

City of Richmond

Administrative Manual

SUBJECT: Interdepartmental Cooperation and Information

SECTION: General Administration

POLICY NUMBER: AP 102

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To set forth the City of Richmond's official position regarding the interaction and sharing of information between City departments.

II. Policy

City department directors shall keep each other informed about activities which may affect personnel or City properties under their respective departments. This sharing of information will enhance each director's ability to perform his or her duties in a more efficient manner. Each department director shall cooperate fully by sharing information that may have an impact on the operations of other departments.