	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN 22 2008	POLICY NO.: ADM.01.10
		SUPERSEDES (Policy No. & Date): ADM.01.10 of 2/22/93	
SUBJECT: REQUESTS FOR CHANGE OR INTERPRETATION OF DEPARTMENT POLICY		Page 1 of 2	

1.0 PURPOSE

To establish procedures for Department personnel who wish a change, exemption to, or interpretation of established Department policy.

2.0 REFERENCE

Act 211, SLH 1989, Establishment of the Department of Public Safety, Powers and Duties of the Director.

3.0 POLICY

Any employee of the Department may request a change, exemption to, or interpretation of Department policy. Development of new Department policy may also be requested. All requests shall be forwarded through the established chain of command.

4.0 PROCEDURES

.1 Requests for Change or Exemption to Established Department Policy

A request for change or exemption to a Department policy shall be forwarded in writing to the appropriate Deputy Director through the employee's section supervisor, branch administrator and division administrator. The request shall include a thorough explanation of the reasons for change or exemption and how the specific sections of the policy should be changed.

If the request is disapproved, the employee shall be notified of the reasons in writing.

.2 Requests for an Interpretation of Department Policy

A request for an interpretation of Department policy shall be forwarded in writing to the appropriate Deputy Director through the employee's section supervisor, branch administrator and division administrator.

.3 Requests to Develop New Department Policy

Requests to develop new Department policy shall be forwarded in the form of an Inter-Office Memorandum (IOM) to the appropriate Deputy Director through the

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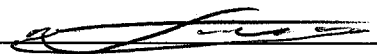
employee's chain of command, (section supervisor, branch administrator, division administrator, as appropriate). The IOM shall include the reasons the policy is required and a general outline of the proposed policy context.

If the concept is approved, the requester shall follow the provisions of Department Policy ADM.01.01, Policy Coordination and Control, which outline procedures for development of new Department policy.

5.0 SCOPE

This policy applies to all employees within the Department.

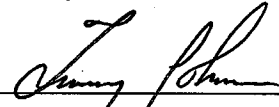
APPROVAL RECOMMENDED:



Deputy Director for Administration

6/6/08

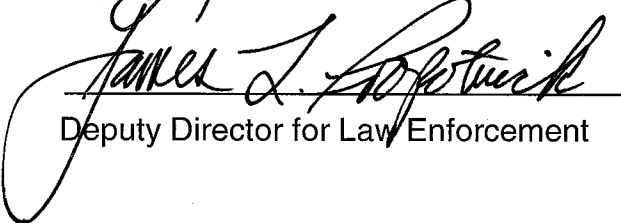
Date



Deputy Director for Corrections

6/18/08

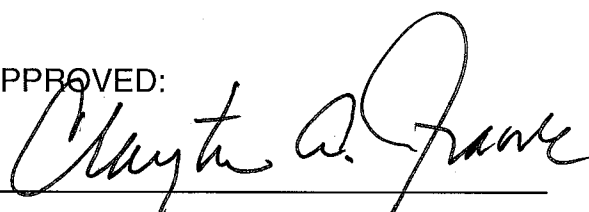
Date



Deputy Director for Law Enforcement

6-19-08

Date

APPROVED:


Director

6/22/08

Date