

Policy Number and Title:	1.00 Policy on Policies, Procedures, and Administrative Directives
Policy Section and Chapter:	Table of Contents
Policy Type:	Policy with Admin. Procedures
Last Revision Date:	03/22/2022

POLICY STATEMENT

The purpose of this Policy is to provide guidance for the development and implementation of Policies, Procedures, and Administrative Directives, as further defined herein.

City of Denton Policies reflect the City’s mission and vision and comply with federal and state laws. If there is a discrepancy between a Policy, Procedure, or Administrative Directive and the Code of Ordinances of the City of Denton, Texas, the Code of Ordinances shall take precedence.

Section 2-28 of the Code of Ordinances addresses Policies, Procedures, and Directives. Per Section 2-28:

- Policies and any amendments thereto shall be reviewed by the City Attorney for legal compliance and approved by resolution of the City Council.
- The City Manager is authorized to issue such administrative procedures and directives as deemed necessary to implement approved policies relating to personnel and internal operational matters.

Policies, Procedures, and Administrative Directives are applicable to all full-time, part-time, temporary, and seasonal City employees unless otherwise specified. Vendors performing services on behalf of the City may also be subject to applicable City Policies, Procedures, and Administrative Directives.

The City of Denton is an “at will” employer and, as such, employment with the City of Denton is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. The contents of the Policies, Procedures, and Administrative Directives do not in any way constitute the terms of a contract of employment and shall not be construed as a guarantee of continued employment with the City of Denton, nor a guarantee of any fixed terms and conditions of employment. Policies, Procedures, and Administrative Directives are continually evaluated and may be amended, modified, or terminated at any time as provided by Section 2-28 of the Code of Ordinances.

DEFINITIONS

1. “Administrative Directive” or “Directive” is a written statement from the City Manager to City employees establishing rules and regulations concerning internal operational matters of the City.
2. “Administrative Procedure” or “Procedure” is a specific and detailed statement of the means and methods by which City staff and management implements a policy. The City Manager is authorized to issue such Administrative Procedures and Directives as deemed necessary to implement approved Policies relating to personnel and internal operational matters.
3. “Non-substantive change” means a revision to an Administrative Directive or Administrative Procedure that does not directly affect the substance of the Directive or Procedure or in any way modify its meaning or intent. Non-substantive changes include, but are not limited to, edits related to document formatting, grammar, punctuation, and style. Non-substantive changes do not require routing for review and approval and can be made as needed by a Policy Program Administrator.
4. “Policy” is a statement of overall philosophy and direction, describing goals to be accomplished and programs to be established. Policies and any amendments thereto shall be reviewed by the City Attorney for legal compliance and approved by resolution of the City Council.
5. “Policy/Procedure/Administrative Directive Owner” means the individual staff member responsible for reviewing and monitoring the Policy, Procedure, or Administrative Directive and any necessary updates or revisions.
6. “Policy Program Administrator(s)” are the staff member(s) designated by the City Manager responsible for defining and administering the requirements of the City’s Policies, Procedures, and Administrative Directive program and coordinating and recording Policies, Procedures, and Administrative Directives.
7. “Policy Review Committee (PRC)” is a committee of department representatives assigned to assist with Policy, Procedure, and Administrative Directive reviews as further defined in this Policy.
8. “Substantive change” means a revision to a Policy, Procedure, or Administrative Directive that materially alters its meaning or intent. Substantive changes include, but are not limited to, addition or deletion of a definition, change in application of the Policy, Procedure, or Administrative Directive, or revisions made to reflect current operational practices or changes in applicable laws or regulations.
9. “Supporting Documents” means ancillary documentation, typically containing tactical content that will change with some frequency and that is necessary for employees to have access to in order to ensure compliance with Policies, Procedures, and Administrative Directives (example – retention schedule associated with Records Retention Policy).

ADMINISTRATIVE PROCEDURES

I. General Rules

- A. Policies, Procedures, and Administrative Directives need to define the department that retains primary responsibility for the Policy, Procedure, or Administrative Directive. Once specified, that department will be responsible for periodic reviews and necessary updates of the Policy, Procedure, or Administrative Directive and serve as the primary point of contact for any questions.
- B. Approved Policies, Procedures, and Administrative Directives will be placed on the City of Denton website and the internal employee SharePoint site. A Policy Program Administrator will be responsible for ensuring that approved Policies, Procedures, and Administrative Directives are appropriately placed on both sites.
- C. The Policy Program Administrator will also maintain a database of current and previous Policies, Procedures, and Administrative Directives, and evidence of their approval, for record retention purposes.

