

2012 Annual DOC Policy Review Schedule

Policy #	Section Title	Policy Title	Comments Due in Policy Unit By
1.1.1	General Administration	Purpose, Mission, and Management Philosophy	15-Jan-12
1.2.10	Fiscal Management	Commissary and Canteen	15-Jan-12
1.2.13	Fiscal Management	Non-Treasury Cash Accounts	15-Jan-12
1.2.16	Fiscal Management	Reimbursable Meeting Costs	15-Jan-12
1.5.1	Case Records Management	Adult Offender Good Time Allowance	15-Jan-12
1.5.13	Case Records Management	DNA Testing/Collection of Biological Samples	15-Jan-12
1.5.4	Case Records Management	Transfer of Offender Records	15-Jan-12
1.5.5	Case Records Management	Case Records Management	15-Jan-12
1.5.6	Case Records Management	Offender Records Access and Release	15-Jan-12
1.5.7	Case Records Management	Case Records Auditing	15-Jan-12
1.5.9	Case Records Management	Reporting Requirements for Criminally Convicted Youth	15-Jan-12
2.1.1	Building and Safety Codes	Facility Maintenance	15-Jan-12
2.1.3	Building and Safety Codes	Land Use Restrictions	15-Jan-12
4.1.4	Reception and Orientation	Indigent Status	15-Jan-12
4.3.1	Food Service	General Food Service Operations	15-Jan-12
4.3.3	Food Service	Food Service Safety and Sanitation	15-Jan-12
4.5.12	Health Care	Managed Care and Cost Containment	15-Jan-12
4.5.14	Health Care	Offender Health Assessments	15-Jan-12
4.5.15	Health Care	Offender Health Care Access	15-Jan-12
4.5.16	Health Care	Offender Non-Emergency Health Care Requests	15-Jan-12
4.5.17	Health Care	Offender Sick Call	15-Jan-12
4.5.21	Health Care	Locked Housing Offender Health Evaluation	15-Jan-12
1.3.12	Human Resources	Staff Association and Conduct with Offenders	15-Feb-12
1.3.15	Human Resources	Americans with Disabilities Act (ADA)	15-Feb-12
1.3.2	Human Resources	Employee Performance and Conduct Guidelines	15-Feb-12
1.3.20	Human Resources	Nondiscrimination and Sexual Harassment	15-Feb-12
1.3.3	Human Resources	Worker's Compensation	15-Feb-12
1.3.31	Human Resources	Labor Relations Administration	15-Feb-12

1.3.36	Human Resources	Post Trauma Response	15-Feb-12
1.3.39	Human Resources	Supervisory Documentation	15-Feb-12
1.3.40	Human Resources	Timekeeping	15-Feb-12
1.3.41	Human Resources	Employee Dress, Uniform and Hygiene	15-Feb-12
1.3.45	Human Resources	Performance Appraisal	15-Feb-12
1.3.46	Human Resources	Employee Meal and Rest Breaks	15-Feb-12
3.1.11	Security Operations	Offender Movement Control	15-Feb-12
3.2.10	Emergency Management and Safety Plans	Fire and Life Safety	15-Feb-12
3.2.11	Emergency Management and Safety Plans	Fire Response/Preparedness	15-Feb-12
3.2.13	Emergency Management and Safety Plans	Safety Inspections	15-Feb-12
4.2.1	Classification	Offender Classification System	15-Feb-12
4.2.2	Classification	Special Needs Offenders	15-Feb-12
4.3.2	Food Service	Menu Planning	15-Feb-12
4.3.4	Food Service	Food Service in Special Housing Units	15-Feb-12
1.1.10	General Administration	Department Facility/Program Tours	15-Mar-12
1.1.3	General Administration	Organization and Responsibility	15-Mar-12
1.1.4	General Administration	Department and Board of Pardons and Parole Coordination	15-Mar-12
1.1.8	General Administration	Media Relations	15-Mar-12
1.1.9	General Administration	Legal Assistance for Staff	15-Mar-12
3.1.13	Security Operations	Key Control	15-Mar-12
3.1.14	Security Operations	Tool Control	15-Mar-12
3.1.3	Security Operations	Logs and Record-Keeping Systems	15-Mar-12
3.1.5	Security Operations	Entrance Procedures and Detainment of Non-Offenders	15-Mar-12
4.1.2	Reception and Orientation	Offender Reception and Orientation	15-Mar-12
4.2.3	Classification	Unit Management	15-Mar-12
4.6.1	Release/Placement	Admission and Discharge Reporting System	15-Mar-12
4.6.2	Release/Placement	Release and Transfer Procedures	15-Mar-12
4.6.3	Release/Placement	DOC Commitments	15-Mar-12
4.6.4	Release/Placement	Conditional Release of DOC Commitments	15-Mar-12
5.1.4	Work Programs	Forced Labor	15-Mar-12
5.1.6	Work Programs	Wild Land Fire Suppression Crews	15-Mar-12
5.2.3	MCE Work and Training Programs	Department/MCE Product Sales	15-Mar-12

