Report on Department Policy

Department: Department of Inspector General

Secretary: Elizabeth Smith

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 An analysis of *policies* should consider all relevant factors including outdated processes, duplication across divisions, unique requirements, and opportunities for standardization.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 Inspector General intends to have one standard set of policies for all three divisions. We have already begun to review the current policies for all agencies to determine what policies are most applicable and timely. Consolidating policies will improve the effectiveness of these policies, reduce confusion, and should enable supervisors greater efficiency in managing employees. Finally, future updates to the policies will be much more efficient with only one set.

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.
We have already taken steps to begin the process of creating one set of policies. Several months ago, the DIG gathered all policies from each division and compared the documents. We see no reason that the policies cannot be integrated. There are certain procedures that are individualized to each division, but those are separate from policies.

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?
There should be no costs associated with revising and standardizing the policies.

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?
We anticipate the policies will be rolled out by March 1, 2020. If procedures are changed, we will post new procedures on the Department website and provide notice through email to all stakeholders.

1.5. How could the Department of Transformation and Shared Services provide support to your Department?
The Department of Transformation and Shared Services has been very responsive in the past, and if we have questions or concerns, we will reach out to TSS.

Additional thoughts/comments:

The Department is distinguishing 'policies' from 'procedures'. For example, OMIG has procedures for conducting audits among its general policies related to travel, dress, etc. We have separated those and are working on updating the procedures as well. We will be doing the same for Internal Audit and Fair Housing.