



# POLICY AND PROCEDURE MEMO

SUBJECT: MAINTENANCE OF POLICY AND POCEDURES

NO. 1.002

DATE: 12/21/2022

DocuSigned by:  
*Blaine Cox*  
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**CITY MANAGER**

## I. STATEMENT:

All Administrative Regulations (AR's) codified as Policy & Procedure Memos (PMM's) will be kept up to date on the City Manager's webpage:

[www.rochesternh.gov/city-manager/pages/employee-policies-procedures](http://www.rochesternh.gov/city-manager/pages/employee-policies-procedures)

The City Manager's Office will forward any new or revised PPM's to each Department, Bureau, and Division electronically. In addition, each PPM will also be placed on the City Manager's webpage as noted above. It is the responsibility of the head of each Department, Bureau, and Division to inform all affected personnel of the Administrative Regulations/ Policy & Procedure Memos and any subsequent updates.

## II. PROCEDURE

1. Upon receipt of a new or revised Administrative Regulation (AR) in the form of a PPM, the Department, Bureau, or Division Manager must first identify the type of AR. It will either be a General or Specific type. General AR's should be posted on the appropriate bulletin boards for no less than one (1) week. Specific AR's should be distributed only to affected personnel.
2. Department, Bureau, or Division Managers shall decide whether copies should be distributed to all personnel or whether a special meeting is required regarding the AR.