5.2.4	MCE Work and Training Programs	Prison Industry Enhancement Certification Program	15-Mar-12
5.3.3	Education Programs	University Aid for Youth Offenders	15-Mar-12
1.1.11	General Administration	Department and Tribal Government Relations	15-Apr-12
1.1.12	General Administration	Department Communication Plan	15-Apr-12
1.1.5	General Administration	Political Practices	15-Apr-12
1.7.1	Information Systems	Information Technology Services	15-Apr-12
1.7.11	Information Systems	E-Government Services	15-Apr-12
1.7.2	Information Systems	IT Hardware, Software, and Contracted Services Standards	15-Apr-12
1.7.3	Information Systems	Data Quality	15-Apr-12
1.7.6	Information Systems	Unlawful Use of Computers	15-Apr-12
1.7.9	Information Systems	Acceptable Use of IT Resources	15-Apr-12
1.8.1	Victim Services	Victim Services	15-Apr-12
1.8.2	Victim Services	Victim-Offender Dialogue	15-Apr-12
1.8.3	Victim Services	Offender Accountability Letters	15-Apr-12
2.3.2	Housing	Offender Housing/Construction	15-Apr-12
3.1.1	Security Operations	Management of the Security Program	15-Apr-12
3.1.7	Security Operations	Emergency Equipment and Armory Operations RD	15-Apr-12
3.3.9	Rights and Privileges	Offender Marriages	15-Apr-12
4.4.2	Sanitation and Hygiene	Facility Sanitation and Pest Control	15-Apr-12
5.1.3	Work Programs	Offender Community Work Programs	15-Apr-12
5.3.2	Education Programs	Library Services	15-Apr-12
1.1.7	General Administration	Compliance Monitoring	15-May-12
1.2.17	Fiscal Management	Department Grants and Assistance Management	15-May-12
1.3.11	Human Resources	Legislative Testimony and Process	15-May-12
1.3.14	Human Resources	Prison Rape Elimination Act (PREA)	15-May-12
1.3.30	Human Resources	State Telephone Network Usage	15-May-12
1.3.32	Human Resources	Loss-Control (Safety) Program	15-May-12
1.3.43	Human Resources	Breastfeeding	15-May-12
1.3.5	Human Resources	Employee Privacy and Record Keeping	15-May-12
1.3.51	Human Resources	Cellular Telephone Usage	15-May-12
1.3.6	Human Resources	Broadband Pay Plan	15-May-12
1.7.14	Information Systems	Software Licenses	15-May-12

3.1.32	Security Operations	Electronic Monitoring System	15-May-12
3.1.34	Security Operations	Correctional Facility Staffing	15-May-12
3.3.7	Rights and Priviledges	Offender Access to Telephones	15-May-12
3.5.1	Special Management	Locked Housing Unit Operations	15-May-12
4.5.13	Health Care	Intake/Reception Health Screening	15-May-12
4.5.19	Health Care	Nursing Assessment Protocols	15-May-12
5.1.1	Work Programs	Offender Employment	15-May-12
5.4.1	Treatment Programs	Offender Treatment Programs	15-May-12
5.5.2	Recreation Programs	Offender Organizations	15-May-12
5.5.3	Recreation Programs	Recreation Programs	15-May-12
3.1.26	Security Operations	Polygraph Tests for Offenders	15-Jun-12
3.2.1	Emergency Management and Safety Plans	Emergency Management	15-Jun-12
3.2.1(A)	Emergency Management and Safety Plans	Emergency Operations Plan (EOP) RD	15-Jun-12
3.3.3	Rights and Priviledges	Offender Grievance Program	15-Jun-12
3.3.4	Rights and Priviledges	Media Access to Offenders	15-Jun-12
3.3.5	Rights and Priviledges	Offender/Staff Communication Methods	15-Jun-12
3.5.5	Special Management	Behavior Management Plans	15-Jun-12
4.1.1	Reception and Orientation	Offender Admissions Process	15-Jun-12
4.1.3	Reception and Orientation	Offender Personal Property	15-Jun-12
4.5.2	Health Care	Responsible Health Authority	15-Jun-12
4.5.3	Health Care	Medical Autonomy	15-Jun-12
4.5.4	Health Care	Helath Care Credentialing	15-Jun-12
4.5.5	Health Care	Health Care Unit Policies and Procedures	15-Jun-12
4.5.6	Health Care	Administrative Meetings and Reports	15-Jun-12
4.5.7	Health Care	Offender Workers in Health Care Units	15-Jun-12
4.6.6	Release/Placement	Furough Program	15-Jun-12
1.1.2	General Administration	Policy Management System	15-Jul-12
1.7.7	Information Systems	Computer Security	15-Jul-12
3.1.15	Security Operations	Security Inspections	15-Jul-12
3.1.21	Security Operations	Offender Count and Supervision	15-Jul-12
3.1.31	Security Operations	Firearms	15-Jul-12
3.2.12	Emergency Management and Safety Plans	Control and Use of Hazardous Materials	15-Jul-12
3.3.2	Rights and Priviledges	Offender Legal Access to Courts	15-Jul-12

