



ADMINISTRATIVE DIRECTIVE

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|----------------------------------|---------------|---------------|
| ADMINISTRATIVE DIRECTIVES | NUMBER | PAGE |
| | 1.01-1 | 1 of 4 |
| EFFECTIVE DATE | | |
| July 1, 2016 | | |

I. PURPOSE

To describe the function of Administrative Directives and the procedures to create, revise, and delete Administrative Directives.

II. POLICY

A. Administrative Directives constitute City management policies and procedures. Administrative Directives are citywide in application. Department Procedures are specific to the department and may not contradict Administrative Directives.

1. Department directors shall ensure that departmental operations are conducted in accordance with Administrative Directives.
2. Supervisors shall maintain a working knowledge of Administrative Directives, particularly those concerning personnel administration.
3. All employees are responsible for reviewing, understanding, and complying with the Administrative Directives applicable to their respective positions.

B. Administrative Directives shall be updated as needed to conform to current federal and state law, City Charter and Code, ordinances, the rules and regulations of the Civil Service Commission, labor agreements, and City practices.

1. To ensure that Administrative Directives are kept current, their content shall be reviewed annually by the assigned responsible departments.
2. In accordance with Tucson Code Chapter 14, within 90 days of Mayor and Council approval of the labor agreements, city staff shall amend Administrative Directives, and departmental procedures to conform to the labor agreement.

C. The City Manager/Internal Audit Office is responsible for the following:

- Coordinate the annual review of Administrative Directives.
- Ensure that new or revised Administrative Directives are consistent with other directives and have been reviewed and approved by the City Attorney's Office.
- Obtain the City Manager's approval for all new and revised Administrative Directives.
- Maintain historical files.



ADMINISTRATIVE DIRECTIVE

| | | |
|----------------------------------|---------------|---------------|
| ADMINISTRATIVE DIRECTIVES | NUMBER | PAGE |
| | 1.01-1 | 2 of 4 |
| EFFECTIVE DATE | | |
| July 1, 2016 | | |

III. PROCESS FOR CREATING A NEW ADMINISTRATIVE DIRECTIVE

- A.** Departments responsible for implementation and/or compliance with new laws or direction from Mayor and Council should draft a new Administrative Procedure for approval by the City Manager as follows:
1. Using the attached form submit a justification for the new Administrative Directive to the City Manager/Internal Audit Office.
 2. The City Manager/Internal Audit Office will provide the justification to the City Manager's Office for approval or denial.
 3. If approved, the department will be notified of the approval and the requirement to submit the Administrative Directive Review and Approval Checklist and the Administrative Directive Template.
 4. The originating department will prepare the Administrative Directive Review and Approval Checklist and proposed Administrative Directive and, if the new Administrative Directive impacts other departments, convene a focus group with the impacted departments for initial review and comments and send the draft to the involved Department Directors for approval. Once approved, the originator will send the proposed Administrative Directive and checklist to the City Manager/Internal Audit Office for final form.
 5. If there are any unresolved difference of opinion among departments regarding what to include in the new Administrative Directive, the City Manager's Office and/or the City Attorney's Office shall resolve the conflict.
- B.** The City Manager/Internal Audit Office will prepare the proposed directive in final form as follows:
- Review the proposed directive for consistency with other published policies and procedures of the City.
 - Work with the responsible department to edit the directive for clarity and format.
 - Ensure that all departments impacted by the proposed directive have had a reasonable opportunity to review and comment on the proposed directive.
 - Ensure that reasonable objections or suggestions from the involved departments have been incorporated into the directive.
 - Ensure that the City Attorney's Office concurs with its content.
 - List the department(s) in the directive that will be responsible for annual review and updating of the directive once it has been approved by the City Manager.
 - Assign a new directive number.



