

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Management of Policy and Procedure		Policy Number: 2	
Number of Pages: 5		Section: I	
Attachments		Related Standards & References	
A. Policy and Procedure Update		ACA 3-JTS-1A-11 ACA 3-JTS-1A-17 ACA 3-JTS-1A-18 ACA 3-JTS-1A-19	
Effective Date: April 21, 2006 Revised October 13, 2008		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that policy and procedure will be established which describes the operations of the Division and is used by staff to guide their actions and decision-making. Policy and procedure will be reviewed regularly and updated as needed. Policy and procedure will be available to staff through electronic means; paper copies will be used as backup and/or as working copies of the policy and procedure that is electronically available.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. Policy Officer – A staff person will be designated as the Division’s policy and Policy Officer. This person will be responsible for assuring the organization’s policies and procedures are correctly written, available to staff, and updated as necessary.
- B. Official Policies and Procedures - Official policies and procedures are maintained in electronic format and are updated as needed.
- C. Unofficial Copies – Paper copies of policy and procedure are considered unofficial copies; staff may make unofficial copies to quick reference and/or study. However, staff is responsible for checking the organization’s computer network to make sure any paper copies that have been made are current and up-to-date.

III. PROCEDURE

- A. Policy Officer – The director of the Division will appoint a Policy Officer who will be responsible for overseeing the Division’s policy and procedure process. The duties of the Policy Officer will include, but not necessarily be limited to, the following:

Subject	Policy #	Page
Management of Policy and Procedure	1.2	2 of 4

1. Drafting, editing, and proofreading policy and procedure.
 2. Maintaining the Division's web and CD-based policy and procedure manuals.
 3. Replacing outdated policy and procedure on an as-needed basis, assuring the Division's policy and procedure is current and complete.
 4. Establishing and maintaining a list of the administrators assigned to review and/or update policy and procedure when appropriate.
 5. Assuring all policies and procedures are updated as needed and that each policy and procedure is reviewed for completeness and accuracy not less than annually.
 6. Conducting training on writing policy and procedure.
- B. Writing, Revising and Updating Policy and Procedure – For policy and procedure to be useful to staff, it must continuously change and remain current with the demands placed on the Division of Youth Services. The Division will regularly update policy and procedure to assure staff can rely on policy and procedure to guide their actions and decision making.
1. Drafting Policy and Procedure – When operational requirements of the Division make the drafting of new policy and procedure essential, the Policy Officer, administrator over the altered area of operation, and/or the director of the Division will assign a staff member to construct a new policy and procedure. When the draft is complete, the Policy Officer will review it for clarity, accuracy and completeness and then submit it to the director of DYS for approval.
 2. Approving Policy and Procedure – Drafts of policies and procedures will be submitted to the Policy Officer for final editing. When ready for approval and implementation, the Policy Officer will submit the policies and procedures to the director of the Division of Youth Services for final approval.
 3. Revising or Updating Policy and Procedure – Policies and procedures will be reviewed on an annual basis and revised or updated regularly as needed.
 - a. High Priority Changes – When major changes to organizational practices occur or need to occur, direct changes to policy and procedure will be made. The assigned administrator, or other assigned staff member, will make the needed revisions and submit them for approval before the major changes are implemented.
 - b. Annual Review – All policy and procedure will be reviewed on an annual basis. At the beginning of each month, the Policy Officer will compile a list of the policies and procedures that have effective dates that fall in the target

Subject	Policy #	Page
Management of Policy and Procedure	1.2	3 of 4

month during the previous year. Those policies and procedures will be revised or updated using the following process:

- i. The Policy Officer will maintain a list of policies and procedures and the administrator who is designated as having the responsibility for keeping a given policy and procedure updated. This list will be approved by the director of the Division of Youth Services.
- ii. When a policy and procedure needs to be revised or updated, a notice (Attachment A) will be sent to the designated administrator for review and updating.
- iii. When the form is returned showing changes are needed, the Policy Officer will incorporate the needed changes, get the revised policy and procedure approved, and publish the revisions.
- iv. All updates that need to be made in a given month will be made at one time. However, major changes to critical policies may be made as needed.

- C. Implementation – To ensure that appropriate notification, preparation and training are provided for, a specified period of time shall be allotted before a given policy and/or procedure shall be put into practice and enforced. Therefore, the official implementation date shall be identified by the facility as 30 days from the date of draft, update or revision.
- D. Format of Policy and Procedure – All policy and procedure will use a standardized format. This format will include the following:
 1. Heading Block – Each policy and procedure will start with a heading block that lists key information including the title of the policy and procedure, the reference number, attachments that support the policy and procedure, applicable standards or statutes that are covered by the policy and procedure, the date of implementation, and the person who has approved its implementation.
 2. Major Sections – Each policy and procedure will be organized into three major sections: a policy statement, definitions of key terms found in the policy, and the procedure that explains how the policy will be implemented.
 3. Indented Outline Format – As found in this policy and procedure, material in the policy and procedure will be organized in an indented outline format.
- E. Distribution of Policy and Procedure – The Division will use electronic means to disseminate policy and procedure.

Subject	Policy #	Page
Management of Policy and Procedure	1.2	4 of 4

1. Computer Network – Policies and procedures that have been updated will be placed on the DYS website and on the CD’s provided to offices and posts where Internet access is not available.
 2. Notification – The Policy Officer shall notify Divisional and Facility administrators of policy updates or changes by disseminating a memo either through traditional means or email. Administrators shall then be responsible for informing their staff of such changes.
- F. Unofficial Copies – Any paper copies of policies and procedures are unofficial copies. Staff may print out copies of policies and procedures for their own use at any time. However, when using paper copies of policies and procedures, staff is responsible for checking the on-line policy and procedure manual to assure the paper copy they possess is still current.
- G. Quality Assurance – When a policy and procedure is drafted or updated, professional standards will be identified. These standards will serve as the foundation for quality assurance for that policy and procedure. Standards from relevant organizations, such as the American Correctional Association and the National Commission on Correctional Healthcare, will be used as sources for policy development and/or revision; such standards will be identified in the header of the given policy and procedure. (See policy IX: Quality Assurance)