



## ADMINISTRATIVE CODE

### INTRODUCTION

This Code contains the general administrative rules, policies and procedures of Seminole County. It is divided into two volumes. The first volume is the Seminole County Administrative Code adopted by the Board of County Commissioners and constitutes the Administrative Code required by Section 125.87, Florida Statutes. Volume 1 sets forth the organization of County government and the duties and responsibilities and powers of all County officials and agencies pursuant to the Charter. The second volume, currently under development, is the County Managers Policy Manual and will include those policies adopted by the County Manager pursuant to his authority under the County Charter, State law, and ordinances and policies adopted by the Board. The Administrative Code is intended to serve as a comprehensive guide for all administrative personnel and govern the operations of the County. Observance of this Administrative Code is mandatory for all County personnel and violation may result in disciplinary action.

In addition to the Administrative Code, it is anticipated that Department Directors may promulgate manuals and policies regarding the operation of their departments. Department Internal Operating Manuals are not set forth in the Administrative Code nor do they bind personnel outside the Departments to which they are applicable. Any policy that is intended to apply to personnel or County practices generally is required to be promulgated by either the Board or County Manager and made a part of the Code.