ADMINISTRATIVE DIRECTIVE

| | | |
|----------------------------------|---------------|---------------|
| ADMINISTRATIVE DIRECTIVES | NUMBER | PAGE |
| | 1.01-1 | 3 of 4 |
| EFFECTIVE DATE | | |
| July 1, 2016 | | |

- C. The City Attorney's Office and the Chief Financial Officer will approve and sign the proposed directive and then the City Manager will review, approve, and sign.
- D. Once the City Manager signs the Administrative Directive, the City Manager/Internal Audit Office will post the directive on the intranet, and will notify departments via e-mail of the new directive.

IV. PROCESS FOR REVIEWING AND REVISING AN ADMINISTRATIVE DIRECTIVE

- A. Administrative Directives shall be reviewed annually by the responsible department(s). The City Manager/Internal Audit Office will send the responsible department director(s) an email notification and an Administrative Directive Review and Approval Checklist. The responsible department(s) shall review the directive and complete the checklist as follows:

If there are no revisions:

- Check the appropriate box.
- Obtain approval signature(s) from the responsible department director(s).
- Return the checklist to the City Manager/Internal Audit Office who will forward it to the City Attorney's Office for review and concurrence that a revision is not necessary.

If revisions are necessary:

- Check the appropriate box.
- Request a Word version of the current directive (convert into a redline version to track changes).
- Follow steps 4 and 5 in Article III. A. of this directive.

- B. The effective date of the revision will be noted on the header of the Administrative Directive.

V. PROCESS FOR DELETING AN ADMINISTRATIVE DIRECTIVE

- A. If an Administrative Directive becomes obsolete, the responsible department should inform the City Manager/Internal Audit Office and submit a completed Administrative Directive Review and Approval Checklist first to the City Attorney's Office for review, approval and signature, and then to the City Manager to approve the deletion.
- B. The City Manager/Internal Audit Office will delete the Administrative Directive from the City's intranet site and inform all departments.



Administrative Directive Review and Approval Checklist

Administrative Directive Number and Title

- This is a revision of an Administrative Directive
- This is a new Administrative Directive
- This is a deletion of an Administrative Directive
- This is a review with no change of an Administrative Directive

1. Reason for revision, deletion or new AD:

2. If other City departments or offices are involved briefly describe that involvement. Be sure that all stakeholders have reviewed the AD and that their suggestions/corrections have been considered and incorporated as appropriate into the AD.

3. Obtain approval signatures from your department and from other stakeholder departments (add the director or deputy director as an additional approver to the list below). Then submit this form to City Manager/Internal Audit Office who will send this form and the AD to the Attorney’s Office and the City Manager’s Office for signature. The AD can be sent via e-mail. Please do not send the AD in PDF format because Internal Audit will review and make formatting changes, as necessary. Content will not be changed without discussion with the department(s) involved.

4. Obtain approval signatures from your department and from other stakeholder departments (add names as needed). Then return this form and the amended AD (in MS Word format) to the City Manager/Internal Audit Office for further processing. Content will not be changed without discussion with the department(s) involved.

Date

Date

Chief Deputy City Attorney Date

CFO/Assistant City Manager Date

City Manager Date



ADMINISTRATIVE DIRECTIVE

| | | |
|--------------|-----------------------|-------------|
| TITLE | NUMBER | PAGE |
| | EFFECTIVE DATE | |

ADMINISTRATIVE DIRECTIVE FORMAT

I. PURPOSE

This first section explains the purpose for the Administrative Directive and, generally, what topic(s) the directive will cover.

II. POLICY

This section states the City policy or policies pertaining to the subject.

III. DEFINITIONS

This section may be needed to define words that appear later in the directive.

Subsequent sections of the directive may include titles specific to the subject matter, or general titles such as: GENERAL, RESPONSIBILITIES, PROCESSES, or FUNCTIONS. All statements of responsibility or procedure should be numbered for ease of reference.

Appendices Attachments, links to other documents

References Related Administrative Directives, sections of the City Code or Charter, Civil Service Commission Rules, state or federal law, etc.

Review Responsibility and Frequency The department(s) assigned responsibility to review this directive, and the frequency of review, such as “annually, based on date of publication.” Last review date: _____.

Authorized

City Manager

Date