

# City of New Haven

## Procedures for Issuance of Citywide Policy Statements

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**Purpose:** The purpose of this policy is to provide a process for approval of policies to be implemented on a Citywide basis.

**Issuing Authority:** The Chief Administrative Officer is the issuing authority of this policy.

**Enforcement Authority:** The Chief Administrative Officer is responsible for insuring departmental compliance with this policy.

### Policy

1. Citywide policies are to be prepared or amended by Department Heads or Coordinators as they deem necessary or appropriate. Upon noting a need for the development of or amendment to a City-wide policy statement, the policy must be prepared in the format approved by the CAO.
2. Upon completion of the policy statement, the statement must be submitted by the appropriate Coordinator to the Executive Assistant to the Mayor who will submit it to Corporation Counsel and Labor Relations for approval.
3. Upon approval, the Executive Assistant to the Mayor will submit the policy statement to all Coordinators for their review and approval.
4. The approved policy will be submitted to the Mayor for review and approval.
5. Once approved said policy shall be signed by the appropriate issuing authority and issued to all City departments for implementation with a designated effective date.
6. A master copy of all Citywide policies will be maintained by the Chief Administrative Officer in the form of a "Policy Manual".

### Definitions

**Policy:** Any Citywide operational procedure required to effectively and efficiently carry out the activities of municipal government.

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Issuing Authority: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Previously Revised:    Date    \_\_\_\_\_

A copy of this policy is available for review at the Office of Organizational Development. It is also available on the City's computer network at N:\policies\POLPROC.DOC