



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 7.4
TO: All City Employees
FROM: Timothy C. Hansley, City Manager
SUBJECT: Policy Governing Work Orders for the Placement of Traffic Control Devices
DATE: November 18, 1996
New Administrative Order

I. PURPOSE

The purpose of this Administrative Order is to establish a formal administrative policy regarding the issuance of work orders for the placement of traffic control devices.

II. POLICY

Requests to install, remove or modify traffic control devices often requires analysis, investigation and accurate record keeping in order to manage unnecessary liability and comply with the Ohio Revised Code and the Ohio Manual on Uniform Traffic Control Devices. Therefore, all requests for placement of traffic and parking control devices, i.e. stop signs, no parking signs, speed bumps, traffic signal timing changes, cross-walk and pavement markings, etc, affecting use of the streets and rights-of-way, shall be directed to the City Engineer for issuance of work orders to the Service Department, and/or for preparing the appropriate response.