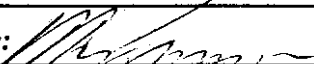




POLICY AND PROCEDURE

Subject: Policy and Procedure Preparation Process	Index: Administration & Policy Management Number: 101-1
Effective Date: February 24, 1993	Prepared By: City Manager
Supersedes: N/A	Approved By: 

1.0 PURPOSE:

To establish policy and procedure for the development, coordination, and issuance of the City of San Clemente Policies and Procedures Manual.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions

3.0 REFERENCES:

Not applicable

4.0 POLICY:

The City of San Clemente maintains a Policies and Procedures Manual, which outlines the major systems and procedures relating to the interaction of its organizational departments. In addition, the manual outlines city systems and procedures relating to interaction between the City of San Clemente, the City Council, department heads, vendors, contractors, subcontractors, and outside consultants. A standard manual is intended to represent a unified and consistent approach to sound municipal government and is designed to provide public documentation describing overall policy, rules of procedure, and methods of operation.

5.0 DEFINITIONS:

5.1 **City Policy** - Statements of what should be done in a certain set of circumstances, established by the City Manager, Department Heads and/or City Council action.

5.2 **Procedure** - Instructions required to implement policy.

5.3 **Policy and Procedure Documents** - Two-part statements defining City Council (legislative) and Administrative operating policies and procedures.

6.0 **PROCEDURES:**

6.1 All City of San Clemente personnel are responsible for maintaining constant awareness of policy and procedure documents. They are to implement promptly all new or revised publications.

6.2 All department heads and administrative staff are responsible for providing analysis and recommendations for improved administrative techniques.

6.3 All proposed policy and procedure documents must be submitted to the City Manager's Office prior to publication in order to ensure appropriateness of subject matter and adherence to format.

6.4 The City Manager will approve all administrative policy and procedure documents under authority assigned by the City Council and the Municipal Code of San Clemente.

6.5 Operating policies and procedures for the City Council, categorized as legislative policies and procedures, shall be submitted to the City Manager for review and approval by the City Council. Legislative policies and procedures shall be signed by the Mayor.

6.6 **ORIGINATION:**

6.6.1 Department and/or their division heads shall be responsible for originating and drafting all policies and procedures.

6.6.2 Policies and Procedures drafted by Division Heads are to be reviewed and approved by the Department Heads prior to submittal to the City Manager.

6.6.3 Assistance in coordinating, finalizing, indexing and distributing policies will be provided by the City Manager's Office.

6.7 COORDINATION AND APPROVAL:

6.7.1 New or revised policies and procedures shall be drafted by the department or division head involved and forwarded to the City Manager's Office. The City Manager's Office will distribute copies for review and comment by affected department heads and staff.

6.7.1.1 When there is nonconcurrence, reasons and/or alternatives should be stated in the comments.

6.7.1.2 If the comments copy is not returned within the time allotted as specified by the return date, concurrence will be assumed.

6.7.2 After circulated copies of the proposed policy and procedure have been reviewed and returned with comments, the City Manager's Office will reschedule a meeting with the department or division head involved to review comments and finalize the document.

6.7.3 After resolution of any conflicting issues, a master of the policy and procedure will be prepared by the originator, approved by the department head involved, and submitted to the City Manager.

6.8 DISTRIBUTION

6.8.1 Approved policy and procedure documents will be dated, indexed and numbered in accordance with instructions from the City Manager's Office.

6.8.2 Each Department/Division shall receive copies of approved policies and procedures for distribution to the appropriate staff in each department/division. Other personnel may obtain copies by request from the City Manager's Office.

6.8.3 Each Department Head and Division Manager is responsible for ensuring that the Policies and Procedures Manual is complete, up-to-date and accessible to all employees.