

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
SECTION: Administration	DATE REVIEWED: 3/3/08
SUBJECT: Policies and Procedures Reviewed Annually	
DRC CBCF STANDARD: Program Specific #7	
ACA STANDARD: #4-ACRS-7D-34	PAGE <u>1</u> OF <u>2</u> PAGES

I. POLICY

R.C.C.C. has a Policy and Procedure Manual, which is reviewed annually and updated (when necessary) by the Executive Director or designee. Any changes are approved by the Facility Governing Board (FGB). The Policy and Procedure Manual shall include a description of R.C.C.C.'s purpose, program, services offered and approved methods for implementing them.

II. PROCEDURES

- A. The Executive Director or designee(s) may assign the task of writing policies and procedures to staff.
- B. Written drafts of policies and procedures may be submitted to the Executive Director or designee for review.
- C. After review and approval, policies and procedures are typed into the appropriate format by the designated clerical staff.
- D. The Executive Director or designee reviews policies and procedures and/or any revisions on an as needed or at least annual basis.
- E. The Executive Director or designee(s) proposes the revision, inclusion and/or deletion of policies and/or procedures regarding the operation of the River City Correctional Center to the FGB on an annual or as needed basis. Upon the FGB's approval of the subject proposal, the revised and/or added policies are entered into the policy manual by the Executive Director, or designee and any deleted policies are removed from the manual by the Executive Director or designee.
- F. Copies of approved and current policies and procedures are maintained in appropriately labeled binders. Full sets of policies and procedures are located in the following places: front and rear administrative areas. A full set of policies and procedures are also stored on CD-Rom in the Executive Director's safe.

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G. Attendance records of annual Policy and Procedure meetings are kept in the office of the Training Coordinator.