	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.01.10
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.01.10 of June 22, 2008	
	<b>SUBJECT:</b> <b>REQUESTS FOR CHANGE OR INTERPRETATION OF DEPARTMENT POLICY</b>		Page 1 of 2

## 1.0 PURPOSE

To establish procedures for Department personnel who wish a change, exemption to, or interpretation of established Department policy.

## 2.0 SCOPE

This policy applies to all employees within the Department.

## 3.0 REFERENCES, DEFINITIONS & FORMS

Act 211, SLH 1989, Establishment of the Department of Public Safety, Powers and Duties of the Director.

## 4.0 POLICY

Any employee of the Department may request a change, exemption to, or interpretation of Department policy. Development of new Department policy may also be requested. All requests shall be forwarded through the established chain of command.

## 5.0 PROCEDURES

### .1 Requests for Change or Exemption to Established Department Policy

- a. A request for change or exemption to a Department policy shall be forwarded in writing to the appropriate Deputy Director through the employee's section supervisor, brand administrator, and division administrator. The request shall include a thorough explanation of the reasons for change or exemption and how the specific sections of the policy should be changed.
- b. If the request is disapproved, the employee shall be notified of the reasons in writing.

### .2 Requests for an Interpretation of Department Policy

**NOT CONFIDENTIAL**

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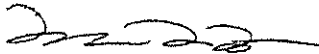
A request for an interpretation of Department policy shall be forwarded in writing to the appropriate Deputy Director through the employee's section supervisor, brand administrator and division administrator.

.3 Requests to Develop New Department Policy


Requests to develop new Department policy shall be forwarded in the form of an Inter-Office Memorandum (IOM) to the appropriate Deputy Director through the employee's chain of command (section supervisor, brand administrator, division administrator, as appropriate). The IOM shall include the reasons the policy is required and a general outline of the proposed policy context.

If the concept is approved, the requester shall follow the provisions of the Department Policy ADM.01.01, Policy Coordination and Control, which outline procedures for development of new Department Policy.


APPROVAL RECOMMENDED:

  
 \_\_\_\_\_ JAN 01 2024  
 Deputy Director for Administration                      Date

APPROVAL RECOMMENDED:

  
 \_\_\_\_\_ JAN 01 2024  
 Deputy Director for Corrections                      Date

APPROVED:

  
 \_\_\_\_\_ JAN 01 2024  
 DIRECTOR    Date

**NOT CONFIDENTIAL**