

POLICY AND PROCEDURE MEMO

NO.

1.001

DATE: 04-05-13Approved

SUBJECT:

CREATING A POLICY AND PROCEDURE

CITY MANAGER

I. <u>STATEMENT</u>:

All Policy and Procedure Memos (PPMs) regarding the City of Rochester are to be distributed from the City Manager's Office and must be accompanied by a PPM Review and Approval cover sheet. (A sample of a PPM Review and Approval cover sheet follows this procedure.)

II. PROCEDURE

Employees may submit PPMs proposing or revising Administrative Regulations (ARs) to their respective Department, Bureau, or Division Head along with a PPM Review and Approval cover sheet.

The completed PPMs will be submitted to the City Manager's Office for review.

If approved, new or revised ARs will be issued.

See Attached Form(s):

Policy and Procedure Memo (PPM) Review and Approval Cover Sheet

-END OF PROCEDURE-

POLICY AND PROCEDURE MEMO (PPM) REVIEW AND APPROVAL COVER SHEET

EXISTING NEW _	REVISED	PP#:
PURPOSE AND COMMI	ENTS:	
7 V-F		
A STATE OF THE STA		
If additional space is required, use back of sh	cet.	, <u>, , , , , , , , , , , , , , , , , , </u>
ROUTING	SIGNATURE	DATE
First - Preparer		
Second - Management Team		
Third - Department Heads	•	
Fourth - City Manager		