



Tucson City Court Administrative Directive

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I. PURPOSE

To ensure appropriate coordination and review of documents, policies, procedures, reports and other projects prior to their publication, modification or implementation.

II. POLICY

- A. Staffing procedures are needed to ensure that the Court coordinates its activity and efforts in the pursuit of its goals and objectives. Staffing (coordination) of documents, policies, procedures, reports and other projects will allow each division within the Court to review and comment on proposed actions prior to approval by either the Court Administrator or the Presiding Magistrate. Staffing is required when a proposed project, document, policy, report or procedure will be newly implemented or modifications made that may affect more than one division, a court wide process, or will be sent to an external agency. Occasionally, staffing will be required for information papers or read ahead packets that prepare the Presiding Magistrate or Court Administrator to attend certain meetings.
- B. Procedures that are internal to court divisions and do not, or will not affect a court wide process or another division's policies or procedures need not be staffed. Court Managers may establish internal staffing procedures as needed, however, the Assistant Court Administrator assigned to the department must approve the process before implementation or revision occurs.
- C. Modifications to the Court's Case Management system tables or bolt on applications or any electronic program or report used requires the approval of a least one of the Assistant Court Administrators or the Court Administrator. If the modification will affect a court wide process or a division, regular staffing procedures defined below will apply.



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III. IMPLEMENTING INSTRUCTIONS

A. **Initiating Department**

When an action requires staffing, the initiating or responsible department will prepare the necessary draft documents for review. The initiating or responsible department will also create a City Court Staff Action Summary form (Appendix 1). To determine the Control Number for the Action Summary, refer to the Staff Action Summary Log. Alongside the next available number, enter the document to be reviewed and the point of contact along with the date that the action was initiated and the suspense date when all comments are to be completed. The Staff Action Summary form along with the draft documents for review will be placed on the S: drive at S:\Administration\Staff Action. The initiating division is responsible for determining which divisions or individuals will be required to review, comment, and concur or non-concur with the proposed action. It is important for the initiating division to maintain a suspense copy of the staffing action in case the original is deleted or moved. To assure that only relevant actions are staffed, only Court Managers and Court Administrators are authorized to release a City Court Staff Action Summary packet.

B. **Court Divisions or Individuals Conducting Reviews of Staff Actions**

The staff member initiating the Staff Action Summary will email the Court Manager's or relevant staff detailing that the document and action summary has been placed on the S: drive for their review, suggestions, approval. A due date will be noted on the Staff Action Summary and it is imperative all reviews are completed before this date. Analyze the proposed action for impact on your division's responsibilities, procedures, personnel and on the overall operation of the Court. Provide comments, corrections, or suggestions in the packet. Synergy is obtained when staff reviewing the documents has access to other individual's comments and suggestions for improvement. When your review is complete, sign off on the Staff Action Summary and save the document along with your corrections and comments.



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C. Submission for Approval

Once the packet has been staffed and any needed changes have been made, the packet will be submitted to the POPI committee for final approval. POPI committee chairperson will submit to the City Attorney for approval, if applicable and to the Presiding Magistrate for review and signature. If time is of the essence, to streamline the approval process, the document or action may be discussed and approved at the Manager's meeting.

REVIEW RESPONSIBILITY: The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.



PRESIDING MAGISTRATE

9/29/15

DATE