Number: 01.001.00

City of Riverside
Administrative Manual

Effective Date:	07/2003
Revision Date:	01/2016
Review Date:	07/2018
Policy Owner(s):	City Manager

Approved:

Department

City Manager

SUBJECT:

Administrative Manual Instructions

PURPOSE:

The Administrative Manual was developed to provide policy guidance and procedural instructions to all City personnel. Items included in the Administrative Manual are restricted to matters affecting more than one City department. When properly maintained, the manual will supplement and interpret existing City policies and laws, and provide for uniform practices.

Intradepartmental manuals may be prepared for the guidance of personnel within a department as long as they do not conflict with the Administrative Manual.

It is the responsibility of each employee to apply the information contained in this manual.

POLICY:

Internal Audit

Internal Audit monitors the Administrative Manual to ensure policies are reviewed and updated by City departments in a timely manner. Each policy within the manual contains a revision date and a review date: the revision date is the date that the policy has been revised to reflect new updates, changes, or deletions as needed, and the review date is the date that the policy is scheduled to be reviewed by departments. If a new policy is being developed, Internal Audit will supply a policy template for the department to use to draft the policy. Internal Audit will provide deputy department heads with a synopsis/overview of any changes (as provided by the department) made to the manual.

Review dates for the Administrative Manual are scheduled on a biennial basis each July; Internal Audit will reach out to each policy owner in April prior to the review date to determine if any policy changes not previously identified are needed. Any additional updates will be reflected in the policy (and the revision date will be updated accordingly), which will be posted with the new review date; otherwise if no changes are needed just the review date will be updated.

Internal Audit will also provide City Administration with periodic updates on the effectiveness of randomly selected policies in the manual via ad-hoc review, or through control self-assessments (CSA) conducted in conjunction with the applicable department. A schedule will be developed by Internal Audit on an annual basis to be incorporated into the department's existing annual audit plan.

City Departments

Departments will advise Internal Audit when a policy in the manual needs to be updated, revised, or deleted. Internal Audit will provide the department with a Word document of the policy needing changes. The department will return the updated Word document to Internal Audit; the document should include either (a) document-tracked changes that were made to the policy, or (b) a brief overview of the changes that were made.

Prior to the policy being uploaded to the Administrative Manual Intranet portal, departments must ensure that the updated policy is signed by the appropriate department head (as applicable) and then forwarded to the City Manager for approval and endorsement. The signed document (or copy) should then be sent to Internal Audit for uploading to the portal (this includes policies that just require a signature for an updated review date).

City Manager

The City Manager (or his designee) will approve any and all changes/updates to the Administrative Manual.

PROCEDURE:

Responsibility	Action
Internal Audit	Manages the monitoring of administrative manual updates; advises City departments when an existing policy is nearing its review date; uploads new and/or revised manuals to the Administrative Manual Intranet portal; performs ad-hoc reviews/control self-assessments of randomly selected policies as needed.
City Departments	Provides revisions and/or updates to administrative manuals as appropriate; forwards signed copies of new or updated policies to Internal Audit to be posted to the Admin Manual website.
City Manager or Designee	Reviews and approves all additions, deletions, or changes to the Administrative Manual.

Attachments:

1. Administrative Manual Policy Template

Distribution

All employees may access the Administrative Manual via the Intranet at:

http://intranet/Administrative%20Manual/Forms/Allitems.aspx.

Number:

Attachment 1

City of Riverside
Administrative Manual

Effective Date:
Latest Revision Date:
Next Review Date:
Policy Owner(s):

Approved:

Department

City Manager

SUBJECT:

[subject] Font Arial 14 pt Bold

PURPOSE:

[purpose] Font Arial 11 pt

POLICY:

[policy] Font Arial 11 pt

PROCEDURE:

Responsibility	Action

Number:

Attachment 1

PROCEDURE:

Responsibility	Action

Attachments:

[attachment list]

Distribution: Regular