

## **Internal Memo**

Date:	
То:	
CC:	Amy Lauricella, Policy Director and Policy.DOC@state.mn.us
From:	

# **RE: Interim Guidance: Policy [Include All Affected Policies]**

#### What Policies Are Being Affected and/or Replaced

 [Include all policies that are affected by this policy. This includes all policies that may need revision, policies that are being replaced by interim guidance,

### Specific Changes Made Based on Recommendations by Executive Leadership/Ombuds Office Include:

• [Include all changes the require immediate attention that prompted interim guidance. This could be related to legislation, leadership recommendations, legal recommendations, etc.]

#### Other Impactful Changes Include:

 [Include any other policy changes that will be implemented with the new revision of this policy that DOC staff and/or IP's should be made aware of.]

Should you have any questions related to Policy # [Insert Policy Number], please contact [Policy Chair(s)]. Thank you for your work to ensure consistency in practice while revisions to this policy are being made.