



## Department Policy No. DIR-001-07

<b>Title:</b>	Creating, Reviewing, Revising, and Rescinding Department Policies
<b>References:</b>	Review and Approval for Military Department Policies Form (WMD Form 0004-13) Department Policy Template
<b>Information Contact:</b>	Intergovernmental Affairs and Policy Director Building 1 (253) 512-7712
<b>Effective Date:</b>	May 1, 2007
<b>Mandatory Review Date</b>	July 1, 2017
<b>Revised:</b>	July 1, 2013
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

The purpose of this policy is to establish the definition of a “department policy,” and roles and responsibilities associated with developing, revising, enacting, and rescinding department policies.

### Scope

This policy applies to state employees of the Washington Military Department (WMD) and Washington National Guard (WNG) members while on state active duty. It guides the actions of WMD state employees who are approved to write, revise, or rescind a department policy.

### Definitions

- **Department Policy:** A department policy is a department-wide directive approved by the WMD director that regulates the internal management of the WMD and the actions of its state employees and volunteers, and members of the

WNG on state active duty. It may also regulate actions of contractors, vendors, visitors to WMD properties, and other applicable entities to the extent that those entities or their actions impact or concern the internal management of the WMD. Department policies apply to employees in more than one division, and impact one or more state employees.

- **Division/Division Director:** For the purposes of this policy, “division” and “division director” refer to the following:

<b>Division</b>	<b>Division Director</b>
WMD Chief of Staff	WMD Chief of Staff
Army National Guard	Assistant Adjutant General - Army
Air National Guard	Assistant Adjutant General - Air
Communications	Communications Director
Emergency Management	Emergency Management Division Director
Installation Management Team	Construction Facility Management Officer
State Finance Division	Chief Financial Officer
State Information Technology	Chief Information Officer
State Human Resources	State Human Resources Director
Washington Youth Academy	Washington Youth Academy Director
Intergovernmental Affairs & Policy (IGA&P)	IGA&P Director

## Policy

- A. A department policy meets the definition identified in this policy, and is not:
1. A statute (Revised Code of Washington or RCW) or a rule (Washington Administrative Code or WAC).
  2. A directive issued at the discretion of WMD division directors that regulates the actions of WMD state employees in only one division, program, unit, or office and does not conflict with WMD department policies.
  3. A WNG regulation or policy that does not impact state employees, which is maintained by the WNG, including Air National Guard, Army National Guard, and Joint Force Headquarters. However, please note that federal and state policies on the same topic may be cross-referenced under “References.”
  4. A Unified Policy that applies to all state and federal civilian employees of the WMD and all members of the WNG.
- B. Division directors, policy writers/reviewers, and designated staff in the IGA&P office shall carry out the responsibilities described in this policy to ensure that appropriate, up-to-date department policies are in place and implemented through the WMD.

## C. Division Directors’ Responsibilities

Each division director shall:

1. For functions within your division that impact internal management of the WMD, if applicable, ensure division staff review and monitor changes in state and federal laws, rules, regulations, and policies; case law; grant requirements; contractual agreements; Governor's executive orders; organizational structure; and/or other standards, factors, conditions, or requirements that impact internal management of the WMD and necessitate the development or revision of a department policy.
2. For new or changed policies proposed by your division:
  - a. Delegate policy writing and reviewing responsibilities as appropriate.
  - b. Approve and/or initiate legal review of draft policies, if necessary, at appropriate points in the policy development process.
  - c. Ensure the policy is developed in accordance with this policy.
  - d. After the executive review is complete, forward an editable electronic copy of the final proposed policy draft, the original review and approval form with steps one and two completed, and a brief statement describing the new or changed policy to the IGA&P Director.
  - e. Oversee implementation of the policy.
  - f. Track or delegate the oversight of mandatory reviews. Mandatory review dates are four years after the later of the effective or revised date of each policy. Mandatory reviews should be completed within six months of the mandatory review date.
  - g. Gain approval in writing from the WMD Director to rescind an existing policy, if applicable. Forward documentation of the rescission approval to the IGA&P Director for processing.
3. For new or changed policies proposed by any division:
  - a. Coordinate review of the policy within your division during the executive review process or as requested.
  - b. Delegate policy review responsibilities as appropriate.
  - c. Provide comments and/or indicate concurrence or non-concurrence with the proposed policy within the timeframe requested. If your division needs additional time to complete review of the policy, request an extension.

