

Chapter: Agency Supports and Controls
Title: Administrative Directives

Effective Date: 7/1/08, T-89
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New

ACA Standard(s): N/A

(a) **Policy.**

Executive management may implement immediate changes to policy or procedure through the use of administrative directives.

(b) **Procedures.**

- (1) An administrative directive is an executive communication that immediately implements a change to current practice. Generally, an administrative directive is issued when safety, security, or staffing concerns warrant a change in practice prior to an official revision in the affected policies or procedures.
 - (2) Administrative directives may be issued only by the chief executive officer, chief of staff, or deputy commissioners.
 - (3) The Policy Administration Department will assign the directive a sequential number according to the fiscal year, post the directive online, and disseminate the directive to affected staff. The Policy Administration Department will also maintain a history of all directives in accordance with the records retention schedule.
 - (4) Information contained in an agency rule (i.e., chapter 81 or higher in the General Administrative Policy Manual) cannot be modified through an administrative directive. Agency rules can be changed only by publishing the rule in the Texas Register.
 - (5) Each administrative directive must:
 - (A) contain an effective date;
 - (B) contain a termination date or condition under which the directive is no longer effective (e.g., until further notice, until policy is revised, etc.); and
 - (C) be issued as a memorandum on agency-approved letterhead.
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