CITY OF SAN RAFAEL

#### Policies and procedures

|  |  |
| --- | --- |
| Subject: |  |
| Resolution No. |  |
| Issue Date: |  |
| Revision Date: |  |
| Prepared By |  |
| Approved By: |  |

****

**xxxxxxxxxxxxxx Policy**

**PURPOSE:**

Describe the purpose of the policy

**RESPONSIBILITY:**

List the parties responsible or who the policy applies to (e.g., Managers, Elected Officials, All employees, etc)

**REFERENCES:**

List any references, supporting documents, websites, state regulations, etc.

**Definitions:**

As needed, define any terminology used (e.g., what is the meaning of “Modified Duty”)

**POLICY:**

A concise statement of the policy, usually not more than a paragraph

**PROCEDURE:**

This is the bulk of the document. Any and all procedures, processes, steps involved, etc.

**ATTACHMENTS:**

* List attachments, if any

**APPROVED BY:**

**Jim Schutz, City Manager Date**