

ADMINISTRATIVE BULLETIN

- NO. AB-003** :
- DATE** : November 18, 1998 (Updated 01/01/08 for code references)
- SUBJECT** : General Administrative Procedures
- TITLE** : **Preparing an Office Policy and Procedure**
- PURPOSE** : The purpose of this Administrative Bulletin is to describe the procedures to be used in originating, writing, editing and distributing an Office Policy and Procedure. An Office Policy and Procedure is a document intended primarily for Department of Building Inspection (DBI) use but is available to the general public.
- Note: An Office Policy and Procedure document differs from an Administrative Bulletin in that the latter defines the procedures to be followed by DBI staff and other agencies which are involved with the regulatory functions of DBI. Although an Administrative Bulletin is intended primarily for DBI use, the information may be of interest to the general public.
- DISCUSSION** : The following steps are to be observed in the publishing of an Office Policy and Procedure. Refer to the flowchart in ATTACHMENT "A". Each Office Policy and Procedure shall be reviewed at least annually for concurrence with the current code and from time-to-time as necessitated by changes in policies or requirements.
1. IDENTIFY THE PROPOSED OFFICE POLICY AND PROCEDURE
 - a. Any individual in the Department may identify the need for an Office Policy and Procedure and report this need to the supervisor, who will in turn discuss it with the Manager for Permit Services (the Manager). The Manager then makes a recommendation to the Director who may give the authorization to proceed with the writing of the Office Policy. Similarly, any City agency may identify the need for an Office Policy and Procedure directly to the Director.
 - b. The Manager will notify Technical Services Division (TSD) of the subject matter and the person assigned to write the Office Policy and Procedure (the Preparer). TSD will assign the proposed Office Policy and Procedure a number and notify the Preparer to proceed.
 - c. The first draft is to be returned to TSD within 14 days* after assignment of Office Policy and Procedure Number. Extensions of time may be granted by the Director under extenuating circumstances. Such first draft shall be reviewed by the Deputy Director and TSD for form and content, and revised as necessary. See ATTACHMENT "B" for the document format which is to be followed.

2. REVIEW THE DRAFT OFFICE POLICY AND PROCEDURE

a. The Preparer is to include a list of persons to whom the draft is recommended to be sent for review. The Director and TSD may revise this list. (See ATTACHMENT "C" for a list of possible reviewers).

b. TSD will distribute the first draft and, after a 14 day* review period, will forward any comments received to the Manager. The Manager will review the first draft and the review comments, and if necessary, discuss them with the Preparer.

3. PREPARE FINAL DRAFT FOR REVIEW BY THE DIRECTOR

Based upon draft review comments a final draft bulletin will be prepared by the Preparer. TSD will prepare the final draft which will then be reviewed for form and content by the Manager.

4. PREPARE THE APPROVED COPY FOR PRINTING AND DISTRIBUTION

a. Following approval by the Manager, the Preparer will have 7 days* to return the final draft to TSD who will review the final draft for conformance to format and prepare a final copy for signature by the Director.

b. The signed Office Policy and Procedure will be duplicated and distributed as noted on a final distribution list. TSD will file the signed Office Policy and Procedure and will keep a record of the completed in Office Policy and Procedure separate indexes by:

- 1). Office Policy and Procedure Number
- 2). Title

5. REPORT THE OFFICE POLICY AND PROCEDURE TO THE BUILDING INSPECTION COMMISSION

TSD will prepare a synopsis of the completed Office Policy and Procedure and shall forward that to the DBI Director for inclusion in the Director's Report or Communication Item to the Building Inspection Commission (BIC).

