

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 1.00	Issue 4	Page 1 of 3
ADMINISTRATIVE REGULATION AND DEPARTMENT INSTRUCTION PREPARATION PROCEDURES	Effective Date December 1, 2006		

1. Purpose

- 1.1 To establish guidelines for the issuance and revision of Administrative Regulations and Department Instructions. Departments involved in complicated, lengthy, or detailed operations are encouraged to develop and issue special purpose manuals outlining these operations in a format and using procedures deemed most appropriate for each situation.

2. Definition of Terms

- 2.1 Administrative Regulations - Citywide administrative policy and procedure directives of a continuing nature issued by the Mayor and/or Chief Operating Officer.
- 2.2 Department Instructions - Administrative policy and procedure directives of a continuing nature issued by a department head and applicable to the operations of that particular department.

3. Issuance and Revision of Administrative Regulations

- 3.1 Administrative Regulations are issued over the signature of the Chief Operating Officer and others as required.
- 3.2 Proposed drafts of new or revised Administrative Regulations should be submitted to the Citywide Business & Grants Administration Department Director after a draft has been reviewed and approved by all relevant departments. The Office of Ethics & Integrity, Labor Relations and Citywide ADA Attorney should be included as reviewers on all proposed Administrative Regulation revisions or new directives to determine labor, programmatic and/or ethics related impacts. If the regulation is new or contains significant changes in policy, departments should route the regulation through their Deputy Chief Operating Officer for review and approval. Copies of the clearance memorandum reflecting relevant department director(s), the Office of Ethics & Integrity, Citywide ADA Attorney, Labor Relations and Deputy Chief Operating Officer, approval should be included with the Administrative Regulation submittal. (See Attachment A for clearance memorandum format). The proposed Administrative Regulation should include a cover memorandum highlighting the proposed additions/revisions or purposes of the regulation. (See Attachment B for cover memorandum format).

(Supersedes Administrative Regulation 1.00, Issue 3, effective May 16, 1992)

Authorized



for CHIEF OPERATING OFFICER

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- 3.3 Existing Administrative Regulations are electronically stored by Business & Support Services. All departments should request electronic transfer of the regulations they wish to revise and send all proposed new and revised regulations electronically to Business & Support Services. Documents can sometimes be transferred through an exchange of computer disks if standard software is used. Departments should contact the Administrative Regulation Coordinator in the Citywide Business & Grants Administration Department for specific instructions prior to using either of these procedures.
- 3.4 The Citywide Business & Grants Administration Department will provide technical assistance upon request. Attachment C outlines and describes the format for Administrative Regulations. Departments should contact the Citywide Business & Grants Administration Department for assignment of a document number prior to submitting a request for processing a new Administrative Regulation. Additions to existing Administrative Regulations should be displayed in bold type.
- 3.5 The Citywide Business & Grants Administration Department is responsible for publishing and ensuring additions and revisions of Administrative Regulations, the Table of Contents, and Subject Index are posted on Citynet.
- 3.6 Administrative Regulations remain in full force and effect until officially revised, superseded or repealed in writing by the Mayor and/or Chief Operating Officer.

4. Issuance and Revision of Department Instructions

- 4.1 Department heads are encouraged to develop Department Instruction Manuals for specific policies and procedures as they relate to their department.
- 4.2 Department Instructions should be issued on Form BD-4 over the signature of the department head.
- 4.3 Proposed drafts of new or revised Department Instructions should be submitted to Labor Relations to determine labor related impacts.
- 4.4 Each department is responsible for publishing, distributing and updating its own instructions and forwarding an electronic copy to the Citywide Business & Grants Administration Department.
- 4.5 Department Instructions should be regularly reviewed for revision to ensure current procedures and policies are accurately reflected.

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APPENDIX

Legal References

City Charter, Section 250 – (Strong Mayor trial Form of Governance)
City Charter, Section 28 - (Administrative Rules and Regulations)

Forms Involved

BD-4 - Department Instruction

Subject Index

Manuals

Administrative Procedures
Administrative Regulations
Department Instructions

Administering Department

Citywide Business & Grants Administration

CITY OF SAN DIEGO
M E M O R A N D U M

DATE : (Today's Date)
TO : (Deputy Chief Operating Officer(s)/Director(s) of department(s) affected by provisions of the Administrative Regulation, department City Attorney Liaison, as applicable, Office of Ethics & Integrity, Labor Relations and ADA Attorney
FROM : (Originating Department Director)
SUBJECT : Administrative Regulation Clearance, A. R. # _____

The attached Administrative Regulation draft is submitted for your review.

Please sign below indicating approval and/or make comments regarding suggested modifications. Return to (originating department contact person), Mail Station # _____ by _____ (date) _____.

Originating Department Director

Attachment

APPROVAL:

Signature

Department

Date

COMMENTS:

CITY OF SAN DIEGO
M E M O R A N D U M

DATE : (Today's Date)
TO : Citywide Business & Grants Administration Department
FROM : (Originating Department Director)
SUBJECT : (New/Revised) Administrative Regulation (Number) – “(Administrative Regulation Title)”

Attached is a draft copy of Administrative Regulation (number) entitled “(Administrative Regulation Title)”. The Regulation has been reviewed and approved by (list concerned departments and Deputy Chief Operating Officer, if applicable).

The draft Administrative Regulation reflects the following changes:

1. ADDITIONS - List section numbers and highlight the proposed additions.
2. REVISIONS - List section numbers and highlight the proposed revisions.
3. DELETIONS - List section numbers and highlight reasons for proposed deletions.

(Explain the purpose of a proposed new Administrative Regulation).

If you have any questions regarding these revisions, please contact _____.

DEPARTMENT DIRECTOR

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Include the following elements, if applicable:

1. SUMMARY OF CONTENTS - if justified by the length and complexity of the policy or procedure.
2. PURPOSE - - what will be accomplished by the Administrative Regulation.
3. SCOPE - what is being covered and the limits of coverage.
4. DEFINITIONS - if any of the terms or concepts are subject to misinterpretation.
5. RESPONSIBILITY - if some position or organizational unit has unusual or major responsibility.
6. POLICY OR PROCEDURE - the enunciation of policy or outline of steps in a procedure as the case may be.

Responsibility

(The department or individual responsible for completing one segment of the procedure).

Action

(Specifically, what is to be accomplished by the indicated department or individual).

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APPENDIX

- Legal References - citations of any pertinent laws or other regulations relative to the procedures.
- Forms Involved - a summary list of all forms utilized in the procedure.
- Subject Index - key words for subject indexing of the Administrative Regulation.
- Distribution - a list of those who are to receive the procedure other than the normal distribution list.
- Administering Department - if applicable, the department responsible for maintaining and updating the regulation.

All revisions should be underlined before drafts are submitted to the Citywide Business & Grants Administration. These revisions will appear in Bold type in the final document.

The following information should be typed on the bottom of page one of the revised Administrative Regulation:

(Supersedes Administrative Regulation _____, Issue _____, effective _____).

Authorized

(Director of affected non-mayoral department, if applicable)

Chief Operating Officer