

POLICY:

This manual contains the general administrative policies and procedures of Citrus County Board of County Commissioners, in the form of Administrative Regulations (AR's). As such, it is intended to serve as a comprehensive guide for action by all administrative personnel and provide policies governing the entire County operation.

In addition to this Manual, it is anticipated that some departments may find it convenient or necessary to promulgate intradepartmental procedural manuals, or interdepartmental such as a Budget Preparation Manual. In order to coordinate the application of Administrative Regulations throughout the organization, provisions of manuals issued by departments will be subject to the approval by the County Administrator prior to issuance.

In instances where there appears to be a conflict between this Manual and departmental manuals, then this Manual will govern. Where AR's may be at variance with provisions of County contracts, ordinances, or State Statutes, the latter will prevail.

It is incumbent on each supervisor to become familiar with and knowledgeable of the provisions of this Manual. Periodically new or revised AR's will be issued and each recipient of the Manual is responsible for maintaining his/her copy up-to-date. The issuance of an AR automatically supercedes any policy or procedure outstanding covering the same subject or substance. Failure by Department and Division Directors or other employees to follow the policies and procedures outlined could result in disciplinary action.

FOOTNOTES & REFERENCES TO RELATED AR's: