

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ATTORNEY GENERAL'S OFFICE

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Use of school resources to influence election guidelines.

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

May 21, 2004

**3. Summary of the contents of the substantive policy statement:**

The Substantive Policy Statement contains guidelines, adopted pursuant to A.R.S. § 15-511(E), relating to the prohibition on the use of school district or charter school resources to influence the outcomes of elections.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new substantive policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Susan Segal, Section Chief, Education and Health Section

Address: Arizona Attorney General's Office  
1275 W. Washington  
Phoenix, AZ 85007

Telephone: (602) 542-8323

Fax: (602) 364-0700

or

Name: Jessica Funkhouser

Address: Solicitor General's Office  
Arizona Attorney General's Office  
1275 W. Washington  
Phoenix, AZ 85007

Telephone: (602) 542-3333

Fax: (602) 542-8308

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of this Substantive Policy Statement may be obtained from the Arizona Attorney General's web site: [www.ag.state.az.us](http://www.ag.state.az.us). A photocopy may also be obtained from the Solicitor General's Office, Arizona Attorney General's Office, 1275 West Washington, Phoenix, AZ 85007. The Attorney General's Office charges 20 cents per page for copying, for a total of \$2.40 for 12 pages. Payment may be made with cash or by check or money order made payable to the Arizona Attorney General's Office.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF LIQUOR LICENSES AND CONTROL

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Notices of Substantive Policy Statements

Management Agreement Requirements, Licensing Division

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue Date: February 15, 2000  
Effective Date: February 15, 2000  
Revision Date: June 13, 2003  
Revision Date: May 19, 2004

**3. Summary of the contents of the substantive policy statement:**

The contents of this policy statement outline the guidelines established by the Department for the number of liquor licenses one manager's agreement may govern.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This Substantive Policy Statement is a revised document.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Licensing Manager or Supervisor  
Arizona Department of Liquor Licensing and Control  
800 W. Washington, 5th Floor  
Phoenix, AZ 85007  
Phone: (602) 542-9055

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of this Substantive Policy Statement can be obtained for a fee of 10 cents per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

**Policy Statement – Licensing Division**

**Management Agreement Requirements**

**I. PURPOSE**

To establish a policy and procedure regarding the designation of manager to one or more premises as prescribed by A.R.S. 4-202(C). This substantive policy is advisory only. A Substantive Policy Statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedures Act (A.P.A.). If you believe that this Substantive Policy Statement does impose additional requirements or penalties on regulated parties, you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

**II. POLICY**

A.R.S. § 4-203(C) allows an entity to designate the same manager for more than one premise. The Department shall limit the designation as follows:

- A. Entities that have 50 or more licenses may appoint one manager for up to 10 different locations.
- B. Entities that have 20 to 50 licenses may appoint one manager for up to five (5) different locations.
- C. Entities with one to 20 licenses must have at least one manager for every two licenses.
- D. This policy does not preclude any of the above licenses from the requirement of having to file a manager's agreement when they have an individual who is responsible for the day-to-day operations of the licensed premises at each location.

**III. PROCEDURES**

The Department shall request manager's agreements in accordance with the established policy.