The purpose of this document is to provide staff with information regarding revisions to Department Operations Manual (DOM) Chapter 8, Article 44, Parole Policy Revisions and Distribution (formerly Family of Manuals and Directives).

This revision makes significant amendments and updates throughout this article to remove obsolete procedures and to reflect current practices regarding the revision and distribution of official DAPO manuals and directives.

Please inform all persons concerned of the contents of this notice, which shall be maintained and utilized until it is incorporated into the next online edition of the DOM. If you have any questions, please contact Rebekah Marshall, DAPO, at (916) 324-3254.

Original Signed By:

JERRY E. POWERS
Director
Division of Adult Parole Operations
DEPARTMENT OPERATION MANUAL  
CHAPTER 8, ARTICLE 44 — PAROLE POLICY REVISIONS AND DISTRIBUTION  
Revised May 1, 2017  

85091.1 Policy  
The most current versions of the official manuals and directives used by staff in the Division of Adult Parole Operations (DAPO) are available electronically on the California Department of Corrections and Rehabilitation (CDCR) internal website. The DAPO Director or designee shall review DAPO’s policies at least annually and ensure recommended changes are submitted to the CDCR Regulation and Policy Management Branch or other outside stakeholder divisions or agencies. The DAPO Director or designee shall ensure that the preparation of a mission statement and long-range goals are also reviewed at least annually and updated if needed to meet DAPO’s goals. The DAPO Director or designee, with input from staff, is responsible for the formation of goals, establishing policies and priorities related to them, and translating the goals into measurable objectives for accomplishment by field staff. The planning process for DAPO policies shall address the supervision and service needs of DAPO.  

85091.2 Purpose  
The purpose of this article is to establish guidelines for the revision and distribution of official DAPO manuals and directives.  

85091.3 Revising Parole Operations Policies  
A DAPO policy or procedure may be added, deleted or modified by revising the policy in accordance with Chapter 1, Article 6, Regulations and Policy Directives. The DAPO Policy and Procedures Unit will review departmental directives and publications (and those of other agencies), court decisions, and legislative bills for impact upon parole policies and procedures. If a DAPO policy or procedure is affected, the Policy and Procedures Unit shall initiate a revision and circulate the proposed policy change for field input and Regional Administrator review, route through the appropriate channels for DAPO headquarters review, and approval of the DAPO Director. DAPO shall encourage all levels of staff to participate in the development and review of policies, procedures, rules, and regulations.  

A field initiated suggestion for a revision to the DOM may be submitted in writing and routed through channels to the Policy and Procedures Unit. The Policy and Procedures Unit will review and may recommend the field initiated suggestion as a policy change. Approved policy revisions will be issued electronically, and disseminated to CDCR staff via statewide electronic mail distribution.  

A Notice of Change to DOM (NCDOM) will be disseminated by the Regulation and Policy Management Branch (RPMB) in accordance with Chapter 1, Article 6.  

85091.4 Requesting California Code of Regulations, Title 15, Annual Printed Version  
A printed version of the California Code of Regulations (CCR), Title 15, Division 3, is ordered annually by RPMB and shipped for distribution to the DAPO headquarters office, regional headquarters offices, and field parole units.
Ordering Procedures

Policy and Procedures Unit
Completes the annual CCR, Title 15 order upon request from RPMB. Maintains the current distribution list for the DAPO headquarters office. Consolidates the DAPO annual statewide CCR, Title 15 order, and submits to RPMB in accordance with Chapter 1, Article 6.

Regional Training Coordinator (As Changes Occur)
Maintains the current distribution list for the regional parole headquarters offices and field parole units and forwards to the Policy and Procedures Unit annually, by the date requested.

Distribution Procedures

Regional Training Coordinator
Verifies receipt and ensures proper distribution of the CCR Title 15 for the regional parole headquarters office and field parole units. Forwards copies of shipping receipts to the DAPO Policy and Procedures Unit.

Policy and Procedures Unit
Verifies receipt and ensures proper distribution of the CCR Title 15 for the DAPO headquarters office; reconciles orders and statewide distribution from DAPO headquarters and regional shipping receipts.

85091.5 Annual Policy Review
Regional Administrators will monitor their operations and organizational structure to determine the efficiency with which the goals and objectives of their parole region are being met. The monitoring process includes an annual review by administrators and functional managers to assure that the present structure and procedures are efficient means of accomplishing CDCR goals. Annually, DAPO executive staff will review the results of the annual regional reviews to evaluate progress.

85091.6 Communication of Policies and Procedures
All personnel should participate in staff meetings to facilitate a better understanding of policies, procedures, and progress for effective performance of their respective duties.

- Regional staff shall meet with administrators and supervisors at least monthly.
- Field administrators and supervisors shall meet at least monthly.
- Unit supervisors, parole agents, and other personnel in each unit shall meet at least monthly.
- Summary minutes of staff meetings shall be taken and distributed to appropriate staff members.
- Unit meeting minutes along with a completed CDCR Form 844, Training Participation Sign-In Sheet shall be forwarded to the divisional and regional training coordinators.
- Regional executive meeting minutes along with a completed CDCR Form 844 shall be forwarded to the regional training coordinator.

85091.7 Revisions
The DAPO Director or designee shall ensure that this section is current and accurate.
85091.8 References
American Correctional Association Standards 4-APPFS-3D-04, Policy and Goal Formulation; 4-APPFS-3D-05, Goals, Policies, and Priorities; 4-APPFS-3D-06, Annual Policy Review; and 4-APPFS-3D-07, Participation.