

CHAPTER: 300

Business/Budget

DEPARTMENT ORDER:

**305 – Establishment/Funding of New
Department Programs**

**OFFICE OF PRIMARY
RESPONSIBILITY:**

DIR

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Arizona Department of Corrections

Department Order Manual





Charles L. Ryan, Director

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PURPOSE

In order to effectively control the limited funds allocated to the Department during the fiscal year, no new programs shall be implemented unless the programs are essential to the operation of the Department. This Department Order establishes procedures to request approval for new programs that would be beneficial to the Department.

PROCEDURES

1.0 DEVELOPMENT OF NEW PROGRAMS – No new Department program shall be considered or implemented without compliance to the provisions of this Department Order.

1.1 The appropriate Division Director/Assistant Director in which a new program is to operate shall submit a Position Paper Request, Form 305-1, containing the following:

1.1.1 An issue statement; written in the form of a question which specifically describes the issue that the program addresses.

1.1.2 A list of advantages of implementing the proposed program. Provide specific detail about the benefit of the proposed changes.

1.1.2.1 For example, will the addition of the program reduce recidivism, improve inmate programming, streamline operations, enhance security, or result in cost savings.

1.1.3 A list of disadvantages of implementing the proposed program. Provide specific detail about the disadvantages of the proposed changes.

1.1.3.1 For example, will the addition of the program negatively impact recidivism, inmate programming, operations, security, or result in increased costs.

1.1.4 A fiscal impact statement; identifying estimated cost or cost savings associated with the addition of the new program. Include enough detail to understand the assumptions and methodology used to arrive at the estimated fiscal impact. Describe the funding plan for any new costs.

1.1.5 Recommendation for the proposed program, which shall include a brief implementation plan and timeline.

1.2 Attach any supporting documents to the position paper.

1.3 Distribute the completed Position Paper Request to all Executive Staff members.

2.0 EXECUTIVE STAFF - Executive Staff members shall discuss the Position Paper Request at Executive Staff meetings and make recommendations to the Director, in accordance with Department Order #112, Department Meetings.

3.0 NEW PROGRAM IMPLEMENTATION - Only programs that are approved by the Director, following Executive Staff review, shall be implemented.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

FORMS LIST

305-1, Position Paper Request