a minimum of 75 percent of the committee meetings and complete assignments. Partial attendance counts if the member is engaged and participates during meeting.
 - ii. Notify the policy chair and administrator in advance or as soon as possible if unable to attend the meeting.
 - iii. Participate in-person unless a virtual meeting is schedule (virtual attendance for in-person meetings allowed if arranged in advance with the policy chair and administrator).
 - f. The Policy Committee may:
 - i. Seek a representative from the attorney general's office to provide consultation and assistance as needed.
 - ii. Invite or involve other subject matter experts as necessary.
 - iii. Use small workgroup sessions to conduct policy development or review.
2. Policy Committee Membership
- a. Appointing authorities must include at least one representative from each of the following areas when appointing Policy Committee members:
 - i. Each institution
 - ii. Every two combined regions
 - iii. Community facilities (representing all CFs)
 - iv. Headquarters
 - v. ACT development team (consultation as needed)
 - b. The appointment process will be coordinated by the assistant secretary, policy chair, and policy administrator.
 - c. Appointing authorities will nominate members, and the policy chair and administrator will interview the nominee prior to appointment.
 - d. Members of the Policy Committee will be formally appointed with a letter issued by the assistant secretary and placed in the member's personnel file. When a member leaves the committee, the term of service will also be acknowledged with a letter and placed in the personnel file.
 - e. The policy chair will review membership with the assistant secretary annually. During the review process, employee development, membership longevity, and record of current member participation must be considered.
3. Policy Development
- a. Employees may email questions, concerns and recommendations for policy development or revisions to the Policy Committee for consideration.
 - b. The Policy Committee must prepare new and review existing policies according to identified business needs.
 - c. The Policy Committee must verify policies:
 - i. Are consistent with statute, rule, governor and legislative directives, DCYF and division policies.
 - ii. Reflect the rehabilitative mission of division and agency strategic plan priorities.

- iii. Incorporate juvenile justice best practices and standards whenever possible and applicable.
 - iv. Are clear, concise, logical, user friendly, and promote efficiency.
 - v. Are developed, reviewed and revised in a timely manner using a standardized format and process.
 - vi. Reflect the current resource and staffing levels required to implement.
 - d. Local standards, protocols, procedures, tasks, or other practices may be established by leadership only if consistent with DCYF and division policies.
- 4. Policy Compliance
 - a. Employees must:
 - i. Review and comply with all applicable policies, directives and standards.
 - ii. Complete the assigned Learning Center module certifying they read and agree to follow the policy or standard within the designated time period.
 - b. Division directors, superintendents and regional administrators must verify:
 - i. Employees receive training or guidance specific to policies, directives, and standards as needed.
 - ii. Contractors are provided copies of DCYF and division policies, and directives when they are expected to follow them within the terms of their contract.
 - c. Appointing authorities or designees must:
 - i. Review policy certification reports to confirm employees reviewed policies.
 - ii. Appoint one person at each institution, region, and community facility to maintain a printed copy of policies to support employees without online access.
- 5. Other Sources of Guidance
 - a. The assistant secretary, division directors, or designees may issue:
 - i. Directives in emergent situations where there is no time to develop and issue a policy, and must be:
 - A. Consistent with DCYF and division policies.
 - B. Posted on the policy intranet page.
 - C. Reviewed by the Policy Committee to plan for inclusion into policy and assign a sunset date for the directive.
 - D. Reviewed annually for re-issuance or termination if not incorporated into a policy.
 - E. Rescinded when incorporated in a new or revised policy and notified in the cover memo.
 - ii. Local standards and protocols as long as they are:
 - A. Consistent and align with DCYF and division policies.
 - B. Posted on the policy intranet page.
 - b. The Policy Committee may contribute to the review and development of:
 - i. Local institution standards and protocols.
 - ii. Community facility (CF) standards and local handbooks.
 - iii. Parole standards and local operating procedures.
 - c. The policy administrator supports the teams established to develop, review, and manage standards and local protocols.

Procedures

1. Appointment Process
 - a. Appointing authorities will nominate members of the committee to the chair. Membership must include at least one representative from:
 - i. Each institution
 - ii. Every two combined regions
 - iii. Community facilities (representing all CFs)
 - iv. Headquarters
 - v. ACT development team (consultation as needed)
 - b. The chair will interview the nominated committee members prior to appointment and recommend appointment to the assistant secretary and appointing authority.
2. Policy Development
 - a. The Policy Committee will review policies:
 - i. When the policy chair, administrator, or Committee receives requests or identifies policy which need to be changed or developed.
 - ii. At sunset review, which is at least every four years, to determine if any changes are needed or if the policy can be archived. A more frequent review may be conducted.
 - iii. When a policy needs to align with a business need.
 - b. Employees and stakeholders may provide policy feedback for any policy draft.
 - i. Policy Committee will provide opportunities for stakeholder feedback by sending an email or meeting during the revision process.
 - ii. Policy administrator will solicit input from Youth Voice for relevant policies.
 - iii. A representative of the AGO must review policies before final approval.
 - c. Exceptions:
 - i. Required changes:
 1. The Policy Committee may make required changes to align with law and rule changes, or administrative policies without completing the full stakeholder or review process.
 2. The policy chair must approve revisions prior to signature and reissue.
 - ii. Technical edits:
 1. The policy administrator may make technical edits for omissions or clarification.
 2. Must not change the revised or sunset review date.
 3. Must reflect the current process and not change or add new requirements.
 4. Must note the details of the technical edit within the policy.
 - d. The policy chair reviews final policy drafts and recommends approval to the assistant secretary.
 - e. Once the assistant secretary approves policies, the policy administrator will forward them to the deputy secretary of children & families for final approval.
 - f. The policy administrator will:
 - i. Publish policies on the policy intranet page and the public internet site.
 - ii. Send an email from the policy email address notifying all employees and key stakeholders when a policy or Directive is published.
 - iii. Assign a policy certification module in Learning Center or other tracking as needed.

Resources

DCYF Administrative Policy 9.01 Policy
Development Definitions
Policy Committee Charter