



Administrative Regulations

Office of the Mayor

Introduction

I. Purpose

This manual consolidates policies and procedures that have a general application or interest to all city departments, agencies, and employees. It establishes a citywide policy system that municipal officials can use administer the affairs of the city in a consistent and uniform manner.

II. Definition

An administrative regulation is an organization-wide policy recommended for approval by the Chief Administrative Officer and approved by the Mayor.

III. Responsibility

All employees of the City of Richmond, Virginia, shall be responsible for abiding by the citywide policies set forth in these administrative regulations. The prime responsibility for these regulations will rest with the highest authorities or officials, following the chain or line of command to all city employees.

IV. Contents

Section I – General Regulations
Section II – Technology Regulations
Section III – Ordinance and Code Enforcement Regulations
Section IV – Employment Administration Regulations
Section V – Employment Practices Regulations
Section VI – Vehicle and Travel Regulations
Section VII – Miscellaneous

V. Preparation of Regulations

The Department of Human Resources will be responsible for the update, revision, amendment, maintenance, and periodic review of all administrative regulations. Agencies may submit proposed, revised, or corrected regulations to the Department of Human Resources for consideration by the Chief Administrative Officer. All regulations will be reviewed by the City Attorney's Office for legal appropriateness and application.

VI. Circulation

Administrative regulations are promulgated by the signed approval of the Mayor or a designee (Chief Administrative Officer or Deputy Chief Administrative Officer). The effective date of each regulation shall be indicated in the header on its front page. Administrative regulations shall be issued to all city employees and agencies.



VII. Authority

The Mayor has the authority under the Charter of the City of Richmond § 5.05 (e) to issue regulations as may be necessary in order to implement the mayor's duties and powers. Where a specific legal basis is required, it is cited within the regulation.

VIII. Format

Each administrative regulation shall generally adhere to a uniform format. The following standard items should be found in the regulation, but the format may deviate if required:

Heading

Title

A.R. Number

Effective Date

Page Number (i.e., page 1 of 1)

Supersedes

A.R. Number

Dated

Body

Purpose Statement

Policy

Procedure

Responsibility

Definitions and/or Background (if applicable)

Regulation Update Notification

Mayor and CAO Approval Signature Line