

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

Subject:  
**ADMINISTRATIVE REGULATIONS**

Regulation No:  
1.0

Effective Date:  
January 27, 2012

Supersedes: March 14, 1994

**I. PURPOSE**

All employees of the Town of Vienna, Virginia, will be able to make critical operational decisions based on Administrative Regulations which will provide guidance in particular matters in which the Personnel Policy is silent.

**II. SECTIONS**

Administrative Regulations will be divided according to subject matter in the following manner:

- Chapter 1 - General
- Chapter 2 – Personnel
- Chapter 3 - Communications
- Chapter 4 - Purchasing
- Chapter 5 - Information and Assistance
- Chapter 6 - Vehicle Use and Travel
- Chapter 7 - Finance

**III. FILING OF ADMINISTRATIVE REGULATIONS**

Each department shall maintain Administrative Regulations in a manner that is accessible to all of their staff.

**IV. PROMULGATION AND EFFECTIVE DATE**

Administrative Regulations are to be considered promulgated when they are signed by the Town Manager. The effective date of Administrative Regulations is indicated on each page of the regulation.

**V. PREPARATION OF ADMINISTRATIVE REGULATIONS**

When department heads or other Town officials become aware of situations requiring clarification as to specific policy, they should prepare a proposed Administrative Regulation for the Town Manager's consideration. Generally, it should involve an issue that impacts the majority of the Town's functional areas.

**VI. ISSUANCE OF ADMINISTRATIVE REGULATIONS**

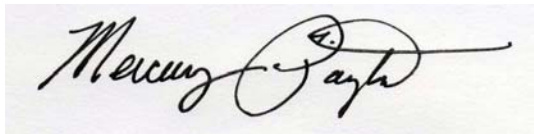
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Administrative Regulations are issued by the Town Manager with utmost caution.

**VII. APPLICABLE DOCUMENTS**

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	1/27/2012