



DCYF Standard Operating Procedure

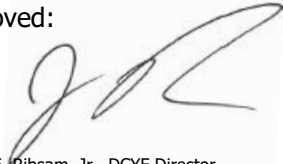
2780.4 FINALIZING POLICY DIRECTIVES

Policy Directive: **20-09**

Approved:

Effective Date: **March 2020**

Implements Policy: **2780**


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This SOP defines the process for finalizing draft policies, SOPs, and forms.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Policy and Planning staff will ensure that the final draft document:
 - A. Has been formatted and had all cites verified for accuracy;
 - B. Has a valid manual reference number;
 - C. Has an assigned Policy Directive number and coversheet to identify key information for the approval and release of the document; and
 - D. Has been shared and agreed upon with other agencies whose collaboration is integral to the project.
- II. Policy and Planning staff will circulate the final draft documents to key staff with oversight of impacted programs prior to the project's provision to the DCYF Director for approval.
 - A. Circulation must begin with Field Administrators and SYSC Department heads whose program is affected by the document(s), if applicable.
 1. Any comments beyond editorial fixes will be compiled by the Policy and Planning staff for review with the Subject Matter Expert as appropriate.
 - B. Any approvals received by email will be placed in a circulation folder with the final draft document(s) and Policy Directive.
 - C. The circulation folder will be provided to staff in the following order:
 1. The Policy Administrator;
 2. The Subject Matter Expert;
 3. All Administrators whose programs are affected by the final draft policy; and

4. The DCYF Director.
- D. Any individual who has concerns and does not approve the circulation folder, must provide comments as to why they do not approve and what changes can be made to gain their approval.
1. Any disapproval should be returned to the assigned Policy and Planning staff for resolution.
 2. Policy and Planning staff will work with the SME or other Division staff as needed to identify the appropriate resolution.
 3. Once the requested changes are completed and the individual has approved of the final draft document(s), the circulation process resumes.
 4. No final draft policy shall be provided to the DCYF Director for signature prior to obtaining all necessary approvals.
- III. A policy, SOP, or form is not official and/or approved until signed by the DCYF Director.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date