

ADMINISTRATIVE PROCEDURES



Procedure Number: B-1

Effective Date: 11/04/1991

Revision Date: 01/31/2003

C. A. Schubert
County Administrator

SUBJECT: **ADMINISTRATIVE PROCEDURE MANUAL MAINTENANCE**

DEPARTMENT RESPONSIBLE: **OFFICE OF THE ADMINISTRATOR**

I. STATEMENT

The Purpose of the Administrative Procedures Manual is:

- To provide a central reference source for County Administrative procedures; and,
- To assure uniformity in the approval and release of County procedures.

The manual will include procedures that affect all County departments on a recurring permanent basis. Internal departmental matters should be covered by special or single purpose manuals.

II. DEFINITIONS

A. Administrative Procedures

Administrative Procedures are concise statements of the sequence of actions necessary to implement policies of the Pima County Board of Supervisors. Administrative Procedures are issued by the authority, and over the signature, of the County Manager. It is the responsibility of Department Directors to see that Administrative Procedures are followed in their departments.

The words "will", "shall" and "must" indicate mandatory compliance. The word "should" indicates that compliance is strongly advised. The word "may" indicates discretion may be used.

Waiver of Administrative Procedures requires approval of the County Administrator. Department Directors requesting a waiver must outline in writing, reasons why deviation from an established Administrative Procedure is necessary. Such request must be submitted to the County Administrator for final decision.

III. PROCEDURE

The manual will be distributed to all management personnel of the County. Every manager must become familiar with the procedures contained herein in order to properly perform his/her management responsibilities. All County employees should be encouraged to read these procedures.

A. Criteria for Including a Procedure in the Manual

1. Is the procedure applicable to all departments?
2. Is there a need to spell out the procedure?
3. Is there a recurring need to refer to the procedure?
4. Is the procedure important and relevant?

B. Numbering

1. Section: Refers to the department responsible for the procedure and corresponds to the index tab numbering system.
2. Numbering: Refers to the procedure number within the section. Individual procedures are assigned an Arabic number. Thus, the third administrative procedure under the County Administrator would be 3-1. Procedure numbering may not correspond to policies numbering. Policies will always be preceded with a numbering system beginning with a letter. A cross-reference at the end of this manual will assist in locating a related policy.
3. Reference: If this procedure is as a result of an approved policy, then reference to the policy, to include policy number, should be made.

C. Format

The format for Administrative Procedures may include any of the following:

1. Statement: Includes, but is not limited to general policy of Pima County and/or the purpose of objective of the procedure.
2. Definitions: Includes explanations of key terms to minimize misunderstanding due to conflicting interpretations.
3. Procedures: Statement of steps necessary to accomplish the purpose or objective.
4. Responsibilities: Provides clarification of which unit performs specific tasks required by the procedure.

5. Comments: Additional remarks and exceptions will be covered here.

D. Modifications

Changes to the Administrative Procedures Manual will be accomplished in one of two ways:

1. Pen and ink for minor changes.
2. New pages for major changes.

The County Administrator will advise department directors of any changes by memorandum. Clarifications, suggestions and/or modifications, by departments are encouraged and welcomed. Manual holders are responsible for keeping their manuals current and updated.

E. Updating and Additions

To keep the Administrative Procedures Manual up to date, a department employee must be designated responsible for receiving new Administrative Procedures, and inserting them in each of the departmental manuals.

In the event that a department director feels that there is need for a new Administrative Procedure he/she should submit the proposed Administrative Procedure to the County Administrator. Once approved, the Office of the County Administrator will number and distribute the procedures to all departments.

Administrative Procedures may be originated by a department or by the County Administrator Office. All Administrative Procedures shall be coordinated through the County Administrator, who may forward drafts of the Administrative Procedures to all departments. If no reply is received from a department within fifteen days it shall be presumed that the draft meets with the department's approval.

Administrative Procedures, one adopted, will supersede previous instructions. If a particular item is not covered in the manual, departments should operate as previously instructed unless directed otherwise. Any questions concerning the subject should be directed to the County Administrator.

Legal Reference: Pima County Ordinance, Chapter 2.12