3.3.6	Rights and Privileges	Offender Mail	15-Jul-12
3.6.1	Executions	Executions	15-Jul-12
4.4.1	Sanitation and Hygiene	Offender Hygiene, Clothing, and Linen Supplies	15-Jul-12
1.3.10	Human Resources	Reduction in Force	15-Aug-12
1.3.16	Human Resources	Volunteer Services	15-Aug-12
1.3.17	Human Resources	Student Interns	15-Aug-12
1.3.22	Human Resources	Exit Interviews and Employee Satisfaction	15-Aug-12
1.3.29	Human Resources	On-Call Status for Exempt and Nonexempt Employees	15-Aug-12
1.3.44	Human Resources	Telework	15-Aug-12
1.3.7	Human Resources	Position Classification	15-Aug-12
3.3.8	Rights and Privileges	Offender Visiting	15-Aug-12
4.5.39	Health Care	Offender Participation in Research Projects	15-Aug-12
4.5.9	Health Care	Continuous Quality Improvement Program	15-Aug-12
5.1.5	Work Programs	Offender Community Presentations	15-Aug-12
5.5.4	Recreation Programs	Hobby Programs	15-Aug-12
5.6.1	Religious Programs	Religious Programming	15-Aug-12
1.1.13	General Administration	Research Activities of Non-Department Agencies	15-Sep-12
1.2.3	Fiscal Management	Accounting Procedures	15-Sep-12
1.2.4	Fiscal Management	Internal Controls	15-Sep-12
1.2.6	Fiscal Management	Offender Financial Transactions	15-Sep-12
3.1.2	Security Operations	Facility Security Manuals	15-Sep-12
3.1.30	Security Operations	Offender Escorted Leave	15-Sep-12
3.1.4	Security Operations	Perimeter Security	15-Sep-12
3.1.6	Security Operations	Control Center Operations	15-Sep-12
3.2.3	Emergency Management and Safety Plans	Airspace Security RD	15-Sep-12
3.2.4	Emergency Management and Safety Plans	Bomb Threats and Suspicious Objects RD	15-Sep-12
3.2.5	Emergency Management and Safety Plans	Internal Evacuation	15-Sep-12
3.2.6	Emergency Management and Safety Plans	External Evacuation RD	15-Sep-12
3.2.8	Emergency Management and Safety Plans	Facility Lockdown RD	15-Sep-12
3.4.3	Rules and Discipline	Tobacco Use Regulations	15-Sep-12
4.5.20	Health Care	Emergency Medical Services	15-Sep-12
4.5.22	Health Care	Offender Health Care Continuity	15-Sep-12
4.5.23	Health Care	Offender Health Care Escort and Transport	15-Sep-12