#### **D. Policy Writers'/Reviewers' Responsibilities**

Employees delegated policy writing or mandatory review responsibilities by their division director shall:

1. Use the WMD policy template and review and approval form.
2. For new policies, obtain a policy number from the IGA&P Office.
3. Include stakeholders in policy development or mandatory review as appropriate:

- a. Work with division management to determine what divisions are stakeholders in the proposed/reviewed policy, and which staff should be included in the stakeholder review process.
  - b. Gain stakeholder input, and circulate drafts for stakeholder review, prior to seeking executive review.
  - c. Incorporate and document input obtained during stakeholder review:
    - i. Work with division management to incorporate stakeholder input as applicable.
    - ii. Document input received and actions taken regarding input on the review and approval form.
4. Ensure the policy meets legal and other requirements:
- a. Ensure policies are in accordance or do not conflict with all and any applicable state and federal statute, state and federal regulation, case law, federal grant requirements, agency decisions, and executive orders by the governor.
  - b. Obtain approval from the division director or designee before initiating legal review by the Attorney General's Office, if necessary.
5. Complete an executive review of the proposed or existing policy:
- a. Distribute the policy to executive staff listed on the review and approval form.
  - b. Document comments and concurrences received from executive staff on the form. You may attach emails or other documents containing comments to the form, or summarize them within the form, as appropriate.
6. Provide the following to the division director so the division director may forward them to the IGA&P Director:
- a. An editable electronic copy of the final proposed policy draft. If a mandatory review was completed and no changes were made, you will still need to revise the mandatory review date on the first page.
  - b. The original review and approval form with steps one and two completed.

#### **E. State Human Resources Director's responsibilities**

The State Human Resources Director shall:

1. Prior to adoption of a new or changed policy, receive a copy of the final proposed policy draft and review and approval form from the IGA&P office.
2. With the assistance as necessary of legal counsel and bargaining representatives, analyze the impact, if any, upon collective bargaining agreements and collective bargaining obligations, of implementation of a proposed new or changed policy.
3. Ensure that bargaining obligations are satisfied prior to implementation of a proposed new or changed policy.

4. Indicate completion of items 2-3 above by signing the review and approval form under step three.

**F. Intergovernmental Affairs and Policy Director's responsibilities**

IGA&P Director, and designated IGA&P staff, shall:

1. Oversee the policymaking process established by this policy.
2. Offer policy writing and formatting guidance.
3. Issue policy numbers.
4. Review proposed policies at all stages of the review process, as necessary.
5. For new or changed policies, prior to signature, forward the final draft policy and review and approval form to the State Human Resources Director to complete collective bargaining review (step three of the form).
6. After steps one through three of the review and approval form have been completed, sign the form and forward it to the WMD director for signature.
7. Upon receiving signed policies from the WMD director, or rescission approval documentation from a division director:
  - a. Post the policy on WMD intranet (SharePoint) and Internet websites, and/or remove rescinded or superseded policies.
  - b. Email notification about policy changes to all WMD staff.
8. Maintain a log of final policies.
9. Maintain the official file for each department policy, which must include:
  - a. The original, final policy signed by the WMD director;
  - b. An editable electronic copy of the final policy draft;
  - c. Original, signed previous versions of the policy, until transferred to the Washington State Archives;
  - d. Completed review and approval forms; and
  - e. Documentation of rescission approval, if applicable.