

## Internal Memo

**Date:**

**To:**

**CC:** Amy Lauricella, Policy Director and Policy.DOC@state.mn.us

**From:**

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

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#### **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 that 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.