

1.03 Developing and Managing Citywide Policies and Administrative Rules

As needed, staff in OMF bureaus and divisions develop or amend Citywide policies and administrative rules that govern the actions of other City bureaus or the public. This OMF policy 1.03 is designed to ensure that OMF staff effectively develop and maintain the Citywide policies and administrative rules they establish.

Effective policy development and maintenance relies on these fundamental steps:

1. Establish the Citywide policy or administrative rule.
2. Make the policy or administrative rule known and accessible to the impacted stakeholders.
3. Review the policy or administrative rule at least every three years or when a significant change takes place to ensure it is accurate, current and relevant.

Policies and Administrative Rulemaking

OMF staff that plan to develop or amend City Code, binding City policy, and/or Citywide administrative rules should notify the CAO's Policy Team. The Policy Team is available for consultation and assistance with the policy development and any Council documents that would be needed. Staff will need to follow the rulemaking procedures applicable to the specific policy or administrative rule. *Note:* If no rulemaking process exists, staff in the bureau with rulemaking authority should consider creating one. Having an established rulemaking procedure that is known greatly increases the transparency of the bureau's work.

Policy and Administrative Rules Management

OMF staff should work with the Policy Team to identify the following information about the Citywide policy or administrative rule:

- Title of policy and number (if any)
- Policy type (e.g., City Code, binding City policy, Citywide administrative rule)
- Owner of the policy (i.e., the bureau responsible for managing the policy)
- Date the policy was adopted
- Date when the policy should be reviewed
- Location where the policy document is housed (online, servers)

This information will allow OMF to record and track its cumulative policies and administrative rules centrally and consistently. This will help ensure timely review and update of the Citywide policies and administrative rules.

OMF Business Process Owner: Policy Team
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