II. Development, Revision, Deletion, and Review

- A. City leadership and department directors are responsible for determining when new or revised Policies, Procedures, or Administrative Directives are required. The responsible department will assign a Policy/Procedure/Administrative Directive Owner responsible for drafting and submitting the Policy or Procedure for review and approval per the requirements of **Section IV** below.
- B. New and amended Policies shall be reviewed by the City Attorney for legal compliance and approved by resolution of the City Council.
- C. Procedures and Administrative Directives can be issued and amended by the City Manager as deemed necessary to implement approved policies relating to personnel and internal operational matters.
- D. Policy/Procedure/Administrative Directive Owners should review Policies, Procedures, and Administrative Directives that fall under their responsibility at least annually unless otherwise required by state or federal law in order to ensure continued relevance of the Policy, Procedure, or Administrative Directive.

III. Template Usage

- A. Policies, Procedures, and Administrative Directives should be documented utilizing the template attached as **Exhibit A**.

IV. Process for Creating, Updating, or Deleting

- A. This workflow should be utilized when a Policy is created, updated, or deleted requiring the approval of City Council. In the document template (**Exhibit A**), the “Policy Statement” must be adopted, revised, or deleted by the City Council.

1. Policy/Procedure/Administrative Directive Owner forwards a draft of the proposed Policy/Procedure to the Policy Program Administrator.
2. The Policy Program Administrator performs an initial review, which may include reviewing the Policy/Procedure with Human Resources and/or Compliance representatives to understand the purpose of the proposed Policy/Procedure and how it may relate with other approved policies/procedures/directives. Depending on the content of the proposed Policy/Procedure, it may be reviewed with key stakeholders before proceeding to a general PRC review.
3. Policy/Procedure/Administrative Directive Owner provides a summary of the proposed Policy/Procedure changes or addition to the Policy Program Administrator. The Policy Program Administrator sends the draft Policy/Procedure and the summary to PRC for review and comment.
4. PRC members submit any questions or feedback to the Policy Owner for consideration and any necessary changes.
5. The Policy/Procedure Owner updates the draft Policy/Procedure, considering and incorporating appropriate PRC feedback, and forwards one red-lined version of the draft Policy/Procedure and one “clean” version of the Policy/Procedure to the Policy Program Administrator.
6. The Policy Program Administrator reviews and forwards the Policy/Procedure to the City Attorney’s office for review. Each Policy/Procedure/Administrative Directive Owner should work with their assigned attorney to review any substantive questions. After such review has been performed, the attorney assigned to Compliance will work with the Policy Program Administrator to finalize review and approval of such Policy/Procedure. Should the City Attorney have any questions or concerns regarding the Policy/Procedure, the City Attorney will work with the Policy/Procedure Owner to resolve. The City Attorney will need to certify that the Policy/Procedure does not breach any laws or regulations before the Policy/Procedure can continue through the approval process. City Attorney approval will be provided to the Policy/Procedure/Administrative Directive Owner and the Policy Program Administrator.
7. The Policy Program Administrator reviews and forwards the Policy/Procedure to the City Manager for review and approval along with a summary of the PRC feedback and issues or concerns raised and/or resolved. City Manager approval will be provided to the Policy/Procedure/Administrative Directive Owner and the Policy Program Administrator.
8. Following City Attorney and City Manager approval, the Policy/Procedure/Administrative Directive Owner coordinates with the Policy Program Administrator to prepare the documents necessary for the City Secretary’s office to have the Policy/Procedure placed on City Council agenda for approval, as

required. Proposed deletion of Policies/Procedures will also require approval of City Council. While the Policy/Procedure/Administrative Directive Owner is responsible for drafting an Agenda Information Sheet (AIS) and any other documentation required by the City Secretary's office, the Policy Program Administrator will provide necessary templates, guidance, and will review documentation for consistency before being sent to the City Secretary's office.

9. The Policy/Procedure/Administrative Directive Owner will be responsible for responding to any requests for information or questions about the Policy/Procedure from City Council.
 10. Upon Policy/Procedure approval by the City Council, the Policy Program Administrator documents approval of the Policy/Procedure into the appropriate database along with the Resolution number and confirms placement of Policy/Procedure on internal and external facing Policy webpages.
 11. The Policy/Procedure/Administrative Directive Owner drafts a summary of the Policy/Procedure to be provided to employees and forwards the summary to the Policy Program Administrator.
 12. The Policy Program Administrator sends the employee summary, along with a final clean copy of the approved Policy or Policy/Procedure, to all City employees.
- B. The above workflow, as outlined in **Section A**, should also generally be utilized when an Administrative Directive is created, updated, or deleted, except that City Council approval is not required. In their sole discretion, the City Manager may issue, amend, or delete an Administrative Directive to the organization. The City Manager may bypass the PRC process if deemed necessary in their sole discretion or due to time-sensitivity.

