

TOWN OF MARANA
ADMINISTRATIVE DIRECTIVE SYSTEM

1. An administrative directive is a document authorized and issued by the town manager to establish operating practices and procedures for certain administrative functions and/or to supplement the broader policy direction of the town council by augmenting/clarifying ordinances and amendments to the town code or to the town's personnel policies and procedures. Administrative directives are generally focused on internal policies and practices and are designed to promote consistent business practices, improve organizational communication, reduce risk and exposure and provide for necessary internal controls over resources and business transactions.
2. Administrative directives will generally fall into one of the following categories:
 - Personnel and Administration
 - Finance, Budget and Purchasing
 - Technology
 - Facilities and Grounds
 - Vehicles and Equipment (non-technology)
 - Communications
 - Safety
 - Emergency Management
 - Legislation
 - Records Management
 - Law
3. An administrative directive may be initiated and developed at the department level. Key stakeholders shall be identified by the initiating department and included in the development of the directive. It is expected that certain departments shall be identified as key stakeholders depending upon the subject matter, to include (**but not be limited to**):

Directive is Related to:	Minimum Key Stakeholder Departments:
Employees	Human Resources, Municipal Court, Legal
Money	Finance
Technology	Technology Services
Property (land, parks, open space)	Parks and Recreation, Public Works, Engineering, Planning, Legal
Facilities	Parks and Recreation, Public Works, Municipal Court
Records	Town Clerk, Development Services Records Center, Police Records Center, Municipal Court, Legal
Communication	Town Manager's Office, Human Resources

Citizens/businesses/customer service	Town Manager's Office
Events	Parks and Recreation, Town Manager's Office, Public Works, Engineering, Police
Legislation	Town Clerk, Town Manager's Office, Legal
Things (equipment and vehicles)	Public Works, Parks and Recreation, Police, Utilities
Emergency Planning/Operations/Management	Police, Public Works, Utilities
Law	Legal
Safety	Police, Public Works, Utilities, Parks and Recreation, Human Resources, Legal

4. All draft administrative directives shall be subject to the following review process:
 - a. Key stakeholders (develop and review)
 - b. Legal Department (may be included in development process)
 - c. Department directors
 - d. General managers
 - e. Town Manager's Office (may be included in development process)
5. All administrative directives must be approved and officially issued by the town manager.
6. Issuance will consist of notification via e-mail, posting on the town's INTRANet site and hard-copy distribution to employees without access to e-mail or the INTRANet. The town manager shall designate staff responsible for notice and posting.
7. Departments are required to keep a minimum of one printed copy of current directives at each worksite in the department, accessible to all employees.
8. Each new employee will be instructed on how to access the administrative directive system during the new employee "on-boarding" process. The Human Resources Department will conduct or facilitate additional training for all town employees, as needed.
9. Occasionally, an administrative directive may be relevant to elected and appointed officials. When this occurs, the specific directive will be brought before the town council for its consideration and adoption by resolution.
10. Administrative directives shall conform to a standard template established by the town manager. When the directive involves the adoption of a "manual" (i.e. the "Cash-Handling Manual"), the administrative directive may contain brief summary information with the manual attached.
11. All employees are responsible for reading, understanding and asking questions to clarify administrative directives. Failure to follow an administrative directive may be grounds for disciplinary action.