

THE DISTRICT OF COLUMBIA  
DEPARTMENT OF YOUTH REHABILITATION SERVICES  
POLICY AND PROCEDURES MANUAL

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| POLICY NUMBER:            | DYRS-001   |
| RESPONSIBLE OFFICES:      | Agency-wide  |
| EFFECTIVE DATE OF POLICY: | March 5, 2012                                      |
| SUPERSEDES POLICY:        | N/A  |
| SUBJECT:                  | Development, Revision, and Review of DYRS Policies |

**I. PURPOSE**

The purpose of this policy is to establish and maintain a comprehensive approach to the development, revision and review of DYRS policies. This policy identifies the methods, authority and review process to ensure policy implementation, compliance and quality assurance.

**II. POLICY**

The DYRS Director, the Policy Coordinator and the Policy Review Steering Committee shall maintain policies that govern all operations of the Department. The policies shall be updated annually and shall be approved and signed by the Director. All policies shall be disseminated to staff, contractors, and, when appropriate, to volunteers, youth and their families.

**III. AUTHORITY**

This policy is governed by all applicable District of Columbia and federal laws including DYRS Establishment Act, D.C. Official Code §§ 2-1515.01 *et seq.* (2008), and the District of Columbia Personnel Manual (DPM).

**IV. SCOPE**

The policies and procedures herein shall apply to all DYRS employees. They also apply to volunteers, vendors, providers, and contractors who provide services to youth or the agency.

**V. GENERAL GUIDELINES**

- A. DYRS policy shall prescribe rules and practices for the operation of the Department; assign responsibilities to and require action of Department personnel; and dispense information needed to carry out the duties of the Department, its facilities, programs, services and operations.
- B. All policies shall comply with all federal, state and local laws, regulations, and best practices standards for the provision of residential, restorative, and rehabilitative services to youth in the juvenile justice system consistent with the standards of the American Correctional Association (ACA) or those of another nationally accepted accrediting body.

**VI. POLICY UPDATE AND REVIEW**

- A. The Director shall designate a Policy Coordinator to oversee the annual review of all policies.
- B. The Policy Coordinator, in consultation with the Policy Review Steering Committee (herein "Committee") described below, shall determine which policies require substantial revision, determine

which policies are the highest priorities for revision, and shall establish a timeline for completing the revisions. For each policy requiring substantial revision as determined by the Policy Coordinator, the Policy Coordinator shall convene a committee that includes representatives from disciplines within the agency necessary to conduct comprehensive review and development of that policy.

- C. The Policy Coordinator shall ensure that best practices standards are considered in developing and revising agency policy.
- D. The Policy Coordinator shall draft the new policy with the guidance of the Committee.
- E. Following completion of the committee's recommended draft, the Policy Coordinator shall submit the draft policy to the Office of General Counsel for review.
- F. Upon approval by the Office of General Counsel, the Policy Coordinator shall submit the policy to the Director for approval and signature.

## **VII. POLICY REVIEW STEERING COMMITTEE**

- A. The Director shall establish a Policy Review Steering Committee.
- B. The Policy Review Steering Committee shall conduct annual reviews of all Department policies.
- C. The Policy Review Steering Committee shall include the following individuals:
  - 1. Director or designee;
  - 2. Deputy Director;
  - 3. Chief of Staff;
  - 4. Chief Operating Officer;
  - 5. General Counsel;
  - 6. Chiefs of Detained and Committed Services;
  - 7. Chief of Health Services;
  - 8. Program Manager of the Office of Internal Integrity;
  - 9. Program Manager of Quality Assurance;
  - 10. Manager of Human Resources;
  - 11. Training Officer;
  - 12. Superintendents of the New Beginnings Youth Development Center and the Youth Services Center;
  - 13. Program Manager of Case Management; and
  - 14. Policy Coordinator.
- D. The Policy Review Steering Committee shall determine for each policy whether to revise the policy and send it for input by relevant departments or to convene a multi-level, multi-disciplinary committee.
- E. The Policy Review Steering Committee shall establish a process for soliciting and reviewing suggestions from staff, contractors, volunteers, parents and youth for policy revisions.
- F. The Policy Review Steering Committee shall review current options for access to the policies for staff, contractors, volunteers, youth, families and the public, and shall recommend to the Director a system for access.
- G. In consultation with the Office of Training and Professional Development, the Committee shall also determine which policies should be provided in hard copy to new and existing employees.

## **VIII. POLICY REQUIREMENTS**

- A. The Policy Review Steering Committee established pursuant to section VII shall ensure that the policies they draft or revise:
  - i. Are consistent with current or desired best practice;
  - ii. Are consistent with the values of the agency;

- iii. Are consistent with governing laws and regulations, including the District Personnel Manual;
- iv. Are consistent with other DYRS policies and procedures; and
- v. Incorporate lessons learned from quality assurance activities, staff input, Office of Internal Integrity (OII) investigations, and grievances.

**IX. APPROVING AUTHORITY**

- A. The Director is the approving authority for all policies. An Acting Director shall have equal authority to sign policies.
- B. The Policy Coordinator shall oversee the development, revision and approval processes.
- C. All revised policies once approved shall cancel all previous Department policy statements, bulletins, directives, orders, notices, memoranda, rules, procedures or practices that are inconsistent with newly promulgated policies.
- D. A policy becomes effective after it has been signed by the Director at midnight on the effective date specified in the policy. No policy shall be effective before being signed by the Director, regardless of the effective date specified in the policy.

**XI. DISSEMINATION AND IMPLEMENTATION**

- A. The Policy Review Steering Committee shall make plans for the implementation of finalized policies, including establishing a time frame for dissemination and implementation, planning for training, and process for implementation.
- B. The Policy Coordinator shall oversee distribution of approved policies throughout the Department.
- C. Once a new policy has been signed by the Director, DYRS staff shall work to disseminate and implement the new policy as expeditiously as possible.

**XII. NUMBERING SYSTEM**

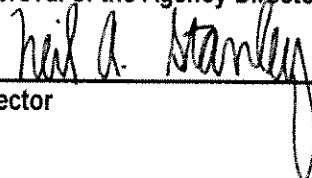
The Policy Coordinator is responsible for establishing and monitoring the numbering system.

**XIII. CONTENT AND FORMAT**

All policies and procedures shall include the following information:

1. Policy number;
2. Whether the policy is department-wide or for a particular facility, program or type of facility;
3. Effective date;
4. Number of any policy superseded by the policy, if applicable;
5. Subject;
6. Purpose statement;
7. Policy statement;
8. Authority and any governing statutes or regulations; and
9. Signature of the Director.

Approval of the Agency Director:

 3/5/2012  
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Director