V. Roles & Responsibilities

A. Policy Review Committee ("PRC"):

1. Purpose of the PRC
 - a. PRC members represent their respective departments in the Policy/Procedure/Administrative Directive review process by evaluating and providing feedback on drafts of new and updated Policies, Procedures, and Administrative Directives for general understanding and applicability to department operations. PRC members are expected to solicit feedback on proposed new or modified policies and will provide appropriate information to their respective departments regarding the implementation of policies.
2. PRC Membership
 - a. All departments will be offered and should place a representative on the PRC.

- b. There may be additional participants from Human Resources, Compliance, and Legal that are considered members of the PRC for purposes of Policy, Procedure, and Administrative Directive review activities.

3. Review Timeframe

- a. In general, PRC will be provided at least 10 business days to review and provide feedback on a new or proposed updated Policy, Procedure, or Administrative Directive. When reviewing, PRC members should be evaluating for understanding, clarity, and brevity. When PRC members have questions or feedback, they should communicate directly with the Policy, Procedure, or Administrative Directive Owner about the issue. If PRC members have questions or concerns about the PRC review process, they should communicate directly with the Policy Program Administrator.
- b. While PRC members' feedback on Policies, Procedures, and Administrative Directives is valued, there is no guarantee that feedback or requested changes will be incorporated into the final Policy, Procedure, or Administrative Directive.

B. Policy/Procedure/Administrative Directive Owner:

- 1. Represents the department by performing an annual review of Policies, Procedures, and Administrative Directives.
- 2. Determines whether training is required for a Policy, Procedure, or Administrative Directive and if so, develops and administers the training and tracks completion.
- 3. Determines whether Supporting Documentation is required for a Policy, Procedure, or Administrative Directive and if so, provides Supporting Documentation to the Policy Program Administrator for placement on the internal facing Policy web page.

C. Policy Program Administrator(s):

- 1. Policy Program Administrator is responsible for providing Policy/Procedure/Administrative Directive program leadership to the PRC. The Policy Program Administrator will ensure expectations of PRC members are defined and understood, schedule meetings of the PRC as necessary, and maintain a current roster of PRC members, including ensuring that any PRC members leaving are replaced in a timely manner.
- 2. Manages a regular review of Policies, Procedures, and Administrative Directives with a goal to establish a process where a review is done on each Policy, Procedure, and Administrative Directive annually.
- 3. Defines governance requirements for the City's Policy, Procedure, and Administrative Directive program.

4. Defines scope of items included in the Program.
5. Develops and approves templates.
6. Provides leadership to PRC activities.
7. Acts as a liaison and a coordinator between Departments, Legal, and City Manager's Office related to Policy/Procedure/Administrative Directive items.

D. City Attorney's Office:

1. Reviews and confirms that a proposed Policy, Procedure, or Administrative Directive does not conflict with applicable laws or regulations.

REFERENCES

- None

REVISION HISTORY

Revision Date	Policy Owner	Summary
tbd	C. Moar, Compliance Officer (Compliance)	<ul style="list-style-type: none"> • Initial Policy Adoption • Policy Statement Adopted by City Council on 03/22/2022

Exhibit A – Policy Document Template



CITY OF DENTON

Policy Number and Title:	100.XX Sample Policy
Policy Section and Chapter:	
Policy Type:	(Policy, Policy with Admin. Procedures, or Admin. Directive)
Last Revision Date:	01/01/2022

POLICY STATEMENT

[Any Policy Statement must be adopted or revised by City Council]

DEFINITIONS

ADMINISTRATIVE PROCEDURES

I. Section Title

A. Sub-Section

B. Sub-Section

1. More info
2. More info
 - a. Xyz
 - b. Xyz

REFERENCES

- City Policy xxx.xx

REVISION HISTORY

Revision Date	Policy Owner	Summary
01/01/2020	Name, Title (Department)	<ul style="list-style-type: none">• Initial Policy Adoption• Policy Statement Adopted by City Council on xx/xx/xxxx
01/01/2021	Name, Title (Department)	<ul style="list-style-type: none">• General Updates to Admin. Procedures• Added a Procedure for XYZ
01/01/2022	Name, Title (Department)	<ul style="list-style-type: none">• Revised Policy Statement Adopted by City Council on xx/xx/xxxx• General Updates to Admin. Procedures