

1.24	Internal Directive Development and Revision	Page 1 of 1
Issue date: 12/99	Revision date: 8/04	Division Staff
Form(s): None	Guideline(s): None	

Process to revise existing Division Directives:

1. Staff members may request development of a new or revised **Division** Directive. Requests shall be sent to the **Division's** Technical Writer. Requests must be in writing and include:
 - a. the proposed new directive;
 - b. suggestions for changes in existing directive;
 - c. the rationale for the new/revised directive.

2. The Technical Writer shall evaluate and research requests for new/revised directives and submit recommendation to the **Division** Director about whether or not the requested new/revised procedure be developed. The Technical Writer will consult with staff members whose responsibilities involve and/or may be affected by a requested new/revised procedure.

3. In the event the **Division** Director determines a new/revised directive needs to be developed, the Technical Writer will develop and/or facilitate development of the directive. Staff members whose responsibilities involve or may be affected by the directive will be consulted about the procedure and may be assigned primary responsibility for developing the directive.

In the event the **Division** Director determines that a new/revised directive is not needed, the Technical Writer will advise the person or persons requesting the change of the **Division** Director's decision.

4. A first draft with the proposed changes will be prepared and sent out for comment statewide to interested **Division** staff.

5. A second draft shall be prepared that incorporates comments.

6. The second draft shall be included on the **Division** Board agenda and presented for a reading if deemed necessary by the **Division** Director.

7. A third draft will be prepared that incorporates the comments from the Board. If the changes are significant, the third draft may be sent statewide for additional comment.

8. The approved directive will be signed by the **Division** Director, dated and distributed to all interested parties and inserted into the electronic operating procedures manual.

In addition to the steps listed above, Utah Code concerning rulemaking requires that policy/operating procedures placing requirements on anyone outside of the **Division become part of the Utah Administrative Code.