


**Oklahoma Department of Agriculture, Food and Forestry
Forestry Services
Standard Operational Policies & Procedures**

Section: Administraton Effective Date: 7/1/2004
Subject: SOP Process Date Modified: 1/26/17
Policy Number: 1.1 Approved by: 

Policy Title: Standard Operating Procedures (SOP) Development and Approval Process

Policy Overview:

Formal “Forestry Services Operational Policies and Procedures” have existed since the early 1980’s. Such guidance and direction must periodically be reviewed and updated to assure relevance and to accommodate change as needed. A process must also exist to develop new direction and guidance to office and field personnel – hence, the following statements of policy and outline of procedures shall be in force from this effective date forward.

Policy Statements:

- 1.1.1 Any employee of ODAFF, Forestry Services (OFS) can initiate a written act of policy and procedure. Pending a review, as described herein, such initiatives shall become official policy upon approval by the Director of Forestry Services.
- 1.1.2 All proposed policies shall be submitted, through supervisory channels to the Director, who shall bring them forward for review by the Division’s senior leadership team, consisting of the Director, the Assistant Directors, the Division’s Administrative Program Officer, and the four Area Foresters. Upon concurrence of the leadership team, the draft shall be written in the format of this policy, approved by the Director, and placed in effect.
- 1.1.3 “Forestry Services Standard Operational Policy & Procedures” shall be made available to all employees of the division on the OFS website. The manager at each OFS facility shall review all new policies with each employee and will be responsible to ensure all employees understand the policies and know the availability of the policy documents. The SOP manual maintained on the OFS website shall be considered the “official” copy of record.
- 1.1.4 Official written ODAFF department policy, state statutes, Office of Human Capital Management rules, and other directives from higher authority may be provided which will supplant Forestry Services Policy. In this event, Forestry Services policy should be considered either subordinate to the higher policy, or rescinded in writing.