

DIR-E Policy Template

The standard DIR policy template includes sections on policy versioning and review, purpose, scope, policy, compliance (if applicable), disciplinary action (if applicable), change management, definitions, references, and version history.

Department of Information Resources (DIR)

Policy Version: X.x

Adopted: Month DD, YYYY

Next Review: Month DD, YYYY

Policy Name Policy

Overview

Provide a brief overview of what the policy is doing (state the policy) and the principles of the policy. This will allow for those who read this section only an idea of what the policy is and how it applies.

Scope

Provide information concerning the applicability of the policy. It is important to clearly define when a policy should, and should not, be taken into consideration.

Purpose

Provide an explanation for why the policy is being created. This may include any reasons, history, or intent that led to the creation of the policy. This information is valuable when policies are revisited or used in ambiguous situations to reduce unintended outcomes.

Policy

Describe the actual content of the policy. Good policies are detailed, but also brief. It is important that the policy address all aspects of the original reason for developing the policy. The policy should be written in such a way that it is easily understandable and can clearly guide decisions, if possible.

Section Heading

Text...

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Policy Compliance – If applicable, remove this section for DIR-E policy.

Detail who is responsible for ensuring adherence to this policy (i.e. the Executive Director, each member of management).

Disciplinary Action – Remove this section for DIR-E policy.

Describe the ramifications for violating the policy, if applicable. Including the responsible parties for administering the disciplinary action, and the extent of the action itself.

Change Management

This policy is subject to change. All changes to this policy shall follow the DIR Policy Management Guide.

Definitions and Acronyms

IT Services – Remove this term for DIR-E policy.

A workgroup within DIR under the direction of the Information Resources Manager (IRM).

User – Remove this term for DIR-E policy.

Any individual, including, but not limited to, DIR personnel, temporary employees, employees of independent contractors, vendors, or volunteers, who is authorized to access DIR electronic information resources and data for legitimate government purposes. This definition excludes guest network users.

Term3

Definition...

References

Provide a list of similar policies, laws specifying why this policy must be established, or statutes that are required by this policy:

- Resources, citations, and domain products related to this policy
- Related Standards, Laws, or Statutes

Version History

Version 1.0 – Month DD, YYYY – Adopted policy.