

Office of Regulatory Management
Economic Review Form

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|--|---|
| Agency name | Virginia State Police |
| Virginia Administrative Code (VAC) Chapter citation(s) | Guidance Document ID 3246 |
| VAC Chapter title(s) | How the Complaint Process works |
| Action title | Deletion of Guidance Document “How the Complaint Process works” |
| Date this document prepared | 9/18/2024 |
| Regulatory Stage (including Issuance of Guidance Documents) | Comment Forum |

Cost Benefit Analysis

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)

| | | |
|--|---|----------------------------|
| (1) Direct & Indirect Costs & Benefits (Monetized) | <p>Direct Costs: There would be no direct monetized costs related to the elimination of this document.</p> <p>Indirect Costs: There would be no indirect monetized costs related to the elimination of this document.</p> <p>Direct Benefits: There would be no direct monetized benefits related to the elimination of this document.</p> <p>Indirect Benefits: There would be no indirect monetized benefits related to the elimination of this document.</p> | |
| (2) Present Monetized Values | Direct & Indirect Costs | Direct & Indirect Benefits |
| | (a) 0 | (b) 0 |
| (3) Net Monetized Benefit | None | |
| (4) Other Costs & Benefits (Non-Monetized) | <p>The elimination of this document would eliminate the potential of handing out outdated information on the complaint process. The current process is set forth on the Department Webpage and explained in person to callers. Maintaining flyers at offices results in dated information being provided if the stock of flyers is not current.</p> | |
| (5) Information Sources | | |

Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)

| | | |
|--|---|--|
| (1) Direct & Indirect Costs & Benefits (Monetized) | <p>Direct Costs: The direct monetized costs of maintaining the document as is include a minimal reproduction cost and minimal staff time to update flyer, remove and replace outdated flyers at the various offices.</p> <p>Indirect Costs: There are no monetized indirect costs of the proposed change.</p> <p>Direct Benefits: There are no monetized direct benefits to retaining this document.</p> <p>Indirect Benefits: There are no indirect monetized benefits to retaining this document.</p> | |
|--|---|--|

| | | |
|--|------------------------------|----------------------------|
| (2) Present Monetized Values | Direct & Indirect Costs | Direct & Indirect Benefits |
| | (a) Undetermined/ de minimis | (b) 0 |
| (3) Net Monetized Benefit | none | |
| (4) Other Costs & Benefits (Non-Monetized) | none | |
| (5) Information Sources | | |

Table 1c: Costs and Benefits under Alternative Approach(es)

| | | |
|--|--|----------------------------|
| (1) Direct & Indirect Costs & Benefits (Monetized) | Direct Costs: No alternative approach was considered. Indirect Costs: No alternative approach was considered. Direct Benefits: No alternative approach was considered. Indirect Benefits: No alternative approach was considered. | |
| (2) Present Monetized Values | Direct & Indirect Costs | Direct & Indirect Benefits |
| | (a) 0 | (b) 0 |
| (3) Net Monetized Benefit | N/A | |
| (4) Other Costs & Benefits (Non-Monetized) | None | |
| (5) Information Sources | | |

Impact on Local Partners

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 2: Impact on Local Partners

| | | |
|--|---|----------------------------|
| (1) Direct & Indirect Costs & Benefits (Monetized) | <p>Direct Costs: The document is specific to the State Police and therefore there is no direct monetized costs of the proposed change for local partners.</p> <p>Indirect Costs: The document is specific to the State Police and therefore there is no indirect monetized costs of the proposed change for local partners.</p> <p>Direct Benefits: The document is specific to the State Police and therefore there is no direct monetized benefit of the proposed change for local partners.</p> <p>Indirect Benefits: The document is specific to the State Police and therefore there is no indirect monetized benefit of the proposed change for local partners.</p> | |
| (2) Present Monetized Values | Direct & Indirect Costs | Direct & Indirect Benefits |
| | (a) 0 | (b) 0 |
| (3) Other Costs & Benefits (Non-Monetized) | None | |
| (4) Assistance | N/A | |
| (5) Information Sources | | |

