POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.4	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: 2-CO-1A-05	
CHAPTER: 8 Administration	SUBJECT: **Policy Development**	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE: October 14, 2009		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 Del. C. 6517, 29 Del. C. 8903

II. PURPOSE: To authorize the development of Department policies.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department.

IV: DEFINITIONS:

Policy - A statement of principles adopted by the Department for guiding and determining present and future decision and actions.

V: POLICY: It is the policy of the Department of Correction to establish policies to guide the operations of the Department and provide the framework for the development of procedures. Policies will reflect the Department's mission, goals, and objectives. Policies must be in compliance with State and Federal statutes.

The Commissioner, Executive Committee, and the Department's legal counsel must review all proposed policies prior to adoption. The Commissioner will ensure all policies are reviewed annually and revised if necessary.

Bureau Chiefs/Section Managers shall develop procedures for the dissemination of Department policies within their respective bureaus/sections.