


Idaho Department of Correction 	Policy	Title: Policy and Standard Operating Procedure Management		Page: 1 of 1
		Control Number: 103	Version: 4.0	Adopted: 07-27-1995

Henry Atencio, deputy director, approved this document on 04/05/2016.

Open to the public: ☒ Yes ☐ No

Revision History
Revision date (04/05/2016) version 4.0: Revision of approval authority, removal of references to IDAPA Rules

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

It is the department's policy to establish responsibilities and requirements for managing policies and standard operating procedures.

SCOPE

This policy applies to all department employees.

RESPONSIBILITY

The director is responsible for overseeing development and management of policy and standard operating procedure

APPROVAL AUTHORITY

This section identifies the approval authority for each document type as follows:

- The director approves policy.
- The deputy director approves standard operating procedure that applies to more than one division.
- The division chief approves standard operating procedure that applies only to that chief's division.
- The human resource manager approves human resource standard operating procedure with the co-approval of the deputy director.
- The policy coordinator is the review authority of a manual or form, unless the manual or form is incorporated into a policy or standard operating procedure in which case the approval authority will be as noted in this section

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