**Section 4.530 Policies and Procedures**

a) The CPO-HE may issue policies and procedures to further implement the Code and this Part. Policies and procedures shall be maintained in a structured format. The CPO-HE shall periodically review policies and procedures and determine if any should be issued as an administrative rule.

b) The CPO-HE shall notify the PPB of changes to policies or new policies. The CPO-HE may give notice by including the PPB on standard distribution list.

(Source: Added at 36 Ill. Reg. 10951, effective August 6, 2012)