

City of Richmond

Administrative Manual

SUBJECT: Departmental Operating Procedures

SECTION: General Administration

POLICY NUMBER: AP 101

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To assign the responsibility for the writing and maintenance of departmental operating procedures, and to distinguish the overall policies of the City of Richmond included in this Administrative Manual from those operating procedures established for and by individual City departments.

II. Policy

- A. Policies and procedures which are not described and/or referenced within this Administrative Manual shall be the responsibility of the department directors of the individual City departments to write and maintain, depending upon their assigned functions, consistent with City-wide policies and procedures.
- B. The procedures written by individual City departments for implementing various City-wide policies shall be included within the policy framework as described in this Administrative Manual. No departmental policy or procedure shall be established or practiced which is in conflict with the policies in this Manual.
- C. If a potential for conflict arises between two or more departments regarding their individual policies or procedures, or between a department policy or procedure and a City-wide policy or procedure, the City Manager shall have the responsibility for resolving the potential conflict.