

# **Administrative Regulations Manual**

## **Introduction**

### **I. Purpose**

The purpose of this Administrative Regulations Manual is to consolidate policies and procedures that have a general application or interest to all City Departments, Agencies and employees. It establishes an information source so that municipal officials can administer the affairs of the City in a consistent and uniform manner.

### **II. Definition**

An Administrative Regulation is a set of organization wide procedures of general interest declared by the Mayor.

### **III. Responsibility**

All employees of the City of Richmond, Virginia shall be responsible for carrying out 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 & Code Enforcement Regulations  
Section IV – Employment Administration Regulations  
Section V – Employment Practices Regulations  
Section VI – Vehicle & 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 with the City Attorney's Office for legal appropriateness and application.

### **VI. Circulation**

Administrative Regulations are circulated 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 on the front page of each regulation. Administrative Regulations shall be issued to all city employees and agencies.

### **VII. Authority**

Where a legal basis is required for an Administrative Regulation it is cited within the regulation. Regulations without such citing are developed on the Authority of the Mayor by the Department of Human Resources.

**VIII. Format**

Each Administrative Regulation shall generally adhere to a uniform format. The following standard items should found in the regulation, but is not all inclusive:

Heading

Title

A.R. Number

Effective Date

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

Supersedes

A.R. Number

Dated

Body

Policy and/or Purpose Statement

Procedure

Responsibility

Definitions and/or Background (if applicable)

Authority

Regulation Update Notification

Mayor Approval Line