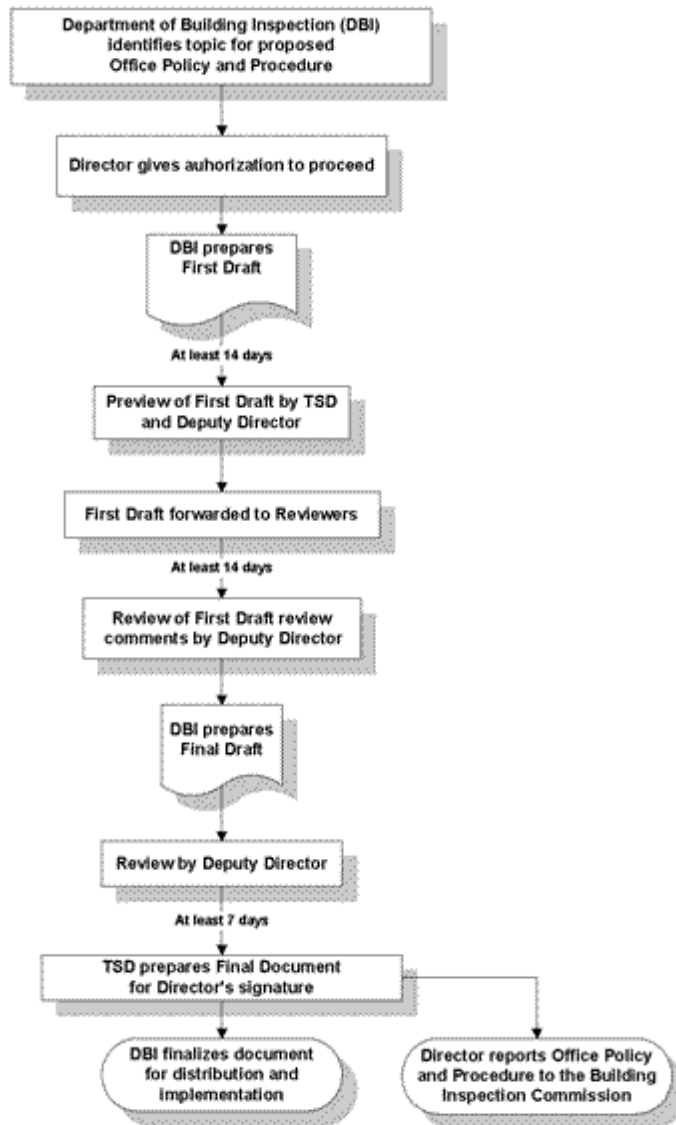
* The time limits given in the procedure above are guidelines, and may vary depending upon the complexity of the subject matter, review and approval process, and schedule requirements. Many Office Policy and Procedure documents result in multiple "draft" stages.

Approved by the Building Inspection Commission on November 18, 1998

Originally signed by:
Frank Y. Chiu, Director
February 3, 1999

ATTACHMENT A

OFFICE POLICY AND PROCEDURE
PREPARATION, REVIEW AND APPROVAL PROCESS



ATTACHMENT B

[Example of format]

OFFICE POLICY AND PROCEDURE

- NO. OP-00X.YY** : *The **OFFICE POLICY AND PROCEDURE NO.** is assigned by TSD.*
- DATE** : *The **DATE** is the effective date.*
- SUBJECT** : *The **SUBJECT** identifies the major topic or topics covered by the Office Policy and Procedure.*
- TITLE** : *The **TITLE** should be short and to the point (e.g., Processing Overtime Requests.)*
- PURPOSE** : *The **PURPOSE** serves as an abstract and clearly defines the scope and intent of the Office Policy and Procedure.*
- REFERENCE** : *The **REFERENCE** materials used in writing the Office Policy and Procedure may include Municipal Codes, City Charter, State and Federal Laws, letters, directives, and other justifications for this document. If there are none, leave this item out.*
- DISCUSSION** : *The **DISCUSSION** provides background information and a description of the intended clarification or interpretation. It includes detailed explanations and additional examples, attachments, or diagrams.*

*The **SIGNATURE BLOCK** contains the Director's signature and title. Additional signatures and titles may be included if the Office Policy and Procedure is written as a joint document with other agencies.*

	Date	Isam Hasenin, P.E., C.B.O	Date
		Director	
		Department of Building Inspection	

IH:ABC *The **INITIAL BLOCK** contains the Director's and the Preparer's initials for later reference.*

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*The **PAGE FOOTER** should also give the total page count.*

ATTACHMENT C

Reviewer Distribution List:

Department of Building Inspection:

Director	Mgr, Permit Services	Mgr, Inspection Services
Assistant to the Director	Mgr, Housing Inspection/ Code Enforcement Services	Mgr, Support Services
Mgr, Plan review Services	Electrical Inspection	Customer Services
Building Inspection	Code Enforcement	Plumbing Inspection
Housing Inspection	Lead Abatement	Special Inspection
Technical Services	Administrative Services	Emergency Management
Central Permit Bureau		Management Information Systems

Boards and Commissions:

Building Inspection Commission

City Agencies:

City Attorney, Office of

Other:

Include any other agency, group, or individual which may be affected by the Office Procedure & Policy.

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