Report on Department Policy

Department:_Department of Public Safety_____

Secretary: __Jami Cook_____

The primary purpose of this report is to review existing policies and prompt an analysis of the opportunities for the integration of division policies within your department for standardization. An analysis of *policies* should consider all relevant factors including outdated processes, duplication across divisions, unique requirements, and opportunities for standardization. This analysis should take a holistic approach for developing action plans to deliver efficiency and effectiveness improvements while maintaining standardization across the Department**.**

Policy Integration Project

1.1. Provide a brief description of integration opportunities across divisions for policy standardization at the department level where practicable. What is the action plan for integrating policies? What are the benefits?

The Department of Public Safety employs both commissioned officers and civilian staff. The Department has focused on combining existing Division policies into policies applicable to all Department employees. The Department anticipates publishing a complete Department-wide policy manual in Spring, 2020.

The Department has identified the following policies across all Divisions: Dispute Resolution Rules and Procedures, Workplace Harassment, Drug and Alcohol Free Workplace, Smoking, Records Retention, Anti-Fraud and Code of Ethics, Purchasing Procedures, Equipment Accounting and Inventory, Rules of Conduct, Computer Use, Public Communications (FOIA), Secondary Employment, Criminal Background Checks, Employee Assistance, Honors Board and Awards Policy, Personal Appearance, Disciplinary Matters, Equal Employment, Performance Goals and Compensation Systems, Hiring of Relatives (Nepotism), Leave and Compensation, Personnel Matters, Family Medical Leave, Travel and Reimbursement, Disposal of Media, Inmate Program, Bomb Threats, Documentation, Energy Conservation, Political Activity and Freedom, FLSA, Chain of Command, Vehicle Use, Concerned Citizen Feedback Policy, and Signature Authority.

In some circumstances, including the leave policy, the drug and alcohol policy, the equal employment policy, etc., the Department's published policy will cover all staff, including commissioned officers. In some cases, the Department anticipates creating separate policies for commissioned officers. Examples of commissioned-specific policies include: Personal Appearance, Use of Force, Pursuits, etc. The Department anticipates conducting a thorough review of all necessary commissioned policies after implementation of the above-mentioned policy manual.

In rare circumstances, the Department anticipates the need for Division specific policies. However, Divisions seeking approval for a Division-specific policy will be required to justify the need for the policy.

The Department has established a comprehensive process for reviewing existing Division policy, combining policies where applicable, creating new Department policies, and reviewing proposed Department policies for conflict. The Department believes that its comprehensive process creates a system of checks and balances that will ensure a fair, conflict-free, understandable policy manual for all Department employees. A detailed flowchart outlining the Department's review process is attached to this report.

1.2. What steps will you take to gather the necessary information to determine whether division policies can be integrated? Address any key division requirements preventing policy integration if applicable.

The Department has established a comprehensive policy review process. The process includes information gathering and policy review by policy teams made up of Division employees, the Department's Policy Working Group, the Department's Legal Working Group, the Department's Transformation Action Team, and the Department's Division Directors Group.

1.3. Are there any anticipated costs associated with revising and standardizing policies? Does your current budget have sufficient funds to cover all anticipated costs?

The Department does not anticipate any costs associated with comprehensive policy revision.

1.4. What is the implementation timeline and key action steps for this policy roll-out? How will you communicate this timeline and policy roll-out to division stakeholders?

The Department anticipates publishing a comprehensive Department-wide policy manual in Spring, 2020. Following the release of the policy manual, the Department will begin identifying and updating necessary commissioned staff policies. The Department anticipates using existing policy software applications to disburse new policies to all Department employees.

1.5. How could the Department of Transformation and Shared Services provide support to your Department?

The Department will rely on model policies published by the Office of Personnel Management to ensure that Department policies are in compliance with State and Federal Law and will seek guidance from OPM where appropriate.

Additional thoughts/comments: