



Administrative Policy
ADMINISTRATIVE POLICIES
General – A001

Effective Date:

March 2011

Revised Date:

CREATION OF ADMINISTRATIVE POLICIES

Summary

Administrative Policies are created to set procedure and explain various Code, Resolution and Ordinance regulations. These policies describe the background of and how the regulation is carried out. This process eliminates different interpretations by different staff members and gives the public a better idea of how and why Town staff accomplishes their duties.

Process

1. Creation
 - a) Administrative policies are created under the following conditions:
 - i. when it becomes evident that there is confusion over a Town regulation
 - ii. when it becomes evident that a particular regulation needs adjustment to cover a particular situation, yet not enough adjustment to affect the entire regulation
 - iii. to describe operational process within departments
 - iv. to describe processes that don't require Town Council approval, but need to be defined for Town staff to be consistent
 - v. any other reason that would further clarity, cause or process
2. Approvals
 - a) Administrative policies are written by the departments involved in the issue and approved by the Town Manager.
 - b) Administrative policies that alter Town Council adopted regulations are taken back to the Council for approval.
 - c) Policies written for a new concept are taken to Town Council for review and approval.