



Establishing and Updating DGO Internal Policies

DGO Policy Internal 07

Effective Date: 10/1/2021

Revised Date:

Sunset/Next Review Due: 10/1/2023

Approved By: Jenney Rees

References/Authority:

1 PURPOSE

This policy provides for the development, revision, approval, and repeal of Department of Government Operations' (DGO) internal policies.

2 GUIDING PRINCIPLES

DGO policies support the agency's mission and values by establishing clear standards for individual conduct, clarifying agency expectations, promoting compliance with law, mitigating risk, and supporting productivity.

A uniform process for the development, revision, approval, and repeal of DGO internal policies will ensure that policies are kept current and fulfill these guiding principles.

3 POLICY

3.1 Definitions

Internal Policy: A formal written statement used to inform and regulate the actions of a class of persons within the Department of Government Operations (DGO).

3.2 Policy

The Executive Director establishes policies for DGO. The Executive Director may designate a DGO employee to assist with the department's policymaking process (the "DGO Policy Coordinator"). DGO policies shall be kept current and made available in a timely manner.

3.3 DGO Internal Policymaking Procedures

3.3.1

- A. The DGO internal policy making process shall be managed by the Executive Director or designee.



Utah Department of Government Operations

- B. The Executive Director may designate a DGO employee to serve as a DGO Policy Coordinator. The Policy Coordinator shall assist with the development and enforcement of a uniform process for the approval, revision, and repeal of DGO internal policies.
- C. Whenever practical, DGO internal policies shall provide procedures, written in plain language, for the administration and maintenance of the policy.
- D. When authorized by the Executive Director or law, department subdivisions may develop subordinate policies and procedures that are consistent with department internal policies and procedures.

3.3.2 Procedure to Adopt, Amend, or Repeal an Internal Policy

- A. Staff who wish to adopt, amend, or repeal a policy shall submit a request to the DGO Policy Coordinator.
- B. The DGO Policy Coordinator shall submit requests to adopt, amend, or repeal a policy to the DGO Division Directors for review and recommendation. Division directors are responsible for taking proposed policies to their respective DGO divisions, collecting comments, and reporting back to the DGO Policy Coordinator. This shall be done according to a schedule the DGO Policy Coordinator establishes for the particular policy.
- C. The DGO Policy Coordinator shall submit the Division Directors' recommendation to the DGO Executive Director's Office (EDO). The EDO considers the Division Directors' recommendation, then advises the Executive Director to reject, adopt, or revise the particular proposal.
- D. The Executive Director has the final authority to adopt, amend, or repeal any policy at any time and without submitting the policy to the Division Directors or the EDO for their review and recommendation.
- E. Each policy shall bear an original issue date, revision date, last review date, and next review date.
 - a. The revision date is either the date of original adoption or the last revision date, whichever is later. The date shall be the date as last approved by the Executive Director.
- F. The DGO Policy Coordinator is responsible for maintaining an organized electronic file containing copies of all prior versions of any DGO policy that is amended or repealed. The file must be accessible to the EDO.
 - a. The Executive Director's Office shall retain copies of replaced policies for a minimum of three years from the time it was replaced by a revised policy.
 - b. These records are designated "permanent" with the following disposition schedule: retain for 3 years after final action then transfer to archives. See Utah Division of Records and Archives Services GRS-1717.
- G. The Executive Director's Office shall make policies available on a website accessible to the public.

3.3.3 Required Two Year Review

- A. The DGO Policy Coordinator or designee shall review each DGO policy at least every two years after the effective or revision date.
- B. If the DGO Policy Coordinator determines that changes are necessary, the DGO Policy Coordinator shall recommend those changes to the EDO.
- C. The EDO shall review the DGO Policy Coordinator's proposed changes then determine whether to recommend that the Executive Director adopt, amend, or repeal the policy.
- D. The Executive Director has final authority to adopt, amend, or repeal any policy.



4 RELATED DOCUMENTS

- None

Amendment/Change Log

<Policy Name> Amendment/Change Log					
Date	Section/ Heading	Change/Edit	Additional Information (if needed)	Change Approved By	Change Approval Date