

Department of Public Safety and Correctional Services
Policy Process Checklist

(This checklist shall be completed and submitted to OPPRS along with the final document for posting on SafetyNet)

Directive Title:

Directive Number:

Please Check One: New Directive Revised Directive Rescind Directive Change Notice

OPPRS Preliminary Review:

Name of OPPRS Employee Consulted:

Date Consulted:

Agency Review:

Agency Policy Coordinator's Name:

Date Review Completed:

- Document is prepared using the Directive Template posted on SafetyNet
- Document is formatted in Microsoft Word, Times New Roman, font size 12
- Track changes and certain automatic format functions are turned off
- Definitions are in alphabetical order
- When revising an existing directive, new text is underlined
- Word use, grammar, and writing style comply with the Division of State Documents' [*StyleManual for Maryland Regulations*](#)

Field Review: (Use reverse side of checklist if more space is required)

Reviewing Agency	Name of Employee Reviewing	Date Completed

Confidentiality: This directive **IS** confidential and SHALL NOT be published on SafetyNet; OR
 This directive **IS NOT** confidential and SHALL be published on SafetyNet

Legal Sufficiency: Reviewed by AAG Agency Head Defers Legal Sufficiency Review

AAG Determining Legal Sufficiency:

Date Review Completed/Deferred:

Impact Analysis: This directive has been considered in relation to potential impact on Department and agency fiscal, personnel, capital, and other resources necessary for implementation and continued management.