



## ADMINISTRATIVE PROCEDURE

<b>SUBJECT:</b> <b>GENERAL –          ADMINISTRATIVE          PROCEDURES</b>	<b>Number</b> <b><u>I-1</u></b>	<b><u>Effective Date:</u></b> <b>Issued: <u>6/25/86</u></b> <b>Revised: <u>3/13/89</u></b> <b>Revised: <u>3/8/02</u></b>	<b>Page 1 of 1</b>
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**PURPOSE:**

The purpose of an Administrative Procedure is to establish a consistent method of processing and/or determining issues impacting the Contra Costa Water District (CCWD). This manual on Administrative Procedures will be continuously updated as new procedures are developed or existing procedures modified. All Administrative Procedures will be approved by the General Manager prior to distribution.

**FORMAT:**

To establish consistency, Administrative Procedures shall include the following sections:

Purpose – a statement as to the intent of the procedure.

Policy – a statement describing the policy.

Procedure – specific identification of the procedure to be administered.

Responsibility – identification of departments/divisions and/or persons who must see that procedure is properly administered.

Other sections may be included where appropriate.

**DISTRIBUTION OF ADMINISTRATIVE PROCEDURES:**

Distribution of Administrative Procedures will be to supervisors who will be responsible for explaining and distributing said procedures to affected employees.

**RESPONSIBILITY:**

Each staff member will be responsible for maintaining a complete set of procedures in addition to following said procedures as applicable to duties being performed.

APPROVED:

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Walter J. Bishop  
 General Manager