

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION:	POLICIES AND PROCEDURES MANUAL INSTRUCTIONS	REFERENCE NUMBER: 6.00
SUBJECT:	DEFINITIONS OF THE TERMS "POLICY," "PROCEDURES," AND "ADMINISTRATIVE DIRECTIVE"	INITIAL EFFECTIVE DATE: 09/01/84
TITLE:	DEFINITIONS OF THE TERMS "POLICY," "PROCEDURES," AND "ADMINISTRATIVE DIRECTIVE"	LAST REVISION DATE: 12/15/92

DEFINITIONS:

1. Policy—A statement of overall philosophy and direction, describing goals to be accomplished and programs to be established.
2. Procedure—A specific and detailed statement of the means and methods by which management implements a policy.
3. Administrative Directive—A written statement from the City Manager, Executive Director, or Director of Human Resources to City employees establishing rules and regulations concerning internal operational matters of the City.