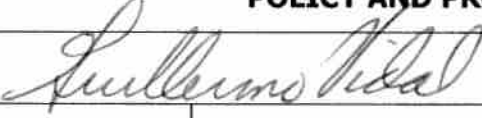


City and County of Denver		POLICY	Public Works Department
Subject:		POLICY AND PROCEDURE MANUAL	
Approved:			
		Manager of Public Works	
Number: 1	Effective Date: May 27, 2008	Page: 1 of 2	

GENERAL

This policy supersedes and replaces Public Works Policy 10-A001, Policy and Procedure Manual, issued on August 27, 1993.

PURPOSE

The Public Works Department of the City and County of Denver, in its endeavor to provide a consistent and fair approach to matters of concern to its customers, employees and the public, hereby institutes a Policy and Procedure Manual to guide its employees in the performance of their duties. This policy will establish the organization of the Policy Manual and assist in further development of additional policies for the future.

DISCLAIMER

The Policies and Procedures contained herein for the Public Works Department of the City and County of Denver do not create or constitute any contractual rights between or among the City and County of Denver, the Public Works Department of the City and County of Denver, any employee of the Public Works Department of the City and County of Denver, or any other person or entity.

The provisions contained in the following Policies and Procedures of the Public Works Department of the City and County of Denver may be modified, rescinded, or revised, in writing, by the Public Works Department of the City and County of Denver, which reserves the right to unilaterally modify, rescind, or revise these Policies and Procedures at any time.

The following Policies and Procedures of the Public Works Department of the City and County of Denver do not supersede or supplant the Career Service Rules, but are to be applied in conjunction with the Career Service Rules.

ORGANIZATION AND NUMBERING SYSTEM:

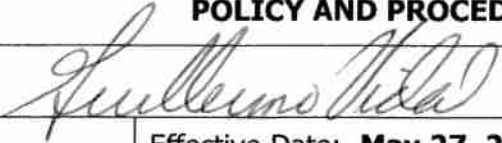
The numbers of the policies will be assigned by the Manager of Public Works.

FORMAT

In order to provide a consistent and identifiable document, all Policies and Procedures in the Department will be formatted in the same manner as this Policy. Policies will be identified with the word "POLICY" in the heading box and procedures will use the word "PROCEDURE" in the heading box. The documents are designed to be maintained in number sequence, in a loose leaf, 3-ring binder which will be updated as new and/or revised policies or procedures are issued. Each agency is required to maintain at least one Policy Manual in their respective organization. The Policy Manual is to be accessible to every member of the agency and directors are responsible to ensure that all employees have knowledge of the Policy and Procedure Manual and how to access it.

PROCEDURE

In order to establish new polices and procedures or to update current policies and procedures the following process must be followed:

City and County of Denver	POLICY	Public Works Department
Subject:	POLICY AND PROCEDURE MANUAL	
Approved:		
		Manager of Public Works
Number: 1	Effective Date: May 27, 2008	Page: 2 of 2

1. The proposed Policy and/or Procedure must be submitted in draft format to the Manager of Public Works.
2. The draft copy will then be reviewed by the human resources staff and the agency directors.
3. Once comments are received, a final draft will be prepared.
4. The final draft will be submitted to the City Attorney's Office for review.
5. Once the recommendations from the City Attorney's Office are received, the necessary changes will be made to the final draft.
6. The final draft will then be submitted to the Public Works Executive Management Team for approval.
7. If the policy and procedure is approved by the Executive Management Team, it will be submitted to the Manager of Public Works to be authorized.
8. At that time, a signed copy of the new policy and procedure will be distributed to all the agencies in Public Works to be included in the agency policy and procedures manual. The policy and procedure will be posted on the department website.

End of Document