

State of Utah DEPARTMENT OF NATURAL RESOURCES POLICIES AND PROCEDURES	REF. NR-97-D-9	PAGE 1 of 1
	EFFECTIVE DATE 6/28/97	
	REVISION DATE	
SUBJECT: Written Legal Opinions		
Ted Stewart, Executive Director		

I. PURPOSE

To define the policy of the Department of Natural Resources for obtaining and processing written legal opinions.

II. POLICY

- A. All written legal opinions, formal and informal, will be issued by the Attorney General's Office.
- B. All requests for written legal opinions from the Attorney General's Office must first be submitted in writing to the division director or executive director for review and signature. Under no circumstances will requests for written legal opinions by the Attorney General be submitted without the review and signature of the division director or executive director.

III. PROCEDURE

A. Responsibility.

1. Division Director - prepare in draft form a letter to the Attorney General listing all questions to be answered. Submit the draft to the department deputy director for review. If the request involves human resource issues, submit the draft through the Human Resource office.
2. Department Deputy Director - finalize request with the assistance of the department's special counsel and the Human Resource office and submit a signed letter to the Governor's Office and then to the Attorney General's Office.

Receives the written opinion from the Attorney General and transmits the opinion to the appropriate division.
3. Special Counsel - assist the department deputy director in finalizing the request by reviewing the draft submitted by the division director and revising it as necessary.