



**PURPOSE; CONTENTS; ADDITIONS AND AMENDMENTS**

**A. PURPOSE.** The purpose of this code is to set forth the duties and responsibilities and powers of County officials and agencies and to consolidate Seminole County's rules, policies and procedures as they pertain to the internal workings of the County in one place for ease of reference and compliance. Departments and Divisions are to refrain from communicating rules, policies and procedures by means of memorandums and other communications that should more properly be covered by inclusion in this code.

**B. CONTENTS.**

(1) This code contains the organization of Seminole County government and its rules, policies and procedures. The code is organized by general topics in alphabetical order after the organization.

(2) Each general topic is assigned a number and subtopics are numbered sequentially. Numbers have been spaced apart in order to allow for inclusion of other topics to be inserted and keep the code in alphabetical order.

**C. ADDITIONS AND AMENDMENTS**

(1) Suggestions from Commissioners, County staff or the general public regarding development of additions or amendments to this code or comments regarding the format should be directed to the County Manager's Office.

(2) Proposals for additions or revisions to this code shall be submitted to the County Manager in draft form. After review and approval of the County Manager, the subject will be placed in appropriate format and submitted to the Board of County Commissioners for their review and adoption.

(3) The Board of County Commissioners shall approve by resolution all rules, policies and procedures and subsequent amendments or additions prior to inclusion in the this code.

(4) Nothing herein shall be construed to limit the authority of the Board of County Commissioners to approve additions or amendments to this Code on their own initiative.