

City of Richmond

Administrative Manual

SUBJECT: Regulatory Agency Notification

SECTION: Risk Management

POLICY NUMBER: AP 403

INITIAL DATE PREPARED: April 24, 2000

LAST DATE REVISED:

I. Purpose

To define employee action when regulatory agencies enter City property.

II. Policy

It is the policy of the City of Richmond to comply with the letter and the intent of applicable law regarding site visits by federal, state and local regulatory agencies such as CAL/OSHA, EPA, and State and City Fire Marshals, and to protect the interests and rights of the City.

III. Procedure

It is the responsibility of each employee to ensure that this procedure is followed whenever a regulatory agency enters, or seeks to enter, City property.

- A. Any employee receiving an inquiry from any government agency regarding entry on City property shall immediately notify his or her supervisor, before entry if possible.
- B. The supervisor will then notify his or her Department Director, the Safety Unit and the Risk Manager.
- C. The Safety Unit will coordinate all the necessary internal contacts with the respective departments and the Risk Manager.
- D. The City Attorney will provide necessary legal advice and guidance to City management.
- E. Ongoing contact by staff with regulatory agencies will be at the discretion of the respective supervisor.

Adherence to this policy and procedure will ensure that the City meets its obligations under the law and that the legal interests of the City and its officers and employees are protected.