

MANAGING DIRECTOR'S DIRECTIVE NO. 1

RULES, DIRECTIVES AND PROCEDURES

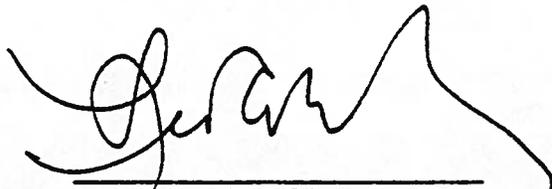
1. RULES

All rules for the internal operation of the various service departments must be approved by the Administrative Board. Copies should be sent to the Managing Director for his approval. The Managing Director will present them to the Administrative Board.

2. DIRECTIVES AND PROCEDURES

When it is planned to issue inter-departmental directives or procedures which affect the operation of two or more of the ten service departments, the Office of the Managing Director requests that they be submitted for review before their effective date.

This request is made in order to assure a uniform interpretation of instructions and to avoid conflicts with releases by other offices. For specific definitions of documents used in the Managing Director's Policy Communications System, see Appendix to Directive No. 1.



Managing Director

APPENDIX TO M.D. DIRECTIVE NO. 1

DEFINITIONS: MANAGING DIRECTOR'S POLICY COMMUNICATIONS SYSTEM

POLICY

Managing Director's decision to plan and implement a course of action toward a goal.

PROCEDURAL INSTRUCTION

Managing Director establishes a regular, step-by-step detailed method of operations, or necessary action to be taken which is in accord with established City policies.

DIRECTIVE

Managing Director issues a general instruction for an action to be taken on a continuing basis in accordance with established operating practices; also can be a supplement to an existing procedural instruction.

ORDER

Managing Director's request for a direct and specific one-time action to be taken by a service department by those authorized to do so, including the assignment, interpretation or transfer of any operation or function.

MEMORANDUM

Information, reminder, or further explanation concerning any of the above.

ADMINISTRATIVE BOARD RULE

Rules and rulings created by the Ad Board fulfilling the specific responsibilities under Section 4-300 (1), (2) and (3) of the Home Rule Charter.