

141.3 SUBJECT: POLICIES AND PROCEDURES MANUAL

- :1 OBJECTIVE:
Maintain a City of Orlando Municipal Government Policies and Procedures Manual.
- :2 AUTHORITY:
This procedure amended by City Council March 22, 2004, Item A6.
- :3 DIRECTION:
City Clerk, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.
- :4 METHOD OF OPERATION:
- A. New Procedures:
1. The Mayor, CAO, City Council, Operations Committee, a Director, Office Head, Bureau Chief or a Division Manager may initiate a review, draft a proposed procedure, and forward to the City Clerk.
 - a) *Creating a new policy or procedure:*
Use the P&P Form.dot template and follow the directions documented in the “Working with Policy & Procedures” manual to properly create the Word document with the necessary information for the new policy or procedure.

The “Working with Policy & Procedures” manual is available on the Policy & Procedure Intranet site as an Adobe PDF document.
 - b) *Editing an existing policy or procedure:*
Use the existing Word document for this policy or procedure and follow the directions documented in the Working with Policy & Procedures manual to properly edit the Word document with the necessary changes.

The Working with Policy & Procedures manual is available on the Policy & Procedure Intranet site as an Adobe PDF document.

Current policies and procedure are stored at O:\Policy and Procedures.
 2. The proposed procedure should then be reviewed for accuracy and legal issues by the appropriate Attorney or review board.
 3. The City Clerk/General Administration Director, upon receiving the draft of the proposed procedure, will circulate it to Operations Committee members and schedule for the next Operations Committee meeting.
 4. The City Clerk/General Administration Director, upon approval by the Operations Committee will, through its minutes, seek City Council approval.
 5. The procedure, as approved by City Council, will be automated by the City Clerk/General Administration Director; and one copy shall be distributed to each Department.
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6. It is mandatory that supervisors be informed on all policies and procedures as approved by City Council which are of concern to their area of responsibility. Supervisors shall implement and enforce the provisions of such policies and procedures as soon as feasible after adoption by City Council. Policies and Procedures Manuals are public record and shall be maintained in such a manner that they are accessible to all employees and other interested persons upon request.

B. Policies and Procedures Review:

1. All policies and procedures published in the City of Orlando's Policies and Procedures Manual will undergo a mandatory review every three years following adoption.
2. A list will be sent by the City Clerk/General Administration Director to the Director/Office Head responsible forty-five days prior to the review date of the Policies and Procedures in the series being due.

:5 FORMS:

P&P Blank.dot, P&P Form.dot, Working with Policy & Procedures manual

:6 REFERENCE:

Procedure approved December 9, 1968, Item 56; amended December 16, 1974, Item 27; amended June 6, 1977, Item 9; amended August 29, 1977, Item 5; amended January 22, 1979, Item 4(H); amended February 5, 1979, Item 8; amended April 19, 1993; amended October 23, 2000, Item 2-HH; amended March 22, 2004, Item A6.

:7 EFFECTIVE DATE:

This procedure effective March 22, 2004.