

# ***CITY OF DENTON***

## **POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE**

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| SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES              | REFERENCE NUMBER:<br>505.01         |
| SUBJECT: COMMUNICATIONS                                      | INITIAL EFFECTIVE DATE:<br>04/10/82 |
| TITLE: ADMINISTRATIVE DIRECTIVES AFFECTING OTHER DEPARTMENTS | LAST REVISION DATE:<br>08/29/94     |

Administrative directives that are intended to provide instruction to City departments, other than the originating department, shall be forwarded to the City Manager or an Assistant City Manager for review and approval by the Executive Committee before distribution.

1. This policy does not apply to administrative directives within a single department.
2. No administrative directive that has been distributed without the signature of an Assistant City Manager or the City Manager shall be considered official.
3. Administrative directives shall be distributed in accordance with the Policy Manual instructions (1.00 to 6.00).