4.5.24	Health Care	Offender Health Education and Promotion	15-Sep-12
4.5.25	Health Care	Pharmaceuticals	15-Sep-12
4.5.26	Health Care	Offender Dental Services	15-Sep-12
4.5.27	Health Care	Offender Mental Health Services	15-Sep-12
4.5.34	Health Care	Offender Death	15-Sep-12
1.1.6	General Administration	Priority Incident Reporting and Acting Director System	15-Oct-12
1.2.11	Fiscal Management	Cash Management	15-Oct-12
1.2.12	Fiscal Management	Adult Offender Welfare Accounts	15-Oct-12
1.2.14	Fiscal Management	Employee Travel	15-Oct-12
1.2.18	Fiscal Management	Fleet Vehicle Management	15-Oct-12
1.2.2	Fiscal Management	Budget Preparation	15-Oct-12
1.4.1	Professional Development	Professional Development and Training	15-Oct-12
1.4.1 (A)	Professional Development	Training Op. Procedure Guide	15-Oct-12
1.5.10	Case Records Management	Registration of Sexual and Violent Offenders	15-Oct-12
2.2.1	Size, Organization, and Location	Facility Design/ Capacity	15-Oct-12
2.3.1	Housing	Staff Housing	15-Oct-12
3.2.7	Emergency Management and Safety Plans	Emergency Perimeter Security	15-Oct-12
4.5.28	Health Care	Services for Offenders with Mental Illness	15-Oct-12
4.5.29	Health Care	Prescription Medication for Offenders with Mental Illness	15-Oct-12
4.5.31	Health Care	Informed Consent	15-Oct-12
4.5.32	Health Care	Right to Refuse Medical Treatment	15-Oct-12
4.5.33	Health Care	Offender Medical Emergency Notifications	15-Oct-12
5.2.1	MCE Work and Training Programs	Correctional Enterprises	15-Oct-12
5.2.2	MCE Work and Training Programs	MCE/Program Implementation Checklist	15-Oct-12
1.2.1	Fiscal Management	Fiscal Management	15-Nov-12
1.2.19	Fiscal Management	Fradulent Acts Reporting	15-Nov-12
1.2.5	Fiscal Management	Insurance Coverage	15-Nov-12
1.3.19	Human Resources	Drug-Free Workplace	15-Nov-12
1.3.35	Human Resources	Bloodborne Pathogens Exposure Control Plan	15-Nov-12
1.3.4	Human Resources	Employee Section Guidelines	15-Nov-12
1.3.42	Human Resources	Fragrance Free Workplace	15-Nov-12
1.3.52	Human Resources	Workplace Family Relationships	15-Nov-12
1.3.8	Human Resources	Employee Leave and Absences	15-Nov-12

1.3.9	Human Resources	Employee Probationary Status	15-Nov-12
1.5.11	Case Records Management	Reporting of Admission or Release of Arsonists	15-Nov-12
3.1.12	Security Operations	Offender Escort and Travel	15-Nov-12
3.1.17	Security Operations	Searches and Contraband Control	15-Nov-12
3.1.28	Security Operations	Crime Scene and Physical Evidence Preservation	15-Nov-12
3.4.1	Rules and Discipline	Offender Disciplinary System	15-Nov-12
3.4.2	Rules and Discipline	Prohibited Acts	15-Nov-12
4.5.10	Health Care	Level of Therapeutic Care	15-Nov-12
4.5.11	Health Care	Infection Control Program	15-Nov-12
4.5.35	Health Care	Chemical Treatment of Sex Offenders	15-Nov-12
4.5.36	Health Care	Health Records Transfer	15-Nov-12
1.2.7	Fiscal Management	Inventories and Records Management	15-Dec-12
1.2.8	Fiscal Management	Procurement	15-Dec-12
1.2.9	Fiscal Management	Contracts	15-Dec-12
1.3.38	Human Resources	Employees Charged with Criminal Acts	15-Dec-12
1.7.13	Information Systems	Offender Access to Computers	15-Dec-12
1.7.5	Information Systems	Video Conferencing Services	15-Dec-12
3.1.19	Security Operations	Investigations	15-Dec-12
3.1.20	Security Operations	Offender Drug Testing Program	15-Dec-12
3.1.24	Security Operations	Security Threat Group Identification and Management	15-Dec-12
3.1.33	Security Operations	Radio/Telephone Communication Systems RD	15-Dec-12
3.1.8	Security Operations	Use of Force and Restraints	15-Dec-12
3.2.2	Emergency Management and Safety Plans	Tactical Teams RD	15-Dec-12
4.5.37	Health Care	Health Record Format and Content	15-Dec-12
4.5.38	Health Care	Offender Health Record Access, Release, and Retention	15-Dec-12
4.6.5	Release/Placement	Detention Facility Holds of DOC Offenders	15-Dec-12
4.6.7	Release/Placement	Medical Parole	15-Dec-12