Impacts on Families

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 3: Impact on Families

| | | |
|--|---|--|
| (1) Direct & Indirect Costs & Benefits (Monetized) | <p>Direct Costs: The information contained in the document is already available on-line so there are no direct monetized costs of this proposed change for families.</p> <p>Indirect Costs: The information contained in the document is already available on-line so there are no indirect monetized costs of this proposed change for families.</p> | |
|--|---|--|

| | | |
|--|---|----------------------------|
| | <p>Direct Benefits: The information contained in the document is already available on-line so there is no direct monetized benefit of this proposed change for families.</p> <p>Indirect Benefits: The information contained in the document is already available on-line so there is no indirect monetized benefit of this proposed change for families.</p> | |
| (2) Present Monetized Values | Direct & Indirect Costs | Direct & Indirect Benefits |
| | (a) 0 | (b) 0 |
| (3) Other Costs & Benefits (Non-Monetized) | None | |
| (4) Information Sources | | |

Impacts on Small Businesses

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 4: Impact on Small Businesses

| | | |
|--|---|----------------------------|
| (1) Direct & Indirect Costs & Benefits (Monetized) | <p>Direct Costs: The information contained in the document is already available on-line so there are no direct monetized costs of this proposed change for small businesses.</p> <p>Indirect Costs: The information contained in the document is already available on-line so there are no indirect monetized costs of this proposed change for small businesses.</p> <p>Direct Benefits: The information contained in the document is already available on-line so there are no direct monetized benefits of this proposed change for small businesses.</p> <p>Indirect Benefits: The information contained in the document is already available on-line so there are no indirect monetized benefits of this proposed change for small businesses.</p> | |
| (2) Present Monetized Values | Direct & Indirect Costs | Direct & Indirect Benefits |

| | | |
|--|-----------------|-------|
| | (a) 0 | (b) 0 |
| (3) Other Costs & Benefits (Non-Monetized) | None | |
| (4) Alternatives | None considered | |
| (5) Information Sources | | |

Changes to Number of Regulatory Requirements

Table 5: Regulatory Reduction

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

Change in Regulatory Requirements

| VAC Section(s) Involved* | Authority of Change | Initial Count | Additions | Subtractions | Total Net Change in Requirements |
|--------------------------|---------------------|---------------|-----------|--|----------------------------------|
| N/A | (M/A): | | | | |
| | (D/A): | | | | |
| | (M/R): | | | | |
| | (D/R): | | | | |
| | | | | Grand Total of Changes in Requirements: | (M/A): |
| | | | | | (D/A): |
| | | | | | (M/R): |
| | | | | | (D/R): |

Key:

Please use the following coding if change is mandatory or discretionary and whether it affects externally regulated parties or only the agency itself:

(M/A): Mandatory requirements mandated by federal and/or state statute affecting the agency itself

(D/A): Discretionary requirements affecting agency itself

(M/R): Mandatory requirements mandated by federal and/or state statute affecting external parties, including other agencies

(D/R): Discretionary requirements affecting external parties, including other agencies

Cost Reductions or Increases (if applicable)

| VAC Section(s) Involved* | Description of Regulatory Requirement | Initial Cost | New Cost | Overall Cost Savings/Increases |
|--------------------------|---------------------------------------|--------------|----------|--------------------------------|
| None | | | | |
| | | | | |

Other Decreases or Increases in Regulatory Stringency (if applicable)

| VAC Section(s) Involved* | Description of Regulatory Change | Overview of How It Reduces or Increases Regulatory Burden |
|--------------------------|----------------------------------|---|
| N/A | | |
| | | |

Length of Guidance Documents (only applicable if guidance document is being revised)

| Title of Guidance Document | Original Word Count | New Word Count | Net Change in Word Count |
|-----------------------------------|----------------------------|-----------------------|---------------------------------|
| How the Complaint Process Works | 1202 Words 2 Pages | 0 Words 0 Pages | -1202 Words - 2 Pages |
| | | | |

*If the agency is modifying a guidance document that has regulatory requirements, it should report any change in requirements in the appropriate chart(s).