

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: POLICIES, PROCEDURES, AND FORMS CONTROL

CATEGORY: ADMINISTRATION

Policy

The purpose of this policy is to establish a routine process to review, update, and approve institutional and administrative policies, procedures and forms through the Policy Review Committee.

The Policy Review Committee is comprised of the Director, Statewide Administrator of Facility Operations, Deputy Attorney General, Management Assistant, three regional Superintendents, Education Program Director, the three institutional Office Services Supervisors (OSS), the Community Operations and Program Services division administrator; Administrative Services Administrator; and Human Resources Officer.

The Idaho Department of Juvenile Corrections (IDJC) recognizes the need to establish, review, and monitor compliance with department policies and procedures and forms along with establishing proper retention schedules. The IDJC also recognizes the need to establish appropriate authorization levels for decision and action, and mechanisms for appropriate checks and balances in all areas of its operation.

It is therefore the policy of the IDJC that all IDJC policies and procedures (also known as policies/procedures) will be reviewed every three years, unless stated otherwise as required by Idaho statute, changes in rule or federal regulations, or if other issues arise. Updates must be approved through the Policy Review Committee.

Responsibilities

Division Administrator:

1. Oversees the development, implementation, regular review, and updating, as well as monitors compliance with policy/procedure and forms that relate to their respective areas of agency operation;
2. Works within the structure of the Policy Review Committee, as defined and established by the Director, to assure that consistency of practice is maintained in all units of operation;
3. Is responsible for assuring that the interests, concerns and suggestions of their employees and other units/functions directly impacted are included in the consideration of any policy/procedure and form being developed or revised;

4. Ensures that developed policies/procedures are written to provide understandable instruction for employees on how to accomplish critical job functions and provide clear department expectations; and
5. Ensures that policies/procedures are reviewed by Legal Services and, as determined by the Division Administrator, by Human Resource before submitting to the Policy Review Committee.

Policy Committee Chair:

1. Is designated by the agency director.
2. Oversees and carries out the review and approval of all IDJC policies/procedures and forms.
3. Convenes regular monthly meetings and additional meetings, as necessary.

Policy Committee Support Staff:

1. Supports the chair in meeting the objectives of the Policy Review Committee.
2. Establishes and maintains a set schedule for review of all IDJC policies/procedures to meet the three-year review cycle adopted in this policy;
3. Informs IDJC employees when new and updated policies/procedures and forms are posted to the intranet;
4. Maintains definitions and acronyms used in IDJC policies/procedures on the intranet in a document titled *IDJC Glossary of Terms and Acronyms* (GOTA).
5. Archives inactive policies/procedures and forms in the designated repository according to the approved retention schedule; and
6. Makes accurate data entry when posting or archiving policies/procedures and forms to maintain the respective integrated policies/procedures and forms tracking logs to reflect revision dates and other relevant information.

Operating Procedures

- I. Request Approval to Write or Revise Policy/Procedure or Form
 - A. Employee discusses with appropriate supervisor suggestions for creation of new policy/procedure or forms.
 - B. Consult with and receive approval from the Division Administrator regarding whether the changes suggested would be best handled by modifying an existing policy/procedure or form or developing a new one.
- II. Write or Revise Policy/Procedure or Form

- A. When writing a new policy, access the policy/procedure template located on the IDJC Intranet and linked on the last page of this document.
- B. To revise an existing policy, obtain a draft copy of the policy from the policy review committee support staff.
- C. Review the desk manual on Writing a Policy and Procedure, Desk Manual, or Form (10) for specific instructions.
- D. Draft the new policy/procedure or form. Share the proposed changes with employees affected by the changes.
- E. Revise the existing policy/procedure or form using track changes. Share the proposed changes with employees affected by the changes.

An employee proposing changes to an IDJC policy/procedure or form is responsible for following document revision mark-up guidelines. Refer to the 10 desk manual section 'Revising an Existing Policy and Procedure or Form' or see the policy review committee support staff for help.

III. Process Cover Sheet for Policy Review Committee Document Approval (DJC-147) Form

- A. Complete DJC-147 form for all proposed new or substantially revised policies/procedure and forms.

The DJC-147 form is not completed when submitting policies/procedure and forms for required 3-year review, if there are no or only minor, non-substantive revisions.

- B. Review definitions found in the GOTA document. If a definition used in the policy/procedure is not in the GOTA, or if a definition needs to be revised, add the proposed definitions to the DJC-147 form. List definitions that need to be deleted from the GOTA on the DJC-147 form.
- C. Send the DJC-147 form along with the proposed draft of policy/procedure or form to the Division Administrator for review and approval.
- D. Send the DJC-147 form along with proposed draft of policy/procedure or form, upon approval from the Division Administrator, to Legal Services and, if applicable, Human Resource for review and approval. The Division Administrator determines if Human Resource needs to review the policy/procedure or form. All policies/procedures are reviewed by Legal Services.
- E. Discuss any questions or concerns received from Legal Services and, if applicable, Human Resource, with the Division Administrator.
- F. Note approvals on the DJC-147 form.

- IV. Submit Policy/Procedure or Form for Policy Review Committee Approval
 - A. Submit draft policy/procedure or form and, if applicable, the DJC-147 form to the policy review committee support staff, once all required reviews are complete.
 - B. Attend a policy review committee meeting, if requested, to present the policy/procedure or form and answer questions.
- V. Approval of Policy/Procedure or Form
 - A. Once approved , the policy/procedure is finalized and forwarded to the IDJC Leadership Team for a five day review and final approval. Forms are finalized and posted.
 - B. Once a policy/procedure or form is approved, the policy review committee support staff:
 - 1. Posts the policy/procedure or form to the intranet and notifies employees.
 - 2. Coordinates with the Management Assistant to update policy/procedure or form on the IDJC website, as applicable.

References: [IDJC Glossary of Terms and Acronyms](#)
 [Records Retention Schedules](#)
 [Records Destruction Logs](#)

Related Desk Manual(s): [Writing a Policy and Procedure, Desk Manual, or Form \(10\)](#)

Related Policies: [Records Management Program \(117\)](#)
 [Public Records \(901\)](#)

Related Forms: [Cover Sheet for Policy Review Committee Document Approval \(DJC-147\)](#)
 [Records Destruction Worksheet \(DJC-279\)](#)
 [IDJC Policy and Procedure template](#)
 [Cover Sheet for Retention Schedules Review and Approval \(DJC-141\)](#)