
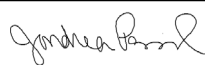


ODRC Policy/Operation Manual Variance Request

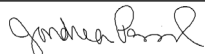
Variance to ODRC Policy/Operation Manual #:01-COM-01		Section(s): VI.C.9-VI.C.12;VI.D.1-VI.D.4	
Policy/Operation Manual Name: ODRC Directives and Forms			
Managing Officer or designee Submitting the Request: Jondrea Parrish		Signature Jondrea K Parrish	3/22/2021 
Policy Owner Signature Jondrea K Parrish			Date: 3/22/2021
Date of Request: Mar 22, 2021	Length of Request: Next Revision <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input checked="" type="checkbox"/> other	Effective Date of Variance: March 24, 2021	Applicable to: All policy owners

Please provide a full explanation of the requested variance including the justification for the request. Please be specific as to exactly what sections and language are being revised. Explain revision necessary prior to routine revision of the policy. (Attach additional sheets if necessary):


To incorporate a process for non-substantive policy revision identification/process. Add following definitions: Non-Substantive Revision - A minor modification to policy language that does not change practice or procedure language (i.e., grammatical corrections, job title updates to align with table of organization, updates to terminology or acronyms to reflect current standards); Substantive Revision - A modification to policy language that will change the practice or procedure set forth in policy. Add to end of VI.C.9 - "The policy owner shall identify on the Impact Analysis (DRC1907) if proposed revisions are substantive or non-substantive (as defined in this variance). Upon receipt of the policy draft and impact analysis from the policy owner, the policy administrator will make final determination if the proposed revisions are non-substantive or substantive and establish the next step in the revision process for the policy." New section VI.C.10: Non-substantive policy revisions will not be distributed for OSC or Field reviews as outlined in current section VI.C10 (to become new section VI.C.11) and current section VI.C.11 (to become section VI.C.12) of this policy. Add to section VI.D.1: a.) Policy revisions identified as non-substantive shall be vetted by chief counsel/designee and approved on the Director's behalf. b.) Upon receipt of chief counsel's/designee's approval notice for policies with non-substantive revisions, the policy administrator shall proceed with administration process as outlined in current section VI.D.3 (to become section VI.D.4) of this policy. Add to section VI.D.2 "for policy revisions identified as substantive" after "notice". In section VI.D.2 remove operation manual and move it to new section VI.D.3 and add the following: "Upon receipt of chief counsel's/designee's approval notice for an operation manual revision, the policy administrator/designee shall forward the manual to the appropriate deputy director for final approval and signature."

Comments:

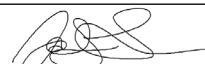
Defer to Stu Hudson.

<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Central Office Policy Review Chairperson: Jondrea K Parrish		Date: 3/23/2021
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Comments:

<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Deputy Director or Regional Director: Stuart Hudson		Date: 3/23/2021
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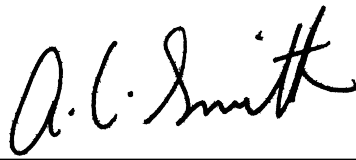
Comments:

<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Legal Signature: Jocelyn K Lowe		Date: 3/23/2021
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Decision/Comments:

Approved
 Disapproved

Director:



Date:
3/23/2021

Expiration of Variance: 90 days 120 days 180 days Next Revision

ODRC Policy Impact Analysis

GENERAL INFORMATION

Directive Number:

Directive Name:

Please check one:

ODRC Policy Operation Manual

Please check one:

New Directive
 Revised Directive
 No Revision Needed

If revision, please indicate type:

Annual Non-Routine
 Substantive Non-Substantive

Please check all that apply:

Policy Submitted for Initial Review by OSC Policy Review Team In-Person
 Policy Submitted for Field Review.

Note: When submitting a policy for the Director's consideration, the original Impact Analysis must be updated with any new revisions made following the PRT review.

Policy updated following Field Review; Submitted for Legal Review.

If significant policy comments were received through the DRC.PolicyReview e-mail account but were not utilized, please provide the general reason:

- The Policy/Impact Analysis Writing Guidelines posted at the bottom of the main intranet policy page have been reviewed and all formatting guidelines followed. **Note:** Policies not properly formatted may be returned without processing.
- The Rule/Code References in the heading of the policy have been verified. **Note:** If not correct, please make the necessary updates.

ANALYSIS

- Please provide a brief rationale for the creation of a new policy or for the revision of existing directives. A list of all changes is not necessary but you must provide a summary of the major changes including the reason for the change.**

ODRC Policy Impact Analysis

2. Are there any overlaps or conflicts with existing agency directives? This includes, but is not limited to, Administrative Regulations, Department Policies, Operation Manuals, ORC, etc. If yes, please list the related directives and explain why the directive was not consolidated into the pre-existing directive:

3. List any facilities, entities, or groups who should be exempted from the policy directive (i.e. inmates, DPCS, private prisons, contractors, CTA, OPI, etc.) Refer to the Applicability Statement in the policy to ensure consistency.

4. Please answer yes or no to the following questions. Please provide a summary in the below text box for any "YES" responses.

Does the new directive or proposed revision:	Yes	No
Require updates to any DRC forms?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, explain the impact including whether old forms can be bought out or the form is electronic.</i>		
<i>If yes, contacted/submitted to forms analysis?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Have an impact on other areas of the agency?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, include evidence that such revisions were discussed with the impacted area.</i>		
Have an impact on ACA Accreditation?	<input type="checkbox"/>	<input type="checkbox"/>
Have an impact on Labor Relations or Human Resources?	<input type="checkbox"/>	<input type="checkbox"/>
Have a fiscal impact or impact on Information Technology?	<input type="checkbox"/>	<input type="checkbox"/>
Have a training impact on any part of the agency?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Directives are NOT to contain a new training component without the express approval of the CTA Superintendent.</i>		

Please provide a summary to any of the above questions with a "YES" response:

All proposed new or revised policies must be submitted by the policy owner or designee and approved by the appropriate Deputy Director, Regional Director, or designee. Please indicate below that such review and approval has been granted.

Submitted by:

Name:	Title:	Date:
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Approved by:

Name:	Title:	Date:
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