



CITY OF IRVINE

COMMUNITY SERVICES DEPARTMENT

SECTION: **ADMINISTRATION – A-10-001**

EFFECTIVE: **02/04/2010** **REVISED:** **02/03/2010**

SUBJECT: **POLICY COMPLIANCE** **APPROVED:** **Community**
02/03/2010 **Services**
Commission

PURPOSE: To ensure all Community Services staff is informed of and complies with all Community Services Commission approved policies and procedures.

POLICY: All Community Services Department staff is responsible for complying with all Department policies as approved by the Community Services Commission, unless an employee or class of employees is specifically exempt by resolution or ordinance. Staff may initiate new policies or revise existing policies by submitting a staff report to the Community Services Commission for review and approval.

REFERENCES: None.

GLOSSARY: None.

ATTACHMENT: None.

PROCEDURES: The Department Administrative Coordinator, or designee, will post approved policies to the shared Community Services Policies and Procedures folder on the City computer server within five working days of approval, and notify Department management and supervisory staff accordingly.

The Administrative Coordinator will also ensure a paper copy of each policy is available in a central location in the Department Civic Center suite for review on request, and for ensuring copies are distributed to the Community Services Commission in a timely manner.