


SUBJECT: DAS Statewide and Internal Policy Development	NUMBER: 107-01-090
DIVISION: Operations Division	EFFECTIVE DATE: 11/21/08
APPROVED: 	

<u>POLICY/PURPOSE:</u>	To establish guidelines and provide the process to create and revise Department of Administrative Services (DAS) statewide and internal policies.
<u>AUTHORITY:</u>	ORS 184.340
<u>APPLICABILITY:</u>	DAS Internal Operations Policies DAS Statewide Policies
<u>ATTACHMENTS:</u>	Sample Policy Format for Internal Operations Policies Sample Policy Format for Statewide Policies
<u>DEFINITIONS:</u>	<p>DAS Internal Operations Policy: A policy that applies to all employees in DAS. The DAS Director approves and signs internal policies.</p> <p>DAS Statewide Policy: A policy developed by a DAS division, which applies to all state agencies and state employees. Example: The State Services Division develops a policy on the use of state vehicles. The DAS Director approves and signs the statewide policy.</p> <p>Division Policy: A policy which applies only to employees of a single DAS division. The division administrator approves and signs division policies. DAS does not require division policies to go through the review process described in this policy. DAS statewide and internal operations policies supersede division policies.</p> <p>Executive Staff: DAS Executive Staff includes the director, deputy director, division administrators and others designated by the DAS Director.</p> <p>Policy Author: The individual responsible for drafting new or revising current policies. This individual possesses the highest degree of knowledge regarding a specific subject or scope of work.</p> <p>DAS Policy Coordinator: Person responsible for coordinating the approval and maintenance process for DAS policies.</p> <p>DAS Public Affairs: Personnel within the DAS Public Affairs unit of the Director's Office. Public Affairs reviews policies for plain language according to HB 2702.</p> <p>Subject Matter Experts: An affected individual or group of individuals (e.g. board, advisory committee, council, work group, or other interested parties) that the policy author has worked with to develop or revise a policy or procedure.</p>

Internal Operations Manual

DAS Statewide and Internal Policy Development

107-01-090

GUIDELINES:

- | | |
|------|---|
| I. | <p>Policy author will seek input from interested parties and subject matter experts to give them an opportunity to provide comments on draft policies.</p> <p>Policy author will submit draft policies (using MS Word) to DAS Public Affairs for high level review of plain language.</p> <p>DAS Public Affairs will provide feedback to policy author within five working days.</p> <p>Policy author edits the draft based on plain language criteria and resubmits document in MS Word (with track changes) to DAS Public Affairs.</p> <p>Within five working days, DAS Public Affairs will give policy author detailed feedback on style, consistency and language.</p> |
| II. | <p>Policy author finalizes language and submits to DAS Policy Coordinator to track and distribute to Executive Staff.</p> <p>DAS Policy Coordinator sends an electronic copy of the policy to Executive Staff members and other interested parties with a request to reply within seven days to the DAS Policy Coordinator or policy author directly, with comments, recommendations or questions.</p> <p>If reviewers suggest significant or controversial changes to internal policies, the Operations Division Administrator will decide whether to resubmit the policy to Executive Staff members for discussion and possible revision of the policy before it is approved and signed.</p> <p>If reviewers suggest significant or controversial changes to statewide policies, the administrator of the issuing division will decide whether to resubmit the policy to Executive Staff members for discussion and possible revision of the policy before it is approved and signed.</p> |
| III. | <p>The DAS Director has final comment and signature approval for all DAS statewide and internal operations policies.</p> |
| IV. | <p>The DAS Policy Coordinator will keep an electronic copy of existing and draft policies in an easily accessible format and publish approved policies on the DAS Web site. The Operations Division will maintain the DAS Internal Operations Manual and the Statewide Policy Manual, which contains all policies with original signature. The DAS Policy Coordinator will maintain an index of all current policies showing the date of original implementation and the next required review date.</p> |
| V. | <p>Each DAS division must develop and maintain a policy review process. The Operations Division will assist divisions to comply with that process.</p> |
| VI. | <p>Division administrators must review the policies sponsored by their division at least once every two years.</p> |

SUBJECT:	NUMBER:	XXX-XX-XXX
DIVISION:	EFFECTIVE DATE:	
APPROVED:		

**POLICY/
PURPOSE:**

[Redacted]

AUTHORITY:

[Redacted]

APPLICABILITY:

[Redacted]

ATTACHMENTS:

[Redacted]

DEFINITIONS:

[Redacted]

GUIDELINES:

- I.
- II.
- III.
- IV.
- V.
- VI.

PROCEDURES: PROC-XX-XXX *(make link)*

SUBJECT:	NUMBER:	XXX-XX-XXX
DIVISION:	EFFECTIVE DATE:	
APPROVED:		

**POLICY/
PURPOSE:**

[Greyed out area]

AUTHORITY:

[Greyed out area]

APPLICABILITY:

[Greyed out area]

ATTACHMENTS:

[Greyed out area]

DEFINITIONS:

[Greyed out area]

GUIDELINES:

- I.
- II.
- III.
- IV.
- V.
- VI.

[Greyed out area]

PROCEDURES: How is it actually done – list of steps

<u>STEP</u>	<u>Responsible Party</u>	<u>Action</u>
--------------------	---------------------------------	----------------------

- 1.
- 2.
- 3.