

Internal Memo

Date:

To:

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 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.