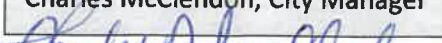


CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			AP 01
Approved by:	Distributed by	Original Date	Last Reviewed
Charles McClendon, City Manager 	Human Resources	May 1992	August 2017

SUBJECT:

PREPARATION OF ADMINISTRATIVE POLICIES

PURPOSE:

To standardize the format for preparation of administrative policies, to reduce confusion, and to provide sufficient information to assure proper implementation of the policy.

POLICY:

All future Administrative Policies shall be approved by the City Manager and shall follow the format exhibited by this document.

Administrative Policies will be distributed by Human Resources. Council Policies will be distributed by the City Clerk.

PROCEDURES:

1. Administrative Policies shall have the following components:
 - a. The City's name
 - b. The title—ADMINISTRATIVE POLICY
 - c. The month and year of policy adoption
 - d. The subject of the policy (SUBJECT)
 - e. The purpose of the policy (PURPOSE)
 - f. The policy stated in concise, brief wording (POLICY)
 - g. The operating procedures for the policy (PROCEDURES)
 - h. The policy may have an additional section with instructions for policy implementation (IMPLEMENTATION)