**Section 1000.120  Procedure**

a) Rules may be proposed by the Director and members of the Executive Staff in consultation with their staff. However, only rules approved by the Director shall be promulgated.

b) Any interested person may petition the Director to adopt, amend, or repeal a rule.

1) The preferred form of address of the petition is:

Director

Attn: Policy and Directives Unit

Illinois Department of Juvenile Justice

1301 Concordia Court

P.O. Box 19277

Springfield, Illinois 62794‑9277

2) The petition shall contain a clear statement of reasons for the proposed rule, amendment, or repeal and the exact language of the suggested new rule or amendment.

3) The petitioner shall be advised in writing, within 30 days whenever possible, of the decision in regard to the petition.

c) Rules shall be reviewed on an on‑going basis and shall be adopted, amended, or repealed as necessary to maintain Department rules in accord with State and federal law and to appropriately address the concerns of Department facilities, staff, offenders, and the public.

d) Prior to initiation of formal rulemaking procedures pursuant to the Illinois Administrative Procedure Act [5 ILCS 100/1‑1 et seq.], proposed rulemaking:

1) Shall be reviewed and approved by appropriate Department staff.

2) May, upon the approval of the Director, be reviewed by individuals or organizations other than Department staff.

e) Rules adopted by the Department shall be made available to employees, youth, and the public.

f) Rules adopted by the Department shall be available for public inspection during normal working hours at the Policy and Directives Unit, 1301 Concordia Court, Springfield, Illinois. A request to inspect rules should be made in advance when possible via telephone at 217/557-1030.