

PROCEDURE GUIDELINE FORMAT

I. PURPOSE:

The purpose of the following policy establishes a standard format for Procedure Guidelines, and it also establishes requirements for maintaining a Manual or Procedure Guidelines.

II. RESPONSIBILITY:

It is the responsibility of all Department Directors to be familiar with and maintain all information contained within this and any other Procedure Guideline. The City Manager's Office is tasked with the responsibility for preliminary review and indexing all Procedure Guidelines generated from the various Departments. Correct placement of additional Procedure Guidelines with the Manual is the responsibility of the individual Department Directors.

III. DEFINITION:

Procedure Guidelines are policies outlined by City Ordinances, established by precedent, or conceived by the City Manager, or Department Directors, in order to ensure efficiency of operation within the boundaries of City Government. Procedure Guidelines formalize the Department regulations and the administrative regulations into one (1) standard vehicle for the dissemination of information pertinent to the general public, Department Directors, and City of Little Rock Staff. Violations of any of the provisions of the Procedure Guideline may result in disciplinary action.

IV. POLICY:

A. How to Write a Procedure Guideline: When formulating a policy for implementation, the author should consider the range of the policy. If the policy is to be a pertinent part of the Procedure Manual:

1. Keep the subject as general as possible.
2. Avoid using specific dates and time unless it is required.
3. Keep the policy flexible enough to allow actual circumstances to influence the practical aspects of the situation.
4. A standard format (see below) should be followed in all Procedure Guidelines. The use of this format has two (2) advantages.

- a. A standard form accustoms the reader to the format to facilitate understanding of the policy/procedure.
 - b. A standard form enhances the ease with which the reader is able to find needed information.
- B. Organization of Procedure Guideline Format: The following format is for all Procedure Guidelines. Note that this Procedure Guideline is an example of this format.

Procedure Guideline

Index No:

Date:

Revised:

PROCEDURE GUIDELINE FORMAT AND MANUAL

- I. PURPOSE:
- II. RESPONSIBILITY:
- III. DEFINITION:
- IV. POLICY:
 - a. Item:
 - 1. Paragraph
 - 2. Paragraph
 - b. Item:
- V. PROCEDURE:
 - A. Item:
 - 1. Paragraph
 - 2. Paragraph
 - B. Item:

Approved:

Bruce T. Moore
City Manager

VI. PROCEDURE:

A. Pattern of Events: The following is a pattern of events to be followed when formulating a Procedure Guideline.

1. Review:
 - a. Define the problem area
 - b. Review the current policy (if one exists)
 - c. Review the current procedure (if one exists)
 - d. Based on a, b, and c, establish the guideline
2. Preliminary Draft:
 - a. Review this Procedure Guideline for purpose and format.
 - b. Develop a draft of the Procedure Guideline in view of the information previously ascertained.
3. Preliminary Review:
 - a. Route to the City Manager's Office for preliminary review by the Assistant City Manager and assignment of Index Number.
 - b. After the Assistant City Manager review, the draft will be distributed to Department Directors for review and comment.
 - c. Comments shall be routed to the responsible Department for consideration and incorporation into the document.
4. Final Draft: Complete draft and submit to the City Manager for approval.
5. Reproduction and Distribution: The City Manager's Office is responsible for the typing, reproduction, and distribution of the copies to the Departments.

B. Index numbers are assigned by the City Index Numbers:

1. City Manager's Office. This system allows the Procedure Guideline to be organized according to primary function, and it facilitates finding and referring to the correct procedure.
2. The Procedure Guideline Manual is not extensive enough to require a complicated index system. A very simple numbering scheme will serve its purpose and allow for expansion.

a. Function Categories

0010	Procedure Guideline Format
1000-1990	City Employees in General
2000-2990	Office of the City Manager
3000-3990	Finance
4000-4990	Little Rock Police Department/Fleet Services
5000-5990	Public Works
6000-6990	Parks and Recreation
7000-7990	Planning and Zoning/Housing and Neighborhoods
8000-8990	Information Technology
9000-9990	Unassigned

- C. Review and Revision: The Procedure Guideline shall be reviewed on a yearly basis. If there are no changes, a review date will be placed immediately under the original date. If changes are made, a revised date will be placed immediately under the original date.

Approved:

Bruce T. Moore
City Manager