



- 2.1.3 A copy of all written directives, except for instructional materials, will be distributed in such a manner to allow for accountability that the recipient has reviewed it.
- 2.2 The organization and format of the policy and procedure manual is defined by Policy Manual Section 100 (Policy Manual Information).
- 2.3 The format of the written directive system other than policy and procedure is as follows.
  - 2.3.1 Written directives other than policy/procedure and except for instructional materials may be written and distributed as memoranda on agency stationery.
  - 2.3.2 Written directives other than policy/procedure and except for instructional materials may be written and distributed as email.
  - 2.3.3 Instructional materials will be written and distributed in the format best suited for achieving the educational objective. This may include posting a copy of the material on the Reading Board.
  - 2.3.4 Written directives other than policy and procedure will be indexed and purged in accordance with Policy No. 3230 (Electronic Reading Board).
- 2.4 All written directives will be updated and revised as necessary.
  - 2.4.1 Employees will inform their supervisor of any outdated or inaccurate written directive.
- 2.5 Policies and procedures will be reviewed via the appropriate process prior to approval and implementation. Examples of appropriate processes include, but are not limited to: Staff Meetings, User Subcommittee Meetings, and Operational Policy Task Teams.
  - 2.5.1 This review process will not restrict any manager's ability to address an urgent operational or organizational need by issuing